District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, November 6, 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.

1. CALL TO ORDER

1-5 **2. ADOPTION OF AGENDA**

THAT the November 6, 2024, Regular Council meeting agenda be adopted, as presented.

3. CORRESPONDENCE - NIL

4. GENERAL MATTERS

a) **Mayor and Council Verbal Updates**

b) **BC Hydro Presentation – Zero Carbon Step Code**
[George Robinson, Director of Planning and Community Services]

Presenters: Ted Olynyk | Manager, Community Relations
Robyn Webb | Program Manager for local government conservation and climate action

START OF CONSENT AGENDA

6-29 **5. CONSENT AGENDA**

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

a) THAT the May 14, 2024, Special Council meeting minutes be approved, as presented.

b) THAT the June 19, 2024, Special Council meeting minutes be approved, as presented.

c) THAT the September 11, 2024, Special Council meeting minutes be approved, as presented.

d) THAT the October 8, 2024, Community Safety Standing Committee minutes be approved as presented.

e) THAT the October 9, 2024, Regular Council meeting minutes be approved, as presented.

f) THAT the October 16, 2024, Special Council meeting minutes be approved, as presented.

g) THAT the October 23, 2024, Regular Council meeting minutes be approved, as presented.

END OF CONSENT AGENDA

6. PUBLIC INPUT PERIOD *(Persons recognized by the Chair to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless Council resolves otherwise), and are limited to providing comment regarding items listed on the Council agenda for this meeting (**EXCLUDING PUBLIC HEARING TOPICS**).* ***Comments must be directed to the Chair, are not to be directed to individual Council members, staff or the audience and must not include personnel issues.***

7. LEGISLATIVE MATTERS

30-43

a) **7101 Stevens Place Bylaw Amendment**
[George Robinson, Director of Planning and Community Services]

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024" be given first reading.

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024" be given second reading.

THAT a public hearing for Zoning Amendment Bylaw No. 380 be scheduled.

8. UNFINISHED BUSINESS

44

a) **Legion Plaza**
[Mayor Swain]

THAT Council approves and implements the Legion Plaza design submitted by the Legion 257 at the October 23, 2024, Regular Council Meeting.

45-46

b) **Legion Plaza**

[Councillor Savage]

THAT Council approve implementation of the following:

i) "Legion Plaza Perimeter Plan" as submitted by Councillor Savage at the October 23, 2024, Council meeting; and,

ii) that the District of Lantzville will pay the appropriate $980.00 cost regarding transportation and sand blasting of the Legion #257 anchor plus installation costs that may be associated, to be funded from the Community Works Fund (Gas Tax) with the 2024-2029 Financial Plan to be amended accordingly.

47-58

c) **Shale Road**

[George Robinson, Director of Planning and Community Services]

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.

9. COMMITTEE/COMMISSION RECOMMENDATIONS

a) **Community Safety Committee**

[October 8, 2024, minutes attached in consent]

THAT Council authorize staff to determine the location of traffic studies to be completed in 2024 and 2025; AND FURTHER THAT, these locations and the associated costs for the studies be reported to Council; AND FURTHER THAT, the 2024-2028 and 2025-2029 financial plans be amended accordingly.

THAT a safety complaint reporting system be brought before Council for their consideration.

10. NEW BUSINESS

59-62

a) **2025 Meeting Schedule**
[Delcy Wells, Director of Corporate Administration]
THAT the 2025 Council Meeting Schedule be approved as attached to the November 6, 2024, staff report; AND FURTHER THAT staff be authorized to publish notice of availability of the schedule.

b) **NextGen911 service**
[Delcy Wells, Director of Corporate Administration]
THAT, WHEREAS the District of Lantzville currently receives Geographic Information Systems (GIS) Service from the Regional District of Nanaimo, Council authorize the Regional District of Nanaimo to seek approval on behalf of the District of Lantzville, further to the attached Agreement titled Next Generation 911 Funding signed on August 8, 2023, for implementation of the NextGen911 access via Telus.

c) **2025 Vancouver Island Regional Library Board Appointment**
[Delcy Wells, Director of Corporate Administration]
THAT pursuant to the Library Act, Council appoints Councillor Lerner as the District of Lantzville representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2025.

d) **2025 Nanaimo Fire Services Advisory Committee Appointment**
[Delcy Wells, Director of Corporate Administration]
THAT Council appoints Councillor Jones to serve as the District of Lantzville's representative on the Regional District of Nanaimo Fire Services Advisory Committee for a term ending December 31, 2025.

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), and (k) of the *Community Charter*, for the purpose of considering:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(c) labour relations or other employee relations;

(d) the security of the property of the municipality;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

MEETING REOPENS TO THE PUBLIC

15. RECONVENE

16. ADJOURNMENT BY MAYOR

SCHEDULED MEETINGS:

November 13, 2024 @ 6:00pm - Special Finance Meeting
November 20, 2024 @ 6:00pm - Regular Council Meeting

Minutes of the Special Meeting of Council of the District of Lantzville held on Tuesday, May 14, 2024, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

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

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

CALL TO ORDER
The Mayor called the meeting to order at 6:06 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 May 14, 2024, special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC
MOVED AND SECONDED, THAT the special Council meeting be closed to the public, pursuant to sections 90(1)(a), (c) and (k) and 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;
(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.
(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: 6:07 pm

MEETING REOPENED: 8:49 pm with Mayor Swain, Councillors Jones, Lerner, Mundell and Savage in attendance. Also, Acting CAO | Director of Public Works Glenn Morphy and Director Wells.

ADJOURNMENT

Mayor Swain declared the meeting adjourned at 8:50 pm.

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this XX day of XXX, 2024.

_____
Mark Swain, Mayor

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

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

CALL TO ORDER

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

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the June 19, 2024, Special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT the Special Council meeting be closed to the public, pursuant to section 9o(l)(a)(d)(e)(j)(k) AND 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;

(d) the security of the property of the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the \dew 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 beftveen a provincial government or the federal government or both and a third party;

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 6:01 pm

MEETING REOPENED: 7:13 pm with Mayor Swain, Councillors Lerner, Jones, Mundell and Savage in attendance. Also, Acting CAO | Director of Public Works Glenn Morphy, Director Wells, and Deputy Director Long.

ADJOURNMENT

MOVED and SECONDED, THAT the June 19, 2024, Special Council meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 7:13 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this XX day of XXX, 2024.

_____
Mark Swain, Mayor

Minutes of the Special Meeting of Council of the District of Lantzville held on Wednesday, September 11, 2024, at 5:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

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

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

CALL TO ORDER
The Mayor called the meeting to order at 5:00 pm, and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the September 11, 2024, Special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT the Special Council meeting be closed to the public, pursuant to sections 90(1)(a) and (c) 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;
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 5:01 pm

MEETING REOPENED: 5:55 pm with Mayor Swain, Councillors Jones, Lerner, Mundell and Savage in attendance. Also, Acting CAO | Director of Public Works Glenn Morphy and Director Wells.

ADJOURNMENT

MOVED and SECONDED, THAT the September 11, 2024, Special Council meeting be adjourned.
CARRIED UNANIMOUSLY

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this XX day of XXX, 2024.

_____
Mark Swain, Mayor

Minutes of the Community Safety Standing Committee Meeting held on Tuesday, October 8, 2024, at 9:00 am in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

PRESENT:

Members:	Mayor Mark Swain, Chair Councillor Joan Jones Councillor Ian Savage
Absent:	Councillor Lerner Councillor Mundell
Resource Group:	Glenn Morphy, Acting Chief Administrative Officer/Director of Public Works Neil Rukus, Fire Chief Inspector Andrew Burton, Operations Support Officer and incoming Superintendent, RCMP Nanaimo Detachment George Robinson, Director of Planning and Community Services
Staff:	Delcy Wells, Director of Corporate Administration (Recorder)

CALL TO ORDER

The Chair called the meeting to order at 9:02 am 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 8, 2024, Community Safety Standing Committee meeting agenda be adopted, as amended, with the movement of Item 4a to a Closed portion of the meeting.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT the regular Community Safety Standing Committee of Council meeting be closed to the public, pursuant to sections 90(1) (c), (f) and (m), of the *Community Charter*, for the purpose of considering:

(c) labour relations or other employee relations;
(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

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

MEETING REOPENED TO THE PUBLIC: 9:41 AM

APPROVAL OF THE MINUTES

MOVED AND SECONDED, THAT the April 12, 2022, Community Safety Standing Committee meeting minutes be approved, as presented**.**
CARRIED UNANIMOUSLY

