

District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, January 8, 2025, 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

1-4

2. ADOPTION OF AGENDA

THAT the January 8, 2025, Regular Council meeting agenda be adopted, as presented.

3. GENERAL MATTERS

a) Mayor and Council Verbal Updates

START OF CONSENT AGENDA

4. CONSENT AGENDA

5-9

a) THAT the December 4, 2024, 6:00 pm Regular Council meeting minutes be approved, as presented.

10-11

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

END OF CONSENT AGENDA

- 5. 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.*

6. LEGISLATIVE MATTERS

12-21

- a) **“District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004 Amendment (Administration, Planning and Building Permit Fees) Bylaw 384, 2025”**

[Ken Bjorgaard, Interim Director of Financial Services]

THAT “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025” be given first reading.

THAT “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025” be given second reading.

THAT “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025” be given third reading.

22-26

- b) **Official Community Plan Update Work Plan**

[George Robinson, Director of Planning and Community Services]

THAT Council directs Staff to proceed with implementing the work plan as identified in the staff report dated January 8, 2025.

7. UNFINISHED BUSINESS -NIL

8. COMMITTEE/COMMISSION RECOMMENDATIONS - NIL

9. NEW BUSINESS

- a) **Director of Financial Services**

[Sundance Topham, Interim Chief Administrative Officer]

THAT Council appoint Robert Rodvik as the Director of Financial Services for the District of Lantzville to fulfill the requirements in section 149 of the *Community Charter* as the Financial Officer.

27-33

- b) **January Management Update**

[Sundance Topham, Chief Administrative Officer]

This report titled January Management Update is to update Council on the activities undertaken by various Lantzville departments. No motions are required at this time.

34-37

- c) **Annual Report on Planning and Community Services**

[George Robinson, Director of Planning and Community Services]

This report titled Annual Report on Planning and Community Services is to update Council regarding the 2024 Planning and Community Services department. No motions are required at this time.

38-39

d) **Design Select Committee**
[Councillor Savage]

THAT Council directs staff, for presentation at the January 22, 2025 Council meeting, to review, and amend if needed, the agenda's Schedule A "Proposed Terms of Reference for a new Design Select Committee", with the paid design consultant to be funded from the One Time Projects Reserve.

Report:

There has been no established approach to designing and implementing public land improvements in Lantzville. Hence, in order to maximize the quality of future improvements, it would be desirable to have a system to establish dependable high-quality designs and public input guiding these improvements. One such system is a Design Select Committee made up of residents and a professional design consultant. The public at large can be invited to submit desired features of a project. The resident committee can review public input, receive public works input, and review designs. The design professional can produce professional design renderings for council's consideration and can also give guidance to the contractor during the implementation process. The public, Committee, Public Works, design consultant, and council will all have input on the approved design, and the design consultant can provide guidance to ensure a quality implementation. The Schedule A Terms of Reference were copied from the Parks and Trails Terms of Reference with changes pertinent to the Design Committee. They are provided as a starting point for staff to amend as opposed to starting from scratch.

10. **INTRODUCTION OF LATE ITEMS** (In accordance with Council Procedure Bylaw No. 141, 2020, subsection 18(8) for regular agenda)
11. **INTRODUCTION OF "NOTICE OF MOTION"**
12. **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.*)
13. **MOTION TO CLOSE THE MEETING TO THE PUBLIC**

THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (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;
- (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

14. RECONVENE

15. ADJOURNMENT BY MAYOR

SCHEDULED MEETINGS:

January 15, 2025 @ 6:00pm – Committee of the Whole
January 22, 2025 @ 6:00pm - Regular Council Meeting

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, December 4, 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 (*arrived 6:02 pm*)
Councillor Ian Savage

Staff: Sundance Topham, Acting CAO
Deley Wells, Director of Corporate Administration
George Robinson, Director of Planning and Community Services
Ken Bjorgaard, Interim Director of Financial Services*
Glenn Morphy, Director of Public Works
Aria Long, Deputy Director of Corporate Administration

**participated electronically*

Presentation: Jamie Vann Struth, Senior Manager, Economic Advisory, Deloitte Consultant*

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 AGENDA

MOVED AND SECONDED THAT the December 4, 2024, Regular Council meeting agenda be adopted, as amended, regarding the following:

- Late item 11d under New Business “Dickinson Road Culvert Replacement Project – Budget Amendment”
- Written submission regarding the Public Hearing “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024.”

CARRIED UNANIMOUSLY

START OF PUBLIC HEARING

Councillor Mundell joined the meeting at 6:02 pm

PUBLIC AND STATUTORY HEARING

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

At 6:03 pm, the Mayor declared open the public hearing convened in order to receive and consider input from persons remotely or in the Council Chamber who believe that their interest in property is affected by proposed “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024”. The Mayor reviewed the following:

- the purpose of the public hearing and procedures to follow during the hearing for anyone in attendance remotely or in the Council Chamber, its location and limited seating available in the Council Chamber, how to speak or register to speak, and noted the information available in the agenda and on the District website
- restrictions and procedures to follow; and,
- noted that after the conclusion of the public hearing Council may, without further notice, give whatever effect Council believes proper to the representations made at the hearing and must not receive further submissions or correspondence from the public and questions can be directed to staff.

The Mayor called on George Robinson, Director of Planning and Community Services, to introduce the proposed Bylaw. Director Robinson provided context, noting:

- the proposed amendments are presented in Bylaw 380 and articulated in the staff report previously presented to Council.

The Mayor called for the first time for persons registered to speak who believed that their interest in property was affected by proposed Bylaw 380 and gave instructions to follow when called upon to speak and reiterated the instructions to register to speak.

Seeing no one who wished to speak, the Mayor called for a second time for speakers, remote and in person who wished to speak.

Seeing no one who wished to speak, the Mayor called for a third time for speakers and for any new registrations for speakers remotely and in the gallery and reiterated the instructions to register.

The Mayor again called for speakers to register, and before declaring the public hearing closed, reiterated that Council must not accept or consider submissions for comments from the public regarding Bylaw 380 after the hearing closes.

