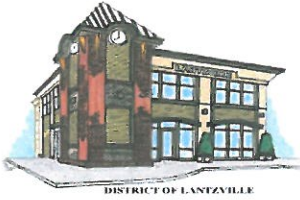


SCHEDULE "A"
DISTRICT OF LANTZVILLE
WATER CONNECTION PERMIT APPLICATION



FILE: _____
Return Application to Public Works
7192 Lantzville Road
Lantzville BC V0R 2H0
(250) 390-4006

I, _____, being the owner/agent, apply for a Water Service Connection permit as shown on attached site plan and staked at/on:

Lot _____ Block _____ Plan _____ District _____
Lot _____

Site
Address: _____

Size of Connection Requested _____

Is the Connection Commercial _____ Residential _____ Institutional _____

I agree to construct a Water Service Connection in conformance with the *District of Lantzville Subdivision and Development Bylaw* Engineering Specifications, and conditions set out in the permit. I further agree to indemnify the District of Lantzville from any and all claims, demands, actions, suits or other proceedings by anyone, made or brought against the District of Lantzville by reason of, or arising out of the work covered in this application. I further agree to maintain the Water Service Connection in good condition and repair.

**NO CONNECTION IS TO COMMENCE PRIOR TO SITE INSPECTION
AND APPROVED PERMIT TO CONNECT**

Signature _____ (Owner/Agent)

Date _____

Address _____

Postal Code _____

Name of Owner/Agent (if different)

Personal information you provide on this form is collected under the authority of the *Community Charter/ Local Government Act* and District Bylaws and will be used only for purposes related to your application for a water service connection permit. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Director of Corporate Administration, District of Lantzville Municipal Hall, 7192 Lantzville Road, Lantzville, BC, 250.390.4006.

OFFICE USE ONLY

Public Works Inspection – Water Service Connection Permit
Date:
COMMENTS

Director of Public Works _____

[Bylaw 226]

Water System Bylaw No.140, 2018

SCHEDULE “B” DESIGN STANDARDS Residential Water Design 2020

Residential Land Use	Pop Density (capita per unit)	Average Day (rounded) (l/cap)	Maximum Day (rounded) l/cap)	Average Day (rounded) l/con	Maximum Day (rounded) l/con
Single Family Dwelling					
1/4 acre	2.4	510	933	1,250	2,240
1/3 acre	2.4	515	950	1,250	2,280
1/2 acre	2.4	530	967	1,300	2,320
1 acre	2.4	555	1,000	1,350	2,400
Multi-Family					
1 storey / prefab	1.9	400	900	760	1,710
2 storey	1.9	400	900	760	1,710
Townhouse					
3 – 4 storey	1.9	400	900	760	1,710
Apartment / Strata Unit	<i>To be determined by Professional Engineers at time of application</i>				
3 – 4 storey (assisted living)	1.2	400	900	760	1,425
Seniors Living	<i>To be determined by Professional Engineers at time of application</i>				

SCHEDULE "C"

WATER RESTRICTION STAGES

A. Special Watering Permits

- i. A person who has installed a new lawn, either newly seeded or new sod, may apply to the Director for a permit, which will allow the new lawn to be sprinkled outside of permitted days. The permit shall be conspicuously displayed at the premises for which it is issued.
- ii. New sod or newly seeded lawn may be sprinkled for 14 days after installation, provided a permit has been issued for the premises at which the new lawn has been installed.
- iii. After expiration of a permit, a person may apply for and may obtain subsequent permits.
- iv. Permits will not be issued or be valid during the Water Restriction Level 3 and 4 restrictions.

B. Special Cases and Exemptions

- i. Strata developments may vary hours of use as required, with prior written permission from the Director, to accomplish maintenance and upkeep in cases where developments have all irrigation systems separately metered and can demonstrate that inadequate times exist within water restriction stages to sustain plant stock.
- ii. Nurseries, turf farms and tree farms are exempt from water restriction stages.
- iii. Car dealerships, car washes and other commercial enterprises, which require water use to facilitate normal business activities (e.g. power washing and window washing companies).
- iv. The District's water utility is exempt from restriction stages to allow for proper operations and maintenance of the water utility system.

**SCHEDULE "C" - TABLE 1
WATER RESTRICTION STAGES**

STAGE		1	2	3	4
WHEN	Effective Date	As Required	As Required	Voluntary Reductions on top of Stage 2 - implemented as required, prior to enforced lawn watering ban	As Required
	Sprinkling Times	Between 7 PM - 7 AM	7-10 AM <u>OR</u> 7-10 PM for a MAX of 2 HOURS		SPRINKLING BAN: LAWN WATERING NOT PERMITTED
	Frequency	Any Day	Every Other Day Even # Houses - Even Days Odd # Houses - Odd days		
HOW	Pop-Up Spray, Rotors and Sprinklers	Only during permitted times	Only during permitted times		NOT PERMITTED
	Hand-Watering* (trees, shrubs, vegetables)	ANYTIME (advised to water in the early morning or in the evening)			ONLY BETWEEN 7-10 AM <u>OR</u> 7-10 PM
	Micro / Drip* Irrigation	ANYTIME - advised to check for leaks			
WHAT	Watering Lawns	Permitted during sprinkling times	Permitted during sprinkling times/ days		NOT PERMITTED
	Watering Ornamental Shrubs, Flowers and Trees	Permitted during sprinkling times	Permitted during sprinkling times/days		ONLY WITH DRIP or HAND WATERING
	Watering Vegetable Gardens or Fruit Trees	ANYTIME (advised to water in the early morning or in the evening - less evaporation)			ANYTIME (advised to water in the early morning or in the evening)
	Washing Vehicles, Boats, Houses	ONLY WITH HOSE WITH SHUT OFF DEVICE	ONLY WITH HOSE WITH SHUT OFF DEVICE		NOT PERMITTED Only exception is for safety

STAGE		1	2	3	4
	Washing Sidewalks or Driveways	ANYTIME (advised to use a broom)	ANYTIME (advised to use a broom)		Only prior to application of paint, preservative, stucco or sealant
	Filling Fountains, Pools or Hot Tubs	ANYTIME	ANYTIME		NOT PERMITTED
	New Lawn Permits	Can apply for permit	Can apply for permit	NO PERMITS ISSUED	

***Definitions:**

- **Micro and Drip Irrigation:**
"Delivers water to the root zone of the plants and uses less than 20 gallons per hour at less than 25 psi."
- **Hand-watering:**
"Delivering water by hose with spring-loaded nozzle shut-off device or hand-held container."

**DISTRICT OF LANTZVILLE
BYLAW NO. 411**

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

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

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

1. That District of Lantzville Water System Bylaw No. 140, 2018, is hereby amended by deleting Schedule 'C' in its entirety and substituting Amended Schedule "C" as attached hereto and forming part of this Bylaw.
2. This Bylaw may be cited for all purposes as "District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule "C") Bylaw No. 411, 2025" and shall become effective upon adoption.

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.

Mayor Swain

Delcy Wells
Director of Corporate Administration

SCHEDULE "C"
WATER CONSERVATION LEVELS
PAGE 1 OF 2

A. Special Watering Permits

- i. A person who has installed a new lawn, either newly seeded or new sod, may apply to the Director for a permit, which will allow the new lawn to be sprinkled outside of permitted days. The permit shall be conspicuously displayed at the premises for which it is issued.
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- ii. Nurseries, turf farms and tree farms are exempt from water restriction stages.
- iii. Car dealerships, car washes and other commercial enterprises, which require water use to facilitate normal business activities (e.g. power washing and window washing companies).
- iv. The District's water utility is exempt from restriction stages to allow for proper operations and maintenance of the water utility system.

Regional Outdoor Water Conservation Framework

WATER CONSERVATION LEVEL		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	
 Hand-watering, drip irrigation		ANYTIME	ANYTIME	VOLUNTARY RESTRICTIONS encouraging residents to reduce water use where they are able to	Between 7–10 am OR 7–10 pm
 Filling fountains, pools, hot tubs		ANYTIME	ANYTIME (on your watering day)		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.

District of Lantzville
CHIEF ADMINISTRATIVE OFFICER
REPORT TO COUNCIL

Meeting Date: May 14, 2025

SUBJECT: May Management Update

PURPOSE

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

RECOMMENDATIONS

For information

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

N/A

BACKGROUND/RELEVANT HISTORY

This monthly update represents an overview of the key work undertaken by staff in April and is meant to highlight priority projects that are underway, as well as to provide a preview of items that might be coming up.

ATTACHMENTS

N/A

ANALYSIS/RATIONALE

CHIEF ADMINISTRATIVE OFFICER

With the finalization of the 2025-2029 District of Lantzville Financial Plan Bylaw time was spent assisting senior staff with the prioritization of work plan priorities for the upcoming year. I also assisted senior staff move forward ongoing Council priorities.

Some of the key areas that I worked on in April include the following:

- **Winds Grant**
Continued to work with our engineering representatives on potential tweaks to our Development Cost Charge Bylaw that could result in the allocation of more potential funding for the Winds area.

- **Land Use + Development**

Together with the Director of Planning and the Director of Public Works I met with the proponents of the Foothills t to discuss their development.

Together with the Director of Planning and the Director of Public Works I met with the Island Health representatives to discuss their future plans for the proposed long-term care facility in Lantzville.