STATUS OF COMMISSION RECOMMENDATIONS TO COUNCIL / AND COUNCIL MOTIONS - Nil

VERBAL UPDATES

Fire Rescue
[Chief Neil Rukus]

- Fire incidents are down by 23 calls from last year; flat wildfire season helped
- Membership at 29 members; losing 3 due to work elsewhere; new recruit class needed now; in 2025, we will hire 5 more volunteer firefighters
- Staff changes; Chief of Operations has been replaced and two new Captains assigned
- Ladder truck purchase nearly complete
- Training; firefighters have spent lots of time down at Pierce Woods Marine Park to do training; great training opportunity to use this building; lots of learning
- Nanoose Fire Department approached the District about a new training facility
- 8 members have completed First Responder training; can now assist BC Ambulance; gap training identified—10 members going through this gap training; cost is free now for renewal training; no external funding for First Responder training for firefighters; also no external funding for related equipment for First Responders; Fire Chiefs are approaching the Province about funding for First Responders
- Cost for First Responder training is approximately $250/day in wages plus $800 for the course; gap training is $450 for the course; no fee for renewals now, which helps
- 2-day auto extrication course coming up; lots of accidents have been attended
- Reflective address program is seeing great reaction from the public; lots of people asking; helps everyone
- Open House held October 5, 2024; over 500 people came through; great response
- Fire Prevention Week this week so the Open House was the kick-off
- Upcoming events are Halloween fireworks show on the water; annual food drive; santa parade on December 7th

Bylaw Enforcement
[George Robinson]

- 41 complaints for 2024 to date; zoning issues this year due to legislative changes; business license is now required for rental properties; many did not have building permits; provided the opportunity to inspect the homes that had not done their work with a building permit to ensure safety; extra hours for the building inspector; once a building permit was completed, a business license could be provided; a business license is required to list the property on web sites; parking is reviewed per the zoning bylaw, which requires 2 parking spaces for a house and 1 for a rental; universal compliance achieved due to income potential

- RCMP has been helpful and provided support where needed
- 51 complaints were filed in 2023

Public Works
[Glenn Morphy]

- Fully staffed now; able to move forward with projects; thank you to Council for support
- Full personal protective equipment (PPE); Workplace Hazardous Materials Information System (WHMIS) training provided; chlorine handling training also provided
- Speeding concerns expressed; need direction from Council; some complaints about burn outs; lowering speed limit is not effective for these issues; need traffic studies to address these issues
- Speed study also involves RCMP to help with solutions
- Dickinson Road has gotten worse with bumps and dips; tender out right now to do repairs
- Security issues at Pierce Woods Marine Park; RCMP have been helpful; community problem and safety issue

Acting CAO
[Glenn Morphy]

- Plan to move forward with new Occupational Health and Safety Committee; needs to be re-established; reflective address program generating great response—congratulations to the Fire Department

UNFINISHED BUSINESS – Nil

NEW BUSINESS

MOVED AND SECONDED, THAT Council authorize staff to determine the location of traffic studies to be completed in 2024 and 2025; AND FURTHER THAT, these locations and the associated costs for the studies be reported to Council; AND FURTHER THAT, the 2024-2028 and 2025-2029 financial plans be amended accordingly.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT the Committee recommends to Council, THAT Council members receiving community safety complaints from the public be advised to respond: "Please call the RCMP direct (250.754.2345) re: speeding or criminal issues OR email district@lantzville.ca regarding other community safety issues providing name, civic address and concern. If your concern could not be resolved with the Chief Administrative Officer, you can email district@lantzville.ca, addressed to the attention of Council, and staff will distribute to all members of Council.
DEFEATED

MOVED AND SECONDED, THAT a safety complaint reporting system be brought before Council for their consideration.
CARRIED UNANIMOUSLY

ADJOURNMENT

The Chair declared the meeting adjourned.

MEETING ADJOURNED: 10:24 am

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this day of , 2024.

_____
Mayor Mark Swain, Chair

Council: Mayor Mark Swain
Councillor Joan Jones
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

MOVED and SECONDED, THAT the recommendations listed for items 7a) to 7ee) in the Consent Agenda be approved

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

MOVED AND SECONDED, THAT Council remove the consent agenda items 5e) and 5l) from the October 9, 2024, agenda.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023, be adopted.
CARRIED UNANIMOUSLY

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

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

MOVED AND SECONDED, THAT "District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024" be given first reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville 2025 Property Tax Exemption Bylaw No. 375, 2024" be given second reading.
CARRIED UNANIMOUSLY

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 N0. 376, 2024

MOVED AND SECONDED, THAT "District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw N0. 376, 2024 be given first reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw N0. 376, 2024 be given second reading.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT "District of Lantzville 2025-2034 Island Corridor Foundation Property Tax Exemption Bylaw N0. 376, 2024 be given third reading.
CARRIED UNANIMOUSLY

Grant Applications

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

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.

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

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**

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

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:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this _____ day of November, 2024.

_____
Mark Swain, Mayor

Minutes of the Special Meeting of Council of the District of Lantzville held on Wednesday, October 16, 2024, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

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

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

**participated electronically*

CALL TO ORDER

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

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the October 16, 2024, Special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

GENERAL MATTERS

Regional District of Nanaimo Transportation Expansion

Presentation: Darren Marshall, Senior Manager, Transportation Services, Regional District of Nanaimo

- Lainy Stevenson, Superintendent, Transit Planning and Scheduling provided information regarding the bus routes proposed for the upcoming changes.
- Lantzville is increasing from 0.87% to 1.28% of the transit cost share when the 1000 hours are introduced to increase service in Lantzville.
- Students will have 2 exchanges to reach Dover Bay Secondary School with the proposed route changes.
- January 5, 2025 is to be the start date of the proposed route changes and service hours.
- An extensive engagement process was completed by the RDN in 2020 until 2021.

- The proposed changes could affect each household an estimated $44.
- Lantzville residents can provide input to transit@rdn.bc.ca

MOVED AND SECONDED, THAT the District of Lantzville Council recommend to the Regional District of Nanaimo board that the 2025 transit expansion hours be deferred to 2026.
CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

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

NEW BUSINESS

Unanimous consent of Council was received to postpone the topic "Mayor and Council Updates."

INTRODUCTION OF LATE ITEMS – NIL

PUBLIC CLARIFICATION

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

MOTION TO CLOSE THE MEETING TO THE PUBLIC at 7:14 PM

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
(c) labour relations or other employee relations;
(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;

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

MEETING REOPENED TO THE PUBLIC: 10:27 pm

MEETING REOPENED: 10:27 pm with Mayor Swain, Councillors Lerner and Savage in attendance. Also, Director Wells and Deputy Director Long.

ADJOURNMENT

MOVED and SECONDED, THAT the October 16, 2024, Special Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:27 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed ___ day of____, 2024.

_____
Mark Swain, Mayor

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

Staff: Sundance Topham, Interim Chief Administrative Officer
Delcy Wells, Director of Corporate Administration
Ken Bjorgaard, Interim Director of Finance
George Robinson, Director of Planning and Community Services

**participated electronically*

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 23, 2024, Regular Council meeting agenda be adopted, as amended, by adding a motion to appoint the new Interim Chief Administrative Officer.
CARRIED UNANIMOUSLY

MOVED and SECONDED THAT Council appoint Sundance Topham as Interim Chief Administrative Officer effective October 23, 2024.
CARRIED

GENERAL MATTERS

The Vancouver Island Race Association presented plans for the Bastion 12K Race to be held in Lantzville on February 9, 2025. The race will originate at Aspengrove School, and 500 participants are expected. The Association will ensure communication with the neighbours along the route, as well as provision of first aid, food/drink, traffic management, and clean up.

The Royal Canadian Legion presented information regarding the Legion Plaza design.

START OF CONSENT AGENDA

CONSENT AGENDA

MOVED and SECONDED, THAT the recommendations listed for items 7b) to 7c) in the Consent Agenda be approved

a) **Removed From the Consent Agenda**

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.
CARRIED BY CONSENT

END OF CONSENT AGENDA

MOVED AND SECONDED THAT "District of Lantzville Municipal Ticket Information Bylaw No. 100, 2012, Amendment (Schedule Update) Bylaw No. 378, 2024" be adopted.
CARRIED
Councillors Savage and Jones opposed [Note: Councillor Savage requested a recorded vote.]

