

District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, May 14, 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

1-5

2. ADOPTION OF AGENDA

THAT the May 14, 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

THAT the recommendations listed for items 4a) to 4g) in the Consent Agenda be approved.

6-7

a) THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7131 Peterson Road) Bylaw No. 402, 2025” be adopted.

8-10

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

11-13

c) THAT the March 13, 2025, Parks and Trails Select Committee meeting minutes be received, as presented

14-17

d) THAT the April 9, 2025, Special Council meeting minutes be approved, as presented.

18-19

e) THAT the April 16, 2025, Committee of the Whole meeting minutes be approved, as presented.

20-21

f) THAT the April 16, 2025, Special Council meeting minutes be approved, as presented.

22-26

g) THAT the April 23, 2025, Regular Council meeting minutes be approved, as presented.

END OF CONSENT AGENDA

5. CORRESPONDENCE

- 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

27-31

- a) **Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025**
[Delcy Wells, Director of Corporate Administration]

THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025” be given first reading.

THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025” be given second reading.

THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025” be given third reading.

32-79

- b) **District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025**
[Glenn Morphy, Director of Public Works]

THAT “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” be given first reading.

THAT “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” be given second reading.

THAT “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” be given third reading.

8. UNFINISHED BUSINESS

9. COMMITTEE/COMMISSION RECOMMENDATIONS

10. NEW BUSINESS

- 80-87 a) **May Management Report**
[Sundance Topham, Interim Chief Administrative Officer]
- THAT Council receive the “May Management Report” for information.
- 88-119 b) **Community Use Building B – Facility Condition Assessment Report**
[Glenn Morphy, Director of Public Works]
- THAT Council receive the “Community Use Building B – Facility Condition Assessment Report” for information.
- 120-126 c) **Lantzville Road Pathway Design**
[Glenn Morphy, Director of Public Works]
- THAT Council approve the attached concept drawings for the Lantzville Road Pathway from Huddlestone Road to Tweedhope Road including proposed changes to the Costin Hall parking lot and pedestrian crossing, as presented in the May 14, 2025, agenda.
- 127-188 d) **Harby Road Wellfield -Historical Withdrawal & Production Capacity Review Report**
[Glenn Morphy, Director of Public Works]
- THAT Council receive the Harby Road Wellfield - Historical Withdrawal & Production capacity Review Report, as presented in the May 14, 2025, agenda.
- THAT Council direct staff to initiate a Request for Proposals (RFP) process to engage a hydrogeologist to review the Year 2017 Wellfield Capacity Rating calculations and assess what impact the lower groundwater levels experienced in 2020, 2021 and 2022, and the pumping conditions experienced during the summer of 2023 may have on the Capacity Rating Calculation, and to bring the proposed budget required to undertake the study to a future Council meeting for consideration of a potential budget amendment.
- 189-191 e) **Water Connections and Water Distributions**
[Councillor Savage]
1. THAT Council directs staff to amend Policy No. 3007-4 Water Connection Priorities Policy as follows:
- a) in Priority 1 after the word house insert “with no water connection that request a water connection or”;
- b) insert at the end of the document “All requests or applications for water connections for new homes require the approval of Council at its sole discretion.”
- AND FURTHER, THAT Council direct staff to amend any other documents as required to align with this policy.
2. THAT Council directs staff to amend Bylaw No, 175, 2020 in Section 4 Standards For Water Distribution Systems, in section 4.1 as follows:
- a) strike “shall” and insert “may”;
- b) strike “the Municipality” and insert “Council at its sole discretion”
- c) after “Director of Public Works” insert “regards technicalities”
- AND FURTHER, THAT Council direct staff to amend any other documents as required to align with this policy.

192-196

- g) **UBCM Next Generation 911 – Grant Application 2025**
[Neil Rukus, Fire Chief]

THAT Council approves the Regional District of Nanaimo to apply for, manage, administer and be the recipient for all the grant funds on behalf of the District of Lantzville for the 2025 grant application to the Union of British Columbia Municipalities for the Next Generation 911 funding stream

197-198

- h) **North Road Capital Budget**
[Julia Seppola, Director of Finance]

THAT the District of Lantzville's 2025 capital budget and related 2025 – 2029 Financial Plan be amended to include the North Road work at a cost of \$100,000 with funding coming from the Transportation Infrastructure Reserve.

- 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 (j) 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;
- (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;

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:

May 21, 2025 @ 6:00 pm – Committee of the Whole

May 21, 2025 @ 6:00 pm – Special Meeting of Council

(immediately following the Committee of the Whole meeting)

June 11, 2025 @ 6:00 pm – Regular Meeting of Council

**DISTRICT OF LANTZVILLE
BYLAW NO. 402, 2025**

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 (7131 Peterson Rd) Bylaw No. 402, 2025”.
2. Schedule ‘A’ of “District of Lantzville Zoning Bylaw No. 180, 2020” is hereby amended by re-classifying the land legally described as

“LOT A, DISTRICT LOT 54, NANOOSE DISTRICT, PLAN VIP58748”

from “Residential 1 (R1)” to “Residential 3 (R3)”, as shown on the map attached hereto as Schedule 1.

READ A FIRST TIME this 23rd day of April, 2025.

READ A SECOND TIME this 23rd day of April, 2025.

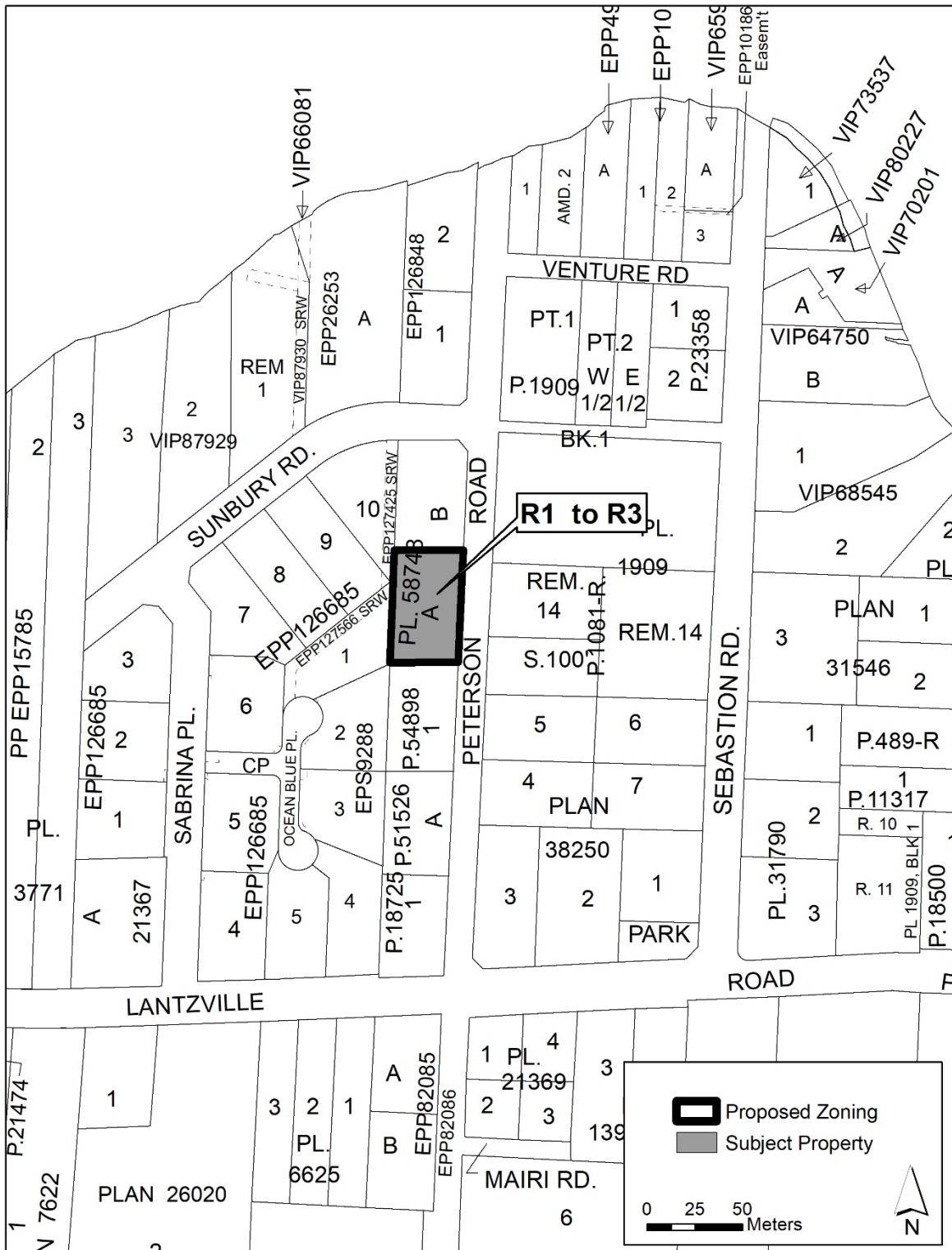
READ A THIRD TIME this 23rd day of April, 2025.

ADOPTED this 14th day of May, 2025.

Mark Swain, Mayor

Delcy Wells, Director of Corporate Administration

Schedule A to Bylaw 402, 2025



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 6th day of November, 2024.

Mayor Mark Swain, Chair

District of Lantzville

Minutes of the District of Lantzville Parks and Trails Select Committee Meeting held on Thursday, March 13, 2025, at 6:00 pm, in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

PRESENT: Members: Joan Jones, Member Councilor/Chairperson

Claire Belanger, Member at Large
Susan Cormie, Member at Large
Katrina Barnes, Member at Large
Becky Sanders, Member at Large
Valerie Jenkins, Member at Large
Cecil Baldry-White, Member at Large

Absent:

Matt Foster, Member at Large
John Dunn, Member at Large

1. CALL TO ORDER

The Chairperson, Councillor Joan Jones, called the meeting to order at 6:02 pm.

2. ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the March 13, 2025, meeting agenda be adopted, as presented.

CARRIED UNANIMOUSLY

3. PUBLIC INPUT PERIOD *(Persons recognized by the Chairperson to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless the Committee resolves otherwise), and are limited to providing comment regarding items listed on the Committee agenda for this meeting. **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.** - NIL*

4. APPROVAL OF THE MINUTES – Minutes presented at the meeting

MOVED AND SECONDED, THAT the minutes of the February 20, 2025, Parks and Trails Committee Meeting be approved, as presented.

CARRIED UNANIMOUSLY

5. BUSINESS ARISING – NIL

6. PRESENTATIONS, DELEGATIONS, PETITIONS – NIL

7. CORRESPONDENCE – NIL

**8. STATUS OF COMMITTEE RECOMMENDATIONS TO COUNCIL/
COUNCIL MOTIONS**

(1) Chairperson – Verbal and Written Reports

Chair updates to the committee:

1. Shale Rd work is in progress.
2. Recommendation to council for staff to clear the tennis court and surrounds was discussed at council and referred to Strategic Priorities. Note that this area is designated “Community Service Area”.
3. On March 12, 2025, Council passed the motion as amended to have the Parks and Trails Terms of Reference amended.