- **Operations**

Met with the Director of Public Works to discuss the Public Works workplan and priorities.

- **Human Resources**

Continued to help with human resources issues. Assisted with the offboarding for the interim Director of Financial Services and the onboarding for the new Director of Financial Services.

- **External + Community Relations**

Attended the monthly Snaw-Naw-As Joint Working Group meeting.

Met with a representative from the Ministry of Transportation and Transit as a follow-up from the District's discussions pertaining to the Fire Hall Site at the Union of British Columbia Municipalities (UBCM) Conference.

FINANCE

- **2024 Year-End**

The interim Director of Financial Services completed 2024 year-end working papers and reconciliations, including cleaning up general ledger account set-ups. Produced and filed information for the auditors.

- **2024 Financial Statements**

The interim Director of Financial Services completed 2024 financial statements with MNP. Reviewed auditor comments. Acceptance by council at May 7 special meeting.

- **2025 – 2029 Financial Plan**

Working with Deputy Director of Financial Services (DDFS) to enter budgets into the Vadim financial system.

- **2025 Tax Rates and Tax Notice Mailings**

Requested special meeting because of potential mail strike. Checked tax billing report with DDFS and completed reconciliation of same.

- **Information Technology**

Met with one owner of IT contractor to go over contract and service tickets, timing and organizational needs. Began working with IT contractor and Phone contractor to resolve phone issues. Commenced Request for Proposals (RFP) for IT Services review

- **Training**
Registered for Government Finance Officers Association of BC (GFOABC) conference at the end of May and pre-conference training legal framework and outcomes for municipal property tax sales.
- **Human Resources**
We will be posting for a new Finance Clerk as an existing employee is leaving for another opportunity.

PUBLIC WORKS

- Number of Service Requests (SR's): 2025 – 21 received, completed/closed 19 with 2 pending
- **Roads:**
2025 to 2030 Roads Maintenance Contract, fully executed and completed.
Lavender Beach End pending, design committee.
Dickinson Road Culvert Replacement - July 14th, 2025 start date.
Rumming Road is pending a geotechnical proposal from Terra-Tech.
Continue to monitor the temporary slope stabilization at the Alger Road culvert with further temporary work to be completed during the summer. These works are in collaboration with a biologist (D.R Clough Consulting) who submitted an environmental report which the department is respecting and following the recommendations.
Bi-weekly meetings with SPR in coordination of maintenance activities.
Continue to monitor and maintain a temporary sink hole repair that developed during a heavy rain event on Lantzville Road at Bloods Creek. Pending receipt of a proposal from Geotech – Terra tech.
Coordinating with the road maintenance contractor (SPR) to carry out a culvert clean out at Normarel. On-going beaver challenges blocking the culverts.
Completed a number of potholes repairs throughout Lantzville.
Nearing completion of Council approved section of Lantzville Rd Trail. Project is scheduled from April 1, 2025 to June 1, 2025. The project should be a schedule pending council approval of the final section from Huddlestone to Tweedhope.
- **Development:**
7181 Lantzville Road (CoastLine), completed the works and services agreement. Project is underway.
Harwood Subdivision Traffic Impact Assessment (TIA) complete. Review of developer submitted works and services documents currently underway.

- **Water**
 Received Koers water study. To be presented to Council on May 14th.
 Water 101 – presented at April COTW meeting.
 Supporting the Water to the Winds grant and potential solutions.
 Completed mandated monthly water sampling throughout the District.
 Completed the required annual fire hydrant maintenance program.
 Coordinating with Koers the update of the District wide water map.
 Initiated Fire Hydrant SlipGate Replacement/Water Flush Out Repair(s) Projects.
 Completed quarterly water meter reading which the Public Works discovered three service leaks which were subsequently repaired.
 Initiated the design for the Millard, Lynn and Lantzwood watermain replacement project.
 Public Works repaired two service leaks.
- **Parks and Trails**
 Pierce Woods Marine Park. Provincial permit application pending (4-6 months) council budget approval.
 Energized 4 irrigation systems and continued spring weeding of parks and downtown core.
- **Sewer**
 Coordinating with Koers the update of the District wide sewer map.
- **Public Concerns**
 Responded to a number of community concerns ranging from pathway issues to the filling in of ditches and speeding.
- **Studies and Bylaws**
 Development Cost Charges (DCC) report, supported and met with Koers and staff.
 Subdivision and Servicing By-law update targeted for 2nd Quarter 2025.
- **Facilities**
 Community use building B. Engaged McElhanney to complete the building assessment. Scheduled for May 14, 2025 Council meeting.
- **Joint Working Group**
 Attended and supported the Shaw-naw-as Joint working group meeting

CORPORATE ADMINISTRATION

- **Meeting Management**
 Staff are continuing with the training required prior to implementation of the software to automate the agenda management process. The first round of training has been completed and further training for staff is scheduled. Once staff training is completed, and staff are confident in the operation of the software, training for Council will be provided. Completion estimated for June 2025.

- **Human Resources**

Administration continues to support the recruitment process for the new Chief Administrative Officer (CAO). The Planner, two summer students and the Director of Financial Services have started recently.

Two CUPE members have recently resigned, and these positions are now being advertised.

The First Aid program updates remain pending. New legislation was introduced in November 2024, and the changes need to be communicated to our employees to ensure compliance with the WorkSafeBC legislation.

Planning for CUPE contract negotiations will continue; current agreement expires December 2025; budget impacts for 2026 and beyond to be referred to Council.

- **Communications**

A report to Council regarding the status of the website was presented at the April 23, 2025, Council meeting. The current website is out of date and requires updating, but the cost likely exceeds the budget at this time. Ultimately, a Request for Proposals (RFP) will likely need to be done to ensure the most cost-effective transition to a new website.

- **Costin Hall administration**

A meeting was held with the Regional District of Nanaimo (RDN) to discuss transition details for using their services for bookings at Costin Hall. The target date for the transition to be completed is June 30, 2025, to enable time to communicate effectively with current users regarding the change and to allow the RDN to create all of the necessary procedures for the bookings.

- **Records Management**

Administration continues to convert files into electronic-only formats as time permits. Over time, most of our files will be electronic only. Some records will still require hard copies, such as bylaws, for instance, but these will be minimal.

- **Code of Conduct for the Public Policy drafted**

A draft policy was proposed to Council at the April 23, 2025, Council meeting. Council requested more information, and the item has been deferred until further notice as it was determined that it is not a high priority.

- **Amendment to Highway and Traffic Bylaw**

Work on these amendments has progressed, and a report will be provided to Council in June.

- **Volunteer Program**

Work has progressed on this item. A report will be provided to Council in June.

- **Procedure Bylaw Amendments**

Amendments have been presented to Council and it is expected that the bylaw will be adopted in June or July, following the necessary advertisements being completed.

- **Design Selection Committee creation**

An ad has been published to recruit volunteers, closing May 22nd.

- **Council Correspondence Policy**

Progress on this policy has not been possible to date. Currently, Council receives all correspondence addressed to Mayor and Council as an interim step to ensure Council is aware of any items directed to its attention. This project has been assigned a lower priority with completion expected in Q3.

PLANNING + COMMUNITY SERVICES

- **Planning**

We've been working on a number of Council reports for items in the first half of 2025, including work on Provincially mandated updates to the Official Community Plan.

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

We've processed several small zoning bylaw amendments this year to facilitate small lot split subdivisions.

Staff met with Island Health regarding the proposed Long Term Care facility on Lantzville and Shook Road. We expect revised drawings and a revised site plan to be submitted to the District in the coming months.

Onboarding our new planner Adam continues.

We've welcomed our summer students Sophia and Sheayln from the VIU planning program, and they've started working on the OCP housing updates

- **Bylaw Enforcement**

Staff and our contractor have been working on clearing several homeless encampments along the boundary with the City of Nanaimo, abutting the Island Highway corridor. Following MLA George Anderson's visit to the January 22nd Council meeting, staff have received more cooperation from Ministry of Transportation staff.

- **Building Inspection**

Building permit volumes are up Q1 2025 (9 permits issued) over Q1 2024 (2 permits issued). Staff anticipate this will likely result in higher assessed values for taxation next year.

- **Parks**

Future Old Growth (FOG) rezoning Public hearing and third reading scheduled for the June 11th Council meeting.

Staff have been working on the memorial bench and tree requests and hope to bring reports to Q2 and Q3 meetings of Council. We are working on individual requests received since the change in policy on a case-by-case basis following Council direction.

FIRE DEPARTMENT

- **Community Events and Outreach**

The Lantzville Firefighters Association held their annual carwash in April and raised enough funds to purchase an automatic external defibrillator for the Seaview School.

On May 3 members spent the day in the community promoting FireSmart activities for the public.

We will be conducting a fire drill and doing fire education with the Seaview school in May.

In April members help conduct a fire drill and offered fire safety education to the Orca Lelum Wellness Society.

We are working on the reflective address sign program now. We are planning to offer it to the community in June.

- **Fleet + Equipment**

The new lifting bags and accessories have arrived and we are working on reconfiguring Engine 2 to accommodate the new equipment.

Ladder 6 will be coming into full service at the end of this month.

We are working on getting all the wildfire equipment ready for the upcoming wildfire season.

