

District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, October 23, 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

1-4

2. ADOPTION OF THE AGENDA

THAT the October 23, 2024, regular Council meeting agenda be adopted, as presented.

3. PUBLIC AND STATUTORY HEARINGS -NIL

4. GENERAL MATTERS

5-12

Presentation: Vancouver Island Race Association, Trent Horwood, regarding the scheduled Bastion 12k race to take place near Lantzville on Sunday, February 9, 2025.

Presentation: Royal Canadian Legion Branch 257, Vicki Jones, regarding the Legion Plaza design.

START OF CONSENT AGENDA

13-21

5. CONSENT AGENDA

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

- a) THAT “District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024” be adopted
- b) THAT “District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024” be adopted
- c) THAT “District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw No. 376, 2024, be adopted.

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 - NIL

8. UNFINISHED BUSINESS

22-23

- a) **Legion Plaza**
[Councillor Savage]

THAT Council considers one of the following options for the design of the Legion Plaza as submitted for the October 23, 2024, Council meeting agenda.

- b) **Plantings**
[Councillor Savage]

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.

9. COMMITTEE/COMMISSION RECOMMENDATIONS - NIL

10. NEW BUSINESS

- a) **Mayor and Council Updates**
- b) **E-Newsletter**
[Councillor Lerner]

WHEREAS during the last budget process Council indicated a possible desire to discontinue the physical Community Update newsletter in favour of a digital only option, for cost saving purposes; THEREFORE BE IT RESOLVED THAT Council direct staff to provide a brief summary of the total number of current e-newsletter subscribers compared to the total physical addresses currently being served by the physical edition; AND FURTHER THAT this summary and be provided as part of the in early November 2024 as part of the budget process.

Report:

Council may wish to discontinue the physical Community Update in order to save money, but this may not be prudent if the number of digital subscribers is still too low. The physical Community Update is one of our best methods for reaching residents and receiving input. We may wish to delay discontinuing the physical version until more digital subscribers are signed up. This number comparison will help Council make an informed decision.

- 24-29 c) **Lavender Road End – Budget**
- THAT Council approve \$125,724 to carry out the works as presented in the engineering drawings that is designed to maintain the existing culvert (attachment #1);
- AND FURTHER, THAT the project be funded from the Roads Infrastructure Capital Reserve Fund.
- 30-54 d) **Budget/Actual Variances & 2024 Year-End Projections**
- Presentation: Ken Bjorgaard, Interim Director of Finance
- 55-63 e) **Uncollectible Property Taxes**
- THAT as per the staff report dated October 23, 2024, Council approves the write off of uncollectible property taxes for the folios 350.70531.200; 350.70160.210; 350.70160.100; AND FURTHER THAT Council directs staff to apply to the Minister under Section 781 of the *Local Government Act* to write off of the said account receivable.
- 64-75 f) **Park between Shale Road and Seaside Terrace – 6907 Owen Road**
- Presentation: George Robinson, Director of Community Planning
- THAT Council directs staff that the park at 6907 Owen Road be planted with additional trees as appropriate to provide a buffer between the properties along Seaside Terrace and Shale Road, and preserve the existing trees along the park.
- THAT encroaching vegetation from the west side of the park be allowed, unless needed to be trimmed by Public Works for access to the park for maintenance.
- THAT Council directs the Parks and Trails Select Committee to ensure that 6907 Owen Road be referenced as a vegetative buffer when updating the Parks, Trails and Recreation Plan and Trails and Journeyways Strategy.

- 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



Bastion 12K Race Proposal

Presentation to Lantzville Council - October 23, 2024

Agenda

- Overview of Bastion Run Club
- Overview of Vancouver Island Runners' Association and Race Series
- Event Plan
- Questions

Overview of Bastion Run Club

- Bastion Run Club
 - Not-for-profit, member-led running club established in 1981
 - Current membership of over 100
 - Organizes multiple weekly runs on the track, roads and trails in Nanaimo and surrounding municipalities
 - Involved in community projects including the Arjan Gelling Memorial Award for high school graduates.
 - Organizes an annual 12K race as part of the Vancouver Island Race Series (Feb 9, 2025)
 - Our motto: “Camaraderie, Competition, Community”



Overview of Vancouver Island Runners' Association (VIRA)



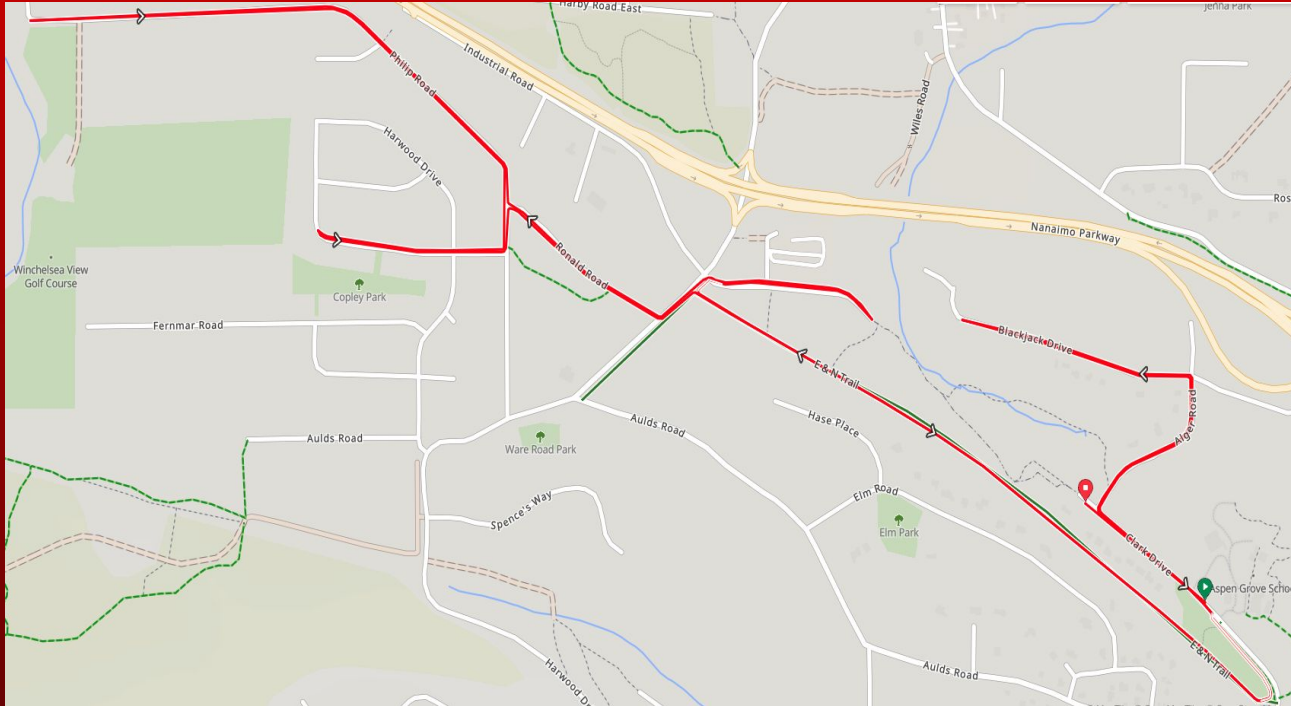
- Organizes the Vancouver Island Race Series
- 8 races from January to April across the Island, from Victoria to Comox
- Draws hundreds of competitors of all ages and running clubs from across the island and mainland
- Multiple corporate sponsors from across the island

Event Plan

- Venue
 - Aspengrove School
- Time
 - February 9, 2025
 - Race Start 11:00am
 - Race Finish (latest) 1:00pm
- Key Details
 - 500 race participants and 70 volunteers
 - Proposed Routes (see next slides)
 - Parking
 - Traffic Management
 - First Aid
 - Food and Drink
 - Clean Up
 - Communication and plans for citizens along route

- * = Professional Traffic Management at this intersection

Proposed Route 2



- **Clarke Dr to Alger Rd***
- Alger Rd to BlackJack Dr (turnaround)
- Clark Dr to E&N Trail
- Right turn onto Clarke Dr W (out and back)
- Cross Ware Rd to Ronald Rd*
- Right turn on Phillip Rd (Out and Back)
- Up to turn right onto Andrea Cr (Out and Back)
- Back to Ronald Rd to Ware Rd
- Cross Ware Rd back to E&N*
- **Left Turn onto Clarke Dr to Finish**

* = Professional Traffic Management at this Intersection

Questions for Council

- Any concerns with a special event on District-managed roadways and multi-use rail trail?
- Ideas for mitigating impacts on residents
- Advice for communicating with residents along race route
- Interest from local organizations or business to participate or promote?
- Any other questions or comments?

**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 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 , 2024.

Mayor
Mark Swain

Director of Corporate Administration
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

Designated Bylaws – District of Lantzville

1. Fire Protection Services Bylaw No. 185, 2019
2. Fireworks Bylaw No. 39, 2005
3. Traffic & Parking Regulations Bylaw No. 28, 2004
4. Zoning Bylaw No. 180, 2020
5. Good Neighbour Bylaw No. 200, 2021
6. Building Bylaw No. 182, 2020

Designated Bylaws – Regional District of Nanaimo

7. Animal Control Regulatory Bylaw No. 1066, 1996
8. Sign Bylaw No. 993, 1995

Colum 2

Designated Bylaw Enforcement Officers

Fire Chief
Fire Department Duty Officer
Local Assistant to Fire Commissioner
Bylaw Enforcement Officer
Royal Canadian Mounted Police Member

Fire Chief
Fire Department Duty Officer
Local Assistant to Fire Commissioner
Bylaw Enforcement Officer
Royal Canadian Mounted Police Member

Bylaw Enforcement Officer
Royal Canadian Mounted Police Member

Director of Planning and Community Services
Bylaw Enforcement Officer
Building Inspector
Royal Canadian Mounted Police Member

Director of Planning and Community Services
Bylaw Enforcement Officer
Building Inspector
Royal Canadian Mounted Police Member

Director of Planning and Community Services
Building Inspector
Bylaw Enforcement Officer

Animal Control Officer
Bylaw Enforcement Officer
Royal Canadian Mounted Police Member

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
<u>Offence</u>	<u>Section No. of Bylaw 180</u>	<u>Amount of Fine</u>
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	Column 2	Column 3
<u>Offence</u>	<u>Section No. of Bylaw 200</u>	<u>Amount of Fine</u>
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
<u>Offence</u>	<u>Section No. of Bylaw 182</u>	<u>Amount of Fine</u>
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 <u>Offence</u>	Column 2 <u>Section No. of Bylaw 1066</u>	Column 3 <u>Amount of Fine</u>
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
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

- 2.6 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

Agenda Item 8 a

Legion Plaza

Report:

The following two motions below have been approved by Council regards the design of the Legion Plaza. The May 8 motion was a result of public input for phase 2 landscaping including the Legion Plaza.

After May 8, 2024 a second round of public input was invited on the District website specifically for the Legion Plaza and what residents would like to see there. Submissions were due by July 3, 2024 and presented to Council at the July 10, 2024 Council Meeting.

This input plus all the input from the Lantzville Legion have been incorporated into the design options being presented at the October 23, 2024 Council meeting.

Nov 29, 2023 agenda motion:

"THAT Council approve Legion Plaza Concept 2 (LED Bollard) design with a budget of \$31,000 with funding from Community Works Fund (Gas Tax)."

At the meeting, Councillor Lerner replaced this motion with:

"THAT Council directs the following to be placed in the January 2024 Community Update newsletter in the "Council's Corner" section and on the District website; AND FURTHER THAT all feedback be presented verbatim as received, to Council on the agenda of the February 7, 2024 regular meeting of Council: "Council is seeking diverse, creative and open-ended feedback on the following two items. Please email your feedback to the District of Lantzville at district@lantzville.ca by 4:00 pm on January 31, 2024. 1. Village Core Improvements Phase II Landscaping: The current areas of soil in Phase II are set aside for landscaping. The original design prescribes grass in these areas. Council is seeking feedback on other landscaping such as types of plantings, trees, or features that will best represent the unique Village character and charm of this area; 2. Legion Plaza: The brick plaza in front of the Legion 257 building is available for unique and creative ideas that will benefit the community, while preserving the area as a walking and gathering place. This may include creative and unique features/planters/benches/street furniture/sculptures/lighting and other community-oriented elements. Thank you for your feedback and ideas! Again, please email your feedback to the District of Lantzville at district@lantzville.ca by 4:00 pm on January 31, 2024." AND FURTHER THAT, further improvements to the Phase II Village Core Improvement Project are to be funded from Community Works Fund (Gas Tax) in the amount of \$31,000.00 plus the previously allotted

\$10,000.00 with funding from the Community Works Fund (Gas Tax). CARRIED
UNANIMOUSLY

May 8, 2024 agenda motion:

THAT Council approves the Draft Schedule A Legion Plaza Plan included in the May 8, 2024, agenda as a starting point for discussion, input, and a prelude to a refined plan including seating and other features in the interior of the plaza, for the May 22, 2024, Council meeting. CARRIED

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: October 23, 2024

SUBJECT: Lavender Road End - Budget

PURPOSE

As a follow up to council's motion carried on September 13, 2023 staff have completed land surveying, design and budget estimate to carry out the works as per the motion.