9. UNFINISHED BUSINESS

(1) Continue to focus on the Council motion dated March 20, 2024, as noted below:

THAT Council directs the Parks and Trails Committee to review the 2010 Lantzville Trails & Journeyways Strategy and the 2008 Parks and Trails Plan and provide recommended edits to Council.

This work continues under New Business.

10. NEW BUSINESS

(1) Discuss and plan updates to Map A: *Lantzville Trails & Journeyways Strategy*.

Ongoing work: updates presented for additional recommended edits to Map A. (Note: At a future date the updates should be logged and sent to the RDN.)

(2) Review updates to Section 3.4, Table 3 of the *Trails Lantzville Trails & Journeyways Strategy*.

- Joan agreed to draft an “index” - a live document using the revised format for Table 3 including P&T edits and new content.
- Katrina Barnes presented her google document for the committee for logging detailed information on the 39 pathways listed in Table 3 and the committees recommended new pathways.

11. INTRODUCTION OF LATE ITEMS -- NIL

12. PUBLIC CLARIFICATION/INPUT PERIOD *(Persons recognized by the Chairperson to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless the Committee resolves otherwise), are limited to asking clarification questions or providing comment regarding business discussed by the Committee at this meeting. **Comments or clarification questions must be directed to the Chair, are not to be directed to individual Committee members, staff or the audience and must not include personnel issues.***

13. MOTION TO CLOSE THE MEETING TO THE PUBLIC -- NIL

14. ADJOURNMENT

MOVED AND SECONDED THAT the Parks and Trails Select Committee meeting be adjourned.

The meeting was adjourned at 8:00 pm.

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, April 9, 2025, 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: Sundance Topham, Interim Chief Administrative Officer
George Robinson, Director of Planning
Glenn Morphy, Director of Public Works
Neil Rukus, Fire Chief
Delcy Wells, Director of Corporate Administration
Lindsay Lyons, Recording Secretary

**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 April 9, 2025, Regular Council meeting agenda be adopted as presented.
CARRIED UNANIMOUSLY

Councillor Mundell joined the meeting at 6:04 pm.

GENERAL MATTERS

Mayor and Council Verbal Updates - NIL

START OF CONSENT AGENDA

CONSENT AGENDA

MOVED AND SECONDED, THAT the March 19, 2025, Committee of the Whole meeting minutes be received, as presented.
CARRIED BY CONSENT

MOVED AND SECONDED, THAT the March 19, 2025, Special Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

MOVED AND SECONDED, THAT the March 26, 2025, Regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

MOVED AND SECONDED, THAT “District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025” be adopted.

CARRIED BY CONSENT

MOVED AND SECONDED THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7096 McGill Road) Bylaw No. 401, 2025” be adopted.

CARRIED BY CONSENT

MOVED AND SECONDED THAT Council receive the attached Design Select Committee Terms of Reference

CARRIED BY CONSENT

MOVED AND SECONDED, THAT Council directs staff to present to Council the Official Community Plan Bylaw proposed amendments which are solely mandated by Provincial Legislation to incorporate in the District’s Housing Needs Report in the Official Community Plan and other Provincially mandated changes and housekeeping changes.

CARRIED BY CONSENT

MOVED AND SECONDED, THAT Council directs staff to exempt developments of 4 units or less from existing Village Form and Character Development Permit guidelines, and draft new Development Permit guidelines for Small Scale Multi Unit Housing for residential developments in established areas that include 4 units or less.

CARRIED BY CONSENT

MOVED AND SECONDED, THAT Council directs staff to proceed with community consultation as required in provincial legislation including a public hearing, two public open houses, and required notices in the District’s Community Update, and required notices in the newspaper and the website.

CARRIED BY CONSENT

MOVED AND SECONDED, THAT Council receive the attached Parks and Trails Select Committee Terms of Reference; AND FURTHER THAT Council directs staff to remove duties section 2.2 and renumber accordingly.

CARRIED UNANIMOUSLY

END OF CONSENT AGENDA

PUBLIC INPUT

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

NEW BUSINESS

April Management Update

A report was received outlining the activities undertaken by the various Lantzville departments.

Amendment to District of Lantzville Council Procedure Bylaw No. 141, 2020

MOVED AND SECONDED, Part 5, Section 18, Sub-section 5 of BYLAW NO. 141, 2020, be amended by striking “All submitted agenda items must be included on the agenda, unless legislatively improper”, and replacing it with “All submitted agenda items by members of Council must be included on the agenda under Notice of Motion, unless legislatively improper.”

DEFEATED

Code of Conduct for the Public Policy

MOVED AND SECONDED, THAT the following motion on the floor be referred to a future council meeting; AND FURTHER, THAT staff provide examples of what other municipalities are using and other relevant background information.

“THAT Council approves the Code of Conduct for the Public Policy, as presented in the Staff Report dated April 9, 2025.”

CARRIED UNANIMOUSLY

BC Active Transportation Plan

MOVED AND SECONDED, THAT Council directs staff to proceed with an RFP for the development of an Active Transportation Plan, AND FURTHER, THAT the District’s 2025 Financial plan be amended to include the Active Transportation Network Plan grant project at a cost of \$100,000, with 50% (\$50,000) of Provincial grant funding and 50% (\$50,000) of District funding, with the district’s funding share coming from the Community Works Reserve Fund.

CARRIED

Appointment of Bylaw Officer

MOVED AND SECONDED, THAT Council appoint Anthony James as the District of Lantzville’s Bylaw Enforcement Officer for the purposes of enforcing District of Lantzville bylaws in accordance with the *Community Charter* and the *Local Government Bylaw Notice Enforcement Act*.

CARRIED UNANIMOUSLY

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

MEETING CLOSED TO THE PUBLIC: 7:46 pm

MEETING REOPENED TO THE PUBLIC: 9:30 pm

ADJOURNMENT

MOVED and SECONDED, THAT the April 9, 2025, Regular Council meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:30 pm

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

Certified Correct:

Delcy Wells, Deputy Director of Corporate Administration

Confirmed this 23rd day of April, 2025.

Mark Swain, Mayor

Minutes of the Committee of the Whole Meeting of Council of the District of Lantzville held on Wednesday, April 16, 2025, 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: Delcy Wells, Director of Corporate Administration
Sundance Topham, Interim Chief Administrative Officer
George Robinson, Director of Planning and Community Services
Glenn Morphy, Director of Public Works
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 April 16, 2025, Committee of the Whole meeting agenda be adopted, as amended to move agenda item 5a to follow agenda item 5b.

CARRIED UNANIMOUSLY

CONSENT AGENDA

MOVED AND SECONDED, THAT the March 19, 2025, Committee of the Whole meeting minutes be approved, as presented.

CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

NEW BUSINESS

Water Supply and Distribution System Overview (Water 101)

MOVED AND SECONDED, THAT Committee of the Whole accepts the report titled Water Supply and Distribution System Overview (Water 101) as presented on April 16, 2025, agenda for information.

CARRIED UNANIMOUSLY

Proposed Amendments to Memorial Bench Policy No. 4002-2

MOVED AND SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to bring forward a draft amendment to Memorial Bench Policy No. 4002-2 to include the following locations for amenities:

- a) Pierce Woods Marine Park
- b) Suzanne Place right of way
- c) Stevens Place Park

AND FURTHER, THAT this policy state that new benches cannot violate any coastal or streamside protection requirements and that new benches not be placed within 15 metres of the natural boundary of the foreshore.

DEFEATED

THAT the Committee of the Whole recommends THAT Council instructs Staff to bring forward a draft amendment to Memorial Bench Policy No. 4002-2 to include the following locations for amenities:

- a) Pierce Woods Marine Park
- b) Suzanne Place right of way
- c) Stevens Place Park

DEFEATED

MOVED AND SECONDED, THAT the Committee of the Whole recommends THAT Council reaffirms the unanimously passed motion of November 20, 2024 (C24-342) allowing outstanding memorial bench location requests to come forward on a case-by-case basis; AND FURTHER, THAT the few outstanding memorial bench requests that were made before February 12, 2025, be brought forward to Council on a case-by-case basis for consideration of location approval.

CARRIED

ADJOURNMENT: 7:53 pm

Certified Correct:

Delcy Wells, Director of Corporate Administration

Confirmed this 14th day of May, 2025.

Mark Swain, Mayor

Minutes of the Special Meeting of Council of the District of Lantzville held on Wednesday, April 16, 2025, in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC, immediately following the April 16, 2025, Committee of the Whole meeting.

PRESENT:

Council: Mayor Mark Swain [departed at 8:50 pm]
Councillor Joan Jones
Councillor Jonathan Lerner
Councillor Rachelle Mundell
Councillor Ian Savage

Staff: Sundance Topham, Interim Chief Administrative Officer [departed at 7:54 pm]
Glenn Morphy, Director of Public Works [departed at 7:54 pm]
George Robinson, Director of Planning and Community Services [departed at 7:54 pm]
Delcy Wells, Director of Corporate Administration [departed at 7:54 pm]
Aria Long, Deputy Director of Corporate Administration [departed at 7:54 pm]

**participated electronically*

CALL TO ORDER

The Mayor called the meeting to order at 7:53 pm, and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the April 16, 2025, 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)(c), (d), and (j) of the Community Charter, for the purpose of considering:

- (c) labour relations or other employee relations;
- (d) the security of the property 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;

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 7:54 pm

MEETING REOPENED TO THE PUBLIC: 9:12 pm

ADJOURNMENT

MOVED and SECONDED, THAT the April 16, 2025, Special Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:13 pm

Certified Correct:

Delcy Wells, Director of Corporate Administration

Confirmed this 14th day of May, 2025.

Mark Swain, Mayor

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, April 23, 2025, 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* [Joined at 6:12 pm]
Councillor Rachelle Mundell
Councillor Ian Savage

Staff: George Robinson, Director of Planning
Glenn Morphy, Director of Public Works
Neil Rukus, Fire Chief
Julia Seppola, Director of Financial Services
Delcy Wells, Director of Corporate Administration
Aria Long, Deputy Director of Corporate Administration
Lindsay Lyons, Recording Secretary

**participated electronically*

CALL TO ORDER

The Mayor called the meeting to order at 6:10 pm, and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the April 23, 2025, Regular Council meeting agenda be adopted as amended regarding additional information for agenda item 7a and removal of agenda item 7e.

CARRIED UNANIMOUSLY

GENERAL MATTERS

Mayor and Council Verbal Updates – NIL?

Councillor Jones noted that the Easter egg hunt on Sunday was great, and thanked volunteers for putting on the event every year.

Councillor Lerner joined the meeting at 6:12 pm

Councillor Mundell appreciated the opportunity to attend the AVICC conference.

Councillor Lerner noted that Council and the public should be made aware that due to the tariff trade war, FCM UBCM and AVICC are pushing to receive infrastructure funding due to the analysis of the potential impact of tariffs and the reduction in GDP in BC and Canada. The proposed stimulus money for infrastructure projects would largely negate the tariff impacts.

Mayor Swain that the District will potentially be developing a pamphlet to place in the tax mailouts.

Director of Financial Services Appointment

MOVED AND SECONDED, THAT Council appoint Julia Seppola 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.