- **New Recruits**

The recruit class is coming along well and working hard to complete their NFPA 1001 skills. If they stay on this timeline, they will be ready to ride the trucks as exterior firefighters by the end of June.

- **Regular Members**

We have 24 fully certified members.

- **Training**

The members of the department have completed the required annual training for wildfire operations for 2025.

We have been working with the new lifting bag system before putting it into service.

A contractor has been chosen to construct the new joint training building in Nanoose. We continue to work with Nanoose and the Regional District of Nanaimo (RDN) to complete this project.

1. **Strategic Plan Objectives**

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

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

N/A

3. **Resources**

N/A

4. **Financial/Budget Implications**

N/A

5. **Sustainability Implications**

N/A

CONCLUSION

For information.

Prepared by:



Sundance Topham
Interim Chief Administrative Officer

Date: May 8, 2025

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

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	April 9, 2025	

File Number:

Location: T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: May 14, 2025

SUBJECT: Community Use Building B – Facility Condition Assessment Report

PURPOSE

To provide Council with the findings and recommendations from the Community Use Building B – Facility Condition Assessment report.

RECOMMENDATION

1. **THAT** Council receive the Community Use Building B – Facility Condition Assessment report for information.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. **THAT** Council (Council insert a motion)

BACKGROUND/RELEVANT HISTORY

COUNCIL MOTIONS

Oct 9, 2024

C24-287

*THAT WHEREAS the Green Municipal Fund is offering a Community Building Retrofit grant and a Sustainable Municipal Buildings grant that may be suitable for covering some of the expenses to renovate Community Use Buildings A & B; THEREFORE BE IT RESOLVED THAT Council direct staff include as part of the Financial Plan process, the potential of applying for these grants and incorporating them into the 2025 portion of the 2025-2029 Financial Plan for part of the cost of renovating Community Use Buildings A & B.
CARRIED UNANIMOUSLY*

Jan 15, 2025

C25-21

*MOVED AND SECONDED, THAT the church building rehabilitation proceed with current funding level with further funding coming with results from initial investigate results with funding from the General capital Reserve Fund
CARRIED UNANIMOUSLY*

Staff completed a request for proposal (RFP) process to carry out the task of completing a Community Use Building B - Facility Condition Assessment (FCA). Resulting in McElhanney Engineering being the chosen submission received.

ATTACHMENTS

1. Community Use Building B – Facility Use Assessment report – McElhanney
2. BC Property Assessment

DISCUSSION

The FCA report is complete (see attachment 1) the report has the following conclusions, recommendations and estimated renovations/replacement values:

Based on observations from the site visit along with reports and documents provided by the District, McElhanney provided the following high-level recommendations to return the building to occupiable condition, address structural life safety concerns, improve the functionality of the facility and extend the service life of the structure:

Conclusions and Recommendations:

1. The major components of the building are in poor condition and are at the end of or have exceeded their expected service life. It is recommended that a deep retrofit and substantial renovation of the building be undertaken to provide a safe, accessible and resilient facility for the community's use.
2. Due to noted deficiencies regarding washroom facilities, exiting and stairs, the inclusion of a small two-story addition containing new exit stairs and additional washrooms should be considered as a part of the recommended renovation project.
3. Based on the current assembly occupancy of the structure, a registered Architect should be retained to oversee the design and construction of the renovation. Due to the heritage designation, preference should be given to architectural firms with experience in the rehabilitation of heritage buildings.
4. Due to structural deficiencies with the structural systems of the building, a structural engineer should be retained to closely coordinate the design for structural and seismic upgrading of the building with the architectural design.
5. Renewal of the buildings mechanical, electrical and plumbing systems should be completed as part of the above recommended renovation.
6. Based on the age of the building, a hazardous materials survey should be completed. as part of the District's due diligence at the time of project tendering.

Estimated Renovation and Replacement Values

Cost estimates in the report (see attachment 1) are based on square foot construction costs for Q1 2025 provided by RS Means and current costing data from recent projects. Estimates assume that the District will award the work to contractors based on a competitive selection process. Estimates are considered accurate to +/- 50% and are provided as a preliminary guideline to assist the District with budgeting for renewal or replacement of the asset.

Estimated Renovation Costs of the Existing Building at \$1,069,390 represents the estimated renewal and repairs costs for the building, including allowance for a two-story addition approximately 40 sq. m. in building area as recommended above. (see attachment 1, page 7)

The Estimated Construction Costs of a New Building at \$2,238,079 represents the estimated costs of demolishing the existing building and constructing a new building of similar size in its place. (see attachment 1, page 7-8)

Additionally, staff have attached the most recent BC Assessment for the property and the existing building (see attachment 2). The existing building assessed value is \$57,100 with the land assessed at \$560,000.

RATIONALE

Based on the recommendations from McElhanney Engineering – Facility Condition Assessment, to return the building to an occupiable condition a deep retrofit and renovation is required or removal the existing building and build a new structure.

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

Governance & Finances – Asset Management.

2. Policy

N/A

3. Resources

N/A

4. Financial/Budget Implications

In reviewing the costs for the renovation and developing a funding strategy, Council could direct Administration to apply for competitive grants (using internal resources or an external grant application specialist). Competitive grants may become available throughout the year and are likely to require matching dollars from the community which could be funded with reserves. Use of reserves may impact future projects that are reliant on reserve funding as grants are less likely to come by.

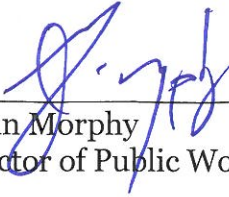
A second alternative is that Council direct Administration to fund all of the cost from reserves however, this is not the recommended course at this time given the 5 year capital plan uses approximately \$8.2 million of funding from the reserves. The reserves generate a substantial portion of the interest earnings for the District and further budget allocation would impact the transfers thereby altering the reserve transfers.

The final alternative is to borrow the funds, but this is not recommended based on the 5 year budget plan currently in place.

5. Sustainability Implications

N/A

Prepared by:


Glenn Morphy
Director of Public Works

Approved for submission to Council:


Sundance Topham
Chief Administrative Officer

Date: May 14, 2025

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	unknown
Special		
Closed (In-Camera)		

File No. TBD

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FACILITY CONDITION ASSESSMENT

To

Glenn Morphy, Director of Public Works
District of Lantzville
7192 Lantzville Road, PO Box 100,
Lantzville, BC V0R 2H0

From

Jordan Hargrave, ASCT, BCQ
McElhanney Ltd.

Re

Facility Condition Assessment
St. Philips Heritage Church
7244 Lantzville Road, Lantzville, BC

Date

May 6, 2025

1. Introduction

McElhanney Ltd. (McElhanney) was engaged by the District of Lantzville ("the District") to complete a facility condition assessment of St. Philips Heritage Church ("the church") building located at 7244 Lantzville Road, Lantzville, BC. This assessment is generally based on ASTM E2018 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process.

McElhanney's assessment consisted of the following:

- Desktop review of documents and records provided by the Client.
- On site visual walk through of the building April 2, 2025.

A site map and floor plan sketches produced from this inspection are contained in Appendix A, photos of the site walk through are contained in Appendix B, the 2013 Trilogy Engineering structural report is contained in Appendix C, and an ASTM E2018 accessibility checklist is contained in Appendix D.

2. Observations and Notes

2.1. GENERAL INFORMATION

The church is a 2 storey wood frame building approximately 200 sq. m. in floor area constructed in 1938. The upper floor contains the church sanctuary, while the lower floor contains a hall, kitchen, washrooms, mechanical and electrical rooms. It is understood that the building has been unoccupied since 2023 due to safety concerns with the building.

2.2. SITE INFORMATION

The church is located at 7244 Lantzville Rd between Huddlestons Park and the Costin Hall. The property is approximately 0.089 ha (0.22 ac) in area and slopes approximately 4 m from the road to the north property line.

2.2.1. Site Access and Parking

Principal street access to the church is provided by a concrete sidewalk extending to the gravel shoulder of Lantzville Rd and the Costin Hall parking area. Off-street parking is shared with and located on the Costin Hall property.

2.2.2. Storm Water Drainage

Municipal storm sewer service is not provided to the property. Roof gutters direct to rainwater leaders which discharge to surface. Perimeter drains were not observed around the foundations of the building. Overland flows generally direct to the north towards Huddleston Park.

2.2.3. Sanitary Sewer

The sanitary sewer service is located at the southwest corner of the property along Lantzville Rd. An on-site ejector pump has been installed in the old septic tank to lift the sewage up to the service connection. The make/model of the lift pump and date of installation are not known.

2.2.4. Water Supply

The municipal water service and water meter are located at the southeast corner of the property. A pressure reducing valve and water shutoff are located in an uninsulated landscape box below ground outside the kitchen where the water service line enters the building.

2.3. STRUCTURE

The church is a wood frame building of platform construction two storeys in building height.

The sanctuary roof structure is assumed to consist of lumber sheathing over 2x6 rafters. The vaulted ceiling is assumed to be framed of sloped ceiling ties fastened to the rafters. It was observed that the exterior walls of the sanctuary are leaning outwards, likely due to the rafter to ceiling tie connection not being designed to adequately resist the outward thrust of the roof rafters.