The Mayor called again for a third and final time for speakers and seeing no one who wished to speak, the Mayor declared the public hearing for “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024” closed at 6:13 pm.

END OF PUBLIC HEARING: 6:13 PM

GENERAL MATTERS

Mayor and Council Verbal Updates

Councillor Jones noted that the Lantzville Light up tour begins on Saturday, December 7th, 2024, at 7pm with the destination being Huddlestone park to meet Santa.

Mayor Swain wished staff, council and residents a happy holiday season.

START OF CONSENT AGENDA

MOVED AND SECONDED, THAT the recommendations listed for item 6a) and 6b) in the Consent Agenda be approved.

MOVED AND SECONDED, THAT the November 6, 2024, Regular Council meeting minutes be approved, as presented.

MOVED AND SECONDED, THAT the November 20, 2024, Regular Council meeting minutes be approved, as presented.

CARRIED UNANIMOUSLY

END OF CONSENT AGENDA

PUBLIC INPUT PERIOD

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

LEGISLATIVE MATTERS

District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7052 Peterson Road and 7356 Lynn Drive) Bylaw No. 379, 2024

MOVED AND SECONDED, THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7052 Peterson Road and 7356 Lynn Drive) Bylaw No. 379, 2024” be adopted.

CARRIED UNANIMOUSLY

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

MOVED AND SECONDED, THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024” be given third reading.

CARRIED UNANIMOUSLY

NEW BUSINESS

Housing Needs Report 6:26 pm

MOVED AND SECONDED, THAT Council directs Staff to forward the Housing Needs Report prepared by Deloitte to the Province as required in the *Local Government Act*.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council directs Staff to prepare a work plan and report for required amendments to the Official Community Plan and Zoning Bylaw to comply with the *Local Government Act* for Council’s consideration; AND FURTHER, THAT the only changes authorized by council are ones provably mandated by provincial legislation per our solicitor’s confirmation.

DEFEATED

MOVED AND SECONDED, THAT Council directs Staff to prepare a work plan and report for required amendments to the Official Community Plan and Zoning Bylaw to comply with the *Local Government Act* for Council's consideration.

CARRIED UNANIMOUSLY

December Management Update

Council and staff discussion took place regarding outstanding projects to be completed.

Request for Consent RE: Bylaw 1552.03 – Regional District of Nanaimo

MOVED AND SECONDED, THAT the District of Lantzville Council consents on behalf of the electors to the adoption of "Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.03, 2022"; AND FURTHER, THAT the Regional District of Nanaimo be notified accordingly.

CARRIED UNANIMOUSLY

Dickinson Road Culvert Replacement Project – Budget Amendment

MOVED AND SECONDED, THAT Council approves a \$100,000.00 budget amendment for 2024 to provide additional funding for the Dickinson Road Culvert Replacement Project, with the funding coming from the Drainage DCC Reserve Fund; AND FURTHER THAT, the District of Lantzville's 2024 financial plan be amended accordingly.

CARRIED UNANIMOUSLY

INTRODUCTION OF LATE ITEMS

INTRODUCTION OF "NOTICE OF MOTION"

PUBLIC CLARIFICATION

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), and (d) 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;

CARRIED UNANIMOUSLY

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

MEETING CLOSED TO THE PUBLIC: 7:45 PM

MEETING RECESSED: 7:45 PM

MEETING RESUMED: 7:51 PM

MEETING REOPENED: 9:30 PM

MEETING ADJOURNED: 9:30 PM

Certified Correct:

Delcy Wells, Director of Corporate Administration

Confirmed this 8th day of January, 2025.

Mark Swain, Mayor

**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 6th day of November, 2024.

READ A SECOND TIME this 6th day of November, 2024.

PUBLIC HEARING HELD this 4th day of December, 2024.

READ A THIRD TIME this 4th day of December, 2024.

ADOPTED this 8th day of January, 2025.

Mark Swain, Mayor

Delcy Wells, Director of Corporate Administration

The map displays a residential area with various lots and roads. The central focus is a lot labeled 'R3 to P' and 'Subject Property', which is outlined in black. This lot is situated between Lantzville Road to the north and Lynn Dr. to the south, and between Peterson Road to the west and Lancewood Av. to the east. The lot is part of a larger block labeled '54G' and 'BK.2'. Surrounding the subject property are other lots with various zoning designations, including 'R.1', 'S.R.W.', 'D.D.', and 'P.L.'. The map also shows several roads, including Lantzville Road, Peterson Road, Lynn Dr., Lancewood Av., and Rossiter Avenue. A legend in the bottom right corner identifies the 'Proposed Zoning' (indicated by a black outline) and the 'Subject Property' (indicated by a black fill). A scale bar and a north arrow are also present.

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: January 8, 2025

**SUBJECT: District of Lantzville Miscellaneous Fees and Charges Bylaw
No. 26 – 2004 Amendment (Administration, Planning and
Building Permit Fees) Bylaw 384, 2025**

PURPOSE

The purpose of this report is to recommend amendments to the District of Lantzville's Miscellaneous Fees and Charges Bylaw No. 26 – 2004, following the completion of an annual review for 2025 and to propose the associated amendment bylaw, "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004 Amendment (Administration, Planning and Building Permit Fees) Bylaw 384, 2025".

RECOMMENDATIONS

1. THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025" receive first reading.
2. THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025" receive second reading.
3. THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025" receive third reading.

ALTERNATIVES AND IMPLICATIONS

Do not increase the fees and charges as noted - by not implementing the recommended increases the District of Lantzville will not be able to recover more of its core costs which are increasing on an annual basis and will continue to subsidize its services to a greater extent.

BACKGROUND/RELEVANT HISTORY

The Budget Document included an in-depth review and analysis of the District's planning and building permit fees including comparisons with neighbouring jurisdictions. Recommended increases are now being brought forward for implementation. In addition, staff have reviewed the District's other fees and charges and have noted that there is no charge to recover finance administrative costs associated with billing and collecting accounts receivable which is common with other local governments.