PUBLIC INPUT

No written comments were received; no members of the public registered and spoke via Zoom; and two members in the gallery provided public input on the Council agenda regarding Item 10f and the Community Standing Safety Committee.

LEGISLATIVE MATTERS - Nil

UNFINISHED BUSINESS

Legion Plaza

MOVED AND SECONDED THAT Item 8a be referred to the November 6, 2024, regular Council meeting.
CARRIED

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

COMMITTEE/COMMISSION RECOMMENDATIONS - Nil

NEW BUSINESS

Mayor and Council Updates

Councillor Lerner

- Welcome to the new Interim Chief Administrative Officer, Sundance Topham.
- Thank you to candidates and volunteers for their work regarding the Provincial election.
- It was noted that the Poppy Campaign will begin soon

Councillor Jones

- Reminder that the November 11th ceremony will be hosted by the Legion in Huddlestone Park.

Councillor Savage

- The passing of George Holme was acknowledged as well as the tribute provided by the Regional District of Nanaimo at its October 22, 2024, Board meeting. Mr. Holme represented Area E (Nanoose Bay) for nearly 30 years.
- The passing of Daniel Negrin and John Cooper, long-time members of the community, were also acknowledged.

Councillor Mundell

- Reminded residents to be careful on Halloween night.

Mayor Swain

- Remembered John Cooper for his participation in the Polar Bear Swim and the drumming he did at the event to draw crowds in.

E-Newsletter

MOVED AND SECONDED 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 serviced by the physical edition; AND FURTHER THAT this summary be provided in early November 2024 as part of the budget process.
CARRIED UNANIMOUSLY

Councillor Lerner left the meeting at 7:46 pm; returned at 7:48 pm

Lavender Road End – Budget

MOVED AND SECONDED THAT Council refer this item back to staff to coordinate a public open house with respect to the design of Lavender Road End.
DEFEATED

MOVED AND SECONDED THAT Council direct staff to prepare a draft plan consistent with the original motion [Motion C23-214] and submit it to Council for consideration prior to scheduling an open house for the Lavender Road End design.
CARRIED UNANIMOUSLY

Budget/Actual Variances & 2024 Year-End Projections

The Interim Director of Finance presented the budget/actual variances and the projections to the end of 2024 for Council's information as per the Staff Report dated October 23, 2024.

Uncollectible Property Taxes

MOVED AND SECONDED 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 the said account receivable.
CARRIED UNANIMOUSLY

Park between Shale Road and Seaside Terrace – 6907 Owen Road

MOVED AND SECONDED 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.
DEFEATED

MOVED AND SECONDED THAT discussion regarding 6907 Owen Road be referred to the Closed portion of the November 6, 2024, regular Council meeting.
CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION

Suzanne Turnbull, 7056 Lavender Road, inquired about the presentation regarding the Lavender Road Beach End in July 2024.

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (d), (g), (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: 8:55 pm

MEETING REOPENED: 9:40 pm with all of Council in attendance as well as Sundance Topham, Ken Bjorgaard, Delcy Wells and George Robinson.
[Note: In the Closed portion of the meeting, Council passed a motion to go past 9:30 pm]

ADJOURNMENT

MOVED and SECONDED, THAT the October 23, 2024, regular Council meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:40 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this 6th day of November, 2024.

_____
Mark Swain, Mayor

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 6, 2024

SUBJECT: **District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024**

PURPOSE

To provide information for Council to consider a Zoning Bylaw amendment to rezone 7101 Stevens Place from Residential 3 Zone (R3) to Park Zone (P) to facilitate a development of the parcel as a neighbourhood park.

RECOMMENDATIONS

1. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024" be given first reading.

2. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024" be given second reading.

3. **THAT** a public hearing for Zoning Amendment Bylaw No. 380 be scheduled.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. DEFEAT THE BYLAW

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

If the bylaw is defeated, the proposed rezoning to a park at 7101 Stevens Place will not be possible.

2. AMEND THE BYLAW

When the following motion is on the floor:

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024" be given second reading.

Amend by motion:

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

Vote on the main motion as amended:

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024" be given second reading, as amended [*insert preceding amendment*].

The implications are unknown until the amendments are known. If Council chooses to amend the bylaw, staff will advise the applicant and give the applicant an opportunity to proceed with the application, as amended, or abandon the application.

BACKGROUND/RELEVANT HISTORY

7101 Stevens Place (the 'subject property') is approximately 0.095 hectares in area and is currently zoned as Residential 3 (R3) in "District of Lantzville Zoning Bylaw No 180, 2020" (Zoning Bylaw 180) and Village in "District of Lantzville Official Community Plan No. 150, 2019" (OCP) (**ATTACHMENT 1**).

The parcel is municipally owned and appears to have been conveyed as a park as part of the surrounding residential subdivision but was never accurately zoned for park use.

At the February 21st, 2024, regular Council meeting there was a presentation from the school principal and librarian from Seaview Elementary School proposing partnering to develop District land, 7101 Stevens Place, for use as a Park/Learning Space. The delegation submitted student letters of support, and a map.

At the March 6th, 2024, regular Council meeting, the following motion relating to this parcel was passed:

C24-53 MOVED and SECONDED, THAT staff develop a scope of work plan and agreement with Seaview Elementary School representatives to restore 7101 Stevens Place to a natural park space; AND FURTHER THAT Council will consider a request for funding from Seaview Elementary School; AND FURTHER THAT Public Works removes all the invasive blackberry bushes; AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly; AND FURTHER THAT Council initiate a rezoning to the 'Park Zone (P)' if it is decided to proceed with redevelopment of this lot as a park space."
CARRIED UNANIMOUSLY

Following Council's direction, staff prepared an agreement and presented it to Seaview Elementary School staff during the walkthrough of the property. After discussion regarding the School's plans and intentions, they are not interested in contributing to park maintenance costs or contributing to the beautification of the park space. The principal of

Seaview Elementary School, who presented as a delegation in the spring of 2024, is no longer stationed at Seaview.

Due to an initial assessment by MIABC, a tree risk assessment is required and is currently scheduled to be completed. The assessment will be funded by the Parks and Recreation GL 01-5-40-907. Following completion of the tree risk assessment, Public Works can schedule removal of the invasive blackberry bushes.

Proposal

The subject property is currently zoned as Residential 3 (R3) and is surrounded by F-SAP zoned properties to the north and west, and Residential 3 (R3) zoned properties to the south and east (**ATTACHMENT 2**).

The subject property is located within the Village West Special Plan Area and may require a Development Permit for Development Permit Area 8 – Village Form and Character.

The proposed Zoning amendment bylaw (Bylaw 380) is included in **ATTACHMENT 3** and the zoning requirements for Park Zone (P) is included as **ATTACHMENT 4**.

ATTACHMENTS

1. Location Map
2. Zoning Map
3. "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024"
4. "District of Lantzville Zoning Bylaw No. 180, 2020" Park Zone (P)
5. "District of Lantzville Official Community Plan Bylaw No. 150, 2019" Section 7.2.1 – Village and Special Plan Areas
6. Site Photos

ANALYSIS/RATIONALE

Official Community Plan

The subject property is located within the Village OCP Land Use designation, which supports Park uses (**ATTACHMENT 5**). The proposed Zoning Bylaw amendment would not include any cash CACs as it is exempt from the requirement.

Zoning Bylaw

The proposed rezoning Park Zone (P) would allow for future redevelopment of the parcel as a public park, and would more accurately reflect the current use of the site in the Zoning Bylaw. Site photos of the current state of the park are included as **ATTACHMENT 6.**

Public Hearing

If Council gives first and second readings to proposed Zoning Amendment Bylaw No. 380, a public hearing would be scheduled to provide the public with an opportunity to comment on the proposed bylaw.

1. Strategic Plan Objectives

The following items on the Council Strategic Priorities 2023-2026 are related to the proposed development:

High-quality neighbourhood planning: social cohesion; sustainable growth.

Trees for future generations: enhance tree canopy.

2. Policy

The 2008 Parks, Trails and Recreation Plan identifies Stevens Park as a neighbourhood park, and a passive (natural) recreation space. No improvements to the park are identified in the plan, but there is a goal to incorporate it into a larger park for this neighbourhood if future development of adjacent vacant properties proceeds (Table 3-1).

