

District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, October 9, 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.**

Page No.

1. CALL TO ORDER

1-6

2. ADOPTION OF THE AGENDA

THAT the October 9, 2024, regular Council meeting agenda be adopted, as presented.

3. PUBLIC AND STATUTORY HEARINGS -NIL

4. GENERAL MATTERS -NIL

START OF CONSENT AGENDA

7-25

5. CONSENT AGENDA

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

- a) THAT the September 25, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.
- b) THAT the September 24, 2024, 6:00 pm Committee of the Whole minutes be approved, as presented.
- c) THAT the April 17, 2024, 6:00 pm Committee of the Whole minutes be approved, as presented.
- d) THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024, be adopted.
- e) THAT District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023, be adopted.

September 24, 2024, Committee of the Whole motions

- f) THAT Council bring forward a Reserves Funds, Surpluses & Deferred Revenue Policy for Council's consideration, which includes the rationale and bases for all the District of Lantzville's Reserve, Surplus and Deferred Revenue accounts including minimal and optimal monetary levels, as applicable, for each.
- g) THAT Council establish a General Capital Reserve Fund bylaw to be brought forward for Council's consideration.
- h) THAT Council transfer the Municipal Facilities Life Cycle Reserve balance to the General Capital Reserve Fund, once adopted; AND FURTHER, THAT that the Municipal Facilities Life Cycle Reserve bylaw be repealed.
- i) THAT Council transfer the Administration Capital Equipment Reserve balance to the General Capital Reserve Fund, once established; AND FURTHER, THAT the Administration Capital Equipment Reserve bylaw be repealed.
- j) THAT Council establish a Financial Stabilization Reserve Fund bylaw to be brought forward for Council's consideration.
- k) THAT Council discontinue the Lantzville Winter Road Maintenance Operating Reserve Fund (Reserve Account) with the monetary balance in the Reserve being transferred to the Financial Stabilization Reserve Fund, once adopted.
- l) THAT Council discontinue the One Time Projects Reserve (Reserve Account) with the monetary balance in the One Time Projects Reserve being transferred to the Financial Stabilization Reserve Fund, once adopted.
- m) THAT Council establish a Legal & Insurance Reserve Fund bylaw to be brought forward for Council's consideration.
- n) THAT Council request staff to bring forward a report to rationalize the intent or purpose of the Tax Stabilization Reserve (Reserve Account), and to seek Council's guidance as to next steps related to this Reserve.
- o) THAT Council repeal the Accumulated General Operating Surplus Reserve Fund bylaw.
- p) THAT Council establish a Transportation Infrastructure Reserve Fund bylaw to be brought forward for Council's consideration.
- q) THAT Council transfer the Roads Infrastructure Capital Reserve balance to the Transportation Infrastructure Reserve Fund, once adopted; AND FURTHER, THAT the Road Infrastructure Capital Reserve bylaw be repealed.
- r) THAT Council establish a Vehicle and Equipment Reserve Fund bylaw to be brought forward for Council's consideration.
- s) THAT Council transfer the Public Works Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve Fund, once adopted; AND FURTHER, THAT that the Public Works Vehicle and Capital Equipment Reserve establishment bylaw be repealed.
- t) THAT Council transfer the Fire Department Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve; once adopted; AND FURTHER, THAT that the Fire Department Vehicle and Capital Equipment Reserve bylaw be repealed.

- u) THAT Council establish a Land Sale Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter; AND FURTHER, THAT that any monies received from the sale of land and improvements to date, including estimated earnings thereon, be transferred into this Reserve Fund.
- v) THAT Council establish a Park Land Acquisition Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter, and that any monies received for parkland to date, including estimated earnings thereon, as per the Community Charter, be transferred into this Reserve Fund.
- w) THAT Council update the terms for the Property Acquisition Reserve Fund bylaw.
- x) THAT Council update the Parkland Capital Infrastructure Reserve Fund bylaw to establish that specific, annual monetary contributions are not specified and additionally that it should include the allocation of annual interest in the earnings from the Parkland Development Cost Charge (DCC) account.
- y) THAT Council transfer the monies in the Parkland Capital Reserve Fund to the Parkland Capital Infrastructure Reserve fund.
- z) THAT Council repeal the Sewer Infrastructure Capital Equipment bylaw; AND FURTHER, THAT a new bylaw titled "Sewer Capital Reserve Fund" be brought forward for Council's consideration.
- aa) THAT Council transfer the Phase III Sanitary Sewer Collection System Debt Reserve Fund balance to the Sewer Capital Reserve Fund, once adopted; AND FURTHER, THAT the Phase III Sanitary Sewer Collection System Debt Reserve bylaw be repealed.
- bb) THAT Council repeal the Water Infrastructure Capital Equipment Reserve bylaw; AND FURTHER, THAT a new bylaw titled "Water Capital Reserve Fund" be brought forward for Council's consideration.
- cc) THAT Council repeal the Community Water Expansion Reserve bylaw; AND FURTHER, THAT a similarly named establishment bylaw, with updated terms, be brought forward for Council's consideration.
- dd) THAT Council bring forward for Council's consideration a Reserve Fund bylaw regarding Community Amenity Contributions; AND FURTHER, THAT the District's Community Amenity Contributions policy be reviewed in light of new provincial legislation for Amenity Cost Charges (ACCs).
- ee) THAT Council bring forward for Council's consideration a Community Works Funds Reserve bylaw.

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

- 26-34 a) **District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024**
- THAT “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024” be given first reading.
- THAT “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024” be given second reading.
- THAT “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024” be given third reading.
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- 35-39 b) **District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024**
- THAT “District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024 be given first reading.
- THAT “District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024 be given second reading.
- THAT “District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024 be given third reading.
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- c) **Grant Applications**
 [Councillor Lerner]
1. WHEREAS Tire Stewardship BC is offering a \$30,000 matching fund grant for resurfacing a recreational area with recycled rubber; THEREFORE BE IT RESOLVED THAT Council direct staff to identify as part of the Financial Plan process, which recreational surface in Lantzville is next due for renewal and for which areas recycled rubber would be suitable, so that Council may consider applying for this grant.

Report:

Link to grant = <https://tsbc.ca/community-events-programs/the-tsbc-community-grant-program/>

2. WHEREAS the Green Municipal Fund is offering a Community Building Retrofit grant and a Sustainable Municipal Buildings grant that may be suitable for covering some of the expenses to renovate Community Use Buildings A & B; THEREFORE BE IT RESOLVED THAT Council direct staff include as part of the Financial Plan process, the potential of applying for these grants and incorporating them into the 2025 portion of the 2025-2029 Financial Plan for part of the cost of renovating Community Use Buildings A & B.