ANALYSIS/RATIONALE

The planning and building permit fees shown in the table below are reflected in the Fees and Charges Amendment Bylaw.

The Finance Department spends considerable time in administering accounts receivable, and a recovery of the associated time and related dollars is warranted. As such, a 5% charge is recommended and is reflected in the Fees and Charges Amendment Bylaw. This fee is called “Accounts Receivable Administration Fee - administrative cost recovery charge on invoices (not including GST portion)”. This will apply to any fees that are not prepaid.

All of the changes are shown in red type in the Fees and Charges Amendment Bylaw.

	Current Fees	Recommended Fee Increases	Increase \$	Increase %	Rationale
Planning					
Subdivision (PSR)	\$1000 + \$200 per each new parcel	\$2500 + \$250 per each new lot	\$1500 base, \$50 per lot	150% base, 25% per lot	Subdivisions are time consuming and technically complex to process. Recommended increase puts us in line with regional average
Zoning Bylaw Amendment	\$3,000	\$3,500	\$500	17%	Increase in line with regional average
Amendment to any other bylaw	\$1,500	\$3,500	\$2,000	230%	Match Zoning Bylaw Amendment process
Development Permit (Delegated)	\$500	\$750	\$250	50%	Match City fee, reflects cost of processing
Dev Variance Permit	\$1,000	\$1,500	\$500	50%	Increase in line with regional average
Building					
Plan processing fee	\$0	New \$150 Plan Application Fee	\$150	>100%	Propose adding a new plan processing fee for all permit types at the permit intake to reflect cost of setting up an initiating file. This would be in addition to Building Permit fees.
House	\$3,500	\$4,000	\$500	14%	Majority of permits are houses; increase reflects increased cost of building inspection services.

Financial/Budget Implications

The changes to the planning and development fees are projected to result in approximately \$12,000 of additional revenue annually, which is dependent on the actual type and level of development which occurs. The new administrative finance charge is projected to result in between \$5,000 and \$10,000 of additional revenue annually which is dependent upon the level of 3rd party billings.

Prepared by:

Approved for submission to Council:




Ken Bjorgaard, Interim Director of Finance
Officer

Sundance Topham, Interim Chief Administrative



George Robinson, Director of Planning & Community Services

Date: December 16, 2024

Date: December 16, 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	January 8, 2025	
Closed (In-Camera)		

**DISTRICT OF LANTZVILLE
BYLAW NO. 384**

**A bylaw to amend District of
Lantzville Miscellaneous Fees and Charges
Bylaw No. 26 - 2004**

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

1. District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, 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’.
2. This Bylaw may be cited for all purposes as “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025”.

READ A FIRST TIME this 8th day of January, 2025

READ A SECOND TIME this 8th day of January, 2025

READ A THIRD TIME this 8th day of January, 2025

ADOPTED this XXth day of XXXXXX, 2025

Mark Swain
Mayor

Delcy Wells
Director of Corporate Administration

SCHEDULE 'A'
DISTRICT OF LANTZVILLE BYLAW NO. 26 - 2004

1. INTERPRETATION

In this Schedule:

“Affordable Housing” means housing that has a rent or sale [monthly mortgage] price that constitutes no more than 30% of gross annual household income. For the purposes of this bylaw, affordable housing includes subsidized housing, below-market rental housing, and co-operative housing.

“Below-Market Rental Housing” means housing where a covenant with the District of Lantzville requires and ensures that rents are at least ten percent (10%) lower than average rents for dwellings of similar location, with the same number of bedrooms, similar amenities and similar square-footage in private market rental housing, to be verified once applicant receives final inspection approval.

“Complex Building” means:

A) all buildings used for major occupancies classified as:

- i. assembly occupancies;
- ii. care or detention occupancies; or
- iii. high hazard industrial occupancies.

B) all buildings exceeding 600 square metres in building area or exceeding three storeys in building height used for major occupancies classified as:

- i. residential occupancies;
- ii. business and personal services occupancies;
- iii. mercantile occupancies; or
- iv. medium and low hazard industrial occupancies.

“Co-operative Housing” means a type of housing that residents own and operate as part of a membership.

“Seniors Supportive Housing” means housing that caters towards the needs of seniors and includes assisted living and community care facilities licensed in accordance with the *‘Community Care and Assisted Living Act’*.

“Simple Building” means a building that meets all of the following criteria:

- A) is three storeys or less in building height,
- B) has a combined building area for all attached buildings of up to 600m²,
- C) is used for residential, commercial, or low-to-medium hazard industrial activities.

“Subsidized Housing” means a type of housing for which the provincial government provides financial support or rent assistance.

2. INFORMATION

• General Photocopying (per page)	\$0.30
• Maps	
Civic address – all municipality	\$15.00
Cadastral – all municipality	\$15.00
Contour – all municipality	\$5.00
• Tax certificates	\$35.00
• Tax notice (other than for Homeowner)	\$3.00
• Tax roll	\$50.00
• Affidavit to witness – signature only	\$5.00
• Certification of documents	\$5.00
• Comfort letter (due diligence)	\$100.00
• Official Community Plan Bylaw	\$30.00
• Engineering Standards and Specifications Bylaw	\$40.00

3. ADMINISTRATION

• N.S.F. Cheques (per cheque)	\$25.00
• Mortgage provider property tax refund fee	\$35.00 per folio
• Accounts Receivable Administration Fee - administrative cost recovery charge on invoices (not including GST portion)	5%

4. PUBLIC WORKS

• Driveway Access Permit Fee	\$200.00
• Bonding Against Damage to Highway	\$2,000.00

5. PLANNING

Subdivision:

• Preliminary Subdivision Review (PSR)	\$2,500.00 + \$250.00 per each new additional parcel
• PSR Amendment	\$500.00
• PSR Extension	\$500.00
• Subdivision Approval	\$500.00 + 50.00 per each new additional parcel

Bylaw Amendments:

• Official Community Plan Bylaw Amendment*	\$3,000.00
• Zoning Bylaw Amendment*	\$3,500.00
• Concurrent OCP & Zoning Bylaw Amendment*	\$5,000.00
• Amendment to any other bylaw	\$3,500.00