3. Resources

N/A

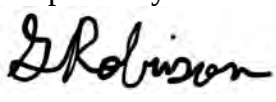
4. Financial/Budget Implications

The proposed Zoning Bylaw amendment would not include any cash CACs as it is exempt from the requirement. Depending on Council direction, there may be additional Public Works expenses related to park maintenance.

5. Sustainability Implications

Parks are essential components of a socially and environmentally healthy community.

Prepared by:



George Robinson, Director of Planning and Community Services

Date: November 6, 2024

Approved for submission to Council:



Sundance Topham, Interim CAO

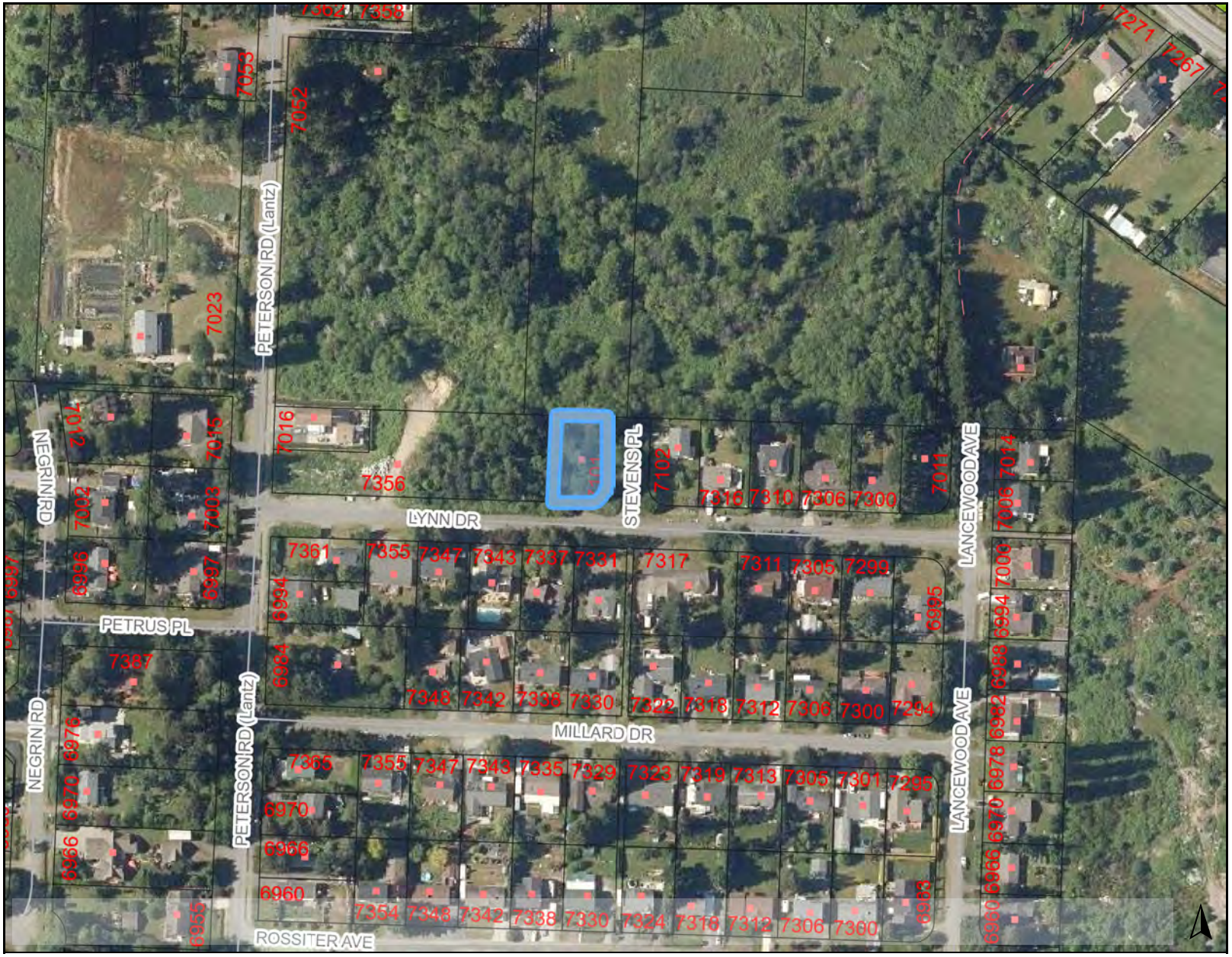
Date: November 6, 2024

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	November 6, 2023	
Closed (In-Camera)		

File Number:
Location: T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2024\2024-11-06 Regular Council Meeting\7101 Stevens Place Park Rezoning\2024 11 06 - 7101 Stevens Pl Council Report.docx

Attachment 1 - Location Map





Legend

Lantzville Layers

- Municipal Boundary
- Properties (Strata)
- Properties (Conventional)
- Parks

0 100 200 m

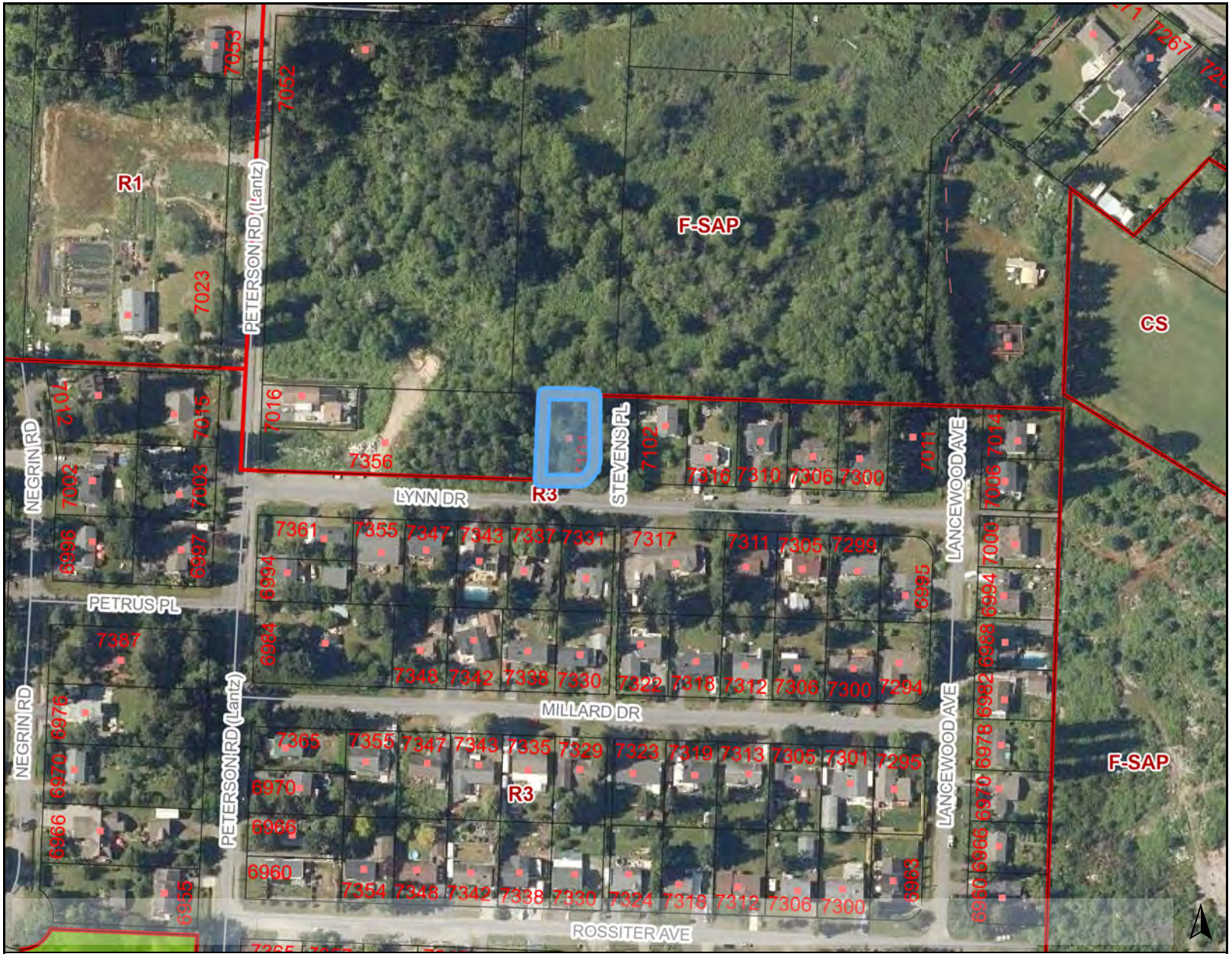
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

7101 Stevens Place

Attachment 2 - Zoning Map





Legend

Lantzville Layers

- Municipal Boundary
- Properties (Strata)
- Properties (Conventional)
- Zoning
- Parks

0 100 200 m

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

7101 Stevens Place

DISTRICT OF LANTZVILLE
BYLAW NO. 380, 2024

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

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

1. This bylaw may be cited for all purposes as the "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024".

2. Schedule 'A' of "District of Lantzville Zoning Bylaw No. 180, 2020" is hereby amended by re-classifying the land legally described as

   "LOT 1, DISTRICT LOT 54, NANOOSE DISTRICT, PLAN 24258"

   from "Residential 3 (R3)" to "Park (P)", as shown on the map attached hereto as Schedule 1.