Report:

Link to grants = www.greenmunicipalfund.ca

8. UNFINISHED BUSINESS - NIL

9. COMMITTEE/COMMISSION RECOMMENDATIONS

- a) **Semi-Rural Trail Construction** – Parks and Trails Select Committee [Councillor Jones]

THAT the Parks and Trails Committee recommend that the District of Lantzville Council direct staff to construct a “Semi-rural Trail” along the north side of Dickinson Rd from Lantzville Rd. to the Oar Rd pedestrian crossing; AND FURTHER, THAT the construction of this trail be noted as a “high-priority.”

Report:

This trail is a high-priority as there are safety concerns with users that are forced to walk in close proximity to the traffic on Dickinson Rd. Residents have been asking for this to be addressed for many years. Unfortunately, there are a number of encroachments on District property. There are also a few asphalt and slope challenges along the route BUT the north, the water side, is still preferred to the south side where a ditch impedes the ability to construct a trail. This trail will provide easy access from the Village Core to roads leading to beach access points: Lavender, Jack’s, Myron and Oar Rd roads. From Oar Rd there is a pedestrian crossing and a public trail that takes one to a cul-de-sac and a short walk to Caillet Rd which provides a friendly walking route to the Village Core.

10. NEW BUSINESS

40-48

- a) Legion Request

THAT Council approves the request from the Legion as listed per their attached correspondence on the October 9, 2024, agenda with funding allocated from the Community Works Fund (Gas Tax) or the Growing Communities Fund; AND FURTHER, THAT the District’s 2024 -2028 Financial Plan be amended accordingly.

- 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), (g), (i), (k) and section 90(2) (b) of the *Community Charter*, for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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;

Section 90(2)

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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

MEETING REOPENS TO THE PUBLIC

- 15. ADJOURNMENT BY MAYOR**

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, September 25, 2024, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

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
Ken Bjorgaard, Interim Director of Finance

**participated electronically*

CALL TO ORDER

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

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the September 25, 2024, regular Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

GENERAL MATTERS -NIL

START OF CONSENT AGENDA

CONSENT AGENDA

C24-233 MOVED AND SECONDED, THAT the recommendations listed for items 7a to 7d in the Consent Agenda be approved, as presented.

- a) MOVED AND SECONDED, THAT the June 26, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.

C24-234 **CARRIED BY CONSENT**

- b) MOVED AND SECONDED, THAT the July 10, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.

C24-235 **CARRIED BY CONSENT**

- c) MOVED AND SECONDED, THAT the July 31, 2024, 6:00 pm special Council meeting minutes be approved, as presented.

C24-236 **CARRIED BY CONSENT**

- d) MOVED AND SECONDED, THAT the September 11, 2024, 6:00 pm regular Council meeting minutes be approved, as presented.

C24-237

CARRIED BY CONSENT

END OF CONSENT AGENDA

PUBLIC INPUT

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

LEGISLATIVE MATTERS

Vancouver Island Regional Library (VIRL) Levy and Finance Update

Councillor Lerner provided an update on the financials for the library.

Tax Collector

C24-238

MOVED AND SECONDED, 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*.

CARRIED UNANIMOUSLY

Revised Audited 2023 Financial Statements

C24-239

MOVED AND SECONDED, THAT the District of Lantzville's Revised 2023 Audited Financial Statements, as attached to the report dated September 25, 2024, be approved.

CARRIED UNANIMOUSLY

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

C24-240

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

CARRIED

C24-241

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

CARRIED [*per a request by Councillor Savage, votes are recorded*]

**Councillors Savage and Jones opposed*

C24-242

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

CARRIED [*per a request by Councillor Savage, votes are recorded*]

**Councillors Savage and Jones opposed*

C24-243 MOVED AND SECONDED, THAT the Director of Planning and Community Services be appointed as a Bylaw Enforcement Officer and for the District of Lantzville.

CARRIED UNANIMOUSLY

C24-244 MOVED AND SECONDED, THAT the Chief Administrative Officer be appointed as a Bylaw Enforcement Officer for the District of Lantzville.

CARRIED UNANIMOUSLY

Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024

C24-245 MOVED AND SECONDED, THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024, be given first reading.

CARRIED UNANIMOUSLY

C24-246 MOVED AND SECONDED, THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024, be given second reading.

CARRIED UNANIMOUSLY

C24-247 MOVED AND SECONDED, THAT District of Lantzville Bylaw Revision and Consolidation Authority Bylaw No. 377, 2024, be given third reading.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS – NIL

COMMITTEE/COMMISSION RECOMMENDATIONS – NIL

NEW BUSINESS

Mayor & Councillors – Verbal Update

Councillor Lerner commented on the Union of British Columbia Municipalities (UBCM) conference being highly productive; Association of Vancouver Island Coastal Communities (AVICC) endorsed a Council motion regarding use of grant money for non-capital costs in fire services; \$1 billion dollars is needed to replace infrastructure currently in need, which doesn't address or include long term costs.

Mayor Swain said the Union of British Columbia Municipalities (UBCM) conference was productive; networking with other municipalities was helpful; trade show was interesting; Minister meetings went well; no provincial grants on the horizon; the District of Lantzville only has the current \$5.7M grant from the Winds project pending

INTRODUCTION OF LATE ITEMS

INTRODUCTION OF “NOTICE OF MOTION”

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (d), (e) and (k), 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.

ADJOURNMENT

Mayor Swain declared the meeting adjourned.

MEETING ADJOURNED: 9:37 pm

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

Certified Correct:

Delcy Wells, Director of Corporate Administration

Confirmed this 9th day of October 2024.

Mark Swain, Mayor

Minutes of the Committee of the Whole Meeting of the District of Lantzville held on Tuesday, September 24, 2024, at 6:00 pm in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

PRESENT:

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

Staff: Glenn Morphy, Acting CAO | Director of Public Works
Delcy Wells, Director of Corporate Administration
Ken Bjorgaard, Interim Director of Financial Services
Camelia Copp, Deputy Director of Corporate Services

Absent: Councillor Mundell

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 September 24, 2024, Committee of the Whole meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

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

REPORTS

Preparation of the 2025 Budget & Longer Term (to 2029) Financial Plan and Related Guidance

Review of COVID-19 restart grant funds

A review of the COVID-19 restart grant funds per the September 25, 2024, report was provided to the Committee of the Whole for an update. The fund is currently projected to be overspent by \$60,637.18.