**\$1,000.00 refunded if bylaw amendment does not proceed to Public Hearing stage.*

Development Permits:

- Development Permit \$1,500.00
- Development Permit (Delegated Authority) \$750.00
- Development Permit Amendment \$500.00
- Development Permit Extension \$500.00

Development Variance Permits:

- Development Variance Permit \$1,500.00

Board of Variance:

- Board of Variance Appeal \$1,000.00

Temporary Use Permits:

- Temporary Use Permit \$1,500.00

Agricultural Land Reserve Applications:

Non-Adhering Residential Use* \$450.00

Non-Farm Use** \$750.00

Subdivision** \$750.00

Soil Use for Placement of Fill or Removal of Soil** \$750.00

Request to District to Initiate Exclusion*** \$3,000.00

* Additional \$450 fee to be paid directly to the Agricultural Land Commission if District of Lantzville Council approves the application.

** Additional \$750 fee to be paid directly to the Agricultural Land Commission if District of Lantzville Council approves the application.

***If request does not proceed to a public hearing, \$2,000 will be returned to the applicant.

Legal Fees:

- a) Legal Fees will be charged back to the applicant:

Where legal documents are required as part of the processing of an application and it is determined by the Chief Administrative Officer (CAO) to be beyond the capacity of District staff.

Where required under this Schedule 'A' of this bylaw legal fees are to be charged back to an applicant, the applicant must pay the fees prior to the processing of the application being completed.

Consultant Fees:

- b) Consultant Fees will be charged back to the applicant:

- i. Where an applicant wishes a file to be expedited beyond that of the District's

current resources and the District, at its option and in consultation with the applicant, hires a Consultant for this purpose; or

- ii. Where, in the opinion of the CAO, it is prudent to retain a qualified professional for the purpose of responding to information submitted to the District; or
- iii. Where, in the opinion of the CAO, the application requires evaluation by a professional that is not on municipal staff.

The applicant will be required to deposit sufficient funds, where under this Schedule 'A' consultant fees are required to be charged back to an applicant. The applicant must deposit with the District an amount equal to 100 percent of the estimated costs for services provided by the Consultant, prior to further processing of the application. The balance of the fees, if any, based on the actual cost, must be paid prior to the application process being completed.

6. **BUILDING PERMITS**

Plan Application Fee (all Simple and Complex Buildings): **\$150.00**

Simple Building:

• Duplex	\$5,000.00
• House	\$4,000.00
• House (Manufactured Home)	\$1,500.00
• Carriage House (new construction)	\$3,500.00
• Carriage House (conversion of existing building)	\$3,000.00
• Addition > 50 m ² gross floor area	\$3,000.00
• Addition ≤ 50 m ² gross floor area	\$1,500.00
• Secondary Building	\$2,000.00
• Structural Alteration	\$2,000.00
• Conversion to Secondary Suite	\$1,500.00
• Commercial, Industrial, Institutional, or Multi-Unit Buildings (excluding Duplex) that do not meet the definition of Complex Buildings including New	\$5,000.00 or 0.6% of the value of construction*, whichever is higher**

Construction, Alterations, or Additions

Complex Building:

- New Construction, Alterations or Additions

0.6% of the value of construction*

**

** Value of construction may be measured using the Marshall & Swift Valuation Service, Statistics Canada Construction Price Indexes, Professional Appraisal, or an estimate made by the Architect or Contractor designing the building.*

***Affordable Housing, including subsidized housing, below-market rental housing, and co-operative housing, and Seniors Care Facilities have a Building Permit cost of 0.25% of the value of construction.*

Additional Inspections, Extensions, and Amendments:

- Additional Inspection (Due to Failed Inspection) \$500.00
- Building Permit Extension \$500.00
- Building Permit Amendment \$250.00

**If the Building Permit application is cancelled prior to the written request for the first inspection, the fee will be refunded, less \$500 which will be retained by the Municipality."*

7. **OTHER SERVICES**

- Discharge of Notice of Bylaw Contravention Title Registration \$500
- Huddlestone Park Booking Fee \$20.00/booking
- Memorial Park Bench Installation \$2,500.00/bench
- Memorial Tree Installation with plaque (tree provided by donor) \$300.00/tree installed
- Paid Fire Department Callout \$400.00/hr per fire engine
- Special or Custom Work or Service:
For any custom work or service not specified in another District bylaw, the District may impose an additional fee equal to the costs incurred by the District to provide that work or service, plus an additional charge of 18% thereof. Labour costs for District Staff time would be charged at the following rates:
 - Managerial Staff \$60.00 per hour
 - Public Works Employees \$33.00 per hour
 - Administrative Staff \$31.00 per hour

8. LATE PENALTIES

Late payment penalties must be added to all fees that remain unpaid after their due dates as follows:

- a) ten (10) percent on unpaid water, sewer, garbage, food waste, and recyclables fees,
- b) one percent per month, compounded simply, on all other fees.

Despite the foregoing, the ten (10) percent penalty shall not be imposed under paragraph (a) of this Section on unpaid water, sewer, garbage, food waste, and recyclables fees for the first two quarterly billing periods in the calendar year 2020, being those from January 1, 2020 to March 31, 2020, and from April 1, 2020 through June 30, 2020.

9. APPLICATION OF PAYMENTS RECEIVED

Payments received will be applied to the oldest outstanding account balances first.

10. TAXES

Except where noted, all fees in this bylaw exclude provincial and federal taxes, which will be charged as applicable.

11. SEVERABILITY

If any provision of this bylaw is, for any reason, found invalid by a court of competent jurisdiction, the provision must be severed and the remainder of the bylaw left valid and enforceable

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: January 8, 2025

SUBJECT: Official Community Plan Update Work Plan

PURPOSE

To provide Council with a work plan for updating the Official Community Plan and Zoning Bylaw as required by Provincial legislation.

RECOMMENDATION

1. **THAT** Council directs Staff to proceed with implementing the work plan as identified in the staff report dated January 8th, 2025.