CARRIED UNANIMOUSLY

START OF CONSENT AGENDA

MOVED AND SECONDED, THAT Council reaffirms the unanimously passed motion of November 20, 2024 (C24-342) allowing outstanding memorial bench location requests to come forward on a case-by-case basis; AND FURTHER, THAT the few outstanding memorial bench requests that were made before February 12, 2025, be brought forward to Council on a case-by-case basis for consideration of location approval.

CARRIED UNANIMOUSLY

END OF CONSENT AGENDA

MOVED AND SECONDED, THAT the Quarterly Motion Tracker be received for information, as presented.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT Council accepts the report titled Water Supply and Distribution System Overview (Water 101) as presented on April 16, 2025, Committee of the Whole agenda to be received for information.

CARRIED UNANIMOUSLY

CORRESPONDENCE

PUBLIC INPUT

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

LEGISLATIVE MATTERS

District of Lantzville Zoning Bylaw No.180, 2020, Amendment (7131 Peterson Road) Bylaw No. 402, 2025

MOVED AND SECONDED THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7131 Peterson Road) Bylaw No. 402, 2025 be given first reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7131 Peterson Road) Bylaw No. 402, 2025 be given second reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED THAT “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7131 Peterson Road) Bylaw No. 402, 2025 be given third reading.

CARRIED UNANIMOUSLY

District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025

MOVED AND SECONDED, THAT “District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025” be given first reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT “District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025” be given second reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT “District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025” be given third reading.

CARRIED UNANIMOUSLY

District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025

MOVED AND SECONDED, THAT “District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025, be given first reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT “District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025, be given second reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT “District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025, be given third reading.

CARRIED UNANIMOUSLY

District of Lantzville Parcel Tax Bylaw No. 410, 2025

MOVED AND SECONDED, THAT “District of Lantzville Parcel Tax Bylaw No. 410, 2025” be given first reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT “District of Lantzville Parcel Tax Bylaw No. 410, 2025” be given second reading.

CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT “District of Lantzville Parcel Tax Bylaw No. 410, 2025” be given third reading.

CARRIED UNANIMOUSLY

NEW BUSINESS

Request from the Seaside Community Society for Minetown Day Logo Contest for 2025

MOVED AND SECONDED, THAT Council authorizes the Seaside Community Society to change the logo for Minetown Day in 2025.

CARRIED UNANIMOUSLY

Website Update

MOVED AND SECONDED, THAT Council receive the Website Update report as attached to the April 23, 2025, Council meeting agenda.

CARRIED UNANIMOUSLY

Traffic Impact Assessment – Harwood

MOVED AND SECONDED, THAT Council receive the Harwood at Aulds Intersections TIA report for information as attached to the April 23, 2025, Council meeting agenda.

CARRIED UNANIMOUSLY

Accessibility Advisory Statutory Committee Term Extension

MOVED AND SECONDED, THAT Council direct staff to extend the terms of the Accessibility Advisory Statutory Committee members at large from Dec.31, 2024 to September 30, 2026.

CARRIED UNANIMOUSLY

Parks and Trails Committee

MOVED AND SECONDED, THAT Council direct staff to amend the Terms of Reference regarding the Parks and Trails Select Committee membership from (8) eight members at large to (7) members at large.

CARRIED UNANIMOUSLY

INTRODUCTION OF LATE ITEMS

The Chair ruled that the reconsideration of the defeated matter “BC Active Transportation Plan” from the April 9, 2025, Regular Council meeting raised by two Council members was out of order as the matter has been acted upon by an officer and employee of Council.

Councillor Mundell challenged the Chair and the Chair was sustained.

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 (j) 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;
- (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;

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 7:21 pm

MEETING REOPENED TO THE PUBLIC: 9:05 pm

Resume 7:26

ADJOURNMENT

MOVED and SECONDED, THAT the April 23, 2025, Regular Council meeting be adjourned.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:05 pm

Certified Correct:

Delcy Wells, Deputy Director of Corporate Administration

Confirmed this 14th day of May, 2025.

Mark Swain, Mayor

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: May 14, 2025

SUBJECT: Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025

PURPOSE

To provide a Council Procedure Bylaw Amendment for Council consideration further to the Council motion made at the March 26, 2025, regular Council meeting to amend provisions regarding publication of the name and address of persons who submit correspondence or appear before Council pertaining to an item on a Council agenda.

RECOMMENDATIONS

1. THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025” be given first reading.
2. THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025” be given second reading.
3. THAT “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025” be given third reading.

ALTERNATIVES AND IMPLICATIONS

1. Take no action. Implications: Council can continue with the current Procedure Bylaw and make no amendments.
2. Take some action. Implications: Council can choose to implement some of the amendments if fewer changes are desired.
3. Other action, as instructed by Council. Implications cannot be determined until amendments or other action by Council are known.

BACKGROUND/RELEVANT HISTORY

The *Community Charter* (CC) requires Council to establish, by bylaw, the general procedures to be followed by Council and Council committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted, minute taking, providing advance notice to the public, designating an acting Mayor, meeting schedules, etc.

The current Procedure Bylaw, District of Lantzville Council Procedure Bylaw No. 141, was adopted in March 2020 and amended as follows:

April 2020	(housekeeping & electronic)
November 2020	(housekeeping & change meeting time to 6:00 pm Wednesday)
September 2021	(increase electronic meeting options)
December 2021	(Provincial Bill 10 electronic meeting options)
January 2023	(Committee of the Whole)
May 2023	(Social Media Use)

July 2023 (Electronic Attendance)
February 2024 (Agenda) and
April 2024 (Sections 6, 18, 19 and 38).

Staff undertook a legal review to ensure that any amendments to the Procedure Bylaw will be enforceable. While the current Procedure Bylaw does address this topic, the advice was to add provisions to make the rules surrounding the requirements clearer for the public as a best practice.

As a separate project, the handling of “other” correspondence sent to Council which is not specific to a meeting agenda is currently being researched and a future report addressing this process will be provided to Council as part of a Council Communications Policy. This report is only intended to address correspondence or presentations with respect to Council meetings.

ATTACHMENT

1. District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025.

ANALYSIS/RATIONALE

The attached bylaw provides amendments to the current Council Procedure Bylaw as desired by Council further to the motion passed at the March 26, 2025, Regular Council meeting:

MOVED AND SECONDED, THAT Council directs staff to write a report for Council’s consideration regarding returning to the District’s policy of 2023 regarding correspondence with the District of Lantzville, that the name and address of the sender is not redacted, pending legal advice.

Legal advice has been obtained, and this amendment addresses the above motion of Council by making it clear to the public that their name and address will be part of the public record when correspondence is submitted and/or when speaking at a public meeting.

The CC requires the municipality to publish notice of intended changes before Council amends, repeals or replaces its Procedure Bylaw. If Council gives Bylaw No. 409 the first three readings, the notice must then be published in two consecutive editions of the newspaper before the bylaw can be brought back before Council for adoption.

Per the above, it is anticipated that this bylaw will be presented to Council for adoption in June 2025. In the meantime, the names and addresses of any submissions related to a Council agenda will be included in the public record.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

N/A

3. Resources

Staff time to process the Bylaw and update the website, and advertising costs to publish notice prior to considering adoption.

4. Financial/Budget Implications

Expenses funded through existing Financial Plan operating accounts.

5. Sustainability Implications

There are no sustainability implications of the recommendation.

Prepared by:

Approved for submission to Council:



Delcy Wells
Director of Corporate Administration

Sundance Topham
Interim Chief Administrative Officer

Date: April 15, 2025

Date: April 15, 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	May 14, 2025	
Closed		
Special		

**DISTRICT OF LANTZVILLE
BYLAW NO. 409, 2025**

**A BYLAW TO AMEND
DISTRICT OF LANTZVILLE COUNCIL PROCEDURE BYLAW NO. 141, 2020**

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

1. District of Lantzville Council Procedure Bylaw No. 141, 2020, is hereby amended as follows:

a) In section 15, **MINUTES**:

i. by deleting Section 15(4) in its entirety.

b) In section 18, **AGENDA**:

i. by adding in Section 18(2) the words:

The Agenda will include the name and address provided by any submissions from members of the public.

c) In section 21, **PUBLIC INPUT**:

i. by adding Section 21(4) as follows:

Where a member of the public provides comments at a Council meeting, including an Electronic Meeting or Hybrid Meeting (excluding public hearing topics) or in writing, the name and address of the person(s) providing the Public Input must be included and will be made public and included as part of the Minutes for the meeting.

d) In section 22, **PUBLIC CLARIFICATION**:

i. by adding Section 22(2) as follows:

Where a member of the public provides comments at a Council meeting including an Electronic Meeting or Hybrid Meeting (excluding public hearing topics) or in writing, the name and address of the person(s) asking for the Public Clarification must be included and will be made public and included as part of the Minutes for the meeting.

e) In section 43, **PROCEDURE**:

i. by adding to Section 43(5) the following words:

The name and address of any persons who make a representation at a Public Hearing will be made public during the meeting and included as part of the Minutes for the meeting.

2. This Bylaw may be cited for all purposes as “District of Lantzville Council Procedure Bylaw No. 141, 2020, Amendment (Sections 15, 18, 21, 22 and 43) Bylaw No. 409, 2025”.

READ A FIRST TIME this 14th day of May, 2025.

READ A SECOND TIME this 14th day of May, 2025.

READ A THIRD TIME this 14th day of May, 2025.

ADOPTED this ____ day of _____, 2025.

Mark Swain,
Mayor

Delcy Wells,
Director of Corporate Administration

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: May 14, 2025

**SUBJECT: District of Lantzville Water System Bylaw No. 140, 2018,
Amendment (Schedule “C” Water Conservation Levels)
Bylaw No. 411, 2025**

PURPOSE

To provide Council with information regarding “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025,” which is proposed to align the District of Lantzville’s water restrictions with other water purveyors in the region.

RECOMMENDATION

THAT “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” be given first reading.

THAT “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” be given second reading.

THAT “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” be given third reading.

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.

2. AMEND THE BYLAW

When the following motion is on the floor:

THAT “District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” 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 Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025” be given second reading, as amended [*insert preceding amendment*].

The implications are unknown until the amendments are known. Staff will amend the Bylaw as directed by Council.

BACKGROUND/RELEVANT HISTORY

At the special Council meeting on September 11, 2024, Erica Forssman the Drinking Water & Watershed Protection Program Coordinator from the Regional District of Nanaimo (RDN) presented the Regional Outdoor Water Conservation Framework (see attachment 1) which included the following highlights:

- A regional service tasked with protecting fresh water with education, public outreach and policy advocacy
- The Regional District of Nanaimo (RDN) does not have a water supply issue, but has a water use issue
- The goal is to create consistently designed water restrictions and include all water purveyors in the region
- Wells are not currently included in the water conservation framework
- Watering of lawns is the largest issue regarding water use

ATTACHMENTS

1. Regional Outdoor Water Conservation Framework – presentation from the September 11, 2024 special meeting
2. Regional District of Nanaimo Water Use Regulation Bylaw amendment bylaw No. 1654.05
3. Existing District of Lantzville Water System Bylaw No. 140, 2018
4. District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Conservation Levels) Bylaw No. 411, 2025 (Proposed Schedule “C” inserted)

ANALYSIS/RATIONALE

Staff are following up from this delegation presentation under the “The goal is to create consistently designed water restrictions and include all water purveyors in the region” from the Background/Relevant History above.