READ A FIRST TIME this __ day of ___, 2024.

READ A SECOND TIME this __ day of ___, 2024.

PUBLIC HEARING HELD this __ day of ___, 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

ORIGINAL SIGNED

Mark Swain, Mayor

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration


R3 to P
LANTZVILLE ROAD
MAIRI RD.
PETERSON ROAD
LYNN DR.
PETRUS PL.
MILLARD DRIVE
ROSSITER AVENUE
LANCEWOOD AV.
WINSLOW RD.
STEVENS PL.
PARK
PLAN 2733
PLAN 55418
PL.15336
PL.1909
BK.2
54G.
D.L.
R.1
S.R.W.
SRW EPP18241
SRW EPP18240
SRW EPP112866
EPP112296
P.26791
P.11317
P.54558
Proposed Zoning
Subject Property
0 30 60 Meters
N

1.22 PARK ZONE (P)

Permitted Uses

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

Primary	Secondary
Assembly Market Nature Viewing Outdoor Recreation	Mobile Vending

7.2 | Policies

The community, in recognition of the varied needs of its citizens, continues to voice support for providing housing choices that fit with the vision and desired character of Lantzville. The following policies are designed to fulfil this goal.

7.2.1 | Village and Special Plan Areas

The general approach is to minimize change in existing residential neighbourhoods, while concentrating housing choice in large infill properties that have current development potential. The designation of Special Plan Areas will allow closer consideration of these areas, with the objective of ensuring a high-level of quality in future development.

The District has adopted the following policies for Village and Special Plan Areas:

1. Village and other Special Plan Areas are shown on Map 4.
2. Permitted uses include residential uses, parks, recreation, utilities, places of worship, schools, and hospitals.
3. The Village shall be the subject of a set of Special Area Plans, conforming with the policies in Part 2, Section 8 of this OCP. The District encourages the development of a mix of residential housing types including single-unit housing, smaller-lot single-unit housing, patio-home, and multi-unit housing in the Village Special Plan Areas.
4. Density, height, and green space provisions and other guidelines are provided for the Village and other Special Plan Areas in Part 2, Section 8 of the OCP.
5. In Special Plan Areas, the District, prior to approving any rezoning or subdivision application, will require a site plan, acceptable to the District, showing land uses, types of residential housing, water features, public parks, road circulation, and trails and pedestrian connections through the site and to adjacent neighbourhoods, open space, and green space.
6. Projects will be integrated into the existing community as seamlessly as possible.
7. The District will encourage the use of a registered design scheme for the residential portions of these areas.
8. The District will give priority to projects that will provide accommodation for seniors.

9. Both fee simple and strata title ownership will be supported.

10. The District will support the transfer of development rights from archeologically or historically important sites to other development sites within the Village Residential area.

7.2.2 | Affordable Housing Choice and Care Facilities

The District recognizes that aging is a continuum including childhood, middle life, empty nesters, through stages of active seniors living, with some moving to assisted living or community care as health and mobility diminish.

A trend is for seniors to stay as long as possible in independent living arrangements, preferably close to family, neighbours, and friends. Many "young seniors" are looking for a chance to downsize their land and building space, both to free up "maintenance time" as well as financial resources, and to move to a space that is scaled to the reduced size of family. To suit this trend, as well as to provide more affordable options for young singles or first-time buyer families, provision of smaller lots/homes, as well as multiple-family choices are anticipated as a component of Special Plan Areas.

As people age, they not only need housing that requires less maintenance, but they also need more access to medical and personal services. The District acknowledges these needs and believes that the appropriate location for assisted living, co-op, or community care is primarily in the Village close to shops, services, and public transit. The District therefore adopts the following policies:

1. The District supports development of a facility to provide for the various levels of care for the senior citizens of Lantzville within the Village Special Plan Areas.

2. The Village development program must include seniors-oriented assisted living and a long-term care facility located within walking distance (400 m) of existing services in the Village Primary Commercial Core. To promote assisted living in the Village Area, development of these care facilities of up to 100 units and related parking and amenities may be excluded from the area used for gross density and bonusing calculations.

3. The District will consider additional seniors-oriented assisted living and long-term care facilities either in the Village area or in other Special Plan Areas, subject to public engagement in the Special Plan Area processes. A range of small to medium scale facilities is encouraged, close to transit and services. To encourage care facilities in the Village, the

Attachment 6 – Site Photos





Attachment 6 – Site Photos

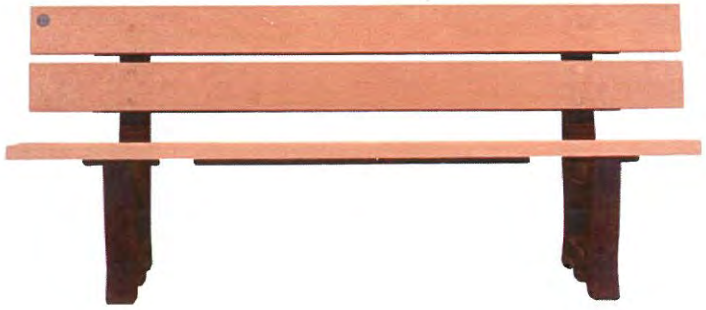














PIC•COLLAGE

Plaza Design: Input

From Legion members:

- red tulips and red poppies in planters, summer flowers
- anchor (a main feature that is visible to passing cars pedestrians and from inside the Legion. Positioned to keep the interior of the plaza open for resident use.)
- log sign
- garbage container
- no bike rack
- Christmas tree adjacent to plaza to be lit every Christmas

Note the seaside beach elements provide a Legion feel by reflecting the beaches of Normandy as well as the "seaside element" recommendations found in the OCP.

From residents:

- low expense
- low maintenance, drought resistant plantings, summer flowers
- planters with greenery including tulips
- upright logs tied together to be painted by Seaview School students as a way to involve Seaview School
- low barrier on north side of plaza to maintain a line of sight to the ocean, to traffic and pedestrians
- a restful ambiance
- river rock in planters
- garbage container

From the Official Community Plan (OCP):

- "seaside elements" - Local coastal materials to enhance connection between the village and the seashore. Included are logs, stones, and beach grass
- canoe (provides a connection to a future use in Pierce Woods Marine park for canoe and kayak lessons and student field trips for Seaview School
- carved wood for signs

Note: Already installed is a water fountain which has been very well received by residents and their dogs.