ALTERNATIVES AND IMPLICATIONS

1. Defeat the motions.

Implications: Provincial law requires that the District updates the Official Community Plan (OCP) and Zoning Bylaw to incorporate housing needs by December 31, 2025. The Province has indicated that municipalities that do not meet the minimum standards as outlined in the legislation and regulations will be subject to ministerial orders that will be legally binding.

2. Amend the motions.

When the motion is on the floor, 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.

Implications: The implications are unknown until the amendments are known. Provincial law requires that the District updates their Official Community Plan (OCP) and Zoning Bylaw to incorporate housing needs by December 31, 2025.

BACKGROUND/RELEVANT HISTORY

The Province of British Columbia passed several housing related bills in the fall 2023 session of the Legislature, including Bill 44 – *Housing Statutes (Residential Development) Amendment Act*.

These Acts received Royal Assent by November 30th, and regulations and policy manuals were published on December 7, 2023. The Minister of Housing sent a letter to the Mayor dated December 8th 2023 outlining the legislative changes, which was included in a staff report for the January 24th 2024 Regular Council meeting.

Bill 44 – *Housing Statutes (Residential Development) Amendment Act*

Bill 44 made several changes for a more proactive approach to land use planning. There is a new requirement to update a Housing Needs Report (HNR) following provincial regulations to better understand the current and anticipated housing needs in the community. Following the updated HNR, updates to the Official Community Plan (OCP) and Zoning Bylaw are required to incorporate the number of housing units identified into local planning documents. The HNR is required to be completed by January 1, 2025, and the updates to the OCP and Zoning Bylaw are required to be completed by December 31, 2025.

Legislative requirements for the HNR and subsequent updates to the Official Community Plan and Zoning Bylaw can be found in Bill 44, *Housing Statutes (Residential Development) Amendment Act, 2023* and Order-in-Council 205 and 353. Regulations were published in June 2024, and staff collaborated with the Regional District of Nanaimo (RDN) since they coordinated the 2020 Regional HNR for the District of Lantzville.

The RDN retained consulting firm Deloitte to produce a Housing Needs Report for the RDN, and offered to include municipalities in their contract, since the analysis is required to be done at a regional level as well. The Lantzville HNR was reviewed at the December 4th regular meeting of Council and subsequently sent to the Ministry of Housing and published on the District's website.

At the December 4th, 2024 regular meeting of Council the following motion was passed:

THAT Council directs Staff to prepare a work plan and report for required amendments to the Official Community Plan and Zoning Bylaw to comply with *Local Government Act* for Council's consideration.

ATTACHMENTS

N/A

ANALYSIS/RATIONALE

Amendments and an update to the OCP will be required to align with the Zoning Bylaw amendments passed in June 2024 to implement Small Scale Multi Unit Housing requirements (Bylaw 369, 2024).

The Province requires OCPs to be updated by December 31, 2025. Local governments that do not comply with the requirements by the deadline may be subject to a ministerial order.

The HNR prepared by Deloitte which was presented at the December 4th regular Council meeting comprehensively reviewed the required legislated items, methodology, and gives a detailed description of the housing needs results. The total housing need is broken down into 5-year and 20-year requirements (Table 2 below).

Interim HNR Calculations

Table 2: Total local housing need for Lantzville		
Component	5-year need	20-year need
A Extreme Core Housing Need	9	36
B Persons Experiencing Homelessness	11	22
C Suppressed Household Formation	20	78
D Household Projections	194	497
E Rental Vacancy Rate Adjustment	0	1
F Additional Housing Demand	52	206
Total housing need	286	840

Staff are proposing a multi-phase project that would involve staff background work, public engagement (including Committee of the Whole meetings, drop-in public information sessions, and community events), and Council review and approval.

Project Schedule and Milestones							
Q1 – Jan. to March		Q2 – April to June		Q3 – July to Sept.		Q4 – Oct. to Dec.	
Background work							
	Background report to COTW meeting						
Public Engagement Opportunities and Events							
		Summer Students (May 1 to Aug. 31)					
				Publish findings and public feedback			
					September COTW meeting		
					Refine and finalize amendments		
						Public Hearing and passage of amending bylaws	
							Advise Province of compliance

Background Work: Staff will review the goals and sections of the Official Plan that relate to housing, and identify potential amendments.

Background Report to Committee of the Whole: Staff will present findings of the review and high-level possible amendments for Council’s consideration. Direction will be sought to refine the project with Council’s input.

Public Engagement Events: In addition to regular Council and Committee of the Whole meetings, staff will schedule a series of information meetings, tables at community events (Minetown Days), seminars / webinars, and website surveys in order to collect feedback and suggestions. The two summer students identified in the budget will assist in these events.

Publish Findings and Public Feedback: Staff will publish a public engagement report identifying the events and outlining the feedback received, with potential amendments identified to incorporate feedback for consideration at the September Committee of the Whole meeting.

Refine and Finalize Amendments: Staff will draft and publish the amending bylaws based on feedback from the public and direction from the September Committee of the Whole meeting.

Public Hearing and Passage of Bylaws: The standard bylaw amendment process applies to OCP and Zoning Bylaws, including first and second readings, a Public Hearing, third reading, and adoption.

Advise Province of compliance: After adoption of the bylaw(s), staff will advise the Ministry of House and Municipal Affairs of their passage and ensure that the District meets the applicable deadline.

Communication strategies include the development of a project page on the District website, website surveys, use of the community update newsletter, and District social media accounts to raise awareness of the project in the community. Advertising the Public Hearing will also involve notices in the local newspaper as per our usual process.

Next Steps

Staff will prepare a draft of the required amendments to the OCP and Zoning Bylaw that need to be completed prior to December 31st, 2025, and bring them to a spring Committee of the Whole meeting for Council input.

Financial/Budget Implications

On December 21, 2023, the District received a letter from the Ministry of Housing detailing the capacity funding to assist in implementing recent legislative changes. The District of Lantzville received \$167,793 from the Province in early 2024.