Review of Reserve, Surplus and Deferred Revenue Accounts

1. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council bring forward Reserves Funds, Surpluses & Deferred Revenue Policy for Council's consideration, which includes the rationale and bases for all the District of Lantzville's Reserve, Surplus and Deferred Revenue accounts including minimal and optimal monetary levels, as applicable, for each.

CARRIED UNANIMOUSLY

- 2A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a General Capital Reserve Fund bylaw to be brought forward for Council's consideration.

CARRIED UNANIMOUSLY

- 2B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Municipal Facilities Life Cycle Reserve balance to the General Capital Reserve Fund, once adopted; AND FURTHER, THAT the Municipal Facilities Life Cycle Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
- 2C MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Administration Capital Equipment Reserve balance to the General Capital Reserve Fund, once established; AND FURTHER, THAT the Administration Capital Equipment Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
- 3A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Financial Stabilization Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY
- 3B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council discontinue the Lantzville Winter Road Maintenance Operating Reserve Fund (Reserve Account) with the monetary balance in the Reserve being transferred to the Financial Stabilization Reserve Fund, once adopted.
CARRIED UNANIMOUSLY
4. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Legal & Insurance Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY
5. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish an Information Systems Reserve Fund bylaw to be brought forward for Council's consideration.
DEFEATED
7. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council request staff to bring forward a report to rationalize the intent or purpose of the Tax Stabilization Reserve (Reserve Account), and to seek Council's guidance as to next steps related to this Reserve.
CARRIED UNANIMOUSLY
9. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Accumulated General Operating Surplus Reserve Fund bylaw.
CARRIED UNANIMOUSLY
- 10A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Transportation Infrastructure Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY

- 10B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Roads Infrastructure Capital Reserve balance to the Transportation Infrastructure Reserve Fund, once adopted; AND FURTHER, THAT the Road Infrastructure Capital Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
- 14A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Vehicle and Equipment Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY
- 14B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Public Works Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve Fund, once adopted; AND FURTHER, THAT that the Public Works Vehicle and Capital Equipment Reserve establishment bylaw be repealed.
CARRIED UNANIMOUSLY
- 14C MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Fire Department Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve; once adopted; AND FURTHER, THAT that the Fire Department Vehicle and Capital Equipment Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
17. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Land Sale Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter; AND FURTHER, THAT that any monies received from the sale of land and improvements to date, including estimated earnings thereon, be transferred into this Reserve Fund.
CARRIED UNANIMOUSLY
18. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Park Land Acquisition Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter, and that any monies received for parkland to date, including estimated earnings thereon, as per the Community Charter, be transferred into this Reserve Fund.
CARRIED UNANIMOUSLY
19. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council update the terms for the Property Acquisition Reserve Fund bylaw.
CARRIED UNANIMOUSLY
- 21A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council update the Parkland Capital Infrastructure Reserve Fund bylaw to establish that specific, annual monetary contributions are not specified and additionally that it should include the allocation of annual interest in the earnings from the Parkland Development Cost Charge (DCC) account.
CARRIED UNANIMOUSLY

- 21B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the monies in the Parkland Capital Reserve Fund to the Parkland Capital Infrastructure Reserve fund.
CARRIED UNANIMOUSLY
- 22A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Sewer Infrastructure Capital Equipment bylaw; AND FURTHER, THAT a new bylaw titled “Sewer Capital Reserve Fund” be brought forward for Council’s consideration.
CARRIED UNANIMOUSLY
- 22B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Phase III Sanitary Sewer Collection System Debt Reserve Fund balance to the Sewer Capital Reserve Fund, once adopted; AND FURTHER, THAT the Phase III Sanitary Sewer Collection System Debt Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
- 24A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Water Infrastructure Capital Equipment Reserve bylaw; AND FURTHER, THAT a new bylaw titled “Water Capital Reserve Fund” be brought forward for Council’s consideration.
CARRIED UNANIMOUSLY
- 24B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the portion of funds in the District of Lantzville / Nanaimo Water Agreement, Lower Lantzville (Lower Pressure Zone) and Non-Agreement Committed Water Connection Reserve received to date for the water distribution system (the \$292.71 portion of \$5,915.26 connection fee), including estimated earnings thereon, to the Water Capital Reserve Fund, once adopted; AND FURTHER, THAT the District of Lantzville / Nanaimo Water Agreement, Lower Lantzville (Lower Pressure Zone) and Non-Agreement Committed Water Connection Reserve bylaw be repealed; AND FURTHER, THAT a new Reserve titled “District of Lantzville/City of Nanaimo Water Expansion Reserve Fund” bylaw be brought forward for Council’s consideration.
DEFEATED
26. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Community Water Expansion Reserve bylaw; AND FURTHER, THAT a similarly named establishment bylaw, with updated terms, be brought forward for Council’s consideration.
CARRIED UNANIMOUSLY
27. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council bring forward for Council’s consideration a Reserve Fund bylaw regarding Community Amenity Contributions; AND FURTHER, THAT the District’s Community Amenity Contributions policy be reviewed in light of new provincial legislation for Amenity Cost Charges (ACCs).
CARRIED UNANIMOUSLY

28. **MOVED AND SECONDED THAT** the Committee of the Whole recommend that Council bring forward for Council's consideration a Community Works Funds Reserve bylaw.
CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION

No members of the public via Zoom or in the gallery, requested clarification on agenda items.

ADJOURNMENT BY MAYOR

MEETING ADJOURNED: 8:50 pm

Certified Correct:

Delcy Wells, Director of Corporate Administration

Confirmed this 9th day of October 2024.

Mark Swain, Mayor

Minutes of the Committee of the Whole Meeting of the District of Lantzville held on Wednesday, April 17, 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 6:03 pm*)
Councillor Ian Savage

Staff: Glenn Morphy, Acting CAO | Director of Public Works
George Robinson, Director of Planning and Community Services
David Shindel, Administrative Assistant

The Mayor called the meeting to order at 6:01 pm and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED and SECONDED, THAT the April 17, 2024, Committee of the Whole meeting agenda be adopted.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

MOVED and SECONDED, THAT the March 27, 2024, Committee of the Whole meeting minutes be approved, as presented.

CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

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

GENERAL MATTERS (Delegations / Recognitions)

PROPOSED ZONING AMENDMENTS TO COMPLY WITH PROVINCIAL HOUSING REGISTRATION

Councillor Lerner left at 6:51 pm
Councillor Lerner returned at 6:54 pm

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

3. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the “District of Lantzville Zoning Bylaw No. 180, 2020” to allow on all applicable properties solely a secondary suite in the context of the choice of having a secondary suite, a carriage house, or both.