Design Elements from Residents, the Legion and the OCP





















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 **Atachment #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:

George Robinson, Director of Planning and Community Services

Date: October 23, 2024

Approved for submission to Council:

Glenn Morphy, Acting Chief Administrative Officer

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

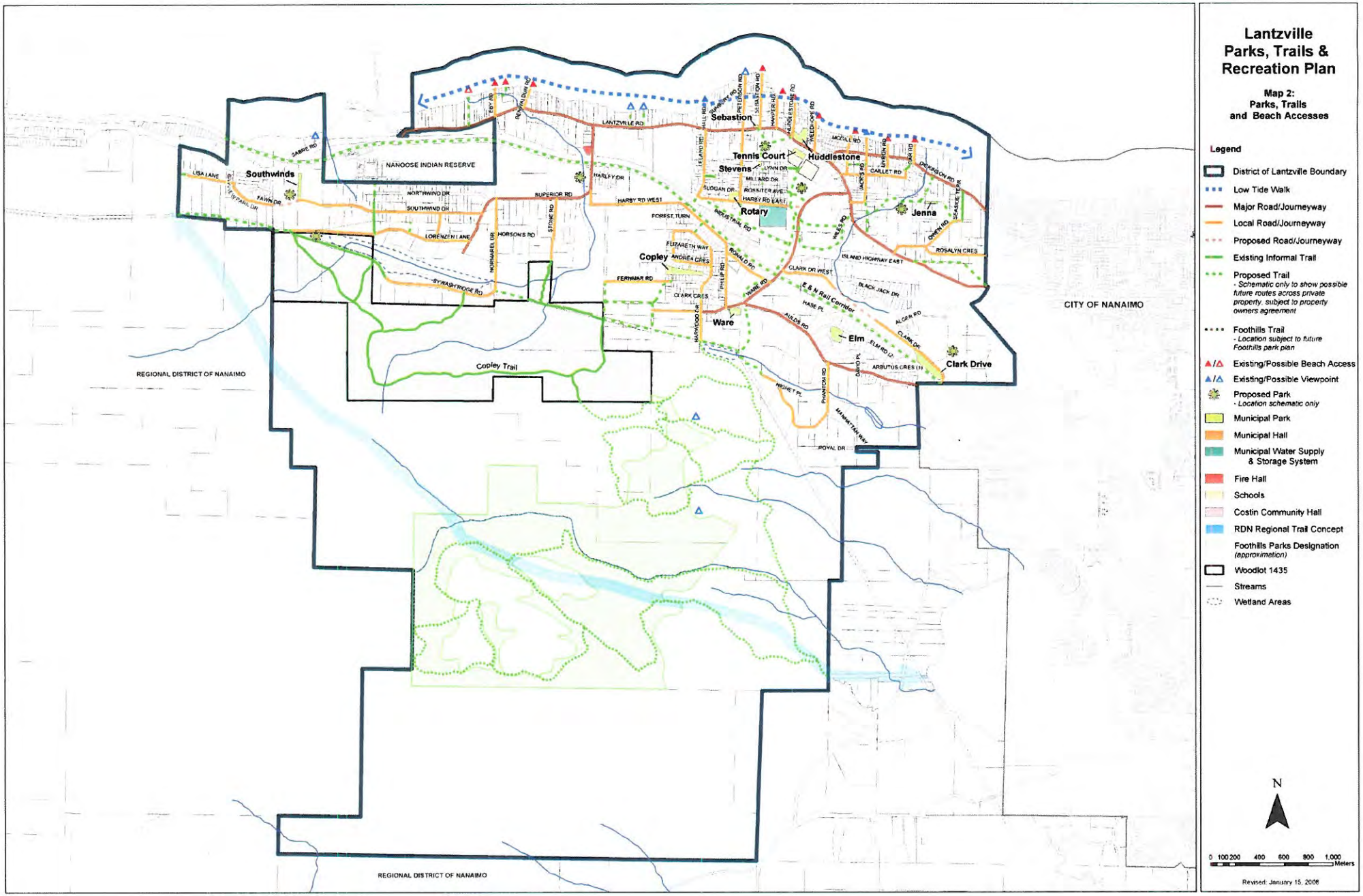
Notes

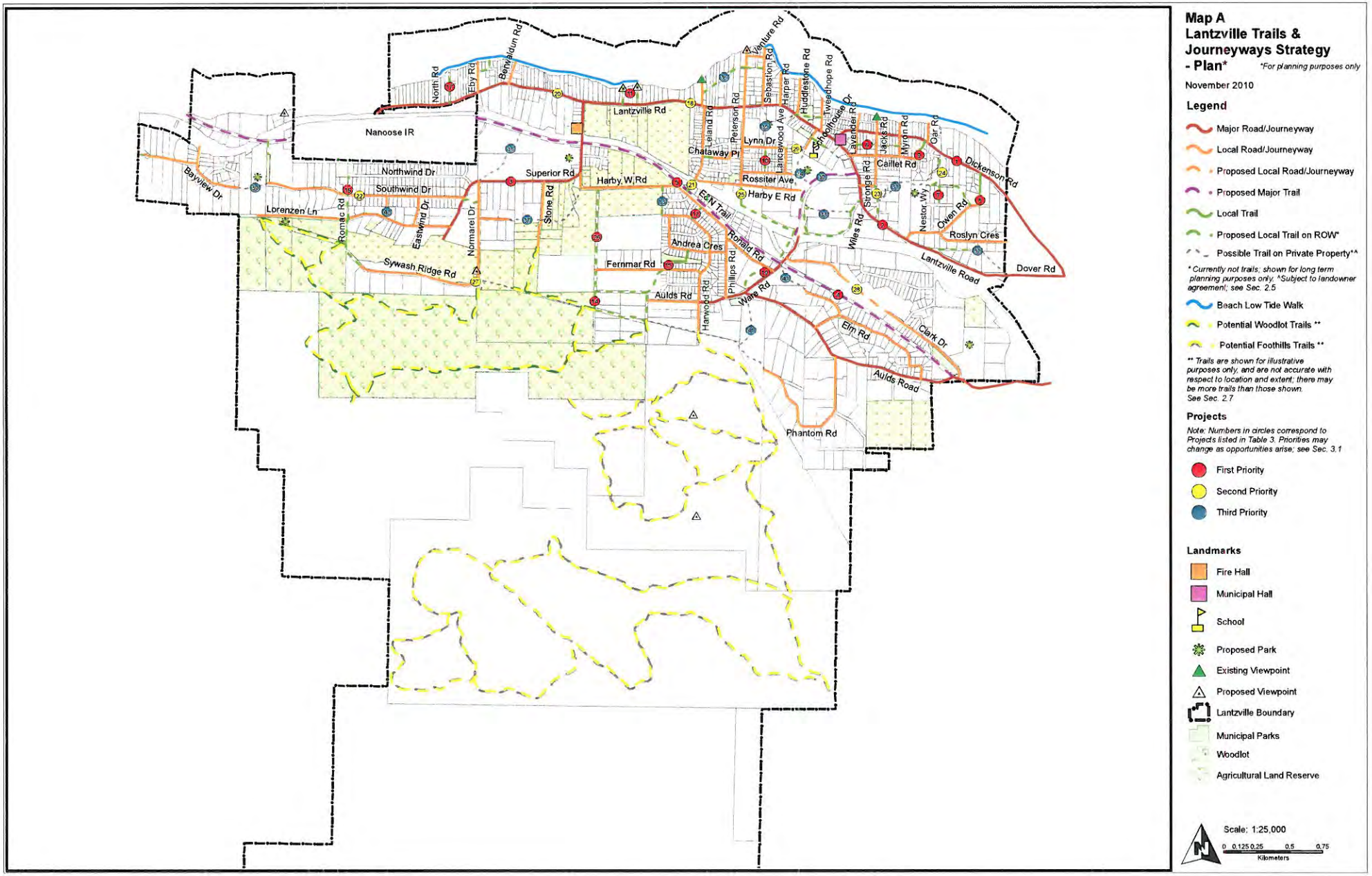
6907 Owen Road - Park between Shale Road and Seaside Terrace

0 150 300 m

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.