Council has allocated up to \$60,000 towards updating the Development Cost Charge Bylaw and up to \$75,000 towards retaining a consultant to prepare a background report and Amenity Cost Charge (ACC) bylaw to collect amenity contributions from development that does not require a rezoning. A report on a potential ACC bylaw will be coming to a future meeting of Council in spring 2025, along with a summary of capacity grant fund spending (incurred and projected). The intent is to use all of the capacity grant funding by the end of 2025, as stipulated by the Province.

Two summer students are proposed as part of the operating spending packages in the 2025 budget:

- One Policy Planning Student to assist with the OCP review, including assisting with drafting amendments and public engagement efforts.
- One Parks Planning Student to assist with updating the Parks, Trails, and Recreation Plan and Trails and Journeyways Strategy, and assisting with public engagement for the OCP review.

These two positions will cost approximately \$17,686 each and are proposed to be paid out of the Ministry of Housing capacity funding.

CONCLUSION

Staff recommend that the proposed motion be approved to direct Staff to begin working on the required OCP and Zoning Bylaw updates.

Prepared by:



George Robinson
Director of Planning and Community Services

Date: January 8, 2025

Approved for submission to Council:



Sundance Topham
Interim CAO

Date: January 8, 2025

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	January 8, 2025	

File Number:

Location: T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025\2025 01 08 Regular\OCP Update Work Plan Report\01 08 2024 OCP Update Work Plan.docx

District of Lantzville

CHIEF ADMINISTRATIVE OFFICER

REPORT TO COUNCIL

Meeting Date: January 8, 2025

SUBJECT: January Management Update

PURPOSE

To provide Council with an update on activities undertaken by the various Lantzville departments.

RECOMMENDATIONS

This report titled January Management Update is to update Council on the activities undertaken by various Lantzville departments. No motions are required at this time.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

N/A

BACKGROUND/RELEVANT HISTORY

A fulsome update on current projects was provided to Council at the December 4th Council meeting. This monthly update represents an overview of the key work undertaken by staff in December and is meant to highlight priority projects that are underway, as well as to provide a preview of items that might be coming up.

ATTACHMENTS

N/A

ANALYSIS/RATIONALE

CHIEF ADMINISTRATIVE OFFICER

In December a major focus was on continuing to get a better understanding of the organization, both in terms of our internal structures, policies and procedures and external relationships, as well as attempting to do a deep dive on important District initiatives.

Some of the key areas that I worked on over the past month include the following:

- **Onboarding Meetings**
Finalized onboarding meetings with Council and staff, including a tour of the Fire Hall.
- **Water Information**
Spent a significant amount of time learning about the municipal water system, including a tour of our facilities, well fields and reservoirs, and participation in a meeting with Provincial officials to get a better sense as to our history of water licencing. I also had discussions with the municipal engineer in relation to the history of water in Lantzville, and potential upgrades on the horizon. I also started looking into the Lantzville/Nanaimo Water Agreement in more detail.
- **Land Use + Development**
Together with the Director of Planning I met with the proponents from Lantzville Properties to discuss their land holdings in the area, and I have been in communication with the owner of the Foothills development regarding a tour in the new year. I also assisted with a number of other ongoing developments including the Harwood subdivision and Coastline development.
- **Human Resources**
Assisted with the hiring process for the new Director of Financial Services. The successful candidate is Robert Rodvik, who will be starting at the District the beginning of January.
- **Winds Grant**
Initial discussions with Provincial representatives to discuss next steps for the project.
- **External + Community Relations**
Met with the CEO from Nanoose Economic Development to discuss items of mutual interest. I also met with residents in relation to the Lavender Road Beach End and the Winds Grant.

FINANCE

- **Interim Audit**
Participated in the 2024 interim audit which included providing the auditors with various updated process documents and providing payroll and accounts payables samples to the auditors for their review.
- **Investment Process Review + Changes**
Implemented new investment process to maximize interest earnings whereby all excess funds are now invested in a high interest saving account (HISA) and transferred back into the bank as needed for cashflow purposes. This included projecting the District's cash flow needs.
- **2024-2029 Financial Plan**
Finalized next budget report for discussion on January 15th, 2025 which included analyzing reserves, reserve levels and capital spending and creating a model for

projecting individual reserve fund balances based on changes to the financial plan. As part of the report, completed reserve and surplus policy and as a follow up drafted related reserve fund establishment, transfer and repealing bylaws. The policy will be presented at the January 15th budget meeting and the bylaws are due to go forward on January 22nd, 2025.

- **Year End**

Reviewed and documented year-end processes including mapping out the timelines to complete tasks, creating deadlines and assigning staff for each task, and began various year-end reconciliations to get a head start on year-end.

- **Fire Department Remuneration**

Completed annual volunteer Fire Department payroll (honorariums) including streamlining the entire process to ensure accuracy and efficiency in the future.

- **Human Resources**

Conducted interviews and finalized the hiring of new accounting clerk, and undertook the onboarding process. Prepared for onboarding the new Director of Financial Services

PUBLIC WORKS

- **Service Requests**

Number of Service Requests year to date – 84. 77 have been completed with seven pending.

- **Roads**

We've been working on completing the Request For Proposals (RFP) process for a new Roads Maintenance Contract. A report will come to Council in the new year.

Completed the removal of brambles, wooden stairs at Lavender Beach End, as per Council's motion.

Dickinson Road Culvert Replacement notice of award has been issued. Working with Koers to complete the contract documents for signatures.

We have met with a local resident regarding ongoing drainage issues on Rumming Road. We are investigating a possible solution, but the investigation is complicated in part due to jurisdictional issues. Part of the process requires confirmation of property (ROW) with MOTI.

Completed a site investigation of the Alger culvert complaint/concern we'll respond shortly.

Development

Completed engineering comments on the CoastLine Station development, developer's consultant are updating the drawing/design.

Completed agreement with McElhanney to carry out the Harwood subdivision Traffic Impact Assessment (TIA). I have also been in communication with the Harwood subdivision development consultant to ensure he is updated.