RECOMMENDATION

1. THAT Council approve \$125,724 to carry out the works as presented in the engineering drawings that is designed to maintain the existing culvert (attachment #1).
2. AND FURTHER THAT the project be funded from the Roads Infrastructure Capital Reserve Fund.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. THAT Council approve \$153,936 to carry out the works as presented in the engineering drawings that is designed to remove the existing culvert (attachment #2).
2. AND FURTHER THAT the project be funded from the Roads Infrastructure Capital Reserve Fund.

BACKGROUND/RELEVANT HISTORY

There have been several motions passed surrounding the Lavender Road and Jack's Road Ends. Those motions are as follows:

2019 Council resolutions:

C19-140	9-Sep-19	THAT the Parks and Trails Committee recommendation (THAT \$9,800 be included in the 2020 budget to green up the Lavender Road and Harper Road beach road ends, subject to public consultation.) be referred to the 2020 financial planning process.
C19-175	4-Nov-19	THAT \$9,800 be included in the 2020 Financial Plan to green up the Lavender Road and Harper Road beach road ends.

2020 Council resolution:

C20-93	11-May-20	THAT the May 4, 2020 Lavender Road & Harper Road Beach Road Ends 2020 Project defeated motion be reconsidered: THAT Option 3, item 6. Lavender Road & Harper Road Beach Road Ends (\$9,800) from the 'Potential 2020 Financial Plan Amendments to Reduce 2020 Property Taxation' report, for adjustment in the 2020-2024 Financial Plan be selected; AND FURTHER THAT staff be authorized to prepare a 2020-2024 Financial Plan Amendment Bylaw and 2020 Tax Rates Bylaw that reflects the option(s) selected by Council.	NOTE: Motion to reconsider passed; however, motion re Option 3 DEFEATED; no action required
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2021 Council resolutions:

C21-75	31-Mar-21	THAT the concept designs for Lavender Road and Harper Road beach ends be accepted and made available to the public prior to any vote by Council; AND FURTHER, THAT the management policies for Lantzville's beach road ends be accepted.
C21-87	2-Jun-21	MOVED and SECONDED, THAT phase one of the Lavender beach road end improvements be limited to making the District land west of Lavender Road, safe and pedestrian accessible to the public, and this commences forthwith; AND FURTHER, THAT phase two of Lavender beach road end improvements includes revising the Vancouver Island University's Mount Arrowsmith Biosphere Region Research Institute (MABRRI) concept plan, developing/implementing both a parking plan and a road end plan, and making further improvements to the area west of Lavender Road, and these commence over time. MOVED and SECONDED, THAT the motion on the floor be postponed to the second Council meeting in July, 2021. CARRIED UNANIMOUSLY
C21-123	21-Jul-21	MOTION ON THE FLOOR (Postponed June 2, 2021 regular Council meeting) THAT phase one of the Lavender beach road end improvements be limited to making the District land west of Lavender Road, safe and pedestrian accessible to the public, and this commences forthwith;

		AND FURTHER, THAT phase two of Lavender beach road end improvements includes revising the Vancouver Island University's Mount Arrowsmith Biosphere Region Research Institute (MABBRI) concept plan, developing/implementing both a parking plan and a road end plan, and making further improvements to the area west of Lavender Road, and these commence over time. MOVED and SECONDED, THAT Council postpones the motion on the floor to 2023. CARRIED UNANIMOUSLY
C21-124	21-Jul-21	THAT staff remove all encroaching hedges, bushes and tree branches impeding the line of sight for vehicles exiting Oar, Myron, Lavender, and Jacks Roads onto Dickinson Road; AND FURTHER, THAT the preceding work (includes surveys, contractor and arborist work) be funded from the remaining funding in the COVID Restart Grant reserve.
C21-125	21-Jul-21	THAT staff remove all nonconforming encroachments at beach road ends, including rocks, allowing full parking access on District road rights-of-way; AND FURTHER, THAT the preceding work (includes surveys, contractor and arborist work) be funded from the remaining funding in the COVID Restart Grant reserve.

2023 Council resolutions:

C23-214	13-Sep-23	THAT Council requests a report from staff outlining the works and costs to complete the following improvements [as shown in Figure 1 submitted by Mayor Swain at the COTW Sept. 6th, 2023] at the Lavender Road beach end including: • Install parking in Area A including removal of blackberries, install a culvert and install grass matting as the parking surface • In Area B, remove the stairs and wooden cribbing, add fill and soil, and slope the property to connect the upper and lower levels; • In Area C, create the hammerhead vehicle turn-around including installing removable bollards, and remove all asphalt on the waterfront side of the removable bollards and replace with surface materials as per green shores best practices; AND FURTHER THAT any required land surveying or other professional services required to prepare the report for Council consideration be funded from the Accumulated General Operating Surplus Reserve Fund.
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ATTACHMENTS

1. Lavender Road End Drawings – Option 1, maintain existing culvert
2. Lavender Road End Drawings – Option 2, remove existing culvert

DISCUSSION

Staff have been engaged in the process of undertaking councils' direction as per the motion passed on September 13, 2023. The surveying is complete for the purpose of undertaking the design and determining encroachments. The design is also complete however during the design process it presented another option of maintaining the existing culvert which has a couple of advantages being an improved ability of movements (maintenance vehicles, pedestrians) behind the closed portion (bollards/rocks) as the open swale will limit such movements. Plus, a potential budget savings of \$28,212.

As a result, council has two options for their consideration, one to maintain the existing culvert and the other to remove the culvert as per the motion passed on September 13, 2023.

ANALYSIS/RATIONALE

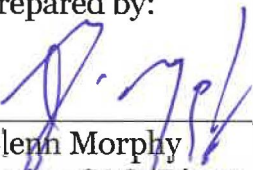
Estimates to carry out each option are as follows

- \$125,724 maintaining the culvert (attachment #1), or,
- \$153,936 remove the culvert, establish a swale and pedestrian bridge.

Financial/Budget Implications

Finance recommends that the funding for these works to drawn from the Roads Infrastructure Capital Reserve Fund which has a balance of \$2,020,714 at the of 2023.

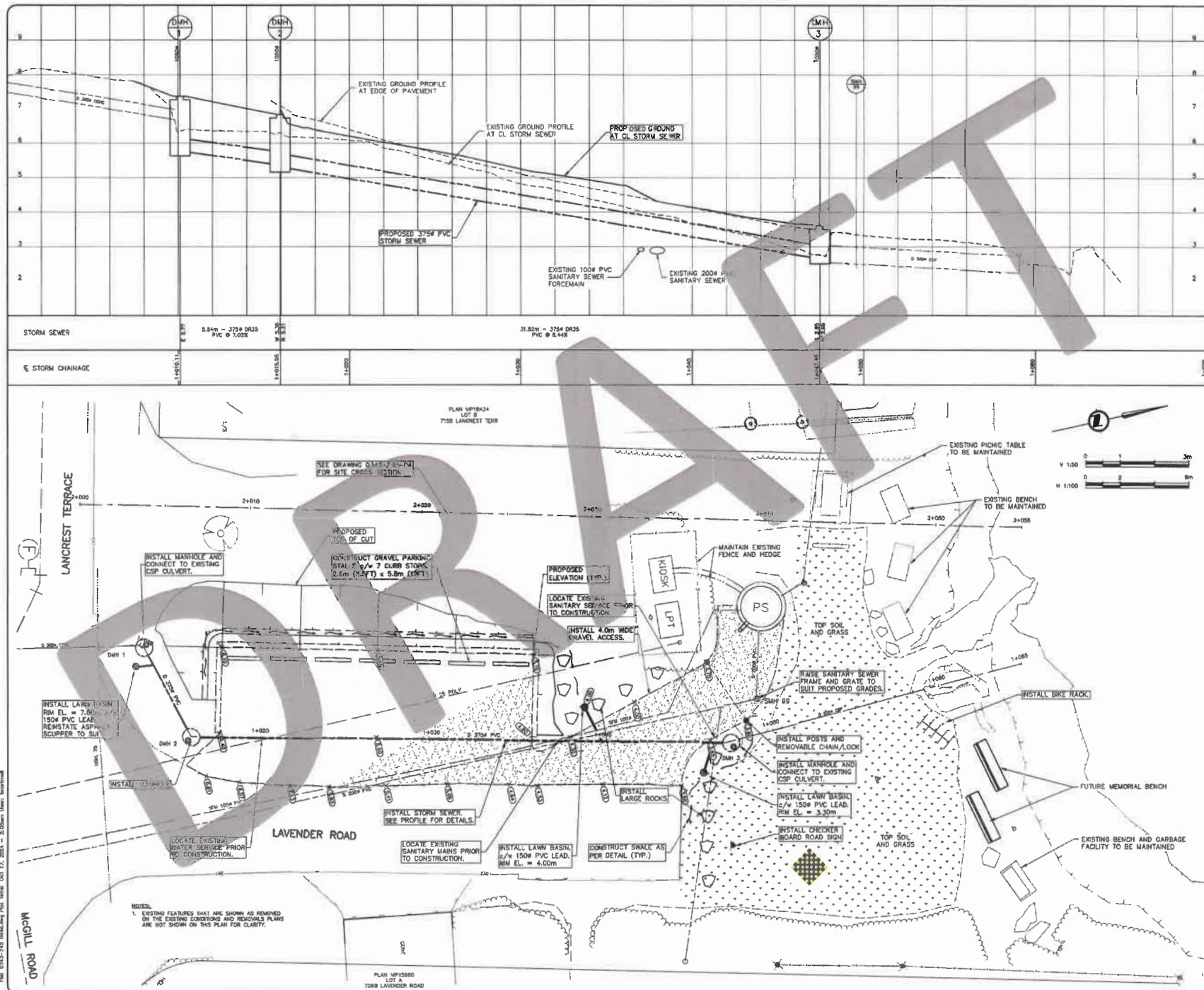
Prepared by:



Glenn Morphy
Acting CAO/Director of Public Works
Date: October 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			
Special			
Closed (In-Camera)			