Staff sit on the RDN’s “Regional Water Purveyors Committee” and were involved in developing a regional approach to water conservation and restrictions. The framework was created to help with consistency regarding defined watering restrictions stages to help minimize confusion and align the region’s communications. There was a comprehensive information session on each purveyor’s systems (completed at the April 16, 2025, Committee of Whole meeting).

The RDN have passed an amendment to the Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012 with the amending by-law as Bylaw 1654.05 (attachment 2) that supports the new approach.

Staff recommend that the District adopt and implement the new regional approach to water restrictions that was created in a collaborative process with all water purveyors in the RDN. Also, note the old “Water Restrictions Stages” has been renamed to “Water Conservation Levels”.

The next step is to amend the District of Lantzville’s Water System Bylaw No. 140, 2018 to merge into the regional wide approach that regulates water conservation levels that fall in line with the communication strategy. Staff have drafted an amended District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule “C” Water Restrictions Stages) Bylaw No. 411, 2025 (see attachment 4). For information staff provided the existing District of Lantzville Water System Bylaw No. 140, 2018 (see attachment 3).

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

Infrastructure Green and Grey – Ensure adequate water standard for municipal connections

2. Policy

N/A

3. Resources

Minimal due to the proposed communication strategy.

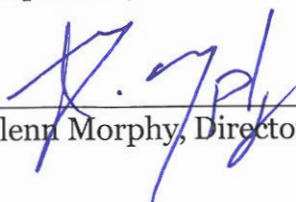
4. Financial/Budget Implications

N/A

5. Sustainability Implications

The amendment supports a new water conservation plan.

Prepared by:


Glenn Morphy, Director of Public Works

Date: May 14, 2025

Approved for submission to Council:


Sundance Topham, Chief Administrative Officer

Date: May 14, 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	May 14, 2025	
Closed (In-Camera)		

File Number: TBD

Location: "T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025\20250514 Regular\Water System Bylaw Amendment - Schedule C\2025 05 14 Water System Bylaw 140 Amendment Council Report.docx"

Regional Outdoor Water Conservation Framework

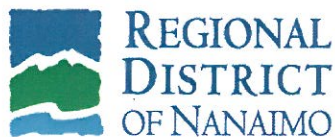
District of Lantzville Council – September 11, 2024

Erica Forssman

Program Coordinator for Drinking Water & Watershed Protection, Regional District of Nanaimo

Background

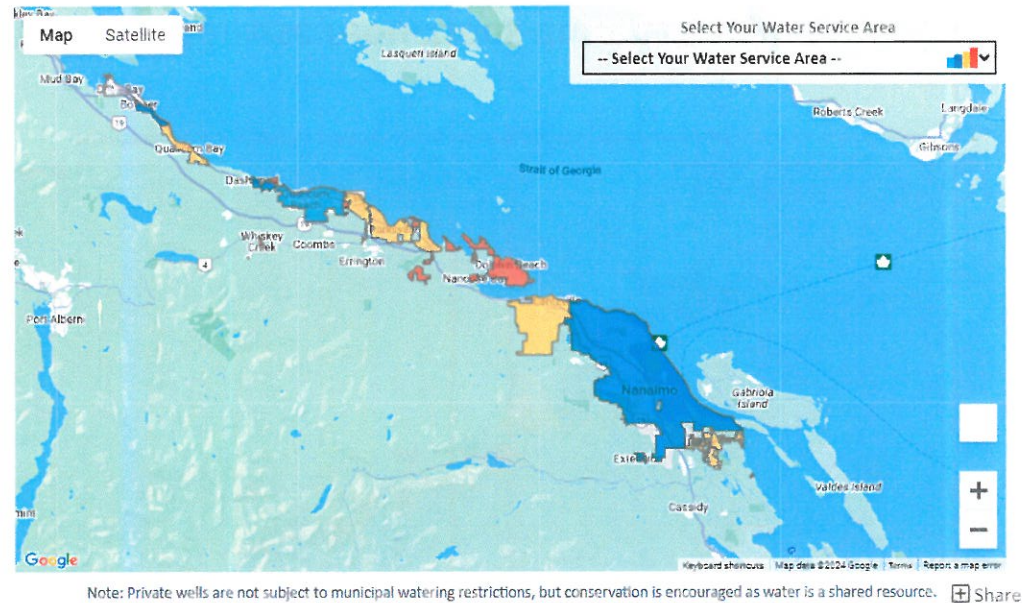
- Established in 2015 after an unprecedented drought season, which saw many systems go into elevated restrictions for the first time in recent years
- Collaboratively developed and defined in partnership with all major regional water service providers; intention for all service providers to “see themselves in the framework”
- Has been shown to reduce overall water use when implemented
- One tool in the “water conservation toolkit”



Framework Objectives

- 1) To create consistently defined watering restrictions stages, to minimize confusion, and include all major water purveyors in the region;
- 2) To align media communications with comprehensive information on each major water system and their watering restriction stage;
- 3) To create a one window on-line hub for communicating watering restrictions (RDN Interactive Map).

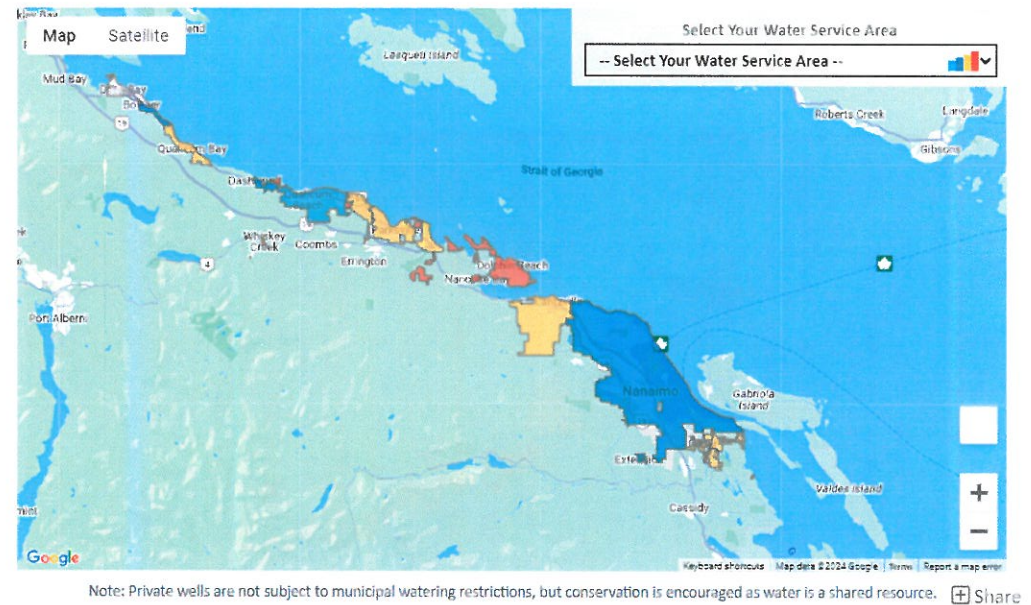
What watering restrictions are in effect where you live?



Framework Objectives

- 1) To create consistently defined watering restrictions stages, to minimize confusion, and include all major water purveyors in the region;
- 2) To align media communications with comprehensive information on each major water system and their watering restriction stage;
- 3) To create a one window on-line hub for communicating watering restrictions (RDN Interactive Map).

What watering restrictions are in effect where you live?

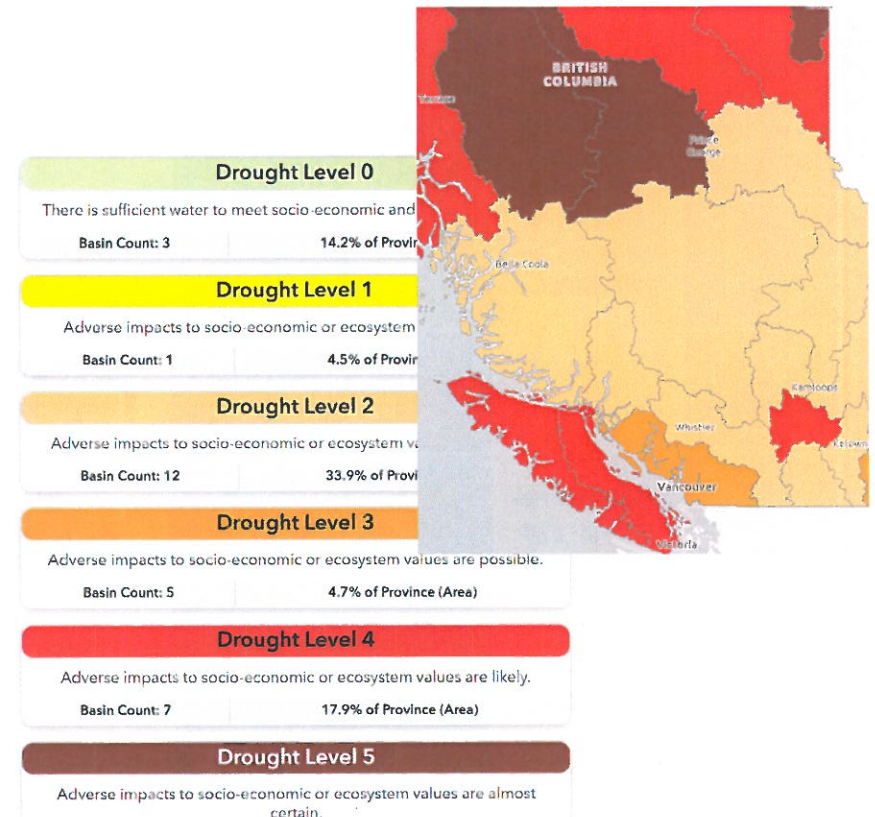


Overall Objective: Provides means to require outdoor water-use reductions during drought periods and/or for operational needs. Emphasis is on curtailing non-essential / discretionary use.

Nuance: Focused on minimizing impacts to connected creeks and streams at critical times; not always a reflection of overall water supply robustness.

2024 Framework Updates: Rationale & Process

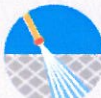
- Recognition that the region is experiencing longer and dryer summers
- Since implementation in 2016, there have been no changes or a formal review; the framework is best applied with an adaptive management approach to respond to changing conditions, public response, and water system requirements
- This update was a collaborative process; all regional water purveyors participated in the review and update process through spring 2024



BC Drought Portal – September 2024 drought levels
droughtportal.gov.bc.ca

2024 Framework Updates

1. New Stage 3 changed to: lawn watering days limited to one day per week, odd-numbered houses on Monday, even-numbered houses on Thursday.
2. New Stage 4 now allows car/boat washing if a shut-off nozzle is utilized.
3. Extend restriction period from April 1-October 31.
4. Change Name to “Regional Outdoor Water Conservation Framework”.