Water

Received a draft report from Koers on the water study that investigated potential number of new connections available in Lantzville, pending review and comments.

Parks and Trails

We continue to work on getting Pierce Woods Marine Park open. Coordinating Corporate Administration on communication strategy for the soft opening, with tentative plans for a more formal opening ceremony in the spring.

Financial

Continue to work with Finance on the 2025-29 Financial Plan.

Studies and By-laws

Received a draft Development Cost Charge (DCC) report from Koers. Subdivision and Servicing By-law update targeted for 1st or 2nd Quarter 2025.

Facilities

Completed the scope requirements for a consultant to carry out the assessment for Community Use Building B (Church).

CORPORATE ADMINISTRATION

- **Meeting Management**

Administration has concluded the contract for external technical support at our Council meetings, and those services will now be provided by our staff. Training has been provided, and the change will be effective in January.

Automation of the agenda management process will be enhanced by implementation of eScribe meeting management software. The process will be initiated in January, and training will be provided to staff and Council as part of the introduction of this software. It will enable much more consistency in our agenda production routines, and the services available to Council will be improved.

- **Human Resources**

Administration supported the hiring of the new Director of Financial Services as well as refilling three other vacancies of our administrative staff. The onboarding of this entire group will continue through January. Retention strategies will be very important to ensure stability in our workforce to enable achievement of strategic initiatives.

The health and safety program will be a focus in January. A safety committee needs to be established, and required training needs to be scheduled to ensure compliance with the legal requirements per WorkSafeBC.

- **Communications**

Administration will be supporting Finance with respect to public input for the 2025 – 2029 Financial Plan.

Events for the opening of Pierce Woods Marine Park and the completion of the Village Core project will be reviewed in January to plan timing of events later in the year.

- **Costin Hall administration**

An assessment of the operating costs for 2024 will be completed so that a report can be provided to Council in January 2025 regarding the ongoing management of Costin Hall and rate adjustments can be considered to balance revenue and expenses for the facility.

PLANNING + COMMUNITY SERVICES

- **Planning**

We've been working on a number of Council reports for items in the first half of 2025, including Council-initiated Official Community Plan (OCP) and Zoning Bylaw Amendments which will be coming to a public hearing at the January 22nd regular meeting.

Background work with Koers has progressed on the Development Cost Charges background study. We remain on target to bring a report to Council in the first half of 2025.

- **Bylaw Enforcement**

Staff and our contractor have been working on clearing the case backlog for 2024, in order to be able to continue to address complaints in a timely manner.

We published our Request for Proposals (RFP) for a contract Bylaw Enforcement officer which closed January 3rd. The RFP was published on BCBids, CivicInfo, and our website.

- **Building Inspection**

Legislative changes to the building code in 2024 have resulted in some minor changes needed to our Building Bylaw. Staff will be bringing a report to Council in quarter one.

- **Parks**

Stevens Place park rezoning final adoption at the January 8th Council meeting.

Future Old Growth (FOG) rezoning report scheduled for the February 26th Council meeting.

Staff have been working on memorial bench and tree requests, and hope to bring a revised policy to a Committee of the Whole meeting in quarter two.

FIRE DEPARTMENT

- **Community Events and Outreach**

December included the annual food drive, the Santa Parade and the annual fire department awards night.

- **Fleet + Equipment**

Spent time getting the new ladder truck into condition to start training on. This includes working with the officers of the department to come up with a training plan. We also spent time coordinating the components for the new duty truck.

Worked with Finance to update the Fire Department asset list.

- **New Member Recruitment**

Recruitment efforts took place for new members for the Lantzville Fire Department. We had a total of 14 applicants for five open spots. Of the 14 applicants, 12 live in Lantzville, and interviews and tryouts took place throughout the month of December.

- **Facilities**

Hooked up power to the sign in front of the fire hall.

1. **Strategic Plan Objectives**

The work being undertaken touches on a number of Council strategic priorities.

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

N/A

3. **Resources**

N/A

4. **Financial/Budget Implications**

N/A

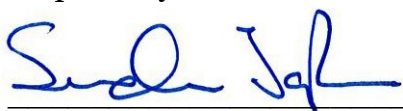
5. **Sustainability Implications**

N/A

CONCLUSION

For information.

Prepared by:



Sundance Topham
Interim CAO

Date: January 2, 2025

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	December 4, 2024	

File Number:

Location: T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2024\2024-12-04 Regular Council Meeting\

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: January 8, 2025

SUBJECT: Annual Report on Planning and Community Services

PURPOSE

To provide Council with an annual report on planning applications, Business Licences, Building Permits, Bylaw Enforcement, and Animal Control for 2024.

RECOMMENDATIONS

This report titled Annual Report on Planning and Community Services is to update Council regarding the 2024 Planning and Community Services department. No motions are required at this time.

ALTERNATIVES AND IMPLICATIONS

Nil.

BACKGROUND/RELEVANT HISTORY

Following on the formation and deliberation of the Financial Plan in Fall 2024, Administration has compiled statistics and relevant information for the areas that fall within the purview of the Director of Planning and Community Services.

ATTACHMENT(S)

Nil.

ANALYSIS/RATIONALE

Planning:

The District of Lantzville provides application review services for a number of different types of planning applications as required under the *Local Government Act*.

In 2024 the application breakdown was as follows:

Application Type	Number of Pre-app consults	Number of Applications	Applications Approved	Applications Withdrawn	Applications Missing Info	Notes
Agricultural Land Commission	0	0	0	0	0	
Board of Variance	0	0	0	0	0	

Development Permit	12	8	7	0	1	
Development Variance Permit	4	4	3	1	0	
Subdivision	6	5	2 (Approval denotes a Preliminary Subdivision Review (PSR) issued)	0	3	
Temporary Use Permit	0	0	0	0	0	
Rezoning	2	2	0	0	1	1 in queue for 2025
Total		19	12	1	5	

Business Licences

A Business Licence issued by the District of Lantzville is required prior to operating a business in Lantzville in accordance with “District of Lantzville Business Licence Bylaw No. 167, 2021”.