Attachment 1



RECORD OF REVISIONS				
REV	DATE	BY	ENG	DESCRIPTION

NOT FOR
CONSTRUCTION

A	17OCT24	BRC	RH	CLIENT REVIEW
ISS	DATE	BY	ENG	DESCRIPTION
RECORD OF ISSUE				

SEAL
PRELIMINARY
 October 17, 2024
 PERMIT TO PRACTICE No. 1001858

PROJECT NO. 0343-245

DRAWN	
DESIGNED	
CHECKED	
APPROVED	
DATE	SEPT. 2024
SCALE	AS NOTED
CLIENT	

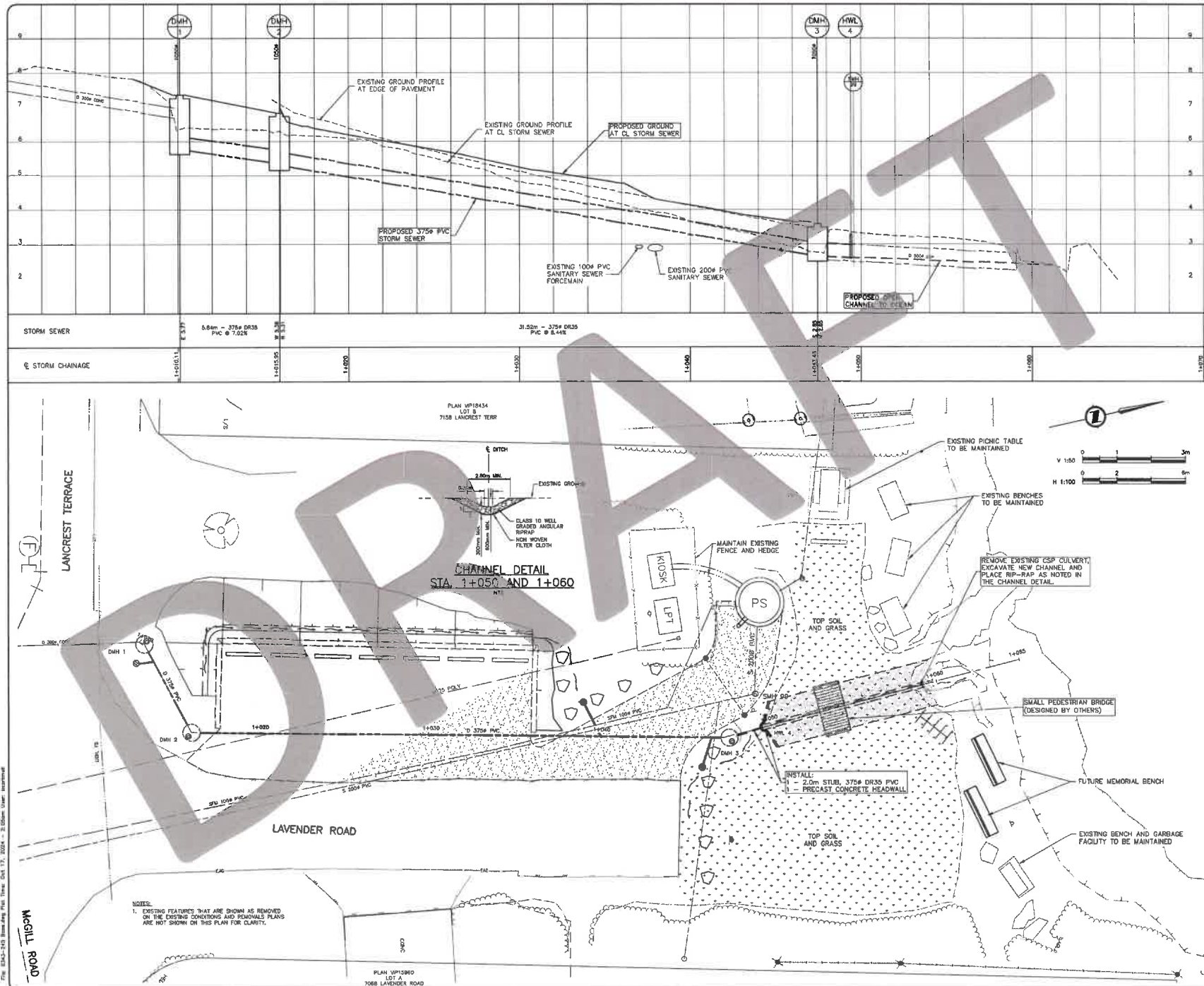


PROJECT
**LAVENDER ROAD
 BEACH END UPGRADES**

TITLE
**SITE PLAN
 PLAN AND PROFILE
 STA. 1+000 TO 1+1065**

DRAWING NO.	0343-245-03	REV.		SHEET	3/7
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Attachment 2



RECORD OF REVISIONS				
REV	DATE	BY	ENG	DESCRIPTION

NOT FOR
CONSTRUCTION

RECORD OF ISSUE				
A	DATE	BY	ENG	DESCRIPTION

SEAL
PRELIMINARY
October 17, 2024

PERMIT TO PRACTICE No. 1001658

PROJECT NO. 0343-245

DRAWN

DESIGNED

CHECKED

APPROVED

DATE SEPT. 2024

SCALE AS NOTED

CLIENT

PROJECT

LAVENDER ROAD

BEACH END UPGRADES

TITLE

OPEN CHANNEL OPTION

PLAN AND PROFILE

DRAWING No.

0343-245-07

REV.

7/7

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: October 23, 2024

SUBJECT: Budget/Actual Variances & 2024 Year-End Projections

PURPOSE

The purpose of this report is to present the year-to-date results and the projected year-end budget/actual results and variances.

RECOMMENDATIONS

N/A

ALTERNATIVES AND IMPLICATIONS

N/A

BACKGROUND/RELEVANT HISTORY

The District of Lantzville's operating and capital revenue and expenditure results to the end of the 3rd quarter (end of September) are attached (Schedules 1 – 6), together with projected or estimated 2024 year-end budget/actual variances, based on activity to date. The extrapolated year-end results are based on the best information available at this time and may change for the final year-end. Explanations of some of the major variances as well as comments are provided in the Schedules for reference.

ANALYSIS/RATIONALE

The estimated year-end bottom line operating results, in terms of funds available for transfer to reserves after net revenues and expenses, are summarized below, together with the estimated year-end capital spending in comparison to budget.

Operations				
Operations	Budgeted Reserve Transfers	Estimated Reserve Transfers	\$ Variance	Notes/Comments
General Operating Fund (all reserve transfers except the Community Works Fund)	\$1,053,200	\$1,080,237	\$27,037	Small amount of excess funds available for transfer to reserves. The 2024 budget included the use of \$235,505 Covid funds to increase reserve transfers
General Operating Fund (Community Works Fund only)	\$0	\$237,000	\$237,000	Community Works Funds transfer under new agreement
Sewer Operating Fund	\$188,800	\$339,880	\$151,080	Large surplus projected leaving more funds available for transfer to reserve
Water Operating Fund	\$442,416	\$444,774	\$2,358	Small amount of excess funds available for transfer to reserve

Capital				
Capital	Budgeted Spending (includes budget amendments)	Estimated Capital Spending (includes budget carry forwards)	\$ Variance	Notes/Comments
General Capital	\$2,401,055	\$2,433,391	(\$32,336)	Budget includes amendments. Culvert replacement expected to be over budget (report will be forwarded to Council). Funds for projects in progress are shown as being carried forward to 2025
Sewer Capital	\$12,500	\$12,500	\$0	Funds for projects in progress are shown as being carried forward to 2025
Water Capital	\$9,999,557	\$1,578,500	(\$8,421,057)	Winds water project did not proceed. Funds for projects in progress are shown as being carried forward to 2025

SUMMARY

Operating spending and related revenue should be monitored for the balance of the year to ensure the bottom line results are achieved. The estimated results for 2024 will be used to inform the 2025 budget and related 2026 – 2029 financial plan.

FINANCIAL IMPLICATIONS

As shown in the attachments.

ATTACHMENTS

1. Schedule 1 (a) General Operating Fund – General Government (4 pages)
2. Schedule 1 (b) General Operating Fund – Protective Services (2 pages)
3. Schedule 1 (c) General Operating Fund – Environmental Health Services
4. Schedule 1 (d) General Operating Fund – Parks & Recreation Services
5. Schedule 1 (e) General Operating Fund – Public Works/Transportation Services
6. Schedule 1 (f) General Operating Fund – Bylaw Enforcement
7. Schedule 1 (g) General Operating Fund – Planning
8. Schedule 1 (h) General Operating Fund – Building Inspection
9. Schedule 1 (i) General Operating Fund – Street Lighting/Other
10. Schedule 2 – Sewer Operating Fund (2 pages)
11. Schedule 3 – Water Operating Fund (3 pages)
12. Schedule 4 – General Capital
13. Schedule 5 – Sewer Capital
14. Schedule 6 – Water Capital

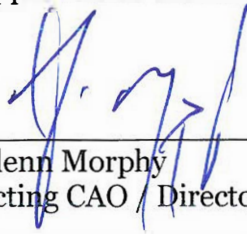
Prepared by:



Ken Bjorgaard
Interim Director of Financial Services

Date: October 17, 2024

Approved for submission to Council:



Glenn Morphy
Acting CAO / Director of Public Works

Date: October 17, 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 23, 2024	
Special		
Closed (In-Camera)		

Schedule 1 (a) General Operating Fund - General Government

Page 1 of 4 Schedule 1 (a)

Regular Revenue

				Projected Variances 2024 Budget & Estimated 2024 Year- End		Explanation of Significant Variances & Comments
	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	
GENERAL LEVY	(3,158,571)	(3,158,571)	(3,159,100)	529	0.0%	
UTILITY TAXES & GRANTS-IN-LIEU	(134,472)	(141,997)	(122,200)	(19,797)	16.2%	Increase in assessed value for BC Hydro property
FEE RE SCHOOL TAX COLLECTION	0	(5,497)	(16,400)	10,903	-66.5%	Over budgeted
BC SMALL COMMUNITIES GRANT	(457,000)	(457,000)	(500,000)	43,000	-8.6%	Over budgeted
PENALTIES & INTEREST ON TAXES	(24,295)	(37,467)	(19,800)	(17,667)	89.2%	More overdue properties
INTEREST REVENUE	(409,586)	(457,190)	(220,000)	(237,190)	107.8%	Budget for interest revenue was too low based on prevailing interest rates and reserve/surplus balances
INTEREST REVENUE TRANSFERRED TO RESERVES	0	411,471	0	411,471	>100.0%	90% of above interest earnings are allocated to reserves with 65% allocated to General Fund Reserves, 10% to DCC reserves, 10% allocated to Water and 5% to Sewer
SD68 SITE ACQUISITION ADMIN FEE	(1,008)	(1,008)	(1,300)	292	-22.4%	
MISCELLANEOUS REVENUE	(679)	(1,679)	(2,000)	321	-16.1%	
LEASE REVENUE	(1,132)	(1,632)	(800)	(832)	104.0%	
TAX CERTIFICATES ISSUED	(3,290)	(4,790)	(4,500)	(290)	6.4%	
DONATIONS/GRANTS	0	0	0	0	0.0%	
RECOVERY FR RESERVE - GENERAL (left over Covid funds used to offset operating expenses)	0	(60,063)	(60,000)	(63)	0.1%	
ADMIN RECOVERY - GARBAGE	0	(15,500)	(15,500)	0	0.0%	
ADMIN RECOVERY - WATER/SEWER	0	(217,100)	(217,100)	0	0.0%	
OTHER	(50)	(100)	(1,500)	1,400	-93.3%	
Total General Government Regular Revenue	(4,190,083)	(4,148,122)	(4,340,200)	192,078	-4.4%	

Schedule 1 (a) General Operating Fund - General Government

Page 2 of 4 Schedule 1 (a)

Regular Expenses

	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	Projected Variances 2024 Budget & Estimated 2024 Year- End		Explanation of Significant Variances & Comments
				\$s	%	
RECRUITMENT COSTS	13,936	16,436	15,000	1,436	9.6%	
EMPLOYEE END OF SERVICE GIFT	415	915	1,500	(585)	-39.0%	
ADVERTISING	7,017	8,017	8,000	17	0.2%	
AUDIT	14,490	27,400	27,400	0	0.0%	
LAND TITLE FEES	1,054	1,554	500	1,054	210.9%	
BANK CHARGES	2,658	4,058	4,300	(242)	-5.6%	
STAFF MEETING	486	986	500	486	97.2%	
CONTRACT - SOLID WASTE COLLECTION	3,753	4,797	6,600	(1,803)	-27.3%	
CONTRACT - FINANCE	59,807	99,807	0	99,807	>100.0%	Interim Director of Financial Services
CONTRACT - COMPUTER MAINT & SOFTWARE LICENCES	84,570	110,445	105,000	5,445	5.2%	
CONTRACT - JANITORIAL	17,400	23,202	35,000	(11,798)	-33.7%	Overbudgeted
OFFICE ALARM	322	644	800	(156)	-19.4%	
TAX REFUND/PREAUTHORIZED PAYMENT INTEREST	4,889	7,689	9,200	(1,511)	-16.4%	
PROFESSIONAL DEVELOPMENT	11,073	15,073	15,000	73	0.5%	
CONSULTANTS	9,047	12,047	10,000	2,047	20.5%	
COMPUTER EQUIPT REPLACEMENT	1,711	3,711	10,000	(6,289)	-62.9%	Replacement charged to capital
					-44.2%	Number of Council members attending conference lower than anticipated
CONVENTION/MEETING COUNCIL	12,630	15,630	28,000	(12,370)		
GRANTS IN AID	2,500	2,500	2,500	0	0.0%	
MAINTENANCE - GROUNDS	0	0	1,000	(1,000)	-100.0%	
COUNCIL DISCRETIONARY	267	517	0	517	>100.0%	
COUNCIL REMUNERATION	68,485	91,314	91,322	(8)	0.0%	
HYDRO	6,150	8,350	9,200	(850)	-9.2%	