Exterior walls are assumed to consist of horizontal lumber sheathing over 2x4 studs. The main floor is constructed of diagonal lumber sheathing over 2x8 joists. The lower floor consists of a cast in place concrete slab on grade floor with cast in place concrete perimeter foundation walls.

The structural report prepared by Trilogy Structural Engineering Ltd., dated August 6, 2013, notes deficiencies with the gravity and lateral load resisting systems of the building and recommends that seismic upgrading of the building be completed. It should be noted that the Trilogy report evaluates the building against the requirements of the BC Building Code (BCBC) 2012, and seismic design loads within the BCBC 2024 for Lantzville have more than doubled.

2.4. BUILDING ENVELOPE AND ROOF

The sloped portions of the roof surface are roofed with sawn cedar shingles while the lower flat roof is provided with a torch-on SBS membrane. While the age of the roofing is unknown, the cedar shingles appear to be in reasonable condition with an estimated remaining service life of approximately 10 years.



The torch-on portion was covered by a thick layer of moss and debris and is estimated to be at the end of its effective service life.

The exterior cladding of the building consists of horizontal shiplap wood siding on the main floor walls with wood shingles on the lower floor walls. The paint is cracked and flaking and there is evidence of localized cladding repairs below the upper floor windows.

The windows on the upper floor are typically single hung wood frame windows with single pane glazing. The majority of the windows on the lower floor have been replaced with single hung double-glazed vinyl frame windows.

There appears to be some fiberglass batt insulation within the wall cavity visible from the electrical room, but based on the age of the building, it is assumed that the roof and wall assemblies are provided with minimal or no insulation. No vapour or air barrier were visible. The foundation walls and slab on grade are assumed to be uninsulated.

2.5. PLUMBING

The water service line enters the building below the slab along the east wall adjacent to the kitchen. A shutoff and PRV are provided in an uninsulated landscape box where the service enters the building. Visible water distribution piping consists of copper piping. Hot water is provided by a naturally aspirated natural gas hot water tank located in the kitchen behind the refrigerator. The make/model and age of the tank was not verified.

Drainage, waste, and venting piping appears to consist of ABS piping above slab with cast iron piping visible at the slab elevation. The under slab drainage piping directs to a septic tank equipped with a lift pump located on the north side of the of building outside the kitchen.

2.6. HEATING AND VENTILATION

Heating within the building is provided by a 100,000 BTU Lennox forced air gas furnace and distributed through ductwork throughout the building. The manufacture date of the furnace is October 1992. A duct providing combustion air for the furnace and hot water heater is located in the mechanical room.

Ventilation for the building is primarily provided through openable windows. Exhaust fans are not provided for the washrooms or kitchen stove. Air conditioning is not currently provided for the building.

2.7. ELECTRICAL

Electrical service to the building is provided via overhead service to the southwest corner of the church. A 100 amp Cutler-Hammer electrical panel is located in the basement electrical room. It is assumed that the electrical installation permit dated December 2003 for a main electrical service connection may be the date of the service and panel installation.



Interior lighting is primarily provided by a combination of light fixtures equipped with incandescent bulbs and T8 fluorescent tubes. Exterior lighting is provided by motion activated wall packs with incandescent bulbs around the perimeter of the building.

2.8. VERTICAL TRANSPORTATION

Vertical transportation within the building is provided by a single flight of wood framed stairs leading from the sanctuary to the lower floor. The stair construction, including rise and run, handrail height and structural adequacy, generally does not conform to current code safety requirements. Based on constraints of the existing building, it would be difficult to alter or rebuild the stairs in their current location to meet building code requirements.

Exterior vertical transportation is provided by cast in place concrete sidewalks, stairs and ramps. A suspended cast in place concrete ramp provides access to the main floor entrance of the building. The construction of the exterior sidewalks, stairs and ramps generally do not conform to current code accessibility and safety requirements.

2.9. LIFE SAFETY

The building is classified in the BCBC 2024 under article 3.2.2.25. Group A, Division 2 (Assembly), up to 2 storeys, unsprinklered. Under this article, the building is permitted to be of combustible construction, however the existing floor assembly is not constructed as a fire separation and load bearing assemblies are not provided with a fire resistance rating. A fire alarm system is not provided for the building. The nearest fire hydrant is located at the southwest corner along Lantzville Rd approximately 25 m away from the building entrance.

Residential smoke alarms have been installed in the sanctuary on the main floor and in the hall on the lower floor. Battery back-up emergency lighting/exit signage combination units have been installed on the lower floor above the exterior doors from the hall and at the bottom of the stairs. Emergency lighting and exit signage is not provided in the sanctuary on the main floor. Fire extinguishers are wall mounted in the hall and kitchen on the lower floor.

Occupant load for the building, based on floor area for assembly use with non-fixed seats per BCBC Table 3.1.17.1., is approximately 110 persons for the main floor sanctuary and 110 persons for the lower floor hall, with a total occupant load of 220 persons. Based on exits provided, design occupant load is limited to not more than 60 persons for either area as per BCBC 3.3.1.5.(1). Design occupant load for the building, based on washrooms provided, is further limited to a maximum of 50 persons as per Table 3.7.2.2.-A. Signage to indicate the maximum occupant load, as required by the Fire Code, is not provided.

2.10. INTERIOR FINISHES

The finishes of the main floor sanctuary consist of a combination of drywall and stained wood panelling. Flooring consists of wood strip flooring with a carpet on top in the vestibule, stage and aisle runner.

The finishes of the lower floor consist of painted tongue and groove wood panelling on the walls and ceiling in the hall with resilient tile flooring installed on a wood sleeper subfloor over slab on grade.



Finishes in the kitchen and washrooms consist of painted drywall on the walls and ceiling with vinyl plank flooring installed directly on the slab on grade floor. The kitchen millwork consists of painted plywood cabinets with melamine counter tops.

The age of the interior finishes and renovation dates are unknown, but based on condition, appearance and type of construction, they are generally estimated to be 30 to 50 years old and at the end of their effective service life.

The building is provided with two non-gendered washrooms on the lower floor of the building. Neither washroom meet accessibility requirements, and one washroom is located within the storage room in the path of travel from the kitchen to exterior door at the bottom of the stairs. The number and type of washrooms provided is not adequate for the occupant load of the building.

2.11. ACCESSIBILITY

The church building was constructed prior to the adoption of building codes and accessibility requirements. It appears that efforts have been made to improve access to the building over the years, however the building remains largely inaccessible to those with mobility challenges or visual and hearing impairments. An accessibility checklist is enclosed in Appendix D.

2.12. ENVIRONMENTAL

Due to the poor condition of the building envelope and evidence of water ingress, it is assumed that rot or mold may be encountered within the exterior walls of the building. Black mould was noted on the kitchen millwork at the floor level and moisture appears to be coming through the flooring. There appears to be rat poison set out on top of the hot water tank, however no evidence of rodent activity within the building was noted.

Based on the age and condition of the building, hazardous materials, such as but not limited to, asbestos, lead paint, mercury, arsenic, mould, PCBs, and rodent droppings are likely to be present in the building. A detailed hazardous materials assessment should be completed by a qualified environmental firm to determine the extent and quantity of hazardous materials prior to proceeding with any renovations to the building. Based on the construction materials used throughout the building, hazardous materials are not anticipated to represent a significant budget item or roadblock to completing renovations.

3. Recommendations

Based on observations from the site visit along with reports and documents provided by the District, McElhanney provides the following high level recommendations to return the building to occupiable condition, address structural life safety concerns, improve the functionality of the facility and extend the service life of the structure:

1. The major components of the building are in poor condition and are at the end of, or have exceeded, their expected service life. It is recommended that a deep retrofit and substantial



renovation of the building be undertaken to provide a safe, accessible and resilient facility for the community's use.

2. Due to noted deficiencies with regards to washroom facilities, exiting and stairs, the inclusion of a small two storey addition containing new exit stairs and additional washrooms should be considered as a part of the recommended renovation project.
3. Based on the current assembly occupancy of the structure, a registered Architect should be retained to oversee the design and construction of the renovation. Due to the heritage designation, preference should be given to architectural firms with experience in the rehabilitation of heritage buildings.
4. Due to noted structural deficiencies with the structural systems of the building, a structural engineer should be retained to closely coordinate the design for structural and seismic upgrading of the building with the architectural design.
5. Renewal of the buildings mechanical, electrical and plumbing systems should be completed as part of the above recommended renovation.
6. Based on the age of the building, a hazardous materials survey should be completed as part of the District's due diligence at the time of project tendering.

4. Estimated Renovation and Replacement Values

Cost estimates below are based on square foot construction costs for Q1 2025 provided by RS Means and current costing data from recent projects. Estimates assume that the District will award the work to contractors based on a competitive selection process. Estimates are considered accurate to +/- 50% and are provided as a preliminary guideline to assist the District with budgeting for renewal or replacement of the asset.

Estimated Renovation Costs of the Existing Building represents the estimated renewal and repairs costs for the building, including allowance for a two storey addition approximately 40 sq. m. in building area as recommended above.

The Estimated Construction Costs of a New Building represents the estimated costs of demolishing the existing building and constructing a new building of similar size in its place.