WATER CONSERVATION STAGE	1	2	3	4
EFFECTIVE DATES	Begins April 1	May 1–October 31	As required	
 Frequency	ANY DAY	Every other day: Even # houses = Even # days Odd # houses = Odd # days	One day per week: Even # houses = Thursdays Odd # houses = Mondays	SPRINKLING BAN: LAWN WATERING NOT PERMITTED
 Watering times	Between 7 pm - 7 am	Between 7–10 am OR 7–10 pm for 2 hrs MAX	Between 7–10 am OR 7–10 pm for 2 hrs MAX	
 Washing vehicles, boats, houses (siding)	ANYTIME	ANYTIME (on your watering day)	Between 7–10 am OR 7–10 pm on your watering day	Between 7–10 am OR 7–10 pm once per week on your Level 3 watering day
 Hand-watering, drip irrigation	ANYTIME	ANYTIME		Between 7–10 am OR 7–10 pm
 Filling fountains, pools, hot tubs	ANYTIME	ANYTIME (on your watering day)	VOLUNTARY RESTRICTIONS encouraging residents to reduce water use where they are able to	NOT PERMITTED
 Pressure washing walkways, driveways, siding	ANYTIME	ANYTIME (on your watering day)		ONLY prior to application of paint, preservative, stucco, or sealant
 New lawn permits	Can apply for a permit	Can apply for a permit		NO PERMITS ISSUED
Vegetable gardens and fruit trees are exempt from all watering restrictions, even in Level 4.				

2024 Framework Updates

FINER DETAILS

- Private wells are not subject to municipal watering restrictions, but conservation is encouraged because water is a shared resource.
- Hand watering must be done using a hand-held container or a hose equipped with a shutoff device.
- Micro-irrigation and drip-irrigation consist of water delivered to the root zone of a plant and use less than 20 gallons per hour at less than 25 PSI.
- Washing vehicles, boats, and houses (siding) must be done using a hand-held container or a hose equipped with a shutoff device.
- During Stage 4 Watering Restrictions, lawn watering is banned, even by hand-watering.
- During Stage 4, flowers, shrubs, and ornamental trees can be watered by hand only between 7-10 a.m. or 7-10 p.m.
- Vegetable gardens and fruit trees are exempt from the Stage 4 watering ban.

2024 Framework Updates

FINER DETAILS

- **Private wells are not subject to municipal watering restrictions, but conservation is encouraged because water is a shared resource.**
- Hand watering must be done using a hand-held container or a hose equipped with a shutoff device.
- Micro-irrigation and drip-irrigation consist of water delivered to the root zone of a plant and use less than 20 gallons per hour at less than 25 PSI.
- Washing vehicles, boats, and houses (siding) must be done using a hand-held container or a hose equipped with a shutoff device.
- **During Stage 4 Watering Restrictions, lawn watering is banned, even by hand-watering.**
- During Stage 4, flowers, shrubs, and ornamental trees can be watered by hand only between 7-10 a.m. or 7-10 p.m.
- **Vegetable gardens and fruit trees are exempt from the Stage 4 watering ban.**

Implementation

The Watering Restriction Framework has been implemented through various strategies and includes:

- Amendment to Regional District of Nanaimo Bylaw No.1654 (regulates the terms and conditions under which water is to be supplied and used in RDN Water Service Areas);
- Coordinated through regular meetings with regional water purveyors during the summer season to update and adjust water restrictions as required;
- Communication strategies such as social media posts, door hangers, stickers, roadside signage, radio advertisements; and
- The maintenance and updates of a central website containing a regional map that details water purveyor areas with watering restriction levels in each area.



Water Conservation

Community Outreach

- Team Watersmart workshops, events
- School education programs
- Residential Irrigation checkups
- Water Saver Contest / Yard Sign Campaign

Rebates

- **Rainwater Harvesting Systems** – cisterns >1000 imperial gallons, transport piping, debris filters etc. (up to \$1000)
- **Irrigation Efficiency** - drip, smart controllers, rain sensors etc. (up to \$550)
- **Soil Upgrades** -adding topsoil, mulch to increase water retention (up to \$100)

Resources available to all residents in the region.

We are all on the same team,
Team WaterSmart!

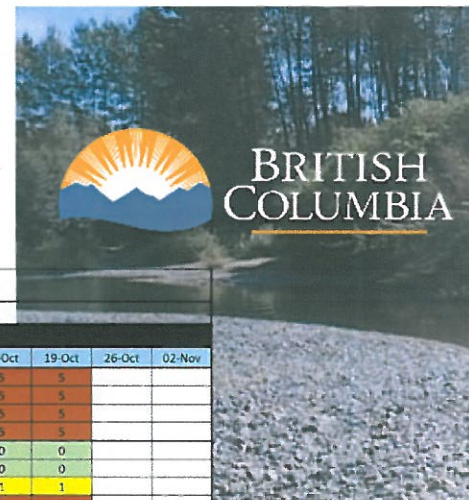


Thank you!

contact: eforssman@rdn.bc.ca



Provincial Drought Ratings



2023 DROUGHT LEVELS AT A GLANCE

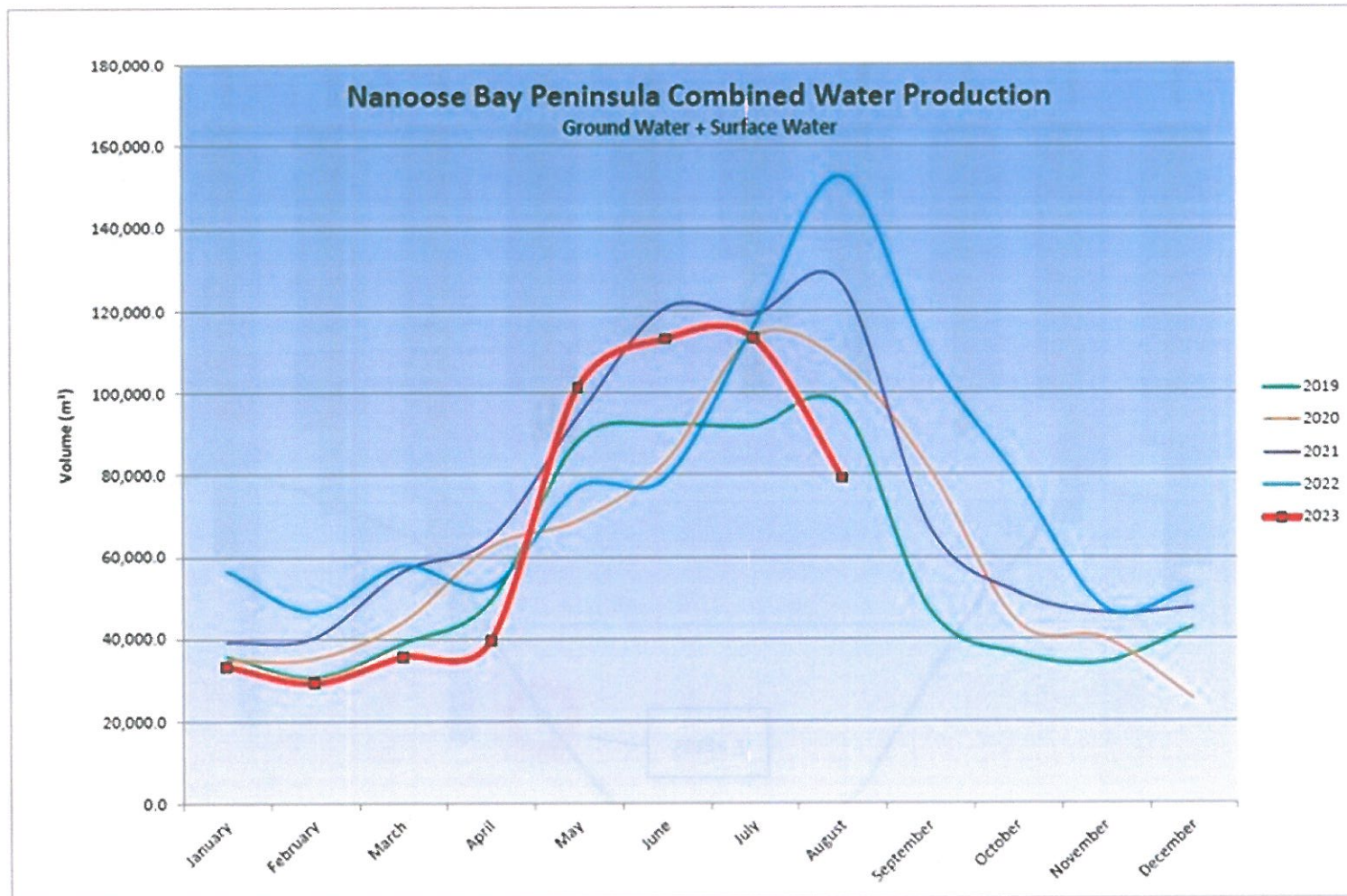
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Prepared By: Water Management Branch - Ministry of Forests

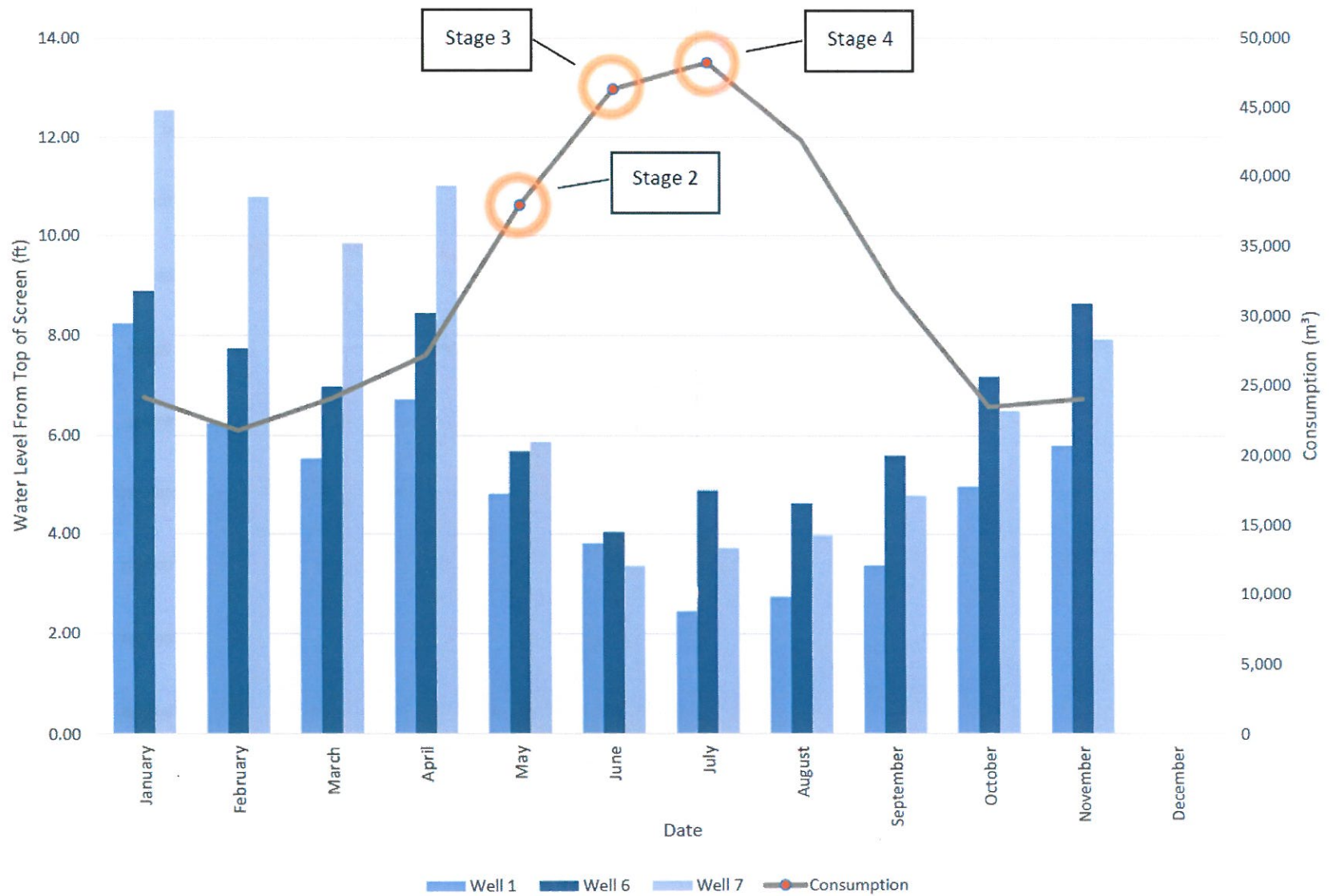
- Provincial drought ratings are based largely on streamflows.
- Trend is drought periods are starting sooner and lasting longer; more acute, fish protection orders occurring.
- As drought levels increase, so does the Provincial call for local water conservation.