Schedule 1 (a) General Operating Fund - General Government

	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	Projected Variances 2024 Budget & Estimated 2024 Year- End		Explanation of Significant Variances & Comments
				\$s	%	
Page 3 of 4 Schedule 1 (a)						
MUNICIPAL UTILITIES	515	1,029	2,500	(1,471)	-58.8%	General legal expenses up
INSURANCE - GENERAL	69,855	69,855	78,200	(8,345)	-10.7%	
VEHICLE INSURANCE	141	141	0	141	>100.0%	
JANITOR SUPPLIES	147	147	0	147	>100.0%	
LEGAL	74,026	86,026	70,000	16,026	22.9%	
BAD DEBT EXPENSE	0	0	0	0	0.0%	
LIBRARY/PUBLICATIONS	835	1,635	1,600	35	2.2%	
MAINTENANCE - BUILDING	5,670	6,270	5,000	1,270	25.4%	
MAINTENANCE AGREEMENTS	62	262	3,500	(3,238)	-92.5%	
MEMBERSHIPS	3,262	3,262	5,800	(2,538)	-43.8%	
MISCELLANEOUS EXPENSE	2,323	2,823	3,500	(677)	-19.3%	Did not utilize casuals as budgeted for Based on staff changes
OFFICE EQUIPT	1,904	2,404	4,500	(2,096)	-46.6%	
OFFICE SUPPLIES	16,295	18,095	14,500	3,595	24.8%	
COUNCIL MEMBERSHIPS	3,660	3,660	3,600	60	1.7%	
OIL/GAS HEATING	354	704	0	704	>100.0%	
STORAGE RENTAL	2,290	3,238	2,600	638	24.5%	
PHOTOCOPIER CHARGES	13,391	21,331	18,000	3,331	18.5%	
POSTAGE & COURIER	8,562	11,062	10,000	1,062	10.6%	
POSTAGE SYSTEM MAINTENANCE	1,149	1,149	2,700	(1,551)	-57.4%	
WEBSITE MAINTENANCE	2,666	3,166	0	3,166	>100.0%	
SAFETY SUPPLIES	458	758	0	758	>100.0%	Only be used if required
TELEPHONE	8,107	12,107	12,000	107	0.9%	
TRAVEL - EMPLOYEE	1,964	2,964	3,000	(36)	-1.2%	
WAGES - CASUAL	7,806	17,106	33,530	(16,424)	-49.0%	
WAGES - REGULAR	593,133	877,483	824,914	52,569	6.4%	
EMPLOYER PAID BENEFITS	141,155	184,486	197,632	(13,146)	-6.7%	
SPECIAL BUDGET EXPENDITURES	1,246	3,246	0	3,246	>100.0%	
PORT THEATRE	0	9,500	9,500	0	0.0%	
CONTINGENCY	0	0	50,000	(50,000)	-100.0%	
OTHER	1,393	(131)	0	(131)	>100.0%	
Total General Government Regular Expenses	1,285,029	1,798,869	1,737,398	61,471	3.5%	

Schedule 1 (a) General Operating Fund - General Government

Page 4 of 4 Schedule 1 (a)

Contributions from/to Reserves

	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	Projected Variances 2024 Budget & Estimated 2024 Year- End		Explanation of Significant Variances & Comments
				\$s	%	
WINTER ROAD MAIN. RESERVE	0	0	0	0	0.0%	
INTEREST EARNINGS	0	(267,456)	0	(267,456)	>100.0%	Interest earnings allocated to reserves
CONTRIBUTION OF INTEREST EARNINGS TO RESERVE	0	27,037	0	27,037	>100.0%	Interest earnings transferred to reserves
RECOVERY FR RESERVE - GENERAL	0	(235,505)	(229,700)	(5,805)	2.5%	Covid funds used to increase reserve transfers
PROVINCIAL/FEDERAL GRANTS	(236,555)	(237,000)	(67,100)	(169,900)	253.2%	Community Works Funds Transferred to Reserve
CONTRIBUTION TO RESERVE	0	237,000	0	237,000	>100.0%	As above
CONTRIBUTION TO ADMIN EQUIPMENT RES	0	10,200	10,200	0	0.0%	
CONTRIBUTION TO FIRE HALL RES	0	45,400	45,400	0	0.0%	
CONTRIBUTION TO COSTIN HALL RES	0	30,400	30,400	0	0.0%	
CONTRIBUTION TO HERITAGE CHURCH RES	0	21,600	21,600	0	0.0%	
CONTRIBUTION TO MUNICIPAL HALL RES	0	21,600	21,600	0	0.0%	
CONTRIBUTION TO ROADS RES	0	680,000	680,000	0	0.0%	
CONTRIBUTION TO PW TRUCKS & EQUIP RES	0	25,000	25,000	0	0.0%	
CONTRIBUTION TO PARKLAND CAPITAL RES	0	10,000	10,000	0	0.0%	
CONTRIBUTION TO PROPERTY ACQUISITION RES	0	1,600	1,600	0	0.0%	
CONTRIBUTION TO TAX STABILIZATION RES	0	20,000	20,000	0	0.0%	
CONTRIBUTION TO ONE TIME PROJECTS RES	0	107,400	107,400	0	0.0%	
CONTRIBUTION TO RESERVE	0	80,000	80,000	0	0.0%	In Fire Department budget
Total Contributions to Reserves	(236,555)	577,276	756,400	(179,124)	-23.7%	

Other Recoveries/Expenses

THIRD PARTY WORKS	(21,275)	(52,646)	(200,000)	147,354	-73.7%	
WORKS FOR OTHERS	27,646	52,646	200,000	(147,354)	-73.7%	
DEVELOPER CONTRIBUTIONS	0	0	0	0	0.0%	
LAS PARCEL TAX	(9,376)	(9,376)	(8,400)	(976)	11.6%	
INTERFUND BORROWING - REPYMENT KN. CREEK	0	9,376	8,400	976	11.6%	
TRNFR FR. INVEST. NON-FIN. ASSETS	5,000	(685,500)	(685,500)	0	0.0%	
AMORTIZATION	0	82,000	82,000	0	0.0%	General Gov't
AMORTIZATION	0	85,500	85,500	0	0.0%	Protective Services
AMORTIZATION	0	36,000	36,000	0	0.0%	Parks & Recreation
AMORTIZATION	0	482,000	482,000	0	0.0%	Transportation
Total Recoveries & Other Expenses	1,995	0	0	0	0.0%	

Costin Hall

Revenue

COSTIN HALL RENTAL	(14,031)	(16,031)	0	(16,031)	>100.0%	
COSTIN HALL RENTAL	(3,116)	(4,116)	0	(4,116)	>100.0%	
LEASE REVENUE	(1,200)	(1,900)	0	(1,900)	>100.0%	
Total Revenue Costin Hall	(18,347)	(22,047)	0	(22,047)	>100.0%	Unbudgeted

Expenses

CONTRACT - SOLID WASTE COLLECTION	3,985	5,029	0	5,029	>100.0%	
JANITORIAL CONTRACT	3,725	5,426	0	5,426	>100.0%	
HYDRO	574	1,174	0	1,174	>100.0%	
MUNICIPAL UTILITIES	258	772	0	772	>100.0%	
BLDG R&M-COSTIN HALL	7,581	9,381	5,000	4,381	87.6%	
OIL/GAS HEATING	581	1,161	0	1,161	>100.0%	
TELEPHONE	495	895	0	895	>100.0%	
Total Expenses Costin Hall	17,197	23,836	5,000	18,836	376.7%	Mostly unbudgeted

Schedule 1 (b) General Operating Fund - Protective Services

Page 1 of 2 Schedule 1 (b)

Regular Revenue

MISCELLANEOUS REVENUE
MTI TICKET FINES REVENUE

FIRE SUPPRESSION AGREEMENTS
DONATIONS/GRANTS

Total Protective Services Regular Revenue

Regular Expenses

SOFTWARE - FIRE
CONTRACT - JANITORIAL
FF HEALTH & WELLNESS
EDUCATIONAL TRAINING
EQUIPT R & M
TRAINING WAGES
EXPENSES - TURNOUT GEAR
CLOTHING & CLEANING
FIREFIGHTING SUPPLIES
FIREFIGHTING SUPPLIES 1ST RESPONDER
GAS/OIL/ANTI-FREEZE
MEMBER RECOGNITION
GROUNDS MAINTENANCE
HONORARIUM
HYDRO & UTILITIES
INSURANCE
VEHICLE INSURANCE
JANITORIAL SUPPLIES
BUILDING REPAIRS
MEMBERSHIPS/DUES/SUBSCRIPTIONS
OFFICE EQUIPMENT & SUPPLIES
CALL-OUTS
PRACTICES
PUBLIC EDUCATION & LIFE SAFETY
RADIO/PAGERS REPAIRS
VEHICLE MAIN & REPAIRS
SMALL TOOLS & EQUIPT
SAFETY SUPPLIES
TELEPHONE
TRAVEL - MILEAGE
WAGES - REGULAR
EMPLOYER PAID BENEFITS
OTHER

Total Protective Services Expenses

			Projected Variances 2024 Budget & Estimated 2024 Year- End		Explanation of Significant Variances & Comments
2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	
2,000	0	(2,000)	2,000	-100.0%	No funds anticipated
0	0	0	0	0.0%	
0	(34,658)	(28,900)	(5,758)	19.9%	Based on 2% increase on 2023 billing
(4,725)	(4,725)	(3,000)	(1,725)	57.5%	
(2,725)	(39,383)	(33,900)	(5,483)	16.2%	
4,612	4,612	5,000	(388)	-7.8%	As per year-to-date activity
6,471	7,551	9,400	(1,849)	-19.7%	
0	2,000	4,000	(2,000)	-50.0%	
8,073	42,073	42,500	(427)	-1.0%	
10,122	13,400	13,400	0	0.0%	
0	20,000	20,000	0	0.0%	
15,550	18,950	19,000	(50)	-0.3%	
3,211	6,211	7,700	(1,489)	-19.3%	
2,591	6,591	11,300	(4,709)	-41.7%	
1,334	2,834	4,600	(1,766)	-38.4%	
9,831	16,831	17,000	(169)	-1.0%	As per year-to-date activity
0	2,500	5,700	(3,200)	-56.1%	
900	2,904	2,100	804	38.3%	
12,480	22,500	40,500	(18,000)	-44.4%	
6,591	9,821	12,900	(3,079)	-23.9%	
2,020	2,020	2,100	(80)	-3.8%	
7,090	9,090	10,000	(910)	-9.1%	
100	600	1,500	(900)	-60.0%	
5,379	7,879	8,200	(321)	-3.9%	
680	980	1,000	(20)	-2.0%	
5,152	6,152	6,700	(548)	-8.2%	As per year-to-date activity
0	41,000	67,900	(26,900)	-39.6%	
0	47,000	47,800	(800)	-1.7%	
2,455	2,955	2,700	255	9.4%	
7,959	9,459	9,000	459	5.1%	
20,451	24,451	19,600	4,851	24.8%	
6,648	7,648	9,800	(2,152)	-22.0%	
1,941	1,941	0	1,941	>100.0%	
7,898	9,473	7,200	2,273	31.6%	
335	535	700	(165)	-23.6%	
68,725	99,110	104,600	(5,490)	-5.2%	
23,262	27,333	35,613	(8,280)	-23.2%	
627	1,077	0	1,077	>100.0%	
242,489	477,482	549,513	(72,031)	-13.1%	

Schedule 1 (b) General Operating Fund - Protective Services

Page 2 of 2 Schedule 1 (b)

Irregular Revenue & Expenses

EMERGENCY PLANNING GRANT

RECOVERY FR RESERVE - GENERAL

FIRE SAFE REBATE

INTEREST INTERNAL DEBT - PUMPER

PRINCIPALINTERNAL DEBT PUMPER

Total Irregular Revenue & Expenses

Protective Services Regional District of Nanaimo (RDN)

Expenses

HOUSE NUMBERING RDN

EMERGENCY PREPAREDNESS RDN

Total Protective Services RDN Expenses

			Projected Variances 2024 Budget & Estimated 2024 Year- End		Explanation of Significant Variances & Comments
2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	
0	0	(40,000)	40,000	-100.0%	No immediate plans for use of grant; funds in deferred revenue Transfer from Covid funds for program as per budget
0	(10,000)	(10,000)	0	0.0%	
95	10,000	10,000	0	0.0%	
0	2,500	2,500	0	0.0%	
0	36,900	36,900	0	0.0%	
95	39,400	(600)	40,000	-6666.7%	
1,776	1,776	1,900	(124)	-6.5%	RDN contracted service
71,082	71,082	90,000	(18,918)	-21.0%	RDN contracted service
72,858	72,858	91,900	(19,042)	-20.7%	

Schedule 1 (c) General Operating Fund - Environmental Health Services

				Projected Variances 2024 Budget & Estimated 2024 Year-End		
	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	Explanation of Significant Variances & Comments
<u>Regular Revenue</u>						Under budgeted
PENALTIES - USER FEES	(3,627)	(4,827)	(3,000)	(1,827)	60.9%	
SOLID WASTE USER FEE	(149,911)	(295,911)	(267,000)	(28,911)	10.8%	
Total Environmental Health Services Regular Revenue	(153,538)	(300,738)	(270,000)	(30,738)	11.4%	
<u>Regular Expenses</u>						
CONTRACT - COLLECTION	134,557	269,557	267,000	2,557	1.0%	
CONTRIBUTION TO ADMIN	0	15,500	15,500	0	0.0%	
Total Environmental Health Services Regular Expenses	134,557	285,057	282,500	2,557	0.9%	