May 6, 2025

Asset Name			Asset Location			Date Inspected YYYY/MM/DD				
Lantzville Heritage Church			7244 Lantzville Rd, Lantzville, BC			2025-04-02				
Year of Construction	General Life Expectancy	Estimated Remaining Life (Years)	Quantity (unit)	General Condition Rating* (0-10)	*General Condition Rating					
					0	1-3	4-6	7-9	10	
1938	50	0	200 sq. m	4	Closed	Poor	Fair	Good	New	

Estimated Renovation Costs of the Existing Building				
Construction Elements	Quantity	Units	Unit Cost	Cost
Site Infrastructure	-	LS	-	\$35,000
Structure and Substructure (Seismic upgrading)	-	LS	-	\$60,000
Building Exterior	240	sq. m	\$1,245	\$298,800
Roof Surface	160	sq. m	\$271	\$43,360
Building Interior and Finishes	240	sq. m	\$320	\$76,800
Plumbing	240	sq. m	\$158	\$37,920
Heating, Ventilation, Air Conditioning	240	sq. m	\$169	\$40,560
Electrical	240	sq. m	\$183	\$43,920
Fire, Life and Safety	240	sq. m	\$48	\$11,520
Demolition and Hazardous Materials Abatement (allowance)	-	LS	-	\$55,000
Renovation Cost Summary				
Construction Total				\$822,610
Project Management and Design Consultants			10%	\$82,260
Contingency			20%	\$164,520
Estimated Renovation Cost Total				\$1,069,390

Estimated Construction Costs of a New Building				
Construction Elements	Quantity	Units	Unit Cost	Cost
Site Infrastructure	-	LS	-	\$317,670
Structure	240	LS	\$1308	\$314,009
Substructure	240	sq. m	\$452	\$108,473
Building Exterior	240	sq. m	\$1371	\$329,083
Roof Surface	240	sq. m	\$242	\$58,073
Building Interior and Finishes	240	sq. m	\$757	\$181,655
Plumbing	240	sq. m	\$475	\$114,097
Heating, Ventilation, Air Conditioning	240	sq. m	\$238	\$57,048
Electrical	240	sq. m	\$542	\$129,972
Fire, Life and Safety	240	sq. m	\$48	\$11,520
Demolition of Existing Building	-	LS	-	\$100,000



May 6, 2025

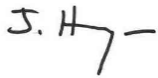
New Construction Cost Summary		
Construction Total		\$1,721,599
Project Management and Design Consultants	10%	\$172,160
Contingency	20%	\$344,320
Estimated New Construction Cost Total		\$2,238,079

5. Closure

We trust that the information contained in this report is suitable for your current needs. If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely, McElhanney Ltd.

Prepared by:



Jordan Hargrave, ASCT, BCQ
jhargrave@mcelhanney.com

Reviewed by:



Alan Blakeley, P. Eng.
ablakeley@mcelhanney.com

Revision History

Date	Status	Revision	Author
2025-05-06	Issued for Client Review	00	Jordan Hargrave

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May 6, 2025

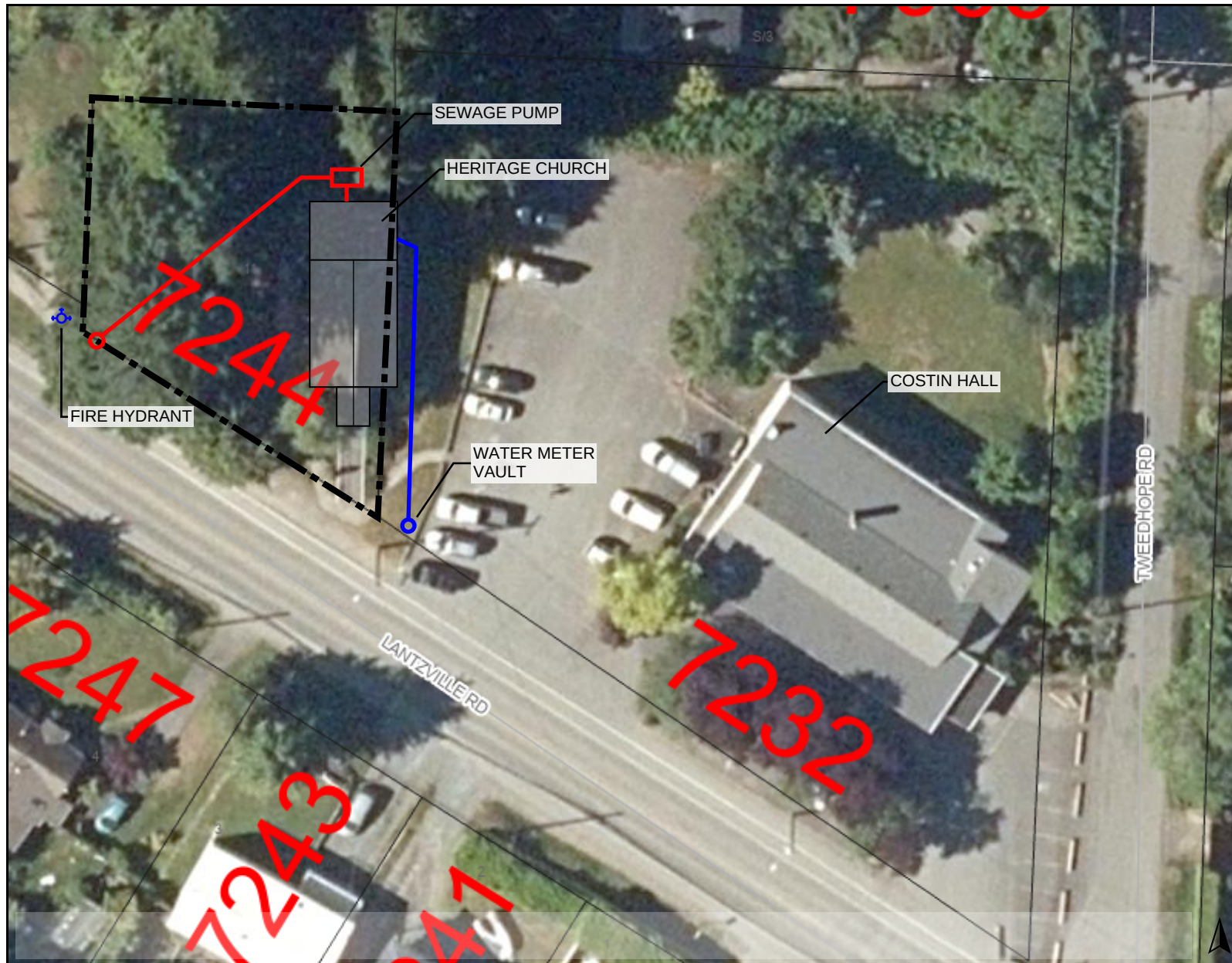
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APPENDIX A

SITE MAP, FLOOR PLAN SKETCHES



Legend

Lantzville Layers

Municipal Boundary



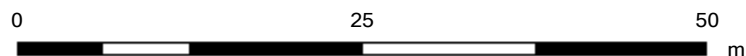
Properties (Conventional)



- PROPERTY LINE*
- WATER SERVICE LINE*
- SANITARY SERVICE LINE*

* THE LOCATIONS OF PROPERTY LINES AND INFRASTRUCTURE SHOWN ARE APPROXIMATE AND TO BE USED AS REFERENCE WITH THIS REPORT ONLY

Notes



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

THIS MAP IS NOT TO BE USED FOR NAVIGATION



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ORIGINAL DWG SIZE: ANSI B (11" x 17")



THIS DRAWING HAS NOT BEEN
APPROVED AND MAY CONTAIN
ERRORS AND OMISSIONS

ST. PHILIPS CHURCH
MAIN FLOOR PLAN AND LOWER
FLOOR PLAN SKETCHES

SK1

Rev.