CARRIED

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

CARRIED

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

NEW BUSINESS – Nil

LATE ITEMS

MOVED and SECONDED, THAT the Committee of the Whole recommends that Council instructs staff, when staff is preparing amendments to the “District of Lantzville Bylaw No. 180, 2020”, to maintain existing Lantzville site standards, such as height, parcel coverage and setback requirements, except where a change is explicitly mandated in the provincial legislation; AND FURTHER THAT when these amendments to the “District of Lantzville Bylaw No. 180, 2020” are brought to Council’s consideration, the associated report specifically reference the legislated requirements being implemented.

CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION

No members of the public via Zoom or in the gallery, requested clarification on agenda items.

ADJOURNMENT BY MAYOR

Mayor Swain declared the meeting adjourned.

MEETING ADJOURNED: 8:17 pm

Certified Correct:

Delcy Wells, Director of Corporate Administration

Confirmed this 9th day of October 2024.

Mark Swain, Mayor

**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 25th day of September 2024.

READ A SECOND TIME this 25th day of September 2024.

READ A THIRD TIME this 25th day of September 2024.

ADOPTED this ____ day of October 2024.

Mayor
Mark Swain

Director of Corporate Administration
Delcy Wells

**DISTRICT OF LANTZVILLE
BYLAW NO. 360**

A BYLAW TO ESTABLISH A FIVE-YEAR FINANCIAL PLAN

WHEREAS section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

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

1. Schedules ‘A’ & ‘B’ attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan of the District of Lantzville for the five-year period from January 1, 2024 to December 31, 2028.
2. This Bylaw may be cited for all purposes as “District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023” and shall become effective upon adoption.

READ A FIRST TIME this 7th day of February, 2024.

READ A SECOND TIME this 7th day of February, 2024.

READ A THIRD TIME this 7th day of February, 2024.

ADOPTED this ____ day of _____, 2024.

Mark Swain,
Mayor

Delcy Wells,
Director of Corporate Administration

“Schedule A”
District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023,
For the Five-Year Period 2024 to 2028

	Schedule "A"				
	2024	2025	2026	2027	2028
Revenues					
Property taxes	3,159,100	3,184,600	3,254,400	3,352,000	3,452,600
Payments in lieu	122,200	125,900	129,600	133,600	137,500
Parcel taxes	672,200	771,580	777,880	784,480	791,280
Sale of services	1,439,214	1,511,900	1,572,600	1,634,200	1,697,400
Other revenue	1,403,414	2,078,547	1,705,708	1,575,220	1,978,120
Government grants	6,858,639	2,412,800	2,658,500	1,187,800	751,700
	13,654,767	10,085,327	10,098,688	8,667,300	8,808,600
Expenses					
General government services	1,749,907	1,788,900	1,846,400	1,904,900	1,966,500
Protective services	833,350	700,200	722,088	744,500	768,000
Transportation services	780,799	768,700	786,100	804,400	823,300
Planning services	427,276	296,500	306,300	316,400	327,100
Building Inspection Services	167,679	173,100	178,600	184,400	190,400
Solid waste collection	282,500	291,000	299,700	308,700	317,900
Recreation and cultural services	582,204	587,400	608,900	631,600	655,300
Sanitary Sewer Operating	365,000	376,200	387,300	399,600	412,000
Water Operating	624,900	759,127	787,500	816,200	846,500
Interest on Debt	106,200	174,500	242,800	246,000	249,400
Amortization	1,130,500	1,164,600	1,199,400	1,235,300	1,272,400
	7,050,314	7,080,227	7,365,088	7,592,000	7,828,800
Annual Surplus(Deficit)	6,604,453	3,005,100	2,733,600	1,075,300	979,800
Add back: Unfunded Amortization	1,130,500	1,164,600	1,199,400	1,235,300	1,272,400
	7,734,953	4,169,700	3,933,000	2,310,600	2,252,200
Capital Expenditures					
General Capital	1,023,190	2,817,500	3,557,500	765,000	2,015,000
Sanitary Sewer Capital	12,500	-	-	-	-
Water Capital	9,924,557	641,000	341,000	-	-
	10,960,247	3,458,500	3,898,500	765,000	2,015,000
Transfers and Acquisitions					
Transfers to reserves/surplus	1,717,207	2,275,100	1,754,000	1,857,800	2,046,900
Transfers from reserves/surplus	(2,448,890)	(1,826,300)	(1,991,300)	(590,300)	(794,300)
Transfers to (from) Reserve Funds	(731,683)	448,800	(237,300)	1,267,500	1,252,600
Transfers to (from) Accumulated Surplus	-	-	-	-	-
Proceeds from Borrowing	(2,727,311)	-	-	-	(1,300,000)
Internal Borrowing Repayment	97,500	100,200	102,900	105,700	108,600
Debt principal payments	136,200	162,200	168,900	172,400	176,000
	(3,225,294)	711,200	34,500	1,545,600	237,200
Annual surplus (deficit)	0	0	0	0	0

For the Five-Year Period 2024 to 2028

Section 165 (3.1) of the *Community Charter*, requires the following discussion regarding the policies and objectives surrounding the District’s funding sources, distribution of property taxes among property classes, and permissive tax exemptions be provided as an addendum to the five-year financial plan.

A. Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised by each funding source in 2024.

Revenue Source	% of Total Revenue
Property value taxes	23
Parcel taxes	5
User fees and charges	11
Other Sources	61
Total	100

Table 1

1) Property Taxes

The District’s property tax base is largely residential. This provides a generally stable and consistent revenue source for the District to fund basic operational expenditures such as administration of the District, fire protection services, bylaw enforcement, building inspection, public works, and parks and recreation.

Council policy is to use the property tax levy to fund the operational expenditures of the District. The District expects this to continue to be the major source of municipal revenue.

2) Parcel Taxes

Parcel taxes are fees levied on a parcel of land without reference to the assessed value of that land. It is usually the same amount for every parcel within a defined area. Parcel taxes are generally used for specific purposes, like a local area service.

Council policy to date has been to use parcel taxes where the nature of the expenditure being funded is specific to the parcel, and not based on assessment of the property. In 2024, the District will collect parcel taxes for debt servicing costs of the existing Winds Residential Area Water System Expansion as well as a water parcel tax.

3) User Fees and Charges

User fees attempt to fairly apportion the cost of some municipal services to those residents who use the service. The District currently collects user fees on a quarterly basis for water and sewer.

Services for waste collection in the past were collected annually as a line item on the property tax notice. Beginning January 1, 2020, the District now collects user fees for garbage, recycling, and food waste on a quarterly basis along with water and sewer charges.

Council policy is to recover 100% of costs related to the water distribution and sewer collection systems through user fees. User fees are reviewed each year as part of the financial planning process.