Schedule 1 (d) General Operating Fund - Parks & Recreation

	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	Projected Variances 2024 Budget & Estimated 2024 Year- End		Explanation of Significant Variances & Comments
				\$s	%	
<u>Regular Revenue</u>						
MINE TOWN DAY	0	0	(700)	700	-100.0%	No revenue anticipated
DONATIONS/GRANTS	(1,004)	(1,004)	(1,000)	(4)	0.4%	
Total Parks & Recreation Regular Revenue	(1,004)	(1,004)	(1,700)	696	-41.0%	
<u>Regular Expenses</u>						
EQUIPMENT REPAIRS	150	350	2,000	(1,650)	-82.5%	Higher fuel prices
GAS & OIL	6,165	9,365	7,500	1,865	24.9%	
HYDRO	1,143	1,143	1,200	(57)	-4.7%	
MUNICIPAL UTILITIES	2,218	4,435	9,000	(4,565)	-50.7%	Over budgeted
VEHICLE INSURANCE	2,878	2,878	2,600	278	10.7%	
SMALL TOOLS & EQUIPMENT	2,390	2,690	2,000	690	34.5%	
MISC.EXP.	43	343	1,700	(1,357)	-79.8%	
PARKS MAIN & REPAIRS	6,589	9,589	10,000	(411)	-4.1%	
TRAILS - MAIN & REPAIRS	2,765	4,765	6,500	(1,735)	-26.7%	
BUS SHELTER R&M	0	0	200	(200)	-100.0%	
PROP/BUILDING LEASE - PARKS	5,170	6,895	7,000	(105)	-1.5%	
WAGES - REGULAR	103,165	128,841	162,200	(33,359)	-20.6%	
EMPLOYER PAID BENEFITS	32,862	36,800	49,903	(13,103)	-26.3%	Less public works time allocated
MINE TOWN DAY	10,017	10,017	10,000	17	0.2%	
COMMUNITY EVENTS	951	4,951	5,000	(49)	-1.0%	
PARKS & REC PLAN-OTHER	0	100	500	(400)	-80.0%	
Total Parks & Recreation Regular Expenses	176,505	223,161	277,303	(54,142)	-19.5%	
<u>Irregular Revenue & Expenses</u>						
PARK BENCHES/MEMORIALS	(114)	(314)	(5,000)	4,686	-93.7%	
PARK BENCHES/MEMORIALS	972	1,172	5,000	(3,828)	-76.6%	
Total Irregular Revenue & Expenses	858	858	0	858	>100.0%	

Schedule 1 (e) General Operating Fund - Public Works/Transportation Services

				Projected Variances 2024 Budget & Estimated 2024 Year-End		
	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	Explanation of Significant Variances & Comments
Regular Operating Expenses						
DITCHING/BRUSH CUTTING	30,485	33,725	40,000	(6,275)	-15.7%	
CONTRACT - JANITORIAL	4,843	6,457	7,000	(543)	-7.8%	
HAZARDOUS TREES	5,009	6,000	12,000	(6,000)	-50.0%	
CULVERT MAINTENANCE	2,975	6,075	6,000	75	1.2%	
PROFESSIONAL DEVELOPMENT	2,130	3,130	4,500	(1,370)	-30.4%	
ENGINEERING/CONSULTING (GEOTECH)	535	5,200	5,000	200	4.0%	
EQUIPMENT MAINTENANCE & REPAIRS	3,217	3,567	5,200	(1,633)	-31.4%	
EQUIPMENT RENTAL	150	400	500	(100)	-20.1%	
SMALL TOOLS & EQUIPMENT	2,078	2,778	2,800	(22)	-0.8%	
GAS/OIL	5,876	9,276	9,200	76	0.8%	
VEHICLE INSURANCE	3,701	3,701	2,500	1,201	48.0%	
SHOP & BUILDING MAINTENANCE	1,030	1,230	200	1,030	515.0%	
MEMBERSHIPS	215	315	100	215	215.3%	
OFFICE SUPPLIES	162	262	600	(338)	-56.3%	
PROP/BLDING LEASE	5,170	6,745	7,000	(255)	-3.6%	
SNOW REMOVAL	216,619	246,619	170,000	76,619	45.1%	Large costs at beginning of year; variable costs difficult to predict
ROAD MARKING	20,004	20,004	20,000	4	0.0%	
SAFETY SUPPLIES	2,676	2,876	1,900	976	51.4%	
SHOP SUPPLIES	420	720	1,000	(280)	-28.0%	
SIGNAGE	806	3,806	10,000	(6,194)	-61.9%	
RAILWAY CROSSINGS	8,111	8,111	10,600	(2,489)	-23.5%	
TELEPHONE	1,792	2,648	2,800	(152)	-5.4%	
WAGES	71,486	127,871	100,940	26,931	26.7%	Added position
EMPLOYER PAID BENEFITS	21,912	39,356	28,858	10,498	36.4%	Added position
PAVEMENT REPAIR/MAINTENANCE	11,821	16,821	34,000	(17,179)	-50.5%	Based on higher snow clearing costs
Total Transportation Services Regular Expenses	423,222	557,692	482,698	74,994	15.5%	

Schedule 1 (f) General Operating Fund - Bylaw Enforcement

				Projected Variances 2024 Budget & Estimated 2024 Year-End		
	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	Explanation of Significant Variances & Comments
<u>Regular Revenue</u>						
BYLAW REVENUE	(150)	(300)	0	(300)	>100.0%	
Total Bylaw Enforcement Revenue	(150)	(300)	0	(300)	>100.0%	
<u>Regular Expenses</u>						
ANIMAL CONTROL	14,202	14,202	18,936	(4,734)	-25.0%	Now under contractor (see below)
BENEFITS - WCB	798	1,596	1,400	196	14.0%	
CONTRACT	41,891	63,891	70,000	(6,109)	-8.7%	Period of time without full-service contractor
LEGAL/ADJUDICATION	0	0	500	(500)	-100.0%	
Total Bylaw Enforcement Expenses	56,891	79,689	90,836	(11,147)	-12.3%	

Schedule 1 (g) General Operating Fund - Planning

				Projected Variances 2024 Budget & Estimated 2024 Year-End		
	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	Explanation of Significant Variances & Comments
<u>Regular Revenue</u>						
BUSINESS LICENSE REVENUE	(7,100)	(7,300)	(9,300)	2,000	-21.5%	
SUBDIVISION APPLICATIONS	(12,450)	(12,450)	(10,000)	(2,450)	24.5%	
DEVELOPMENT & TUP PERMIT APPLICATIONS	(6,500)	(6,500)	(15,000)	8,500	-56.7%	
OTHER DEVELOPMENT FEES	(1,600)	(1,600)	(3,000)	1,400	-46.7%	
DEVELOPMENT ADMIN FEES	0	0	(5,000)	5,000	-100.0%	
BYLAW AMENDMENT APPLICATIONS	(3,000)	(6,000)	(11,000)	5,000	-45.5%	
Total Regular Planning Revenue	(30,650)	(33,850)	(53,300)	19,450	-36.5%	Lower development than projected
<u>Regular Expenses</u>						
ADVERTISING & PUBLIC ENGAGEMENT	3,364	4,364	8,700	(4,336)	-49.8%	Based on less development
MAPPING - RDN CONTRACT	17,437	17,437	14,000	3,437	24.6%	RDN contracted service
PROFESSIONAL DEVELOPMENT	2,898	3,098	4,000	(902)	-22.5%	
LAND USE PLANNING	6,815	6,815	4,000	2,815	70.4%	
OTHER CONSULTANTS	7,197	7,197	0	7,197	>100.0%	Subdivision bylaw update; contract planner
PLANNING - MEMBERSHIPS	0	1,215	1,200	15	1.3%	
TELEPHONE	0	606	500	106	21.2%	
TRAVEL - MILEAGE	0	250	500	(250)	-50.0%	
EMPLOYER PAID BENEFITS	33,768	47,929	48,667	(738)	-1.5%	
PLANNER / AO - WAGES	111,191	174,620	200,709	(26,089)	-13.0%	Staff vacancy
Total Regular Planning Expenses	182,671	263,532	282,276	(18,744)	-6.6%	
<u>Irregular Revenue & Expenses</u>						
DONATIONS/GRANTS - PLANNING	0	0	0	0	0.0%	
PROVINCIAL GRANTS	0	(47,860)	(167,793)	119,933	-71.5%	Provincial Housing Initiatives grant only partially utilized by end of year
OTHER CONSULTANTS	19,666	47,860	145,000	(97,140)	-67.0%	As per above
COMMUNITY AMENITY CONTRIBUTIONS	(3,000)	(3,000)	0	(3,000)	>100.0%	Lower community amenities based on few rezonings
CONTRIBUTION TO RESERVE	0	3,000	32,793	(29,793)	-90.9%	As per above
	16,666	0	10,000	(10,000)	-100.0%	

Schedule 1 (h) General Operating Fund-Building Inspection

				Projected Variances 2024 Budget & Estimated 2024 Year-End		Explanation of Significant Variances & Comments
	2024 Year-to- Date	Estimated 2024 Year- End	2024 Budget	\$s	%	
<u>Regular Revenue</u>						
BUILDING PERMIT APPLICATION	(82,000)	(110,000)	(133,000)	23,000	-17.3%	Lower building starts based on interest rate environment
Total Building Inspection Regular Revenue	(82,000)	(110,000)	(133,000)	23,000	-17.3%	
<u>Regular Expenses</u>						
BENEFITS - HEALTH	12,280	18,153	17,612	541	3.1%	Software licenses over budgeted Dependent upon number of building permits Contractor therefore no employee travel Now a contract (see above)
SOFTWARE LICENCES	3,745	3,745	10,000	(6,255)	-62.6%	
BUILDING INSPECTION CONTRACT	47,275	74,475	64,000	10,475	16.4%	
SAFETY SUPPLIES	272	372	0	372	>100.0%	
TRAVEL - MILEAGE	0	0	7,200	(7,200)	-100.0%	
WAGES	45,603	63,172	68,867	(5,695)	-8.3%	
Total Building Inspection Regular Expenses	109,174	159,918	167,679	(7,761)	-4.6%	

Schedule 1 (i) General Operating Fund - Street Lighting/Other

				Projected Variances 2024 Budget & Estimated 2024 Year- End		
	2024 Year-to- Date	Estimated 2024 Year-End	2024 Budget	\$s	%	Explanation of Significant Variances & Comments
<u>Regular Expenses</u>						
HYDRO	53,757	85,757	86,900	(1,143)	-1.3%	No expenditures anticipated
STREET LIGHT REPAIR	0	0	2,000	(2,000)	-100.0%	
Total Street Lighting Expenses	53,757	85,757	88,900	(3,143)	-3.5%	
<u>Other</u>						
TRF TO WATER FUND	0	0	9,200	(9,200)	-100.0%	Transfer no longer required

Schedule 2 - Sewer Operating Fund

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Sewer Operating Regular Revenue

	2024 Year-to- Date as September 27, 2024	Estimated 2024 Year- End	2024 Budget	Projected Variances 2024 Budget & Estimated 2024 Year-End		Explanation of Significant Variances & Comments
				\$s	%	
SEWER PARCEL TAX (PHASE 3)	(156,492)	(156,492)	(149,300)	(7,192)	4.8%	Budget for interest revenue was too low based on prevailing interest rates and reserve/surplus balances
SEWER PARCEL TAX (PHASE 2)	(49,200)	(49,200)	(49,700)	500	-1.0%	
INTEREST REVENUE	0	(30,479)	(2,000)	(28,479)	1424.0%	Reserve transfers to cover debt payments not required
PENALTIES - SEWER	(5,055)	(5,055)	(3,000)	(2,055)	68.5%	
RECOVERY FROM RESERVE	0	0	(39,400)	39,400	-100.0%	Lower development than expected
SEWER USER FEES	(210,236)	(490,236)	(494,000)	3,764	-0.8%	
SEWER CON'TN INSPECT FEE	(2,600)	(4,000)	(15,400)	11,400	-74.0%	
Total Sewer Operating Regular Revenue	(423,583)	(735,463)	(752,800)	17,337	-2.3%	