APPENDIX B

INSPECTION PHOTOGRAPHS

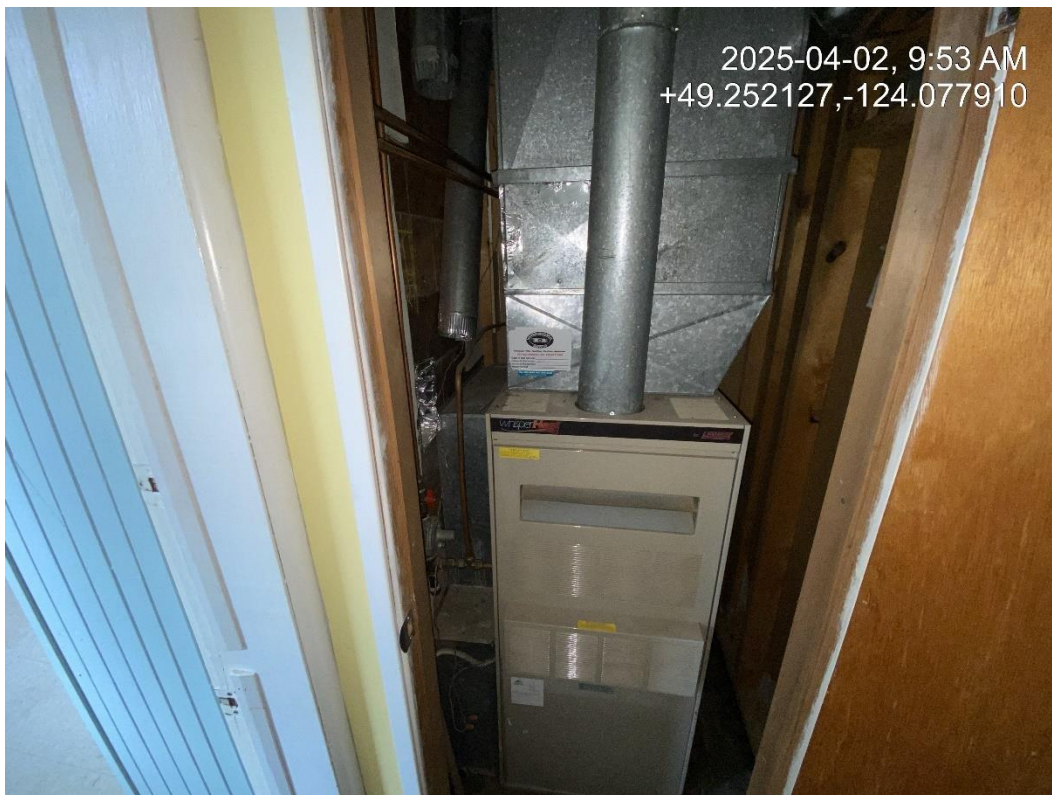


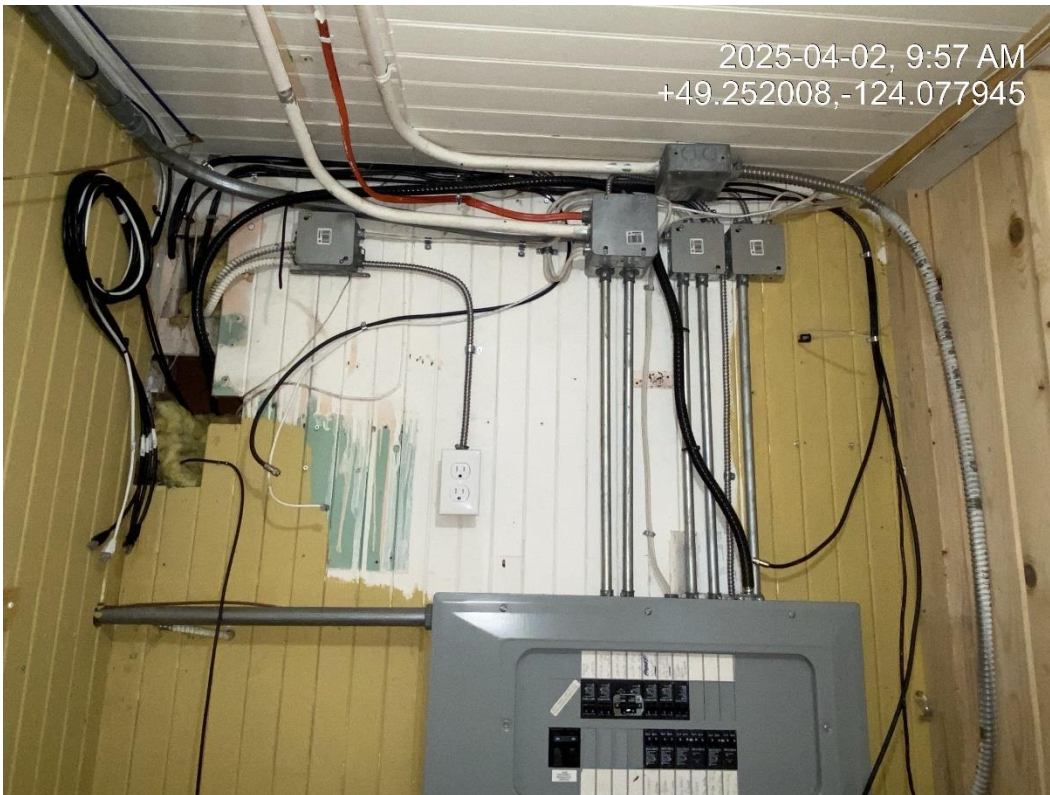
May 6, 2025











APPENDIX C

2013 STRUCTURAL REPORT

May 6, 2025

2287
July 18, 2013

☐ Council	☐ Circ. To Staff
☐ Mayor	☒ Public Works
☒ C.A.O.	☐ Planning
☒ Director of Finance	☐ Fire Dept.
☐ Corp. Admin.	☐ Other _____
☐ Agenda	



District of Lantzville
7192 Lantzville Road
Lantzville, BC V0R 2H0

0890-20-745.100

Attention: Twyla Graff, CAO

via email

**RE: Lantzville Heritage Church, 7244 Lantzville Road
Structural Condition Report & Seismic Assessment**



Preamble

Trilogy Structural Engineering has been requested to review the condition of Lantzville Heritage Church and to provide a general assessment of the building, including a seismic review. The assessment is based on a walk-through review of the structure. No destructive testing or investigative techniques were employed.

Building Description

The building is thought to be about 90 years old. The building is on a sloping site with main entry at the upper level. The building has a footprint that is roughly 24' x 35', with a 10'x35' single storey addition at the back. The building is oriented with the long axis running north-south.



The building is a wood frame structure with concrete walls and foundations. The main building roof has a scissor construction with the roof pitch steeper than the ceiling joists. There is a center drop beam running along the east-west axis. The beams are 8x8 sawn timbers supported on 8x8 posts. The beam line is divided into three spans (12'-4", 12'-3", 9'-9" respectively starting at the east end). The west end span is offset about 24" to the north. Floor joists run from the exterior walls to the center beam. The floor joists are 2x8 @ 24".

Gravity Load Resisting System

The upper level of the church is considered an Assembly Occupancy. This means that the live load requirements are 100 psf. The joists are currently overstressed by about 100% in bending for this load requirement. The joists can meet code strength requirements for a live load of 40 psf. Deflection and vibration criteria are not met at this load level. To meet Building Code requirements, the joist spacing would have to be decreased to 12" o/c.

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Trilogy Structural Engineering Limited
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F: (250) 722-2604





The 8x8 beams are overstressed by more than 300% in bending for the longer spans and 180% in bending for the shorter span. The finding of code compliance of the beams and joists must be balanced with the fact that the structure is more than 80 years old and has performed adequately in that time. To be code compliant, the beams need to be replaced with 4 ply 1.75"x11.25" 2.0E SCL.

The roof framing is undetermined, but likely is comprised of roof rafter and separate ceiling joists. The two elements are probably tied together in some fashion, but they will not act as a truss in the modern sense of the term. However, like the floor system, the roof has performed adequately since the date of construction. No upgrade can be determined without more fully understanding how the roof is constructed. As noted above, the roof has served well for many years and with continued maintenance is expected to continue to do so.

Lateral Load Resisting System

The lateral load resisting system for this building is nominally wood shear walls. Given the age of the structure, the walls are probably covered with 1x6 shiplap. The shiplap was sometimes installed diagonally which does increase the lateral load carrying capacity. The upper level has horizontal wood siding and the lower level has shingles.

The upper storey of the building has relatively small windows and there are significant solid wall portions for all walls except, the front wall. However, even the front wall has a relatively low window to wall ratio. The nominal capacity of a wall with shiplap construction can be considered to be about 100 lbs/ft. The lateral load demand on the front wall is about 470 lbs/ft. The side and rear walls will see a lateral load demand of about 180 lbs/ft.

The lower level walls will see higher loads as they must carry the loads from the roof and then pick up the lateral loads associated with the floor. The nominal capacity of the lower walls is similar to the upper level walls at 100 lb/ft. The east-west running walls have a lateral load demand of 260 lb/ft. The front wall at the lower level has no openings and the lateral load demand is about 100 lb/ft. The rear wall at the lower level (below the upper rear wall) has numerous openings including three doorways and two large openings for ductwork. The lateral load demand for this wall is about 600 lb/ft. The lower level single storey addition walls are not considered to have significant lateral load issues, because of the small size of the structure and small number of openings in the walls.

The attachment between the walls and the concrete foundation walls could not be determined without cutting holes in the interior finishes. Without adequate connection the walls can slide off the foundation walls during an earthquake.

Conclusion

The structure has supported the imposed gravity loads since it was constructed. To this extent the building would be considered to be "existing non-conforming". If the intended use and occupancy are expected to change, where the expected live load will more likely to approach code levels,

Linking Innovation & Excellence in Structural Engineering.



May 6, 2025



Lantzville Heritage Church 244 Lantzville Road
Structural Condition Report & Seismic Assessment
District of Lantzville
Page 3 of 3

August 6, 2013
2287

consideration should be given to upgrading the floor system (as noted above). The roof structure is expected to continue to perform adequately with ongoing maintenance.

The building is seismically deficient for current Building Code lateral load requirements. The most critical walls are the upper level front wall and the lower level rear wall. These two walls are more than four times weaker than the Building Code requires. The lower wall is of particular concern, because the wall is the weakest link in the entire structure at six times understrength. If a seismic upgrade is considered, further investigation is required to determine if the walls are adequately connected to the concrete foundations.