In 2024, there were a total of 84 new Business Licences issued, and 105 renewals (as of the date of publishing this report).

Building Permits:

The District of Lantzville provides Building Permit application, review, and inspection services to ensure new construction follows applicable provincial building codes and “District of Lantzville Building Bylaw No. 182, 2020”.

In 2024 the Building Permit application breakdown was as follows:

Building Permit Type	Number of Applications
New Houses - Single Family Dwelling	16
Carriage Houses/Suites	8
Additions/Renovations	13
Commercial / Industrial	3
Other	3
Total	43

Related to these permits, there were 155 inspections and 2 stop work orders issued. Building Code plan review and field inspections are provided by a contract Building Official.

Bylaw Enforcement:

The District of Lantzville receives bylaw complaints from residents and assigns them to our contracted Bylaw Enforcement Officer. The following is a breakdown of the types and number of bylaw files:

Bylaws	Number of complaints
Building Bylaw No. 182, 2020	3
Business Licence Bylaw No. 167, 2021	0
Good Neighbour Bylaw No. 200, 2021	18
Traffic & Parking Bylaw No. 28, 2004	6
Other Right-of Way complaints	6
Tree Protection Bylaw No. 358, 2024	0
Water System Bylaw No. 140, 2018	0
Zoning Bylaw No. 180, 2020	11
Stormwater Bylaw No. 337, 2023	1
Development with no Development Permit (Bylaw 150, 2019)	2
Water conservation complaints	1
Total	48

Animal Control:

The District of Lantzville has a contract with Coastal Animal Control Services of BC Ltd for enforcement of the animal control bylaw and providing animal shelter spaces for animals impounded from Lantzville. This contractor also provides animal control services for a number of other regional municipalities. Coastal Animal Control Services responds to complaints from residents and patrols District parks and roads as needed.

Type of Service Call	Number of complaints
Aggressive dog	3
Dog At Large	13
Confined	4
Livestock / other	0
Total	20

Financial/Budget Implications

Planning applications, building permits, and business licences have application fees associated with them. When new development occurs, applicants pay Development Cost Charges (DCCs) and Community Amenity Contributions (CACs). These items are reported in the financial plan, there are no changes to the financial plan resulting from this report.

CONCLUSION

Planning, Building, and Bylaw Enforcement are core functions of municipal government so it is important to understand the volume and types of applications and complaints received.

Prepared by:



George Robinson
Director of Planning and Community Services

Approved for submission to Council:



Sundance Topham
Interim CAO

Date: January 8, 2025

Date: January 8, 2025

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	January 8, 2024	

File Number:

Location: T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025\2025 01 08 Regular\2025 01 08 - Annual Report on Planning and Community Services.docx

Schedule A

Proposed Terms of Reference for a new Design Select Committee

1. Committee Purpose

1.1. The purpose of the Design Select Committee is to:

- Create designs solely for projects referred by Council, vet proposed designs of projects referred by Council, consider public input regards desired features of a project, produce professional design renderings for Council consideration.
- Provide Council with advice, professional design renderings and recommendations solely on matters referred to the Committee by Council.
- Have the design consultant provide guidance in the process of implementing the design.

2. Duties

2.1. Create designs for projects referred by Council, vet proposed designs of projects referred by Council, consider public input regards desired features, have the design consultant produce professional design renderings.

2.2. Consider staff concerns and liability issues in designs.

3. Membership and Term

3.1. The Committee is comprised of five (5) voting members appointed by Council, as follows:

- One (1) voting member of Council and an alternate to attend if the appointed member of Council is absent.
- Three (3) voting members at large, who shall be residents of the District of Lantzville.
- One (1) voting Design Consultant and their budget, both to be approved by Council.

3.2. One non voting staff member appointed by the Chief Administrative Officer as the Staff Liaison.

3.3. The member of Council appointed to the Committee or their Alternate shall reside as Chairperson.

3.4. All members at large of the Committee shall serve a three-year term effective from the date appointed by Council to December 31st of the third year of their term.

4. Operations of the Committee

4.1. Meeting Schedule

4.1.1. The Committee shall meet only as required by their assigned task with meeting dates to be determined at the first meeting dealing with that task.

4.1.2. Committee meetings will commence at 6:00 pm in the District Council Chambers. The Committee may, by unanimous consent of all members of the Committee, choose an alternate meeting start time during the term of the Committee. When the Committee term has ended, or if Council is filling a vacancy on the Committee, the meeting start time will revert to 6:00 pm.

4.1.3. The order of business will be as established by the Chairperson and Staff Liaison.

4.2 Annual Budget

4.2.1. The Committee shall annually prepare a five-year financial plan for capital and operating expenditures and revenues. The five-year financial plan is to be submitted to the Director of Financial Services for inclusion in the District's annual financial plan no later than September 1st each year.

4.2.2. The procedures for revenue collection and expenditures shall be as directed by the Director of Financial Services.

4.3. Minutes and Agendas

4.3.1. Agendas will be prepared and distributed to the Committee members by the Staff Liaison at least three days prior to the Committee meeting.

4.3.2. A Committee Staff Liaison will take minutes as directed by the Director of Corporate Administration. Draft minutes will be placed on the next Committee meeting agenda. Once Committee minutes are adopted they will be placed on the next Council meeting agenda for receipt.

4.3.3. Any recommendations requiring Council approval will be submitted to Council in the report/recommendation format prepared by the Staff Liaison.

4.4. Procedure

4.4.1. The Committee rules of procedure will be those set out in the Council Procedure Bylaw.

4.5. Scope

4.5.1. The Committee will only consider matters referred to it by Council, and the Chief Administrative Officer.

4.6. Time Limits

4.6.1. Committee meetings shall not exceed three hours in duration, unless the time is extended by unanimous vote of the Committee.

5. Authority

5.3. The Committee does not have the authority to financially encumber Council in any way beyond that which is approved annually in the District's budget.

5.4. The Committee does not have the authority to directly change bylaws or policies.

5.5. The Committee does not have the authority to direct the work of staff.