Schedule 2 - Sewer Operating Fund

				Projected Variances 2024 Budget & Estimated 2024 Year-End		
	2024 Year-to- Date as September 27, 2024	Estimated 2024 Year- End	2024 Budget	\$s	%	Explanation of Significant Variances & Comments
Page 2 of 2 Schedule 2						
Sewer Operating Regular Expenses						
AUDIT	0	0	3,300	(3,300)	-100.0%	Audit costs will be part of administrative allocation; budget not required
HYDRO	4,732	5,232	5,200	32	0.6%	
INSURANCE	6,599	13,099	13,900	(801)	-5.8%	
VEHICLE INSURANCE	0	0	1,800	(1,800)	-100.0%	
MEMBERSHIPS/DUES/SUBSCRIPTIONS	100	100	400	(300)	-75.0%	
OFFICE SUPPLIES	0	0	600	(600)	-100.0%	
PROP/BLDG LEASE - SEWER	7,676	7,676	11,000	(3,324)	-30.2%	
POSTAGE & COURIER FEES	0	800	800	0	0.0%	
VEHICLE/EQUIP-REPAIRS & MAIN	655	655	1,500	(845)	-56.4%	
COLLECTION SYSTEM MAINTENANCE	10,816	18,816	18,800	16	0.1%	
REGIONAL WASTEWATER TREATMENT	0	0	165,000	(165,000)	-100.0%	Budget not required as part of Regional District Tax requisition
SMALL TOOLS & EQUIPMENT	198	598	500	98	19.6%	
TELEPHONE	2,699	3,699	3,500	199	5.7%	
SCADA	0	3,000	2,200	800	36.4%	
WAGES - REGULAR	28,889	51,344	47,967	3,377	7.0%	Added position
EMPLOYER PAID BENEFITS	7,712	16,555	13,533	3,022	22.3%	Added position
CONTRIBUTION TO ADMIN	0	75,000	75,000	0	0.0%	
INTERFUND BORROWING - REPYMNT (PH 2)	0	49,700	49,700	0	0.0%	
MFA BORROWING - PRINCIPAL PH 3	110,208	110,208	110,200	8	0.0%	
DEBENTURE DEBT INT PH 3	29,482	39,100	39,100	0	0.0%	
Total Expenses	209,766	395,582	564,000	(168,418)	-29.9%	
TOTAL NET REGULAR REVENUE & EXPENSES BEFORE TRANSFER TO RESERVE (FUNDS AVAILABLE FOR TRANSFER TO RESERVE)						
	(213,817)	(339,880)	(188,800)	(151,080)	80.0%	
CONTRIBUTION TO RESERVES						
INTEREST EARNINGS	0	27,431	0	27,431	>100.0%	90% of interest being transferred to reserves More surplus funds available for transfer to reserve
ESTIMATED SURPLUS	0	312,449	188,800	123,649	65.5%	
Total Contributions to Reserves	0	339,880	188,800	151,080	80.0%	
FINANCIAL PLAN BALANCE BEFORE IRREGULAR ITEMS						
	(213,817)	0	0	0	0.0%	
IRREGULAR ITEMS						
TRNFR FR. INVEST. NON-FIN. ASSETS	0	(195,000)	(195,000)	0	0.0%	
AMORTIZATION	0	195,000	195,000	0	0.0%	
Total Irregular Items	0	0	0	0	0.0%	

**Projected Variances 2024
Budget & Estimated 2024
Year-End**

2024					Explanation of Significant Variances & Comments
Year-to-Date as September 27, 2024	Estimated 2024 Year-End	2024 Budget	\$s	%	
0	0	(9,200)	9,200	-100.0%	No longer levy for hydrant maintenance
(380,560)	(380,560)	(464,800)	84,240	-18.1%	Winds project did not proceed
					Budget for interest revenue was too low based on prevailing interest rates and reserve/surplus balances
18	(60,940)	0	(60,940)	>100.0%	
(50)	(100)	0	(100)	>100.0%	
(6,278)	(7,278)	(5,200)	(2,078)	40.0%	
(215,382)	(515,382)	(510,500)	(4,882)	1.0%	
(2,000)	(3,000)	(3,000)	0	0.0%	
(604,251)	(967,260)	(992,700)	25,440	-2.6%	

Schedule 3 - Water Operating

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Water Operating Regular Expenses

	2024			Projected Variances 2024 Budget & Estimated 2024 Year-End		Explanation of Significant Variances & Comments
	Year-to-Date as September 27, 2024	Estimated 2024 Year- End	2024 Budget	\$s	%	
ADVERTISING	0	0	500	(500)	-100.0%	Audit costs will be part of administrative allocation; budget not required
AUDIT	0	0	3,100	(3,100)	-100.0%	
INTRUSION ALARM - PUMPHOUSE	3,980	5,980	4,000	1,980	49.5%	
EDUCATIONAL EXPENSES	0	1,000	3,600	(2,600)	-72.2%	
ENGINEERING/CONSULTANTS - WATER	2,194	4,194	10,000	(5,806)	-58.1%	
EQUIPMENT RENTAL	0	500	500	0	0.0%	
PAVING REPAIRS	0	0	500	(500)	-100.0%	
SUPPLIES - GAS/OIL	3,591	5,591	8,000	(2,409)	-30.1%	
WATER METER MAIN/REPLACEMENT	2,568	11,900	11,900	0	0.0%	
HYDRANT MAINTENANCE / REPL	936	936	1,000	(64)	-6.4%	
HYDRO	29,772	39,772	41,000	(1,228)	-3.0%	
INSURANCE	13,198	13,198	22,500	(9,302)	-41.3%	
RESERVOIR MAINTENANCE	1,448	1,448	1,600	(152)	-9.5%	
INSURANCE - VEHICLE	1,103	1,103	1,800	(697)	-38.7%	
SUPPLIES AND MATERIALS	9,190	12,190	7,000	5,190	74.1%	
MEMBERSHIPS	200	1,000	2,600	(1,600)	-61.5%	
OFFICE SUPPLIES	216	416	1,000	(584)	-58.4%	
PARCEL TAXES	0	0	600	(600)	-100.0%	
PERMITS AND LICENSES	1,182	2,682	3,000	(318)	-10.6%	
PROP/BLDG LEASE - WATER	7,676	11,176	11,000	176	1.6%	
POSTAGE & COURIER FEES	0	0	2,100	(2,100)	-100.0%	Public works allocated wages lower than budgeted for As per allocated wages
REPAIRS - VEHICLE/EQUIP.	5,565	8,065	7,500	565	7.5%	
DISTRIBUTION SYSTEM MAINTENANCE	29,569	33,569	25,000	8,569	34.3%	
SENSUS AUTO READ PROGRAM	0	0	2,300	(2,300)	-100.0%	
SMALL TOOLS & EQUIPMENT	1,419	1,419	1,000	419	41.9%	Aquifers & reservoirs full; little use of Nanaimo water
TELEPHONE	2,410	4,200	4,200	0	0.0%	
SCADA	0	2,500	2,800	(300)	-10.7%	
WAGES - REGULAR	142,258	164,378	186,406	(22,028)	-11.8%	
EMPLOYER PAID BENEFITS	42,003	47,081	53,289	(6,208)	-11.6%	Winds Project did not proceed
WATER TESTING	0	2,500	2,000	500	25.0%	
TOILET REBATE	440	940	1,000	(60)	-6.0%	Winds Project did not proceed
NANAIMO BULK WATER PURCHASES	647	2,647	60,000	(57,353)	-95.6%	
CONTRIBUTION TO ADMIN	0	142,100	142,100	0	0.0%	Winds Project did not proceed
Winds Water Debt Principal	0	0	26,000	(26,000)	-100.0%	
Winds Water Debt Interest	0	0	67,100	(67,100)	-100.0%	
Total Water Operating Regular Expenses	301,565	522,486	717,995	(195,509)	-27.2%	
TOTAL NET REGULAR REVENUE & EXPENSES BEFORE TRANSFER TO RESERVE (FUNDS AVAILABLE FOR TRANSFER TO RESERVE)	(302,687)	(444,774)	(274,705)	(170,069)	61.9%	

Schedule 3 - Water Operating

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CONTRIBUTION TO RESERVES

INTEREST EARNINGS

ESTIMATED SURPLUS

Total Contributions to Reserves

FINANCIAL PLAN BALANCE BEFORE

IRREGULAR ITEMS

IRREGULAR ITEMS

TRNFR FR. INVEST. NON-FIN. ASSETS

AMORTIZATION

CONNECTION CHARGE

CONTRIBUTION TO RESERVE (Connection Charge)

Total Irregular Items

			Projected Variances 2024 Budget & Estimated 2024 Year-End		Explanation of Significant Variances & Comments
2024 Year-to-Date as September 27, 2024	Estimated 2024 Year- End	2024 Budget	\$s	%	
					90% of interest being transferred to reserves
0	54,863	0	54,863	>100.0%	
0	389,911	442,416	(52,505)	-11.9%	
0	444,774	442,416	2,358	0.5%	
					Fewer connections than budgeted for Transfer of above to reserve; no budget set up
(302,687)	0	167,711	(167,711)	-100.0%	
0	(250,000)	(250,000)	0	0.0%	
0	250,000	250,000	0	0.0%	
(112,333)	(130,070)	(167,714)	37,644	-22.4%	Fewer connections than budgeted for Transfer of above to reserve; no budget set up
0	130,070	0	130,070	>100.0%	
(112,333)	0	(167,714)	167,714	-100.0%	

Schedule 4 - General Capital

				Projected Variances 2024 Budget & 2024 Projected Year-End		Explanation of Significant Variances & Comments
	2024 Year-to-Date as September 27, 2024	2024 Year- End Projected	2024 Budget	\$s	%	
GENERAL CAPITAL						
Total Revenue/Transfers	0	(2,433,391)	(2,401,055)	(32,336)	1.3%	Transfers occur at year-end
Expenses						
WEBSITE UPGRADE (2018)	0	7,600	7,000	600	8.6%	
INFORMATION TECHNOLOGY RPLCMT (2022)	0	14,000	14,000	0	0.0%	
COSTIN HALL HEATING & COOLING REPLACENT	11,131	11,131	12,000	(869)	-7.2%	
FIRE CHIEF'S DUTY TRUCK 2024	57,804	100,000	100,000	0	0.0%	Additional truck components to come; carry forward budget if not completed in 2024
SCBA AIR COMPRESSOR & FILL STATION 2024	67,313	67,313	90,000	(22,687)	-25.2%	Budget savings will be realized
LIFTING BAGS FIRE DEPT 2024	0	50,000	50,000	0	0.0%	Ordered and will be delivered in 2024; carry forward budget
FIRE DEPT-INFRA-RED DRONE	7,377	7,500	7,500	0	0.0%	
PIERCE WOOD MARINE PARK	20,419	170,000	170,000	0	0.0%	Budget increased by \$50K per approved amendment
DICKINSON RD REPLACEMENT (2022)	4,492	4,492	0	4,492	>100.0%	Unbudgeted; budget will be established for 2025
LAND PURCHASE 7099 LANTZVILLE RD	928,995	928,995	929,000	(5)	0.0%	Budget amendment approved (\$929,000)
LAND PURCHASE 6852 WILES RD	323,568	323,568	323,600	(32)	0.0%	Budget amendment approved (\$323,600)
CHURCH PEWS	1,500	1,500	1,500	0	0.0%	Budget amendment approved (\$1,500)
HUDDLESTONE PLAYGROUND EQUIP (2024)	5,253	70,000	70,000	0	0.0%	Grant dependent
BRUSH CUTTING ATTACHMENT - PW	14,779	14,779	0	14,779	>100.0%	Unbudgeted
CULVERT RPLCMT DICKINSON RD (2022)	19,530	215,000	215,000	0	0.0%	Unspent fund will be carried forward to 2025
CULVERT REPLACEMENT WARE RD (2023)	339	339	5,000	(4,661)	-93.2%	Project started in 2023 completed in 2024
CULVERT REPAIR SUPERIOR RD	0	30,000	30,000	0	0.0%	Work scheduled for completion in 2024
RUMMING RD CULVERT REPAIR 2024	15,718	55,718	15,000	40,718	271.5%	Insufficient budget; request for budget amendment will be forwarded to Council
MULTI PATH LELAND TO HUDDLESTONE S.LANTZ	6,384	201,000	201,000	0	0.0%	Any unspent fund will be carried forward to 2025
BEACH ROAD ENDS (2021)	20,931	37,690	37,690	0	0.0%	Any unspent fund will be carried forward to 2025
PLAZA BEAUTIFICATION - LEGION	21,548	49,000	49,000	0	0.0%	Any unspent fund will be carried forward to 2025
VILLAGE CORE PHASE II LANDSCAPING	56,380	73,765	73,765	0	0.0%	Budget amendments of \$73,765 approved; unspent funds will be carried forward to 2025
Total Expenses & Transfers	1,583,461	2,433,391	2,401,055	32,336	1.3%	
TOTAL NET REVENUE, EXPENSES & TRANSFERS GENERAL CAPITAL	1,583,461	0	0	0	0.0%	