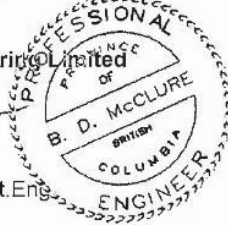
A seismic upgrade will require further study to determine the specific requirements of the upgrade. More invasive investigation will be required to provide the required information. In addition, the extent of upgrade must be determined. As a minimum, it is recommended that the lower rear wall be upgraded, so that the lateral loads from the upper building can be transferred down to the foundations. At that time, the connection between the walls and foundations should be assessed and upgraded if required.

Please call if you have any questions on the above.

Sincerely,

Trilog Structural Engineering Limited

Brian McClure, P.Eng. Struct. Eng.



Linking Innovation & Excellence in Structural Engineering.



APPENDIX D

ACCESSIBILITY CHECKLIST

Accessibility Checklist	Yes/No
A. History	
1. Has an ADA survey previously been completed for this property.	N
2. Have any ADA improvements been made to the property since original construction?	Y
3. Has building ownership/management reported any ADA complaints or litigation?	N
B. Parking	
1. Does the required number of standard ADA-designated spaces appear to be provided?	N
2. Does the required number of van-accessible designated spaces appear to be provided?	N
3. Are accessible spaces part of the shortest accessible route to an accessible building entrance?	Y
4. Is a sign with the International Symbol of Accessibility at the head of each space?	N
5. Does each accessible space have an adjacent access aisle?	N
6. Do parking spaces and access aisles appear to be relatively level and without obstruction?	N
C. Exterior Accessible Route	
1. Is an accessible route present from public transportation stops and municipal sidewalks on the property?	Y
2. Are curb cut ramps present at transitions through curbs on an accessible route?	N/A
3. Do the curb cut ramps appear to have the proper slope for all components?	N/A
4. Do ramps on an accessible route appear to have a compliant slope?	N
5. Do ramps on an accessible route appear to have a compliant length and width?	N
6. Do ramps on an accessible route appear to have compliant end and intermediate landings?	N
7. Do ramps on an accessible route appear to have compliant handrails?	N
D. Building Entrances	
1. Do a sufficient number of accessible entrances appear to be provided?	Y
2. If the main entrance is not accessible, is an alternate accessible entrance provided?	N/A
3. Is signage provided indicating the location of alternate accessible entrances?	N/A
4. Do doors at accessible entrances appear to have compliant clear floor area on each side?	Y



5. Do doors at accessible entrances appear to have compliant hardware?	N
6. Do doors at accessible entrances appear to have a compliant clear opening width?	Y
7. Do pairs of accessible entrance doors in series appear to have the minimum clear space between them?	N/A
8. Do thresholds at accessible entrances appear to have a compliant height?	N
E. Interior Accessible Routes and Amenities	
1. Does an accessible route appear to connect with all public areas inside the building?	N
2. Do accessible routes appear free of obstructions and/or protruding objects?	N
3. Do ramps on accessible routes appear to have a compliant slope?	N/A
4. Do ramps on accessible routes appear to have a compliant length and width?	N/A
5. Do ramps on accessible routes appear to have compliant end and intermediate landings?	N/A
6. Do ramps on accessible routes appear to have compliant handrails?	N/A
7. Are adjoining public areas and areas of egress identified with accessible signage?	N
8. Do public transaction areas have an accessible, lowered counter section?	N/A
9. Do public telephones appear mounted with an accessible height and location?	N/A
10. Are publicly-accessible swimming pools equipped with an entrance lift?	N/A
F. Interior Doors	
1. Do doors at interior accessible routes appear to have compliant clear floor area on each side?	N
2. Do doors at interior accessible routes appear to have compliant hardware?	N
3. Do doors at interior accessible routes appear to have compliant opening force?	N/A
4. Do doors at interior accessible routes appear to have a compliant clear opening width?	N
F. Toilet Rooms	
1. Do publicly-accessible toilet rooms appear to have a minimum compliant floor area?	N
2. Does the lavatory appear to be mounted at a compliant height and with compliant knee area?	N
3. Does the lavatory faucet have compliant handles?	N
4. Is the plumbing piping under lavatories configured to protect against contact?	N



5. Are grab bars provided at compliant locations around the toilet?	N
6. Do toilet stall doors appear to provide the minimum compliant clear width?	N
7. Do toilet stalls appear to provide the minimum compliant clear floor area?	N
8. Do urinals appear to be mounted at a compliant height and with compliant approach width?	N/A
9. Do accessories and mirrors appear to be mounted at a compliant height?	N



7244 LANTZVILLE RD LANTZVILLE

Area-Jurisdiction-Roll: 04-350-07945.100



Total value \$617,100

2025 assessment as of July 1, 2024

Land \$560,000

Buildings \$57,100

Previous year value \$636,000

Land \$576,000

Buildings \$60,000

Property information

Year built 1980

Description Church With Sunday School

Bedrooms

Baths

Carports

Garages

Land size .22 Acres

First floor area

Second floor area

Basement finish area

Strata area

Building storeys 1

Cross leasable area

Net leasable area

No.of apartment units

Legal description and parcel ID

LOT 11, PLAN VIP11922, DISTRICT LOT 27G, WELLINGTON
LAND DISTRICT, PORTION FORMERLY DL 27

PID: 004-016-530

Sales history (last 3 full calendar years)

No sales history for the last 3 full calendar years

Manufactured home

Width

Length

Total area

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: May 14, 2025

SUBJECT: Lantzville Road Pathway – Concept Design from Huddlestone Road to Tweedhope Road

PURPOSE

To provide Council with the concept design of the Lantzville Road Pathway (Huddlestone Road to Tweedhope Road).

RECOMMENDATION

1. **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.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. **THAT** staff are directed (Council insert motion).

BACKGROUND/RELEVANT HISTORY

At the open portion of the July 24, 2024 regular council meeting staff were directed to carry out the following motion:

C24-214

MOVED AND SECONDED, THAT Council direct staff to continue the “Leland to Huddlestone trail” from Huddlestone Road to the crossing walk at Tweedhope and School Road according to Table 1 attached with deletion of the word paved in Table 1 on page 125 of the July 24, 2024, agenda.

CARRIED UNANIMOUSLY

At the open portion of the February 12, 2025 regular council meeting council approved following motion with the limits from Leland Road to Huddlestone Road.

C25-111

MOVED AND SECONDED, THAT Council approve the attached concept drawings for the Lantzville Road Pathway

CARRIED UNANIMOUSLY

ATTACHMENTS

1. Typical Pathway Cross Section
2. Lantzville Road Pathway from 1+720 to 1+800 – Concept
3. Lantzville Road Pathway from 1+800 to 1+885 – Concept
4. Costin Hall Parking Lot – Concept

DISCUSSION

Council approved the Lantzville Road Pathway design via motion C25-111 at the February 12, 2025 regular Council meeting, with the limits from Leland Road to Huddlestone Road, which is nearing completion.

Due to an oversight the C24-214 motion passed on July 24, 2024 was missed which has resulted in necessity of this report to complete the motions passed on July 24, 2024.

Staff have been working on the concept to install a pathway along Lantzville Road from Huddlestone Road to Tweedhope Road per the C24-214 motion.

RATIONALE

The concept design from Huddlestone Road to Tweedhope Road is now complete. The design includes a concept of improving Costin Hall parking lot that will provide safety to pedestrians along the new pathway and crossing at Tweedhope Road to School Road that includes the installation of rapid flashing beacons at the crossing.

Staff are staying true to the specifications per the motion where the pathway is to be 1.0 – 2.0m in width. The concept drawings specify a typical width of 1.5m with 50mm of high fines surface aggregate and typical granular/crush bedding (see attachment 1). This cross section stays true to the approved concept passed on February 12, 2025.

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

The Lantzville Road Pathway aligns with Council's Strategic Priorities 2023-2026 under Parks and Environment.

2. Policy

N/A

3. Resources

Staff are to carry out the construction of the pathway.

4. Financial/Budget Implications

N/A

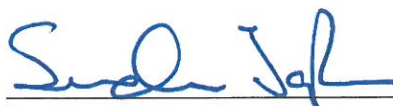
5. Sustainability Implications

N/A

Prepared by:


Glenn Morphy
Director of Public Works

Approved for submission to Council:


Sundance Topham
Interim Chief Administrative Officer

Date: May 14, 2025

Date: May 14, 2025

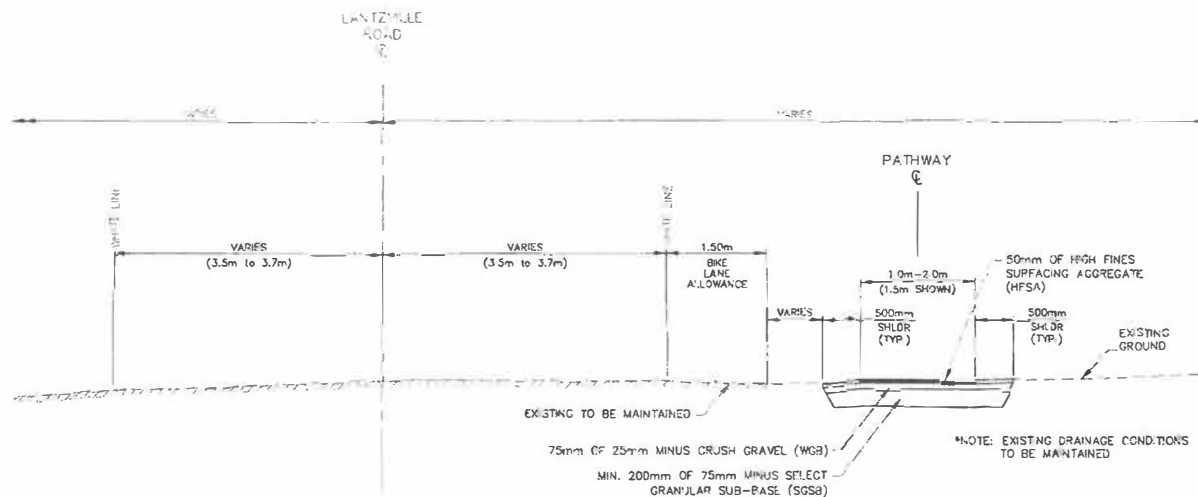
REVIEWED WITH:			
☒ Corporate Administration	☐ Fire Rescue	☒ Public Works/Engineering	☐ RCMP
☐ Financial Services	☐ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	May 14, 2025	unknown
Special		
Closed (In-Camera)		