4) Proceeds from Borrowing

Council policy is to use long term debt only for significant capital projects that cannot be efficiently carried out on an incremental basis using internal reserves or current funding sources.

The *Community Charter* limits the amount of debt the District can incur based on the District's ability to pay which is a calculation based on continuing revenues. The Financial Plan includes provisions for external debt to fund the Winds Residential Area Water System Expansion in 2024.

5) Other Sources

Revenues in this category consist of appropriations from accumulated operating surplus, investment revenue, as well as miscellaneous revenues. These revenues vary from year to year.

This category also includes grant revenue. Grants are funds received by the District usually from other governments or agencies for specific purposes. These grants usually involve some cost sharing between the funding agency and the District. Regarding optional grant funding available, Council policy is to consider applying for grants with funding arrangements that are affordable to the District.

The Small Communities Grant has historically been a significant source of funds for District operations. The grant amount and funding formula change periodically. The 2024 grant is estimated at \$500,000.

B. Property Value Tax Distribution

Table 2 provides the estimated proportionate distribution of property tax revenue and “Completed Roll” assessment value among the property classes.

Property Class	% of 2024 Total District Assessment	% of 2024 Property Tax Revenue
Residential	96.8	85.3
Utilities	0.1	3.6
Light Industry	0.2	1.3
Business and Other	2.6	8.6
Managed Forest Land	0.1	1.1
Recreation/Non-profit	0.1	0.1
Farm	0.0	0.0
Total	100.0	100.0

Table 2

Residential properties represent most of total assessed value of properties in the District. Taxing other classes at a high multiple of the residential rate would generate very little additional property tax revenue, while imposing an undue burden on non-residential property owners of the District. Council has given consideration to the location of various classes of properties within the District and the exposure and related benefit that one class may obtain from that location relative to other classes.

C. Permissive Tax Exemptions

Permissive tax exemptions are a way for the District to recognize the value of services provided to the community by non-profit organizations. The District’s Annual Report provides a list of permissive exemptions granted each year and the amount of tax foregone.

Council policy is to review the one-year permissive tax exemptions granted in the prior year as well as any new requests for exemption prior to October 31 of each year.

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: October 9, 2024

**SUBJECT: “District of Lantzville 2025 Property Tax Exemption
Bylaw No. 375, 2024”**

PURPOSE

For Council to consider providing relief to eligible charitable, recreational and philanthropic organizations operating in the District of Lantzville (District) for the 2025 property taxation year.

RECOMMENDATION

THAT “**District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024**” be given first reading.

THAT “**District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024**” be given second reading.

THAT “**District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024**” be given third reading.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

Other action as directed by Council.

BACKGROUND/RELEVANT HISTORY

In accordance with sections 220 – 226 of the *Community Charter*, Council may grant permissive exemptions from property taxes to eligible properties. These sections permit exemptions from municipal taxes, and there are similar provisions in other taxing authority legislation to extend the permissive exemption to those levies.

The *Community Charter* also requires the District to publish notice of Council’s intention to adopt a permissive tax exemption bylaw. This notice must identify the property, the proposed exemption, the term of the exemption, and provide an estimate of the amount of taxes being exempted. The bylaw must be adopted by October 31st in the year before which the exemption applies.

Two new properties are added for Council approval for 2025 Permissive Tax Exemption:

Address: 7232 Lantzville RD, Community Use Building A

Registered Owner: District of Lantzville

Organizations: Lantzville Historical Society and Amelia House Playschool

In 2024 the District of Lantzville has ended the agreement with Seaside Community Society and has entered into agreements (verbal, with formal agreements pending) with both Lantzville Historical Society and Amelia House Playschool. Both organizations have been operating non-for-profit activities at this location in the past, under the umbrella of Seaside Community Society and will continue to operate at this location for 2025.

Lantzville Historical Society main activity is described as Collection, Documentation, and Preservation of Historical Documents, Photographs and Artifacts. They currently occupy 490 sq. ft. (5%) at the location above.

Amelia House Playground is a part of the Amelia's House Organization who is an innovative non-profit community-based organization working to provide advocacy, support, safe shelter, programs, and services to women and children affected by abuse and violence. Amelia's House provides leadership, education, and awareness to the community on the issues of female abuse. Their unit is 12% of the total building. In addition to this space, there is an area in the back of the building that is used as an outdoor playground and parking for a total of 29% (12,284 sq. ft.) of the land at the location above.

Properties eligible for exemption in the District of Lantzville include:

A. Public worship property

- St. Philip's by the Sea Anglican Church

B. Property owned or held by charitable/service club/recreational/philanthropic organizations used for public recreation, charitable or philanthropic purposes

- Community Use Building "A" at 7232 Lantzville Road, which the District leases to the Lantzville Historical Society
- Community Use Building "A" at 7232 Lantzville Road, which the District leases to Amelia House Playschool
- The Royal Canadian Legion Seaview Centennial Branch #257 at 7225 Lantzville Road
- BGC Central Vancouver Island (The Boys and Girls' Club) 32% of total tax levy at 7221 Lantzville Rd

ATTACHMENT

- a) District of Lantzville 2024 Property Tax Exemption Bylaw No. 375, 2024

ANALYSIS/RATIONALE

Bylaw No. 375, 2024 proposes one-year permissive tax exemptions for the properties listed below.

The permissive tax exemption bylaw may only be adopted after public notice of the proposed bylaw in accordance with section 94 and section 227 of the *Community Charter*. All permissive tax exemptions are also listed in the District's Annual Report. The *Community Charter* allows council to grant permissive tax exemptions for a maximum term of 10 years.

Public notice will be provided in accordance with section 94 and section 227 of the *Community Charter*, which is met by two advertisements in the local newspaper (October and 21, 2022) and posting on the District bulletin board and website. Additionally, this report will be available for review by the public in the October 9, 2024 regular Council agenda package and available on the District website.