* Budget amendments approved to date **1,377,865**

Schedule 5 - Sewer Capital

SEWER CAPITAL

Transfers

UPDATED SEWER MAP 2024

Expenses

UPDATED SEWER MAP 2024

**TOTAL NET REVENUE, EXPENSES &
TRANSFERS SEWER OPERATING FUND**

			Projected Variances 2024 Budget & 2024 Projected Year-End		Explanation of Significant Variances & Comments
2024 Year-to-Date as September 27, 2024	2024 Year- End Projected	2024 Budget	\$s	%	
					If project not completed in 2024 unspent funds to be carried forward to 2025
0	(12,500)	(12,500)	0	0.0%	
2,270	12,500	12,500	0	0.0%	
2,270	0	0	0	0.0%	

Schedule 6 - Water Capital

				Projected Variances 2024 Budget & 2024 Projected Year-End		Explanation of Significant Variances & Comments
	2024 Year-to-Date as September 27, 2024	2024 Year- End Projected	2024 Budget	\$s	%	
WATER CAPITAL						
<u>Total Revenue/Transfers & Debt</u>	0	(1,578,500)	(9,999,557)	8,421,057	-84.2%	Transfers occur at year-end
<u>Expenses</u>						
WINDS RESIDENTIAL AREA WTR SYSTEM (2022)	6,251	0	8,461,057	(8,461,057)	-100.0%	Project did not proceed; spending to be expensed to operations
WATERMAIN JOY WAY, ROSSITER, HARBY EAST	549,548	865,000	825,000	40,000	4.8%	Budget amendment of \$75K approved; work in progress; scope expanded to utilize \$40K of cash received from developer for offsite works
UPDATED WATER MAP 2024	0	12,500	12,500	0	0.0%	If project not completed in 2024 unspent funds to be carried forward to 2025
AUTO TRANSFER SWITCH FOR WELLFIELD	0	35,000	35,000	0	0.0%	If project not completed in 2024 unspent funds to be carried forward to 2025
HYDRANT REPLACE MAINTEN CONTRACT OUT	0	41,000	41,000	0	0.0%	If project not completed in 2024 unspent funds to be carried forward to 2025
WATER FLUSHOUT VALVE REPAIRS	0	50,000	50,000	0	0.0%	If project not completed in 2024 unspent funds to be carried forward to 2025
Saxon Cross Water Main Replacement	0	410,000	410,000	0	0.0%	If project not completed in 2024 unspent funds to be carried forward to 2025
Slip Gate Hydrant Replacement 90K budget	0	90,000	90,000	0	0.0%	If project not completed in 2024 unspent funds to be carried forward to 2025
Valve Replacement 75,000 budget	0	75,000	75,000	0	0.0%	If project not completed in 2024 unspent funds to be carried forward to 2025
Total Expenses	555,799	1,578,500	9,999,557	(8,421,057)	-84.2%	
TOTAL NET REVENUE, EXPENSES & TRANSFERS						
WATER CAPITAL	555,799	0	0	0	0.0%	

* Budget amendments approved to date **75,000**

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: Oct 23, 2024

SUBJECT: Uncollectible Property Taxes

PURPOSE

To request an order from the Minister of Municipal Affairs to write off outstanding property taxes, penalties and interest deemed uncollectible.

RECOMMENDATION

THAT as per the staff report dated October 23, 2024, Council approves the write off of uncollectible property taxes for the folios 350.70531.200; 350.70160.210; 350.70160.100; **AND FURTHER THAT** Council directs staff to apply to the Minister under Section 781 of the *Local Government Act* to write off of the said account receivable.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

None

BACKGROUND/RELEVANT HISTORY

When local government financial assets are deemed to be uncollectible, Council may, by resolution, request an order from the Minister of Municipal Affairs to write off the outstanding uncollectible taxes plus any applicable penalties and interest. Once Ministerial approval is received, all outstanding amounts from other taxing authorities will be deducted from their 2025 tax requisition and each of these taxing authorities be advised.

The owner of the manufactured home previously situated at 21-6820 Parklands Place (folio 350.70160.210) is deceased and the mobile home has subsequently been demolished by the park owner under the Manufactured Home Park Tenancy Regulations Part 6, Abandonment of Personal Property, and the *Personal Property Security Act*. The District has exhausted all avenues of collection and has no other course of action to collect the taxes owing.

The owner of the manufactured home previously situated at 10-6820 Parklands Place (folio 350.70160.100) has abandoned the mobile home and the owners of the mobile park are unable to find her whereabouts. The mobile home is uninhabitable and is subsequently being demolished by the park owner under the Manufactured Home Park Tenancy Regulations Part 6, Abandonment of Personal Property, and the *Personal Property Security Act*. The District has exhausted all avenues of collection and has no other course of action to collect the taxes owing.

Folio 350.70531.200 has been added to the BC Assessment roll in error. The unit parked on the pad at 20-7071 Lantzville Rd is a fifth wheel trailer, not a mobile home, therefore it does not qualify as taxable property. Staff has advised BC Assessment of their error and BC Assessment has removed the folio from the tax roll for 2025 and forward, and as per attachment b), they will not be creating a supplementary.

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	Oct 23/2024	
Closed (In-Camera)		
Special		

File Number: 1980-50 Tax Sale (Delinquent)

Attachment A

Folio 350.70160.100

From:

Sent:

To:

Subject:

September 12, 2024 2:57 PM

Tax certificate for property located on pad no. 10 at 6820 parklands pl. lantzville bc it has been abandoned and is uninhabitable we are in the process of demolishing it
Walter tomy. Park owner

[You don't often get email from waltertomyn@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Sent from my. iPhone

Attachment A

Folio 350.70160.210

From: _____

Sent: 29 May 2024 15:36

To: Cathy Nugent <cnugent@lantzville.ca>

Subject: #21-Parklands Mobile Home Park

Hello Cathy,

Please be informed that the tenant, who owned the manufactured home on site # 21-6820 Parklands Place, Lantzville, BC V0R 2H0 some time ago. I do not even know the exact date. The Park went through the abandonment process and the existing manufacture home of the decreases () was destroyed (several months ago) because it was no longer fit for habitation.

I am therefore seeking a tax exemption certificate just the same as the other homes, which were in the same situation in the Park.

Thank you,

PMHP Management

Attachment A

Unit 10 6820 Parklands Place



Attachment A

Unit 20 7071 Lantzville Road



Unit 21 6820 Parklands Place



Attachment B

From:
To:
Subject: FW: Assessed as Mobile Home Incorrectly
Date: October 17, 2024 10:49:03 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

You don't often get email from [Learn why this is important](#)

Just to confirm we have not issued a SUPP for this folio. I am unsure as to why it was added in the first place. We used to add RV's in the City of Nanaimo so perhaps an appraiser mistakenly added it in your Jurisdiction.

Should you require anything further, please don't hesitate to ask!

Regards,

Assessment Administrator
Vancouver Island Region



T – 1-866-valueBC (825-8322) | F – 1-855-995-6209
bcassessment.ca



BC Assessment's Nanaimo office is located on the traditional territories of the Snuneymuxw Nation of the Coast Salish People

From: BCA Vancouver Island Assessment Region BCA:EX
Sent: September 19, 2024 4:55 PM
To: Subject: RE: Assessed as Mobile Home Incorrectly

Hello

Thank you for bringing this to our attention!

I have deleted the folio for 2025 & onward.

Regards,

Assessment Administrator
Vancouver Island Region

Attachment B



T – 1-866-valueBC (825-8322) | F – 1-855-995-6209
bcassessment.ca





This communication (both the message and any attachments) is confidential and intended only for the use of the person or persons to whom it is addressed unless I have expressly authorized otherwise. If you are reading this communication and are not an addressee or other authorized person, I hereby notify you that any distribution, copying or other use of it without my express authorization is strictly prohibited. If you have received this communication in error, please delete both the message and any attachments from your system and notify me immediately by e-mail or phone.

From:

Sent: Wednesday, September 11, 2024 8:30 AM

To: Property Information, BCA:EX <propertyinfo@bcassessment.ca>

Cc:

Subject: Assessed as Mobile Home Incorrectly

[EXTERNAL] This email came from an external source. Only open attachments or

Attachment B

links that you are expecting from a known sender.

Good Morning,

I am reaching out regarding the following property:

Folio: 350-70531.200

Address: #20-7071 Lantzville Rd

Owner:

I noticed that there was no mobile home registration number, so I went onto BC Registries and tried to search his name without any success. I asked our Bylaw Officer if he could go by the site and find out some information as there are outstanding taxes on this property. It appears that this is not a mobile home at all, but a fifth wheel trailer. I have attached pictures of the site. I do not know how long this trailer has been there, but I am assuming that there should be no taxes on a travel trailer and this should be taken off of our roll for 2025.

Please let me know if you have any questions.

Thank you,

District of Lantzville | 7192 Lantzville Road, PO Box 100, Lantzville, BC V0R 2H0

T: 250.933.808 **F:** 250.390.5188 **E:**



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District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: October 23, 2024

SUBJECT: “Park between Shale Road and Seaside Terrace – 6907 Owen Road”

PURPOSE

To provide information for Council regarding the parkland between Shale Road and Seaside Terrace (6907 Owen Road) and seek direction.

RECOMMENDATIONS

1. **THAT** Council directs staff that the park at 6907 Owen Road be planted with additional trees as appropriate to provide a buffer between the properties along Seaside Terrace and Shale Road, and preserve the existing trees along the park.
2. **THAT** encroaching vegetation from the west side of the park be allowed, unless needed to be trimmed by Public Works for access to the park for maintenance.
3. **THAT** Council directs the Parks and Trails Select Committee to ensure that 6907 Owen Road be referenced as a vegetative buffer when updating the Parks, Trails and Recreation Plan and Trails and Journeyways Strategy.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. DEFEAT THE MOTIONS

If the motions are defeated, no action will be taken on the park.

2. AMEND THE MOTIONS

When the following motion is on the floor:

THAT Council directs staff that the park at 6907 Owen Road be planted with additional trees as appropriate to provide a buffer between the properties along Seaside Terrace and Shale Road, and preserve the existing trees along the park.

Amend by motion:

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

Vote on the main motion as amended. The implications are unknown until the amendments are known.

BACKGROUND/RELEVANT HISTORY

The 3-metre parkland strip located on 6907 Owen Road, to the west of the Shale Road subdivision (file SUB21-2), was designated in 2004 as part of a two-lot subdivision which created 6910 Owen Road and 6953 Dickinson Road (location map **Attachment #1**).

Final subdivision approval was granted for the 6953 Dickinson Road subdivision (now called Shale Road) on May 31st, 2023. Build out of the subdivision is proceeding and building permits have been issued for houses on these lots.

Map 2 of the 2008 Parks, Trails, and Recreation Plan shows an ‘Existing Informal Trail’ through the site (**Attachment #2**). As part of the works and services for the Shale Road subdivision, full sidewalks are provided on both sides of Shale Road which connect with the path along the south side of Dickinson Road and the Owen Road right of way.

Trails and Journeyways Strategy, November 2010 identifies this park as a ‘Local Journeyway’ and calls for improvements and signage for the trail (Project #8, Table 3). Map A of the Trails and Journeyways Strategy is **Attachment #3**.

Site Visit and Summary

Staff walked the length of the park (photos **Attachment #4**) and observed that the rough grading on 3 lots (6945, 6955, and 6965 Shale Rd) resulted in some soil being deposited in the park strip. The lot to the north end (6975) and the 6935 did not encroach upon the parkland. 6925 also had some retaining walls abutting their property line, and the grade on the west side of the walls (on our parkland) has been disturbed.

Staff recommend that the District ask the property owners to work with Public Works to smooth out any grading issues, and be authorized to plant additional trees in this park.

Cedar hedges from the property owners at 6946, 6954, and 6966 Seaside Terrace are encroaching on the park strip, in some cases growing over the park and into the new Shale Road lots. Development of this park for a trail use would require the removal of these cedars and a number of Arbutus trees on the north and south end of the park that are well established. There are also two substantial fir trees at the north end of the park abutting the Dickinson Rd frontage which would need to be removed to construct a trail connection to the walkway on Dickinson Rd.

Staff recommend against using this park as a trail as it also represents a hazard without adequate lighting, which would be intrusive for the residents on both sides of the park. A trail through this space would reduce the privacy of the rear yards of the new lots along Shale Road, and impact mature vegetation growing from the Seaside Terrace neighbours.

Public Feedback

As of the time of printing this report, no public comments have been received.