File No. TBD

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1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 846. 847. 848. 849. 850. 851. 852. 853. 854. 855. 856. 857. 858. 859. 860. 861. 862. 863. 864. 865. 866. 867. 868. 869. 870. 871. 872. 873. 874. 875. 876. 877. 878. 879. 880. 881. 882. 883. 884. 885. 886. 887. 888. 889. 890. 891. 892. 893. 894. 895. 896. 897. 898. 899. 900. 901. 902. 903. 904. 905. 906. 907. 908. 909. 910. 911. 912. 913. 914. 915. 916. 917. 918. 919. 920. 921. 922. 923. 924. 925. 926. 927. 928. 929. 930. 931. 932. 933. 934. 935. 936. 937. 938. 939. 940. 941. 942. 943. 944. 945. 946. 947. 948. 949. 950. 951. 952. 953. 954. 955. 956. 957. 958. 959. 960. 961. 962. 963. 964. 965. 966. 967. 968. 969. 970. 971. 972. 973. 974. 975. 976. 977. 978. 979. 980. 981. 982. 983. 984. 985. 986. 987. 988. 989. 990. 991. 992. 993. 994. 995. 996. 997. 998. 999. 1000.



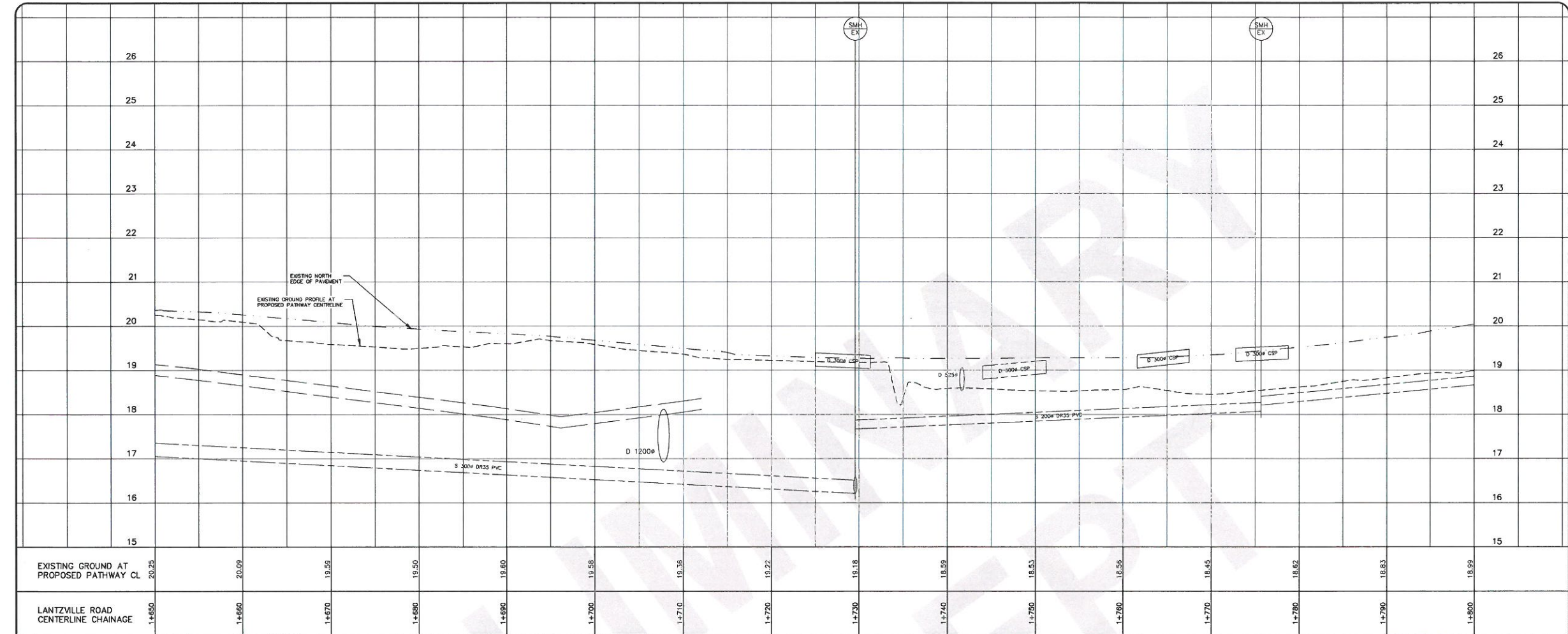
**TYPICAL PATHWAY
CROSS SECTION**

SCALE 1:50

**KOERS & ASSOCIATES
ENGINEERING LTD.**
 Consulting Engineers
 P.O. Box 790, 1st Floor, 1st Ave
 Nanaimo, BC V9P 7Y2
 Tel: 250-246-1151
 Fax: 250-246-1152
 www.koers-eng.com

CLIENT **DISTRICT OF LANTZVILLE**
 PROJECT **LANTZVILLE ROAD
PATHWAY**

FILE **TYPICAL PATHWAY
CROSS SECTION**
 DATE **FEBRUARY 2020**
 DRAWN BY **2448**
 SHEET **2448-SK1**



| RECORD OF REVISIONS | | | | |
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| B | 26AUG24 | | | PRELIMINARY CONCEPT |
| A | 07AUG24 | | | ONSITE DISCUSSION |
| ISS | DATE | BY | ENG | DESCRIPTION |

RECORD OF ISSUE

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PRELIMINARY
March 31, 2025

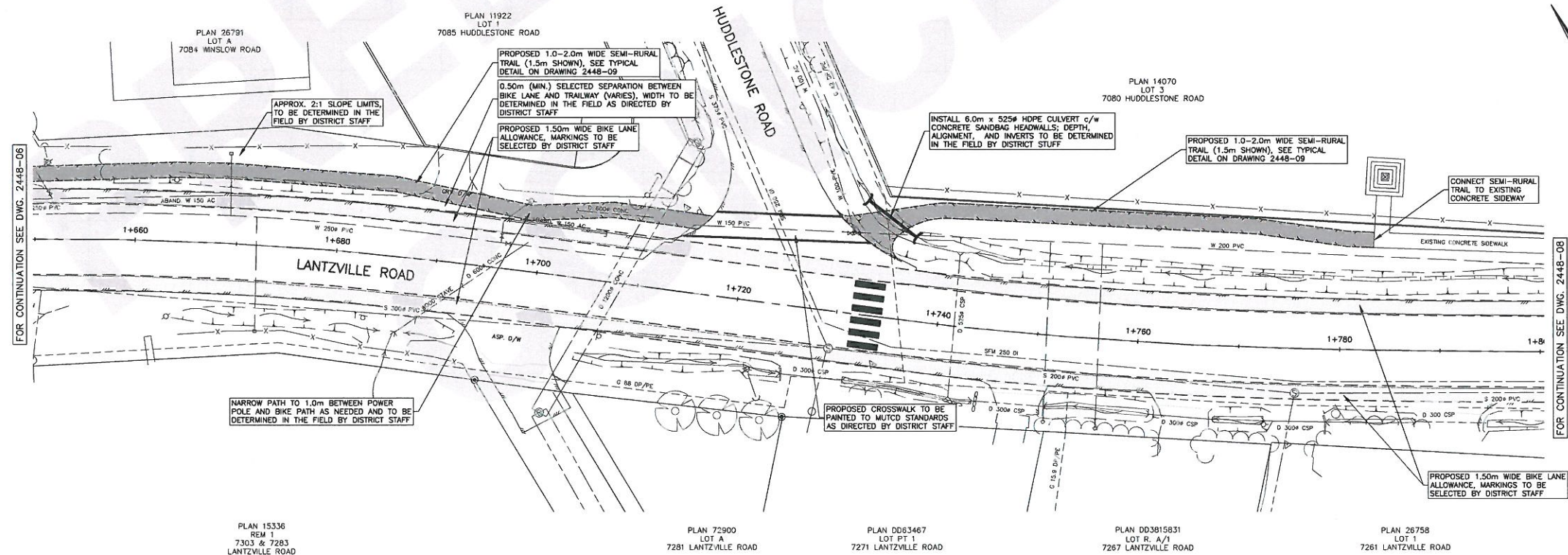
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