☐ British Columbia Drought Levels

	Drought Level 0 - No Adverse Impacts
	Drought Level 1 - Adverse Impacts Rare
	Drought Level 2 - Adverse Impacts Unlikely
	Drought Level 3 - Adverse Impacts Possible
	Drought Level 4 - Adverse Impacts Likely
	Drought Level 5 - Adverse Impacts Almost Certain



NCID WTP CONSUMPTION AND WELL LEVELS



Attachment 2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1654.05

A BYLAW TO AMEND THE REGIONAL DISTRICT OF NANAIMO WATER USE REGULATION BYLAW

WHEREAS the Regional District of Nanaimo wishes to amend "Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012"

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled enacts as follows:

1. **Citation**

This bylaw may be cited "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.05, 2024".

2. **Amendments**

"Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654, 2012 is amended as follows:

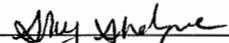
- (1) By amending the title of Section 7 from "Watering Restriction Stages" to "Water Conservation Levels";
- (2) By amending Sections 7(1), 7(2), 7(3), 7(4), 7(8) to change the words "Watering Restriction Stage" to "Water Conservation Level";
- (3) By amending Section 7(1) to read as follows: "Water Conservation Level 1 will automatically come into effect on April 1st in any year;"
- (4) By amending Section 7(2) to read as follows: "Water Conservation Level 2 will automatically be in effect for the months of May, June, July, August, September, and October in any year;"
- (5) By deleting Schedule 'A' and replacing it with Schedule 'A' attached to and forming part of this bylaw.

Introduced and read three times this 28th day of May, 2024.

Adopted this 28th day of May, 2024.

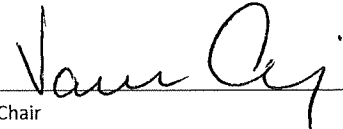


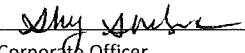
CHAIR



CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.05, 2024".


Chair


D/ Corporate Officer

SCHEDULE 'A'

1. WATER CONSERVATION LEVEL 1 – Night Watering Only

During the month of April, no person shall:

- (a) Use a sprinkler to water a lawn or garden growing on a property except between the hours of 7:00 pm to 7:00 am daily; or
- (b) Wash a vehicle, boat, trailer, window or house (siding) except by using a hand-held container or a hose equipped with a shutoff device.

2. WATER CONSERVATION LEVEL 2 – Every Other Day Watering

During the months of May, June, July, August, September, and October, no person shall:

- (a) Use a sprinkler to water a lawn or garden growing on a property with:
 - (i) An even-numbered address except on even-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (ii) An odd-numbered address except on odd-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (iii) An address on Pylades Drive except on even-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (iv) An address on Bissel Road except on odd-numbered days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (v) An odd-numbered address from 1027 to 1117 Surfside Drive, or an odd-numbered address from 927 to 935 McFeely Drive, except on Tuesday, Friday or Sunday between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;

- (vi) An odd-numbered address from 985 to 1021 Surfside Drive, or an even-numbered address from 976 to 1010 Surfside Drive, except on Monday, Wednesday or Saturday between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (vii) An odd-numbered address from 965 to 977 Surfside Drive, or an odd-numbered address from 939 to 959 McFeely Drive, or an even-numbered address from 954 to 968 Surfside Drive, except on Tuesday, Thursday and Sunday between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day; or
- (b) Wash a vehicle, boat, trailer, window or house (siding) except by using a hand-held container or a hose equipped with a shutoff device.

3. WATER CONSERVATION LEVEL 3 – One Day Per Week Watering

If the Manager of Water Services gives notice that a reduction in water use is necessary requiring Water Conservation Level 3, no person shall:

- (a) Use a sprinkler to water a lawn or garden growing or wash a vehicle, boat, trailer, window, or house (siding) unless for safety reasons (i.e. boat trailer brakes) on a property with:
 - (i) An even-numbered address except on Thursdays between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (ii) An odd-numbered address except on Mondays between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (iii) An address on Pylades Drive except on Thursdays days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (iv) An address on Bissel Road except on Mondays days between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (v) An odd-numbered address from 1027 to 1117 Surfside Drive, or an odd-numbered address from 927 to 935 McFeely Drive, except on Tuesdays between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day;
 - (vi) An odd-numbered address from 985 to 1021 Surfside Drive, or an even-numbered address from 976 to 1010 Surfside Drive, except on Wednesdays between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day; or
 - (vii) An odd-numbered address from 965 to 977 Surfside Drive, or an odd-numbered address from 939 to 959 McFeely Drive, or an even-numbered address from 954 to 968 Surfside Drive, except on Thursdays between the hours of 7:00 am to 10:00 am or 7:00 pm to 10:00 pm, and for no more than 2 hours per day.

4. WATER CONSERVATION LEVEL 4 – COMPREHENSIVE WATERING BAN

If the Manager of Water Services gives notice that a reduction in water use is necessary requiring Water Conservation Level 4, no person shall:

- (a) Water lawns or boulevards at any time including newly seeded or sodded lawns;
- (b) Water flowers, shrubs or ornamental trees except by using a hand-held container or a hose equipped with a shutoff device, and only between the hours of 7:00 am to 10:00 am, or 7:00 pm to 10:00 pm ;
- (c) Wash a house (siding), sidewalk or driveway unless prior to the application of a product such as paint, preservative, stucco, or preparation of a surface prior to paving;
- (d) Fill a fountain, pool or hot tub; or
- (e) Obtain a new lawn watering permit.

5. EXEMPTIONS

- (a) A person who has installed a new lawn, either newly seeded or new sod, may apply to the Regional District of Nanaimo Water Services Department for a permit which will allow the new lawn to be sprinkled outside of permitted days, but within restricted hours. The permit shall be conspicuously displayed at the premises for which it was issued.
- (b) New sod or newly seeded lawn may be sprinkled for 14 days after installation, provided a permit pursuant to Subsection (a) has been issued for the premises at which the new lawn has been installed.
- (c) After expiration of a permit issued under Subsection (a), a person may apply for subsequent permits under Subsection (a).
- (d) Permits may not be issued or be valid during Water Conservation Level 2, Level 3 or Level 4, at the discretion of the Manager of Water Services.
- (e) A person may water new trees and shrubs during installation and for the following 24 hours. Afterwards the watering must comply with Water Conservation Levels.
- (f) A person may water vegetable gardens or fruit trees at any day and time.
- (g) A person may water flowers, shrubs, and ornamental trees at any day and time in Level 1, Level 2, or Level 3 if using a hand-held container or a hose equipped with a shutoff device;
- (h) A person may use micro-irrigation or drip-irrigation as follows:
 - (i) Any day and any time during Water Conservation Level 1, Level 2 and Level 3;
 - (ii) Any day during Water Conservation Level 4, but only between the hours of 7:00 am to 10:00 am, or 7:00 pm to 10:00 pm;

- (iii) Micro-irrigation and drip-irrigation consist of water delivered to the root zone of a plant and use less than 20 gallons per hour at less than 25 PSI;
- (iv) Soaker hoses and weeper hoses are not considered to be micro-irrigation or drip-irrigation;
- (i) Commercial enterprises which require water use to facilitate normal business activities (i.e. power washing companies, window washing companies, car dealerships, car washes, nurseries, turf farms, tree farms, etc.) are exempt from all Water Conservation Levels;
- (j) Commercial properties may vary hours of use with written permission from the Manager of Water Services. Requests for variations to this regulation must be made annually;
- (k) Public service premises and utilities may vary hours of use as required to accomplish maintenance and upkeep of public installations;
- (l) School and municipal playing fields may vary hours of use as required to accomplish maintenance and upkeep of fields;
- (m) Private wells are not subject to Regional District of Nanaimo watering restrictions.



DISTRICT OF LANTZVILLE

WATER SYSTEM BYLAW NO. 140, 2018

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of Bylaw No. 140 with the bylaws listed below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. The Corporation does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

Date of Adoption	Amending Bylaw	Bylaw Citation
February 10, 2020	Bylaw No. 226	Water System Bylaw No. 140, 2018, Amendment (Water Standard) Bylaw No. 226, 2020
June 8, 2022	Bylaw No. 308	Water System Bylaw No. 140, 2018, Amendment (User Fees) Bylaw No. 308, 2022

The bylaw numbers bolded in brackets to the right of an item in this consolidation refer to the last bylaw that amended the item of the principal bylaw: District of Lantzville Water System Bylaw No. 140, 2018.

**DISTRICT OF LANTZVILLE
BYLAW NO. 140, 2018
WATER SYSTEM BYLAW**

WHEREAS the Municipal Council of the District of Lantzville is authorized by sections 8 and 194 of the *Community Charter* to establish the rates and terms under which water may be supplied and used;

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

**PART I - GENERAL PROVISIONS
TITLE AND DEFINITIONS**

Title

1. This Bylaw may be cited for all purposes as the "District of Lantzville Water System Bylaw No. 140, 2018".

Definitions

2. In this bylaw:

"**accessory carriage house**" means a dwelling unit which is contained in a building separate from a single-family dwelling on the same lot and which is intended as a fixed place of accommodation and home life and excludes any tourist accommodation;

"**Applicant**" means an owner or their agent making application for a water service connection;

"**backflow**" means the flow of water or other liquids, mixtures, or substances into the distribution of pipes of a potable supply of water from any source or sources other than its intended source;

"**Building Inspector**" means the Building Inspector of the District and their duly authorized representative;

"**business unit**" means a self-contained unit with a separate entrance intended or used for commercial, institutional or industrial purposes and, without limitation, includes a retail store, office, restaurant, laundromat, service station, car wash, processing plant, beer parlour, campground, hotel, motel, or boarding house;

"**consumer**" means any person or business to whom water is supplied by the District;

"Corporate Officer" means the employee appointed as the Director of Corporate Administration under section 148 of the *Community Charter* or a person duly authorized to act in the place of the Corporate Officer.