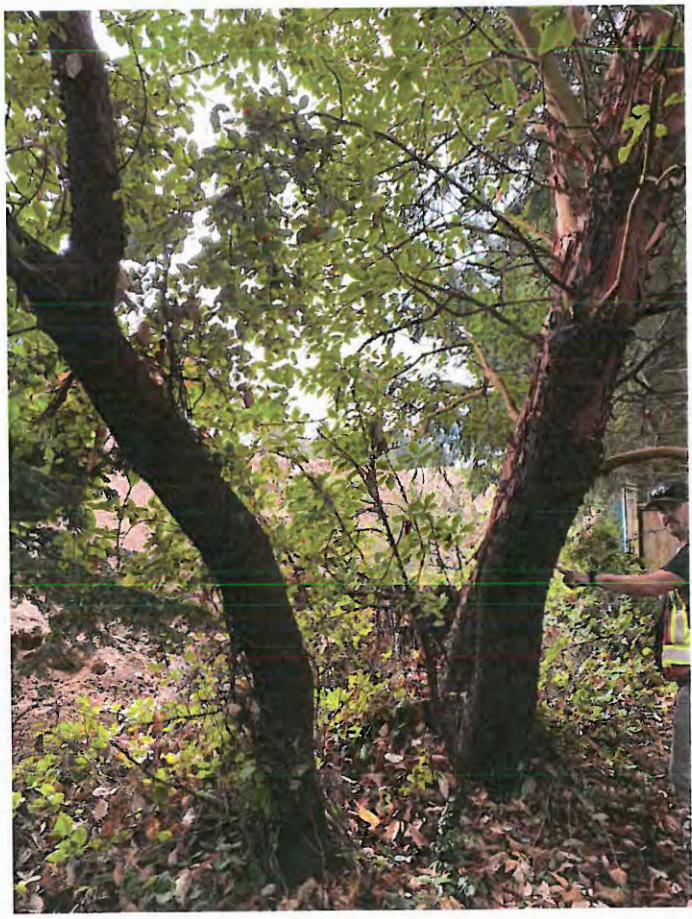
THIS MAP IS NOT TO BE USED FOR NAVIGATION


Lantzville
Parks, Trails &
Recreation Plan
Map 2:
Parks, Trails
and Beach Accesses
Legend
District of Lantzville Boundary
Low Tide Walk
Major Road/Journeyway
Local Road/Journeyway
Proposed Road/Journeyway
Existing Informal Trail
Proposed Trail
- Schematic only to show possible future routes across private property, subject to property owners agreement
Foothills Trail
- Location subject to future Foothills park plan
Existing/Possible Beach Access
Existing/Possible Viewpoint
Proposed Park
- Location schematic only
Municipal Park
Municipal Hall
Municipal Water Supply & Storage System
Fire Hall
Schools
Costin Community Hall
RDN Regional Trail Concept
Foothills Parks Designation (approximation)
Woodlot 1435
Streams
Wetland Areas
N
0 100 200 400 600 800 1,000 Meters
Revised: January 15, 2008
Sebastion
Tennis Court
Huddlestone
Stevens
Rotary
Jenna
Copley
Ware
Elm
Clark Drive
Southwinds
NANOOSE INDIAN RESERVE
CITY OF NANAIMO
REGIONAL DISTRICT OF NANAIMO
REGIONAL DISTRICT OF NANAIMO
Copley Trail
LANTZVILLE RD
HARBY RD WEST
HARBY RD EAST
INDUSTRIAL RD
CLARK DR WEST
ISLAND HIGHWAY EAST
E & N Rail Corridor
NORTHWIND DR
SOUTHWIND DR
LORENZEN LANE
SYKAS RIDGE RD
FERNMAR RD
CLARK CRES
ROSALYN CRES
ARBUTUS CRES
ROYAL DR


Map A
Lantzville Trails & Journeyways Strategy - Plan*
*For planning purposes only
November 2010
Legend
Major Road/Journeyway
Local Road/Journeyway
Proposed Local Road/Journeyway
Proposed Major Trail
Local Trail
Proposed Local Trail on ROW*
Possible Trail on Private Property*^
* Currently not trails; shown for long term planning purposes only. ^Subject to landowner agreement; see Sec. 2.5
Beach Low Tide Walk
Potential Woodlot Trails **
Potential Foothills Trails **
** Trails are shown for illustrative purposes only, and are not accurate with respect to location and extent; there may be more trails than those shown. See Sec. 2.7
Projects
Note: Numbers in circles correspond to Projects listed in Table 3. Priorities may change as opportunities arise; see Sec. 3.1
First Priority
Second Priority
Third Priority
Landmarks
Fire Hall
Municipal Hall
School
Proposed Park
Existing Viewpoint
Proposed Viewpoint
Lantzville Boundary
Municipal Parks
Woodlot
Agricultural Land Reserve
Scale: 1:25,000
0 0.125 0.25 0.5 0.75
Kilometers
Nanoose IR
North Rd
Eby Rd
Berwaldun Rd
Lantzville Rd
Venture Rd
Sebastion Rd
Huddlestone Rd
Tweedhope Rd
Schoolhouse Dr
Lavender Rd
Jacks Rd
Myron Rd
Oar Rd
Dickenson Rd
Leland Rd
Peterson Rd
Lynn Dr
Chataway Pl
Lancewood Ave
Harper Rd
Caillet Rd
Rossiter Ave
Harby W Rd
Harby E Rd
Superior Rd
Northwind Dr
Southwind Dr
Bayview Dr
Lorenzen Ln
Romac Rd
Eastwind Dr
Normarel Dr
Stone Rd
E&N Trail
Stronge Rd
Nestor Wy
Owen Rd
Roslyn Cres
Andrea Cres
Ronald Rd
Wiles Rd
Lantzville Road
Dover Rd
Sywash Ridge Rd
Fernmar Rd
Phillips Rd
Auld's Rd
Harwood Rd
Ware Rd
Elm Rd
Clark Dr
Auld's Road
Phantom Rd

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

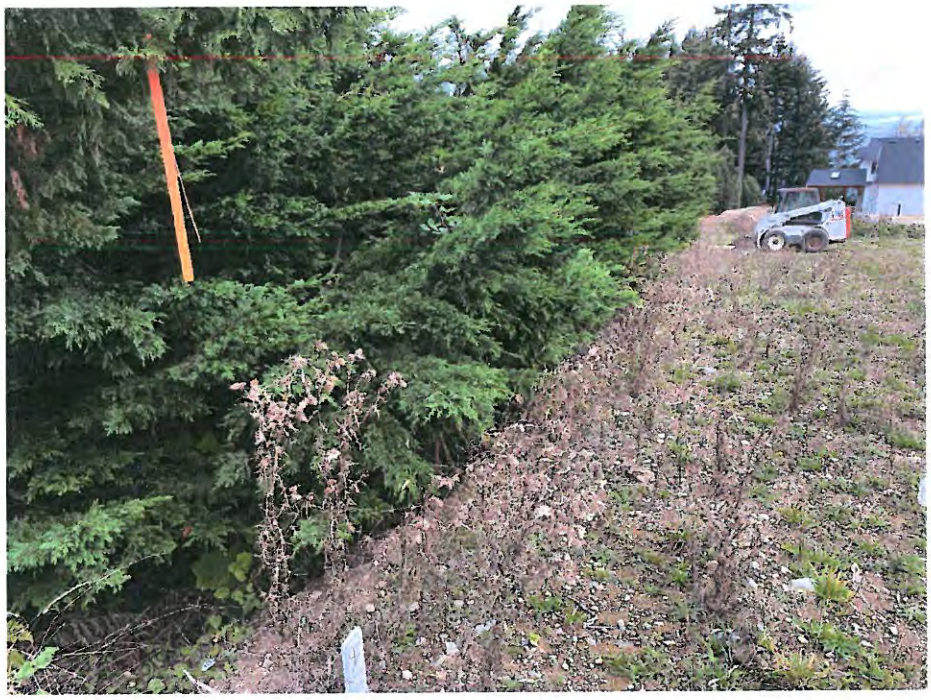




Fence shown on this page in approximate location of property lines for Seaside Terrace properties.

Vegetation encroaching from the west side from Seaside Terrace neighbours.

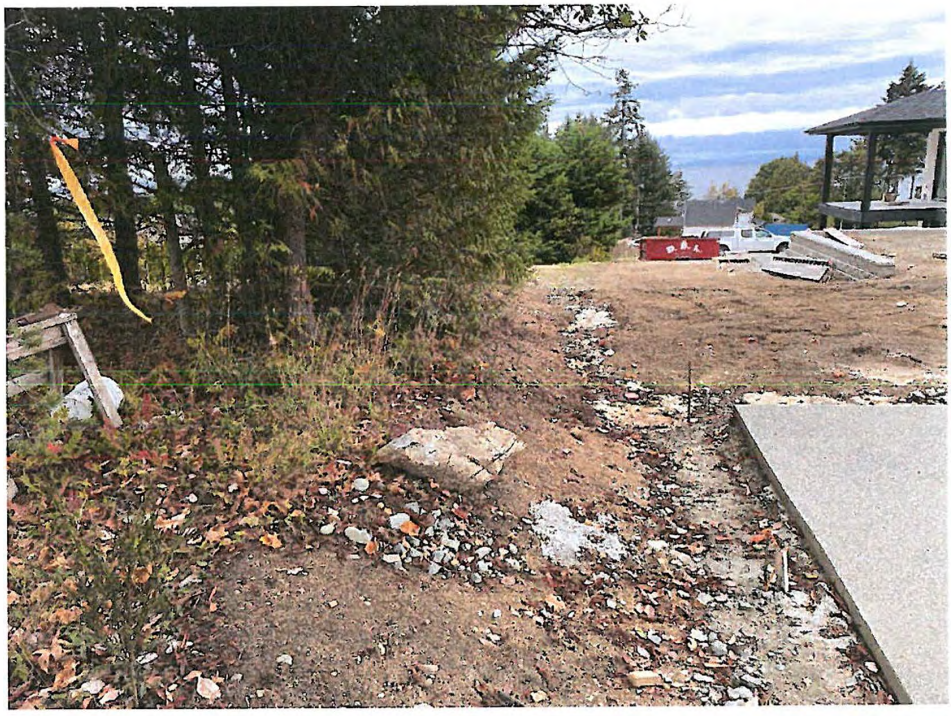
Attachment 4 – Site Photos of 6907 Owen Rd Park





Attachment 4 – Site Photos of 6907 Owen Rd Park





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.