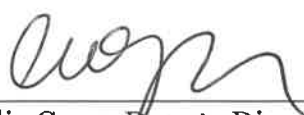
Financial/Budget Implications

The following properties were granted permissive tax exemptions for 2024 and estimates of property tax amounts to be exempted for 2025 to 2026 are provided below:

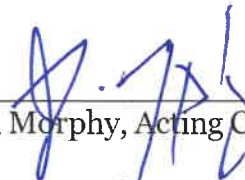
Roll	Organization	2025	2026	2027
350 07917.000	Anglican Synod Diocese of B.C. (St. Philip's by the Sea Anglican Church)	1,428	1,514	1,605
350 07919.500	Lantzville Historical Society (Community Use Building A) 5% of total tax levy	352	373	395
350 07919.500	Amelia House Playschool (Community Use Building A) 29% of total land tax levy 12% of total improvement levy	1,931	2,047	2,169
350 07906.500	Royal Canadian Legion Seaview Centennial Branch #257	4,003	4,243	4,498
350 07907.000	BGC Central Vancouver Island (The Boys and Girls' Club) 32% of total tax levy	2,374	2,516	2,667
		\$10,088	\$10,693	\$11,334

Prepared by:

Approved for submission to Council:



Camelia Copp, Deputy Director of Finance



Glenn Morphy, Acting Chief Administrative Officer

Date: October 9, 2024

Date: October 9, 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	October 9, 2024	
Closed (In-Camera)		

File Number:
Location:

**DISTRICT OF LANTZVILLE
BYLAW NO. 375, 2024**

**A BYLAW TO EXEMPT CERTAIN PROPERTIES FROM TAXATION
FOR THE YEAR 2025**

WHEREAS sections 220-226 of the *Community Charter* provide general regulations for the exemption of property from taxation;

AND WHEREAS section 220 of the *Community Charter* provides specific exemptions for certain types or uses of property;

AND WHEREAS Council may, by bylaw, pursuant to Section 224 of the *Community Charter* exempt additional property from taxation;

AND WHEREAS Council deems it expedient to exempt property enumerated herein;

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

Citation

- 1.1 This Bylaw may be cited for all purposes as “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024”.

Properties to be Exempted

- 2.1 Subject to Section 2.3 of this Bylaw, the following surrounding lands at a place of public worship, together with the buildings thereon, shall be exempt from taxation for the 2025 property taxation year:
- | | |
|--------------------|--|
| Organization: | <u>Anglican Synod Diocese of B.C.</u> |
| Civic Address: | 7113 Lantzville Road |
| Legal Description: | Lot 2, District Lot 27G, (also known as District Lot 27)
Wellington District, Plan 2913, shown outlined in red on
Plan 302-R |
| Roll Number: | 350.07917.000 |
- 2.2 Improvements situated upon lands described in Section 2.1 of the Bylaw, whether such improvements are within the portion used specifically for public worship or apart therefrom, are deemed to be necessary for the purpose of public worship.
- 2.3 The maximum area of land to be exempted from taxation shall be 2.0 acres (87,120 sq. ft.) of land upon which buildings for public worship stand plus the footprint of the building(s) used for public worship. This exempted area will not exceed the land area of the legal parcel(s) upon which these buildings stand.
- 2.4 The following land and improvements owned by a not-for-profit corporation shall be exempt from taxation for the 2025 property taxation year to the extent indicated below:
- | | |
|--------------------|---|
| Organization: | <u>Royal Canadian Legion Seaview Centennial Branch #257</u> |
| Civic Address: | 7225 Lantzville Road |
| Legal Description: | Lot A, Plan 48393, District Lot 27G, Wellington Land District |
| Roll Number: | 350.07906.500 |

2.5 5% (490 sq. ft.) of the following land and improvements owned by the municipality and leased to The Lantzville Historical Society shall be exempt from taxation for the 2025 property taxation year to the extent indicated below and as described under Schedule A attached to and forming part of this bylaw.

Organization: The Lantzville Historical Society (Community Use Building A)
Civic Address: 7232 Lantzville Road
Legal Description: Lot 1, District Lot 27G, Wellington District, Plan VIP2573
Roll Number: 350.07919.500

2.6 29% (12,284 sq. ft.) of the following land and 12% (1,278sq.ft.) of the improvements owned by the municipality and leased to Amelia House Playschool shall be exempt from taxation for the 2025 property taxation year to the extent indicated below and as described under Schedule B attached to and forming part of this bylaw.

Organization: Amelia House Playschool (Community Use Building A)
Civic Address: 7232 Lantzville Road
Legal Description: Lot 1, District Lot 27G, Wellington District, Plan VIP2573
Roll Number: 350.07919.500

2.7 32% of the following land and improvements owned by an individual and leased to BGC Central Vancouver Island shall be exempt from taxation for the 2025 property taxation year to the extent indicated below:

Organization: BGC Central Vancouver Island
Civic Address: 7221 Lantzville Road
Legal Description: Lot A, Plan VIP36051, District Lot 27G, Wellington Land District
Roll Number: 350.07907.000

READ A FIRST TIME this 9th day of October, 2024.
READ A SECOND TIME this 9th day of October, 2024.
READ A THIRD TIME this 9th day of October, 2024.
ADOPTED this day of October, 2024.

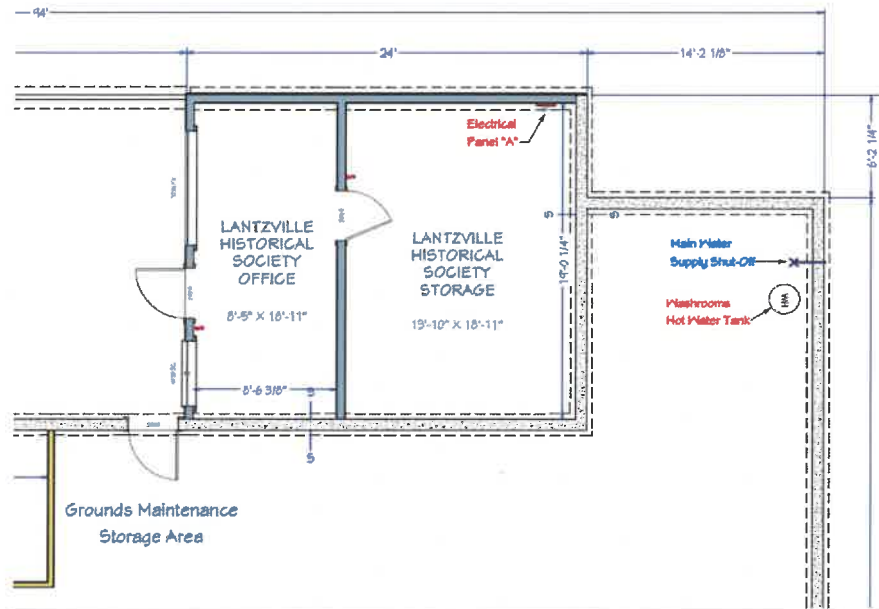
ORIGINAL SIGNED

Mark Swain, Mayor

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration

SCHEDULE A



490 sq. ft. portion of the basement in the building known as Costin Hall (Community Use Building 'A').

SCHEDULE B



1,278 sq. ft portion of the first floor in the building known as Costin Hall (Community Use Building 'A') which is highlighted in red on the Floorplan Sketch above.