ATTACHMENTS

1. Location Map
2. Parks, Trails, and Recreation Plan Map 2
3. Trails and Journeyways Strategy Map A
4. Site Photos

ANALYSIS

Staff are seeking direction from Council on how to proceed with this parkland, in consideration of the size and location of the lands.

1. Strategic Plan Objectives

2. Environment first: acquisition of parkland and greenspace; green infrastructure; environmental asset management.

2. Policy

None other than those already discussed.

3. Resources

Park maintenance can be completed with existing Public Works staff.

4. Financial/Budget Implications

Staff recommend planting this park as a buffer space in order to reduce the need for ongoing maintenance funds.

5. Sustainability Implications

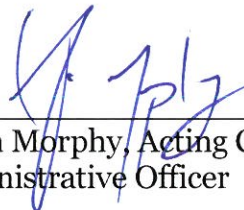
Buffer strip parks such as this one help to provide habitat for a variety of species and increase the publicly protected tree canopy.

Prepared by:

Approved for submission to Council:



George Robinson, Director of Planning
and Community Services



Glenn Morphy, Acting Chief
Administrative Officer

Date: October 23, 2024

Date: October 23, 2024

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

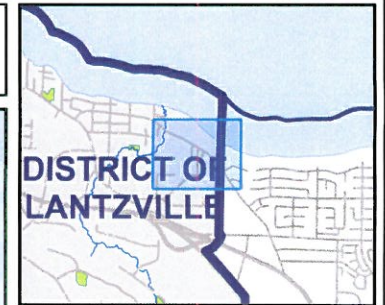
COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	October 23, 2024	
Closed (In-Camera)		

File Number:

Location: T:\DISTRICT OF LANTZVILLE\Reports to Council\2024\2024-10-23 Regular Council Meeting\Park between Shale Road and Seaside Terrace – 6907 Owen Road\10 9 2024 Park between Shale Road and Seaside Terrace – 6907 Owen Road Council Report.docx



Attachment 1 - Location Map



Legend

Lantzville Layers

Municipal Boundary



Properties (Strata)



Properties (Conventional)



Streams



Parks



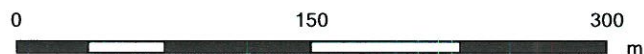
Ocean



Mobile Homes (Active Folios)



Placed on Location

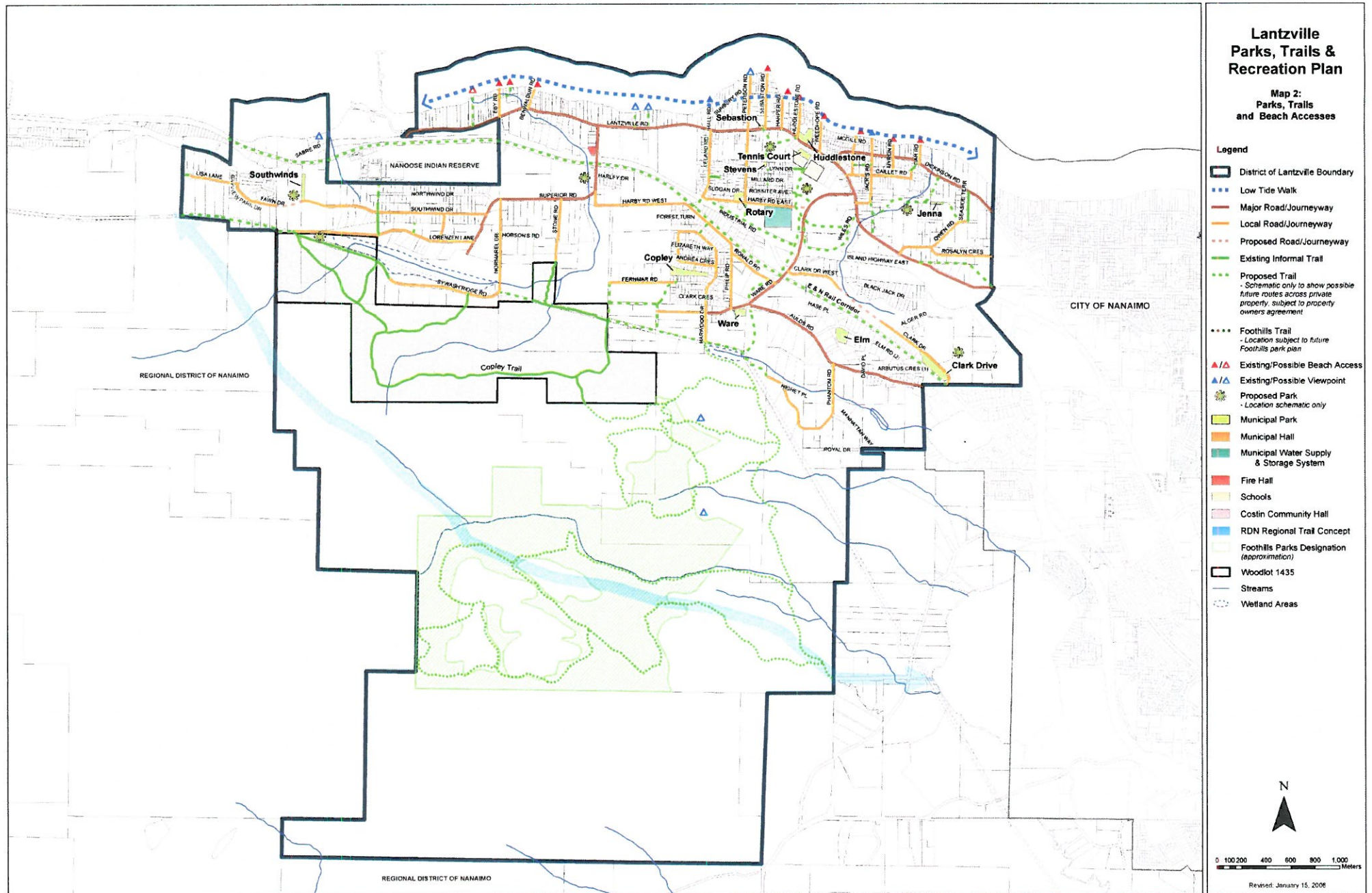


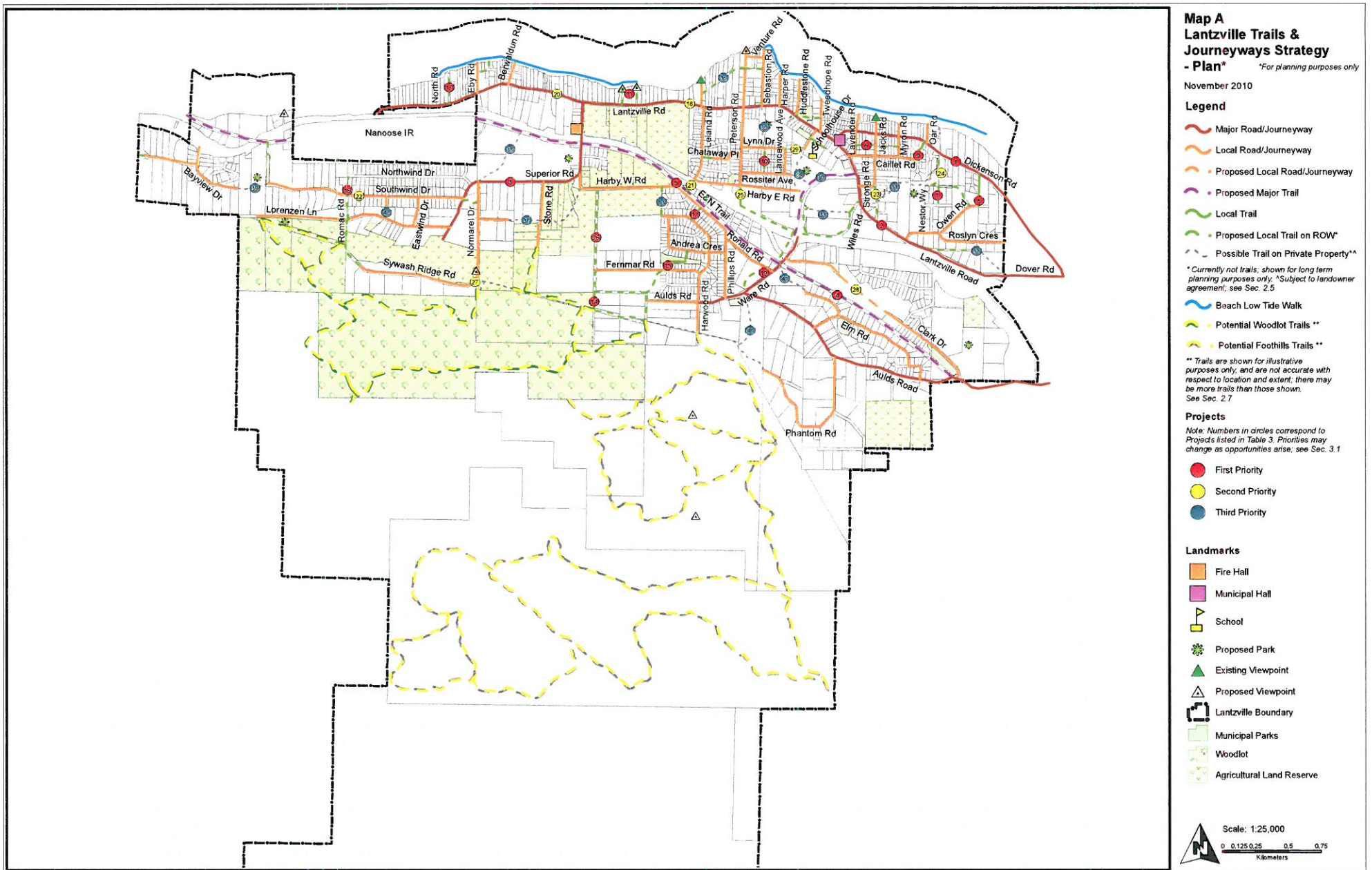
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

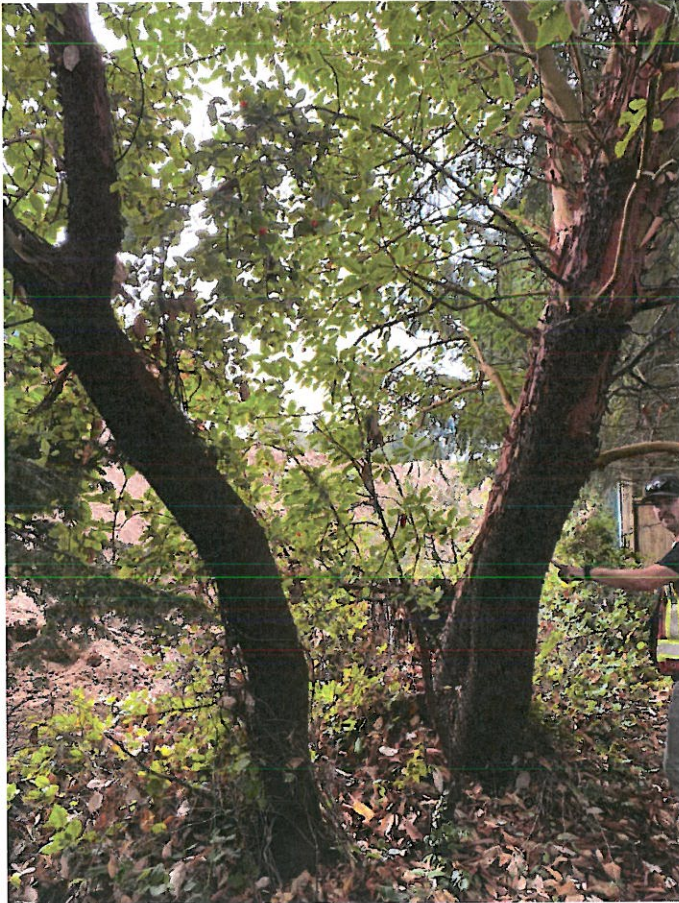
Notes

6907 Owen Road - Park between Shale Road and Seaside Terrace





Attachment 4 – Site Photos of 6907 Owen Rd Park



Photos of park taken in order from north end abutting Dickinson Road to south end abutting Owen Road.

Several mature Fir and Arbutus trees on north end of park strip.

Attachment 4 – Site Photos of 6907 Owen Rd Park



Fence shown on this page in approximate location of property lines for Seaside Terrace properties.

Vegetation encroaching from the west side from Seaside Terrace neighbours.



Attachment 4 – Site Photos of 6907 Owen Rd Park



Attachment 4 – Site Photos of 6907 Owen Rd Park







Note: Photo taken from Owen Road at the south end of the park.