"Council" means the elected Municipal Council of the District;

"cross-connection" means any temporary, permanent or potential water connection between the potable public water supply and a source of contamination or pollution;

"curb stop" means a shut off valve installed by the District on a service connection with a protective housing to the ground surface;

"Director" means the Director of Public Works for the District or a person duly authorized to act in the place of the Director;

"Director of Financial Services" means the Director of Financial Services for the District or a person duly authorized to act in the place of the Director;

"distribution system" means all water mains and appurtenances thereto, including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within any highway, municipal right of way or easement, or municipal property;

"District" means the District of Lantzville;

"District Standards" means the standards set out in the *Subdivision & Development Bylaw*, and Schedule "B" of this Bylaw, as applicable;

"dwelling unit" means a self-contained suite of rooms, including kitchen and bathroom facilities, used or intended to be used as a residence;

"Miscellaneous Fees and Charges Bylaw" means the *District of Lantzville Miscellaneous Fees and Charges Bylaw*;

"Fire Chief" means the municipal Fire Chief of the District or a person duly authorized to act in the place of the Fire Chief;

"fire hydrant" means a device equipped with special threaded connections installed by the District within a highway, municipal right of way, easement, statutory right of way, or on municipal property, connected to a water main to supply water for fire protection purposes;

"fire line" means a pipe that is intended solely for the purpose of providing a stand-by supply of water for fire protection;

"group of parcels" means two or more contiguous parcels which have been assessed as one folio for the purpose of municipal taxation;

"institutional building" means a building intended for public use on a non-profit basis to provide health, educational, recreational or government services, and specifically includes schools, hospitals, rest rooms, places of worship, and government offices;

"latecomer's charge" means a charge levied against a property for the right to connect to a water, sewer or drainage system provided by a private developer and deemed to be "excess or extended service" by the District pursuant to section 508 of the *Local Government Act*;

"main" means a water pipe, including valves, fittings, and other appurtenances in the water system other than a water service connection, pumping station, treatment plant or reservoir;

"meter" means a device used to measure and indicate the volume of water passing through the device and includes remote reading accessories;

"metered account" means an account with the District of which the water consumption by a consumer is measured through a meter;

"mixed use building" means a building or complex that has both business and residential units within the building or complex, where both are serviced by the same water meter;

"Official Community Plan Bylaw" means the *District of Lantzville Official Community Plan Bylaw No. 50, 2005*, as amended or replaced from time to time;

"owner" shall have the meaning assigned to it by section 5 of the *Community Charter*, and in relation to common property within a strata development, means the strata corporation;

"parcel" shall have the meaning assigned to it by section 5 of the *Community Charter*;

"person" means and shall include not only a natural person, but also a corporation, firm, or partnership;

"residential property" means a self-contained unit with a separate entrance, intended for year-round occupancy, and includes a single dwelling unit, one-half of a duplex, apartment building units, each townhouse, whether rented or owned, mobile home, or any other self-contained residential dwelling;

"service connection" means a water pipe and the necessary valves and protective boxes, connections, thaw wires, meters and any other material necessary and actually used to connect a parcel or unit to the water main to a curb stop;

"strata development" means a multiple lot complex created by the deposit of a strata plan in the Land Title Office pursuant to the *Condominium Act*;

"Subdivision and Development Bylaw" means the *District of Lantzville Subdivision and Development Bylaw*;

"unit" means a business unit, institutional building or residential dwelling;

"waste" means to use or expend water carelessly, extravagantly, or to no purpose;

"water restriction stages" means a level or stage of water conservation measures, including all restrictions, limits, prohibitions and conditions for the use of water included in that level, as identified in Schedule "C";

"water service" means a pipe, including all valves, connections and taps, connecting a curb stop to any building or structure and includes the tail nut of the curb stop; and

"water system" means the entire water supply and distribution system of the District.

3. Except as otherwise noted, any statute referred to herein is a reference to a statute of British Columbia and any reference to a statute, regulation, code, bylaw or other enactment refers to that enactment as amended, revised, consolidated or replaced from time to time.
4. If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder, which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

PART 2 - USE OF WATER SYSTEM

Conditions of Service

5. The supply of water by the District may be subject to increases or decreases in water pressure from time to time, and may be interrupted temporarily to allow for maintenance, repairs, extensions, alterations, replacements or improvements to the water system. The District may change operating water pressure and turn off the water supply for these purposes. The Director will give prior notice to affected consumers where possible, but a decrease or turn off may be without notice if necessary to address an urgent matter of public safety.
6. It is a condition of the supply of water that:
 - (a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other cause whatsoever, the District shall not be liable for damage by reason of such failure.
 - (b) The District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the water system.
 - (c) The District does not guarantee that water supplied by it is free of any impurity that could affect a manufacturing or commercial process.

7. The Director may refuse to supply water to a property if, in the opinion of the Director:
- (a) the District does not have the capacity to supply water for that property or the level of proposed use; or
 - (b) doing so would adversely affect existing consumers; or
 - (c) the water system would not effectively be protected from any potential or actual cross-connections existing at, or within, a water service on the property to be connected.

Tampering with Water System

8. A person must not, without first obtaining written permission from the Director:
- (a) make any connection to the water system; or
 - (b) in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the water system; or
 - (c) use a hydrant, except as authorized by the Director.
9. A person must not break, damage, destroy, uncover, deface, mar, or tamper with any part of the water system.

Discontinuance of Water Supply

10. Where the Director has determined that a consumer has not complied with a provision of this Bylaw or has not paid fees or taxes owing in relation to the water system, the Director may:
- (a) order the owner or occupier of the parcel or premises to correct the violation at their expense within a specific time period; and
 - (b) if the person to whom such an order is directed cannot be contacted within a reasonable time or fails to comply, the Director may cause the water service to be discontinued until the violating condition is remedied to the satisfaction of the Director.
11. On taking an action under paragraph 10 (a), the Director will make reasonable attempts to notify the owner and occupier before discontinuing the service, and will inform the District's Corporate Officer of the action taken, and the reason.
12. Any person whose water supply has been discontinued pursuant to this Bylaw may arrange with the Corporate Officer to make representations to Council about the matter. After considering any such representations, and any other information Council deems relevant to

their decision, Council may confirm, vary, add restrictions or conditions to, or cancel the decision to discontinue the water service.

13. If a person subject to an order under this Bylaw fails to take the required action, the District's Chief Administrative Officer may arrange for the District or a contractor to fulfill the requirement at the expense of the owner or occupant of the property where the violation occurs. The District may recover the costs incurred from the owner or occupant as a debt. If the debt has not been paid by December 31st, the District may collect the amount owing from the property owner in the same manner as for collecting unpaid property taxes.

Sale of Water

14. A consumer must not, in relation to water supplied by the water system:
 - (a) sell, dispose of, or give away the water for use other than on that property; or
 - (b) permit, suffer or allow the water to be taken or carried away by any person unless the consumer has a metered account for that water, and the consumer is conducting a business from the premises in compliance with the bylaws of the District.

Water Conservation

15. The Director may issue a notice stating that a water restriction stage will take effect within the District, as set out in Schedule "C", which notice may be delivered, broadcast by a local radio or television station, or advertised in a newspaper circulating within the District. If the effective date is not stated in the notice, the applicable measures of that water restriction stage take effect the day after the notice is delivered, broadcast or advertised.
16. When a water restriction stage is in effect, a person must not use or cause or allow to be used water from the water system except in accordance with the restrictions, prohibitions, limits and conditions of that water restriction stage as set out in Schedule "C".
17. A person must not waste or cause or allow water from the water system to be wasted, and without limiting the generality of this restriction, must not cause or allow water to be discharged wastefully from their property onto a highway, into a storm sewer system, or onto an adjacent property.

PART 3 - SERVICE CONNECTIONS

18. All service connections shall be constructed in accordance with District Standards and permit applications will be considered on a first come first serve basis in accordance with the Water Supply and Connection Policy.

Illegal Connections

19. A person must not cause, suffer or allow a water service to be connected, or to remain connected to the water system from any property or premises except in accordance with the

provisions of this Bylaw.

Connection Application

20. Prior to making a service connection to the water system, the owner of the parcel or premises must submit an application for a service connection, in the form set out in Schedule "A", to the Director, and pay the applicable fees prescribed in the *Miscellaneous Fees and Charges Bylaw*, and must not cause the connection to be made except as approved by the Director and in accordance with any conditions for approval set out by the District.
21. On being satisfied that the application is complete and the proposed water service will meet the requirements of this Bylaw, the *BC Plumbing Code*, and any other applicable enactments, the Director may approve the application and within ninety (90) days, weather and time availability permitting, will arrange for a service connection to be provided and installed for the subject property. If such connection is not approved, the Director will so notify the Applicant and the District will refund the charges or fees paid by the Applicant.
22. Following the date of approval of an application, the Applicant must, at the Applicant's own expense, connect to the water system within six (6) months unless otherwise approved by the Director and if no such connection is made within six (6) months or otherwise approved by the Director, the applicant must reapply.

Individual Connections

23. Each parcel for which a water service is approved, other than parcels within a strata development, shall have its own service connection, which shall be installed by the District.
24. Each building shall have only one service connection, except:
 - (a) when a separate connection is required for fire protection purposes; or
 - (b) when a building expansion or zoning or use change makes the addition of a further connection necessary; or
 - (c) where a separate connection is requested to service an accessory carriage house, and where two or more buildings exist on one parcel of land and where such parcel of land can be subdivided, each building shall have a separate service connection.

Connection Location

25. Service connections will be located as specified by the District Standards unless otherwise approved by the Director.

Size of Service Connection

26. The minimum inside diameter of a service connection shall be 19mm (3/4 inch). The size of the service connection for any premises shall be approved by the Director. If the requested service connection exceeds the current capacity of the waterworks, the Director may limit the size of the connection.

Depth of Bury and Protection against Settlement

27. All water services on any parcel or premises shall be laid and maintained at a depth of not less than 0.9 meters, or such greater depth as may be required by the Director, below the surface of the ground. Where water services pass under or near other excavations, they must be properly protected against settlement. In all cases, water services must be effectively protected against frost.

Approval by Building Inspector

28. All water services on a consumer's premises must be inspected and approved by the Building Inspector before the water services are covered, and no water shall be supplied to any parcel or premises until such approval has been obtained.

Protection of Water Service

29. Every Applicant and other person responsible for installing a water service must ensure that the water service is not laid through, in, or into any body of water, slough, drain, ash-pit, cesspool, manure heap or other place such that in the event of decay or injury to such water service, the water is likely to be fouled or to escape. Where the course of any water service leads unavoidably through any such place as is mentioned in this section, the matter must be brought to the attention of the Director. The Director may grant permission for the water service to be laid, provided that the water service be passed through an appropriate exterior casing of wrought or cast-iron pipe, or other approved material of sufficient length and strength to afford effective protection to the service pipe and to facilitate detection of any leakage or waste. The cost of such protection to the service pipe shall be borne by the Applicant for the water service connection and paid for before the water service is turned on.

Work to be done by Municipal Employees

30. All connections to the District's water mains or service pipes shall be made by employees or contractors of the District unless otherwise approved by the Director.
31. The District will install the portion of the water service between the curb stop and property line. Any fittings required to join the District's pipe to the Applicant's pipe shall be the Applicant's responsibility.