SCHEDULE B – continue



Yard and public parking used by Amelia House Playhouse at 7232 Lantzville Rd

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: October 9, 2024

SUBJECT: “District of Lantzville 2025-2034 Island Corridor Property Tax Exemption Bylaw No. 376, 2024”

PURPOSE

For Council to consider providing a tax exemption to Island Corridor Foundation operating in the District of Lantzville (District) for the 2025-2034 property taxation years.

RECOMMENDATION

THAT “District of Lantzville 2025-2034 Island Corridor Property Tax Exemption Bylaw No. 376, 2024” be given first reading.

THAT “District of Lantzville 2025-2034 Island Corridor Property Tax Exemption Bylaw No. 376, 2024” be given second reading.

THAT “District of Lantzville 2025-2034 Island Corridor Property Tax Exemption Bylaw No. 376, 2024” be given third reading.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

Other action as directed by Council.

BACKGROUND/RELEVANT HISTORY

In accordance with sections 220 – 226 of the *Community Charter*, Council may grant permissive exemptions from property taxes to eligible properties and must establish the term of the exemption, which may not be longer than 10 years. These sections permit exemptions from municipal taxes, and there are similar provisions in other taxing authority legislation to extend the permissive exemption to those levies.

The *Community Charter* also requires the District to publish notice of Council’s intention to adopt a permissive tax exemption bylaw. This notice must identify the property, the proposed exemption, the term of the exemption, and provide an estimate of the amount of taxes being exempted. The bylaw must be adopted by October 31st in the year before which the exemption applies.

The attached bylaw provides a permissive tax exemption to the Island Corridor Foundation, namely, – properties held, preserved, developed and/or maintained to create trails, parks, gardens, and greenways along the Island Corridor.

ATTACHMENT

- a) District of Lantzville 2025-2034 Island Corridor Property Tax Exemption Bylaw No. 376, 2024

ANALYSIS/RATIONALE

Bylaw No. 376, 2024 proposes a ten-year permissive tax exemption for Island Corridor.

The District entered into a License of Occupation (LOO) agreement with the Island Corridor Foundation on July 29, 2011, that grants the Island Corridor Foundation a license to use and occupy a portion of Lands for the purposes of constructing, operating and maintaining a multi-purpose regional park trail for public use. As part of the terms of agreement the District agreed to grant the Island Corridor Foundation an exemption from any and all real property taxes payable to the municipality. The term of the LOO is from January 2011 to December 2035, with a renewal option for a further twenty-five years upon mutual consent.

The *Community Charter* allows council to grant permissive tax exemptions for a maximum term of 10 years. Since the District has an agreement in effect for the next 11 years, we propose that this property be given a 10-year exemption.

The permissive tax exemption bylaw may only be adopted after public notice of the proposed bylaw in accordance with section 94 and section 227 of the *Community Charter*. All permissive tax exemptions are also listed in the District's Annual Report.

Public notice will be provided in accordance with section 94 and section 227 of the *Community Charter*, which is met by two advertisements in the local newspaper (October 16 and October 23, 2024) and posting on the District bulletin board and website. Additionally, this report will be available for review by the public in the October 9, 2024 regular Council agenda package and available on the District website.

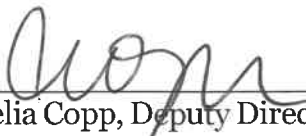
Financial/Budget Implications

The following properties were granted permissive tax exemptions for 2024 and estimates of property tax amounts to be exempted for 2025 to 2026 are provided below:

Rolls	Organization	2025	2026	2027
351 19458.008	Island Corridor Foundation	41,458	43,946	46,583
350 19459.009				
350 19459.012				
350 19459.014				
350 19459.017				
350 19459.018				
350 19459.019				
350 19460.003				
		\$41,458	\$43,946	\$46,583

Prepared by:

Approved for submission to Council:


Camelia Copp, Deputy Director of Finance


Glenn Morphy, Acting Chief Administrative Officer

Date: October 9, 2024

Date: October 9, 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	October 9, 2024	
Closed (In-Camera)		

File Number:
Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024-10-09 Regular Council Meeting

**DISTRICT OF LANTZVILLE
BYLAW NO. 376, 2024**

**A BYLAW TO EXEMPT FROM TAXATION CERTAIN ISLAND CORRIDOR
FOUNDATION LANDS AND BUILDING
FOR THE YEARS OF 2025 TO 2034**

WHEREAS sections 220-226 of the *Community Charter* provide general regulations for the exemption of property from taxation;

AND WHEREAS section 220 of the *Community Charter* provides specific exemptions for certain types or uses of property;

AND WHEREAS Council may, by bylaw, pursuant to Section 224 of the *Community Charter* exempt additional property from taxation;

AND WHEREAS Council deems it expedient to exempt property enumerated herein;

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

Citation

- 1.1 This Bylaw may be cited for all purposes as “District of Lantzville 2025-2034 Island Corridor Property Tax Exemption Bylaw No. 376, 2024”.

Properties to be Exempted

- 2.1 The following recreational land and improvements shall be exempt from taxation for the 2025- 2034 property taxation years to the extent indicated below:
- (a) Island Corridor Foundation
 - 1. Legal Description: Lot A, District Lots 91 and 92, Nanoose District, Plan VIP66615;
Roll Number: 351.19458.008
 - 2. Legal Description: Lot A, District Lot 66, Nanoose District, Plan VIP66291, Wellington Land District
Roll Number: 350.19459.014
 - 3. Legal Description: Lot A, District Lot 53, Nanoose District, Plan VIP59333
Roll Number: 350.19459.017
 - 4. Legal Description: Lot A, Section 7, Wellington District, Plan VIP59334
Roll Number: 350.19459.018
 - 5. Legal Description: Lot 6, District Lot 85, Nanoose District, and District Lot 44, Wellington District, (Part of which lies in Nanoose District)
Roll Number: 350.19459.019

6. Legal Description: Lot A, District Lots 26 and 46, Wellington District,
Plan VIP66248

Roll Number: 350.19460.003

7. Legal Description: 1.561 km Mainline on Commercial Railway within
District of Lantzville, Nanoose District and
Wellington District

Roll Number: 350.19459.009

8. Legal Description: 2.559 km on Mainline on Commercial Railway within
District of Lantzville, Nanoose District and
Wellington District

Roll Number: 350.19459.012

READ A FIRST TIME this 9th day of October, 2024.

READ A SECOND TIME this 9th day of October, 2024.

READ A THIRD TIME this 9th day of October, 2024.

ADOPTED this day of October, 2024.