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: November 6, 2024

SUBJECT: 2025 Council Meeting Schedule

PURPOSE

To establish Council's meeting schedule for the 2025 calendar year.

RECOMMENDATION

THAT the 2025 Council Meeting Schedule be approved as attached to the November 6, 2024, staff report; AND FURTHER THAT staff be authorized to publish notice of availability of the schedule.

COMMITTEE RECOMMENDATION N/A

ALTERNATIVES AND IMPLICATIONS

1. Propose alternate meeting dates, amend the schedule and approve the amended schedule; implication is potential conflicts with other events.
2. Postpone consideration to another meeting; implication is the meeting schedule will not be available as early for meeting planning, posting and public information.

BACKGROUND/RELEVANT HISTORY

Section 125 of the *Community Charter* (*CC*) requires that a Council must meet regularly in accordance with their procedure bylaw. Section 127 of the *CC* requires that a schedule of the date, time and place of all regular Council meetings to be held during the year, be prepared and made available to the public. The *CC* also requires publishing a statutory notice (newspaper and on the District's bulletin board) at least once per year of the availability of the schedule, which is also published on the District's website.

Council Procedure Bylaw No. 141, 2020, as amended, provides that:

- meetings must be held in the Municipal Hall unless Council passes a motion to hold a meeting elsewhere within or outside the boundaries of the District.
- Council must by resolution establish annually a schedule whereby regular Council meetings,
  - are held on two Wednesdays of each month except where Council has established a different day and except in December when one meeting will be held and in August when no meetings will be held;
  - are called to order at 6:00 pm and adjourn by 9:30 pm unless there is 2/3 majority to proceed beyond that time.
- regular Council meetings may be cancelled by Council resolution, or postponed to a different day, time and place by the Mayor, provided that the Corporate Officer is given at least two working days' written notice.
- when revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer will, as soon as reasonably possible, post a notice on the bulletin board of any revisions to the date, time and place or cancellation of a regular meeting. The amended schedule is also posted on the District's website.

The Council Procedure Bylaw also refers to Council holding special Council meetings and posting notice at least 24 hours before a special meeting unless called to address an urgent matter and notice is waived by unanimous vote.

The Council Procedure Bylaw also refers to holding Committee of the Whole [COTW] meetings and posting notice at least 24 hours before a COTW meeting is held. Recommendations from COTW meetings must be considered by Council at a future Council meeting as decisions cannot be made at a COTW meeting.

ATTACHMENT

1. Draft 2025 Council Meeting Schedule.

ANALYSIS/RATIONALE

The attached draft 2025 Council Meeting Schedule:

- follows the two regular meetings per month, no meetings in August, and one meeting in December per the Council Procedure Bylaw
- provides a one-day Special meeting (Closed) in January for Strategic Plan
- provides a tentative schedule for Special meetings for consideration of the Financial Plan on Wednesdays in October and November, with each date noted as "if required"
- provides a tentative schedule for Committee of the Whole meetings, one Wednesday per month with each date noted as "if required"
- does not conflict with other scheduled events that Council may consider attending, e.g., Association of Vancouver Island and Coastal Communities Conference (April 11-13, 2025 in Victoria) or Union of BC Municipalities Convention (September 22-26, 2025, in Victoria). It also does not conflict with the Federation of Canadian Municipalities Convention (May 29-June 1, 2025, in Ottawa, ON) in case it is added to the Financial Plan. However, it does include two meetings during school break (March 19th – COTW and March 26th – Regular Council).

Regardless of the schedule approved by Council at this time, it is always within Council's authority to, at a later date, propose additional special Council meeting dates or to cancel regular Council meetings, or for the Mayor to postpone regular Council meetings to a different day, time or place. For this reason, Council members are requested to keep all Wednesday evenings available in case there are additional meetings scheduled.

Establishing an annual schedule of Council meetings and publishing the schedule is a statutory requirement. It would be timely for planning purposes and public information to approve the 2025 schedule at this time. Staff recommend approval of the attached schedule. If approved, the attached schedule will be advertised and posted.

1. **Strategic Plan Objectives**
   N/A
2. **Policy (Existing/Relevance/None)**
   Consistent with the District's Public Participation Policy and Council Procedure Bylaw.
3. **Resources**
   Staff time will be required to publish, in addition to the statutory notice in a newspaper, the availability of the schedule on the District's bulletin board and website, and to update office calendars and the meeting calendar on the District's website.
4. **Financial/Budget Implications**
   If Council approves the 2025 schedule, staff will publish the availability of the schedule twice in the newspaper (cost of advertising is funded within the current operating budget).

Prepared by:

Delcy Wells, Director of
Corporate Administration

Date: October 30, 2024

Approved for submission to Council:

Sundance Topham, Interim Chief
Administrative Officer

Date: October 30, 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	November 6, 2024	
Closed (In-Camera)		
Special		

File: 0530.01

T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2024\2024-11-06 Regular Council Meeting\2024 11 06 2025 Council Meeting Schedule Report.doc

District of Lantzville
2025 Council Meeting Schedule

Date		Time	Subject
January	8	6:00 pm	Regular Meeting *(held Wednesdays, unless indicated otherwise)*
	15	6:00 pm	Committee of the Whole (if required)
	22	6:00 pm	Regular Meeting
February	12	6:00 pm	Regular Meeting
	19	6L00 pm	Committee of the Whole (if required)
	26	6:00 pm	Regular Meeting
March	12	6:00 pm	Regular Meeting
	19	6:00 pm	Committee of the Whole (if required)
	26	6:00 pm	Regular Meeting
April	9	6:00 pm	Regular Meeting
	16	6:00 pm	Committee of the Whole (if required)
	23	6:00 pm	Regular Meeting
May	14	6:00 pm	Regular Meeting
	21	6:00 pm	Committee of the Whole (if required)
	28	6:00 pm	Regular Meeting
June	11	6:00 pm	Regular Meeting
	18	6:00 pm	Committee of the Whole (if required)
	25	6:00 pm	Regular Meeting
July	9	6:00 pm	Regular Meeting
	16	6:00 pm	Committee of the Whole (if required)
	23	6:00 pm	Regular Meeting
August			SUMMER RECESS
September	3	6:00 pm	Regular Meeting
	10	6:00 pm	Committee of the Whole (if required)
	17	6:00 pm	Regular Meeting
	1	6:00 pm	Special (Financial Plan) if required
October	8	6:00 pm	Regular Meeting
	15	6:00 pm	Special (Financial Plan) if required
	22	6:00 pm	Regular Meeting
	5	6:00 pm	Special (Financial Plan) if required
November	12	6:00 pm	Regular Meeting
	19	6:00 pm	Special (Financial Plan) if required
	26	6:00 pm	Regular Meeting
December	3	6:00 pm	Special (Financial Plan) if required
December	10	6:00 pm	Regular Meeting

NOTE: Meetings are held in the Council Chamber, Municipal Hall, 2nd Floor, 7192 Lantzville Road, unless indicated otherwise.

By the Friday before each Wednesday Council meeting, a copy of the agenda cover is posted on the Public Notice Board outside of the Municipal Hall at 7192 Lantzville Road and the complete agenda package is posted at www.lantzville.ca (access by selecting the meeting date on the calendar) and is also available for viewing in a binder at the Municipal Hall front counter. Questions regarding Council or committee meetings? Contact the Director of Corporate Administration at dwells@lantzville.ca or 250.933.8082 or the Deputy Director at along@lantzville.ca or 250.933.8081.

District of Lantzville, Municipal Hall, 7192 Lantzville Road, PO Box 100, Lantzville, BC V0R 2H0
Web site: www.lantzville.ca
Phone: 250.390.4006
Facsimile: 250.390.5188
E-mail: district@lantzville.ca
Twitter: @DOLantzville