PART 4 - WATER SERVICES

Maintenance

32. Every property owner must maintain and keep the water service in good working condition at the owner's sole expense. In the event any defect is suspected in the service connection or water service, the consumer must immediately notify the District. If a defect is found, and determined by the Director to be located in the water service within the private property, the owner must remedy the defect within the time specified by the Director or if not specified, within ten (10) days after being notified of the Director's determination.
33. In order to facilitate repairs to the water service, the District will, upon request, and at its earliest convenience during normal working hours, open or close the curb stop at no cost to the property owner.
34. If the property owner requires a curb stop to be operated during hours when the District's waterworks personnel are not normally on duty, the owner must pay for the actual cost, including allocated overhead, for calling out crews and operating the valve, in the amount indicated as specified in the *Miscellaneous Fees and Charges Bylaw*.
35. In the event the property owner fails or neglects to carry out repairs within the specified time as required by this Bylaw, the Director may have the work done by District employees or contractors at the expense of the owner, and the District may recover the costs incurred thereof with interest at the rate charged for municipal taxes in arrears.

Turn On and Turn Off

36. When an owner wishes to turn on or turn off the water supply at the curb stop, the owner shall advise the District and the Director will cause the work to be carried out. If the turn on or turn off is for purposes other than maintenance or the commissioning of a new service, the owner must pay applicable fees for such turn on or turn off as prescribed in the *Miscellaneous Fees and Charges Bylaw*. This charge is due and payable prior to the water service being turned on or off.

Abandonment

37. When any water service is abandoned, the owner must notify the District and the Director will cut off the service connection at the junction with the main. The owner must pay the disconnection fee as specified in the *Miscellaneous Fees and Charges Bylaw*.

Frozen Service

38. Pursuant to section 32, if it is determined that the defect is a frozen water service, it is the owner's responsibility to thaw the pipe. The owner shall be fully responsible for any damage caused by the thawing method.

Cross-Connection and Backflow Prevention

39. In the event an owner has more than one District service connection from different distribution pressure zones, underground irrigation systems, sprinkler systems, or other systems, or when the possibility of contamination of the District water system by backflow exists for any reason, the owner shall ensure premise isolation with approved cross-connection control devices to the current CAN/CSA B64.10 "Manual for the Selection and Installation of Backflow Prevention Devices" standard. Where a cross-connection control device is required, the device shall be submitted to the District for approval and conform to the District Standards.
40. No new service connection for any building, irrigation system or sprinkling system will be approved unless the Director is satisfied that cross-connections do not exist, or unless an approved cross-connection control device has been installed by an approved installer.
41. After a cross-connection control device has been installed, the owner must promptly arrange for it to be inspected and approved by the Building Inspector and tested by a Certified Tester of cross-connection control devices, and the test results, including any repairs performed, must be submitted to the District following that test and then on an annual basis, or as required by the Director.
42. The owner is responsible for the installation, repair and maintenance of all cross-connection control devices, and must ensure that:
 - (a) the devices are in proper working order at all times and promptly repaired or replaced as necessary; and
 - (b) any direction by the Director related to the prevention of cross connection or backflow is promptly carried out.

Fire Protection Connection

43. Approved water connections required solely to supply a fire protection system shall be installed based on the rates set out in the *Miscellaneous Fees and Charges Bylaw*.
44. A fire protection system shall consist of an automatic sprinkler system, fire main loop with hydrant or connected hose stand pipes located inside or outside of the building, fire protection monitors, or any other equipment used solely for emergency fire protection and suppression and as approved by the Fire Chief and Building Inspector.

PART 5 – METERS

Installation of Meters

45. Every owner of a parcel or premises having water service connected to the water system must have installed, at the expense of the owner, a water meter complete with bypass and isolation valves in a location easily accessible to the Director for inspection and reading of the meter; and must ensure it is maintained in good working order. If the water service is to a distribution system not solely for fire protection purposes, the meter shall be located upstream of the connection to the District main and as close as possible to the property line. If no building or structure exists at the location where the meter is to be installed, the property owner must arrange and be responsible for constructing and maintaining the meter vault in accordance with District Standards.
46. The following requirements shall apply to water services connected to the water system:
- (a) Meters are required on all services;
 - (b) Fire meters are required on all services where domestic and fire flows are conveyed through a common pipe;
 - (c) Fire meters are required for all connections off a common main to on-site fire hydrant; and
 - (d) Tattle tale meters are required on all fire mains where metered domestic flows are conveyed through a separate domestic water service.

Meter Size and Type

47. The owner must obtain approval by the Director for the size and type of meter required for the intended use.

Access to Meter

48. The owner shall keep the meter clear of all vegetation, debris and materials and shall allow access to the water meter for the purpose of reading the meter and for maintenance during the District's normal working hours. Failure to provide this access for meter reading and maintenance shall result in an extra charge for each call after the first call as prescribed in the *Miscellaneous Fees and Charges Bylaw*.

Operation of Bypass

49. A person must not in any way tamper with, operate or remove the water meter or sealed bypass valves after installation without first obtaining the permission of the Director.

PART 6 - CHARGES FOR SERVICE

Connection and Abandonment Fees

50. The owner must, on making application for a service connection, a turn on or turn off, or the abandonment of a service connection, pay to the District the applicable fee prescribed in the *Miscellaneous Fees and Charges Bylaw*.

Addition to Taxes

51. All fees and other amounts that the District may recover in relation to the water service charges imposed under this Bylaw and all charges for work done or services provided by the District, whether on default or otherwise, if unpaid on December 31st in any year, may be treated as taxes in arrears by the Director of Financial Services.

User Fees

52. The consumer whose property is connected to the water system must pay to the District, in addition to any other rates, charges and fees for the use of the water system imposed under other enactments, the fees established in the *Miscellaneous Fees and Charges Bylaw* for that property on the date specified on a bill or invoice from the District.
53. The user fees established for a property shall apply as of the date of meter installation, except that for un-metered accounts, the rate charged for the first and the final billing period shall be prorated to the nearest full month of service. [Bylaw 308]
54. Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the fees when due.
55. Every owner of land or real property in the water service area identified in the District's *Official Community Plan Bylaw*, that fronts or is within 20 meters of a watermain, and is connected to the water system, shall pay applicable fees for connection and installation as established in the *Miscellaneous Fees and Charges Bylaw*.

Leak Adjustment Requests

56. All requests for adjustments to utility invoices must be received by the District Office within thirty (30) days of the date noted on the invoice. The Director is authorized to adjust utility invoices where there has been an in-ground leak identified and repaired, subject to the following conditions.
- (a) The property owner advises the District of Lantzville, in writing, that an in-ground leak has been identified and repaired.

- (b) The property owner has supplied the District with detailed receipts showing proof of repairs (i.e., plumber's invoice, receipts for materials, etc.).
- (c) Verification by the Maintenance Technician that repair work has been undertaken and completed.
- (d) The leak relates only to the main water line including any mainline tees and mainline couplers connecting the water meter to the residence or commercial building; OR
 - i) In the case of a leak resulting in a faulty irrigation line the property owner is responsible for their utility invoice up to a maximum of \$500 with anything over and above \$500 being split 50/50 between the property owner and the District of Lantzville.
- (e) All property owners requesting a leak adjustment shall be advised in writing as to whether their request has been approved or denied.
- (f) Due to some circumstances, request for leak adjustments may not meet the above criteria. In those cases, the approval of leak adjustment requests is at the discretion of Council.

Strata Properties

- 57. If a strata development is used solely for storage and has either no water or sewer facilities available, the rate otherwise payable under this section is not applicable.
- 58. If a strata development is provided with water service through one or more water meters, at the option of the District, the District shall bill either:
 - (a) the individual owners of the strata lots the user rates, which are payable under this bylaw; or
 - (b) the strata corporation at the user rates payable under this bylaw for the number of units within the strata corporation.
- 59. If the District bills the strata corporation under section 58 (b) and any portion of the user rates are past due on December 31st in any year, the Director of Financial Services will divide the rates equally among all the strata lots, unless the strata council has provided the Director of Financial Services with a resolution identifying the strata lots whose owners have not contributed to a partial payment of user rates by the strata corporation.
- 60. A strata council resolution delivered to the Director of Financial Services under section 59 may specify the unit entitlements for the strata lots whose owners have not contributed, in which case the Director of Financial Services will divide the unpaid rates in accordance with the unit entitlements. If the unit entitlements are not provided, the Director of Financial Services shall divide the unpaid charge equally among the strata lots identified in the resolution.

Extended Water Services

61. In the event an Applicant within the District boundary wishes to proceed with a distribution system extension, which has or has not been identified within the District's Long Term Capital Plan, the Director may proceed with the extension, provided that the Applicant shall enter into a Works and Services Agreement with the District as identified in Schedule D of the Subdivision and Development Bylaw and pay to the District, in advance, 125% of the total cost of construction as estimated by a professional engineer or the Director. The final cost to the Applicant will be 100% of the actual cost plus an administration fee as identified in section 5 of the Subdivision and Development Bylaw.
62. The service connection costs for each parcel of land owned by the Applicant to be served by such an extension shall be as set out in the *Miscellaneous Fees and Charges Bylaw*, and shall be in addition to the said construction costs.

Extension Limits

63. Where a water distribution system is extended by other than Council Resolution, the minimum inside diameter shall be 150 mm and shall extend from the most convenient existing water main having sufficient surplus capacity to supply the additional water demand resulting from the said extension, to a point opposite the furthest boundary of the last parcel of land to be served by the extension.

No Extension of Main Outside District Boundary

64. The District will not provide any water main extensions outside the municipal boundaries.

PART 7 – INSPECTION

Inspection

65. Prior to a water service being connected to a private property, the owner of the parcel or premises must arrange for an inspection by the Building Inspector, and must not connect until approval by the Inspector is obtained.
66. In accordance with section 16 of the *Community Charter*, the Director, an employee of the District, or a Bylaw Enforcement Officer of the District, or any combination of them, may enter on any real property to ascertain whether the property is in compliance with the requirements of this bylaw.
67. A person must not obstruct or interfere with a person employed or authorized by the District to administer, enforce or carry out work under this Bylaw.

PART 8 – OFFENCE AND PENALTIES

68. Any person who:
- (a) contravenes or violates any provision of this bylaw; or
 - (b) suffers or permits any act or thing to be done in contravention of or in violation of any provision of this bylaw; or
 - (c) neglects to do or refrains from doing anything required to be done by any provision of this bylaw;
- commits an offence, and, where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.
69. Upon being convicted of an offence under this bylaw, a person shall be liable to pay a fine of not more than \$10,000.
70. In addition to any other remedies available at law, this bylaw may be enforced by means of a prosecution under the *Offence Act*.

PART 9 - SCHEDULES

71. The following schedules are attached to and form part of this bylaw:

Schedule 'A' Water Connection Permit Application

Schedule 'B' Design Standards – Residential Water Design

Schedule 'C' Water Restriction Stages

READ A FIRST TIME this 26th day of February, 2018.

READ A SECOND TIME this 26th day of February, 2018.

READ A THIRD TIME this 9th day of April, 2018.

ADOPTED this 23rd day of April, 2018.

ORIGINAL SIGNED

Mayor

ORIGINAL SIGNED

Corporate Officer