ORIGINAL SIGNED

Mark Swain, Mayor

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration

Branch 257 Legion
Lantzville BC

23 September 2024

Mayor Mark Swain
District of Lantzville

LEGION PLAZA

Your Worship Mayor Mark Swain,

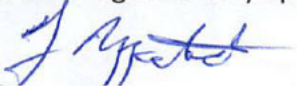
I am enclosing quotes for proposed design to the Legion Plaza in front of
Branch 257 Lantzville Legion.

Please find enclosed:

1. Quotes for moving the Anchor to the Legion;
 - a. The anchor was donated by the Navy League of Canada (photo)
 - b. Mounting of Anchor on Lantzville property would be the responsibility of the District of Lantzville as it would require a sturdy base on the new bricks.
 - c. Quote Sandblasting of Anchor
2. Quote for Mural for front of Legion Building
 - a. Mural printing and installation

I don't have quotes on the chained bollards or the proposed benches, as that would be a District of Lantzville responsibility. I have also enclosed photos of the possible layout.

If you require more information, please don't hesitate to give me a call: 250-390-4899. The Lantzville Legion is very appreciative of the District of Lantzville taking on this project.



Representative Branch 257
Lantzville Legion



Quotes for Legion Plaza (Attached)

- 1. Moving of Anchor – \$350.00**
- 2. Sand Blasting of Anchor – \$500.00**
- 3. Printing & Mounting of Mural on front of Legion Building - \$3,017.28**

QUOTE



103 - 2046 Boxwood Road
Nanaimo, British Columbia V9S 5W7

Sold To:

Royal Canadian Legion Branch #257
7227 Lantzville Road
Lantzville, BC VOR1H0

Ship To:

Royal Canadian Legion Branch #257
7227 Lantzville Road
Lantzville, BC VOR1H0

Quote No.: 1364

Date: Sep 12, 2024

Page: 1

Ship Date:

Business No.: 893531202 RP0001

Item No.	Quantity	Description	Tax	Unit Price	Amount
sign discount installation	1	4' x 40' ACP sign	GP	2,560.00	2,560.00
	1	less 10%	GP	-256.00	-256.00
	2	installaton with bucket truck	GP	195.00	390.00
		Subtotal:			2,694.00
		GP - GST 5.0% PST 7.0%			
		GST			134.70
		PST			188.58
Shipped by			Total Amount		3,017.28
Comments Prices quoted are in effect for 30 days. Lead times are determined at time of order					
Sold By:					

From
Subject: Anchor from Sea Cadet Hall
Date: Sep 9, 2024 at 3:22:07 PM
To:

Comrades:

Two quotes to **move the Anchor** from 5th Avenue Sea Cadet Hall to our Legion:

Westhall Services Ltd. \$450.00.

Hiab for Hire \$315.00 includes GST.

Gorosh has only large trucks recommended the Hiab for Hire smaller truck.

No deals on small hauling.

Sent from my iPad

From: QuickBlast Sandblasting

quickblastsandblasting@gmail.com

Subject: Re: Sandblast Naval Anchor

Date: Sep 23, 2024 at 4:37:05PM

To:

Hi

for my hometown Legion, I'll do it for \$500.00. You supply the location and the means to move it. A sheet of 4x8 3/4 plywood would be needed to set the chains on to blast.

On Mon, 23 Sept 2024 at 12:41,

wrote:

Hi

Here is the picture of the anchor and chain that requires sand blasting. The measurements are approximately 7 feet long x 5 feet in width x 3 feet in depth .

If you can determine an estimate to me today it would be appreciated.

Sent from my iPad





ACTUAL ↓

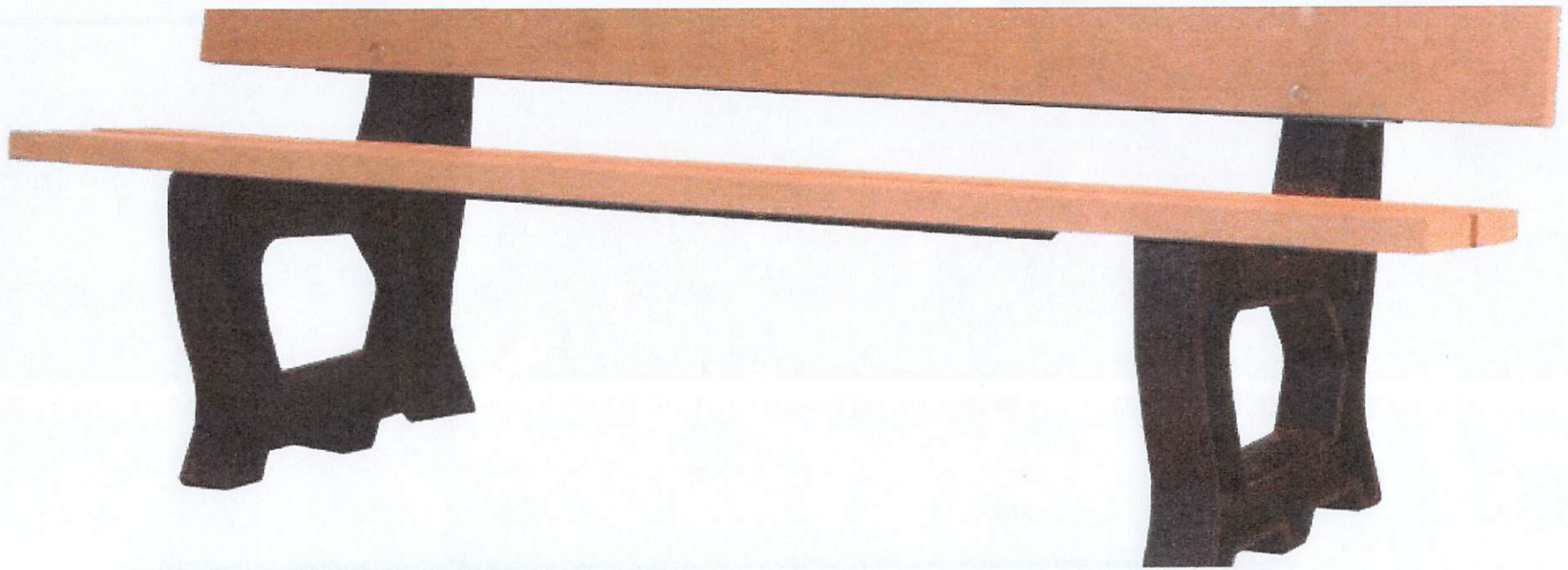


CONCEPT



ACTUAL





Copy

Find Selection

Look Up

Translate

Search Web



 *PROPOSED*

