

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, October 9, 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 Lerner (*absent*)
Councillor Rachelle Mundell
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 6:01 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 October 9, 2024, Regular Council meeting agenda be adopted, as presented.

CARRIED UNANIMOUSLY

START OF CONSENT AGENDA

CONSENT AGENDA

C24-249 MOVED and SECONDED, THAT the recommendations listed for items 7a) to 7ee) in the
-C24-276 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) **Removed from consent**
- 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General Capital Reserve Fund, once adopted; AND FURTHER, THAT that the Municipal Facilities Life Cycle Reserve bylaw be repealed.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General Capital Reserve Fund, once established; AND FURTHER, THAT the Administration Capital Equipment Reserve bylaw be repealed.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) Removed from consent**
- 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.

CARRIED BY CONSENT

END OF CONSENT AGENDA

- C24-277 MOVED AND SECONDED, THAT Council remove the consent agenda items 5e) and 5l) from the October 9, 2024, agenda.
CARRIED UNANIMOUSLY
- C24-278 MOVED AND SECONDED, THAT District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023, be adopted.
CARRIED UNANIMOUSLY
- C24-279 MOVED AND SECONDED, THAT the following motion be referred to the October 16, 2024, Special Council meeting “MOVED AND SECONDED, THAT Council direct staff to keep the One-Time Projects Reserve as a separate reserve fund.”
CARRIED UNANIMOUSLY

The following motion was not voted on:

MOVED AND SECONDED, 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.

PUBLIC INPUT

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

LEGISLATIVE MATTERS

District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024

- C24-280 MOVED AND SECONDED, THAT “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024” be given first reading.
CARRIED UNANIMOUSLY
- C24-281 MOVED AND SECONDED, THAT “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024” be given second reading.
CARRIED UNANIMOUSLY
- C24-282 MOVED AND SECONDED, THAT “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024” be given third reading.
CARRIED UNANIMOUSLY

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

- C24-283 MOVED AND SECONDED, THAT “District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024 be given first reading.
CARRIED UNANIMOUSLY
- C24-284 MOVED AND SECONDED, THAT “District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024 be given second reading.
CARRIED UNANIMOUSLY
- C24-285 MOVED AND SECONDED, THAT “District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024 be given third reading.
CARRIED UNANIMOUSLY

Grant Applications

- C24-286 MOVED AND SECONDED, THAT 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.
CARRIED
- C24-287 MOVED AND SECONDED, THAT 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.
CARRIED UNANIMOUSLY

COMMITTEE/COMMISSION RECOMMENDATIONS

Semi-Rural Trail Construction – Parks and Trails Select Committee

Neil Rukus, Fire Chief, entered the meeting at 6:35 pm.

- C24-288 MOVED AND SECONDED, THAT Council postpones the following motion indefinitely “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.”
CARRIED UNANIMOUSLY

NEW BUSINESS

Legion Request

C24-289 MOVED AND SECONDED, THAT Council refer the following motion to October 23, 2024, “MOVED AND SECONDED, 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.””
CARRIED UNANIMOUSLY

C24-290 MOVED AND SECONDED, THAT the legion request for the mural at a cost of \$3,017.23 be approved with funding out of the \$41,000 already allotted to the Legion Plaza.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT agenda item “Mayor and Council - verbal updates” be added to the October 9, 2024, agenda by unanimous consent of council.

Mayor and Council Updates

- October 16, 2024, Council will receive for information a presentation at the Special Council meeting regarding transit expansion from the Regional District of Nanaimo.
- Lantzville Fire Department had a heavily attended event and are appreciated for their work and dedication to the community
- Current tax collection on behalf of the Regional District of Nanaimo from the District’s residents will have a large effect on the 2025 municipal tax bill due to the RDN’s projected budget increase of %28.2 over the next 5 years.
- A recent Union of BC Municipalities motion was passed speaks to municipalities at large lobbying the other levels of government to change the funding model for hospital districts.

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

INTRODUCTION OF “NOTICE OF MOTION”

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.*

MOTION TO CLOSE THE MEETING TO THE PUBLIC at 7:39 pm

C24-291 MOVED AND SECONDED, 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;

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 7:39 pm

MEETING REOPENED: 9:40 pm with Mayor Swain and Councillors Savage, Mundell, and Jones in attendance.

ADJOURNMENT

MOVED and SECONDED, THAT the October 9, 2024, regular Council meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:40 pm

[Note: a motion to extend the meeting past 9:30 pm was passed during the Closed portion of this meeting.]

Certified Correct:

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration

Confirmed this 6th day of November, 2024.

ORIGINAL SIGNED

Mark Swain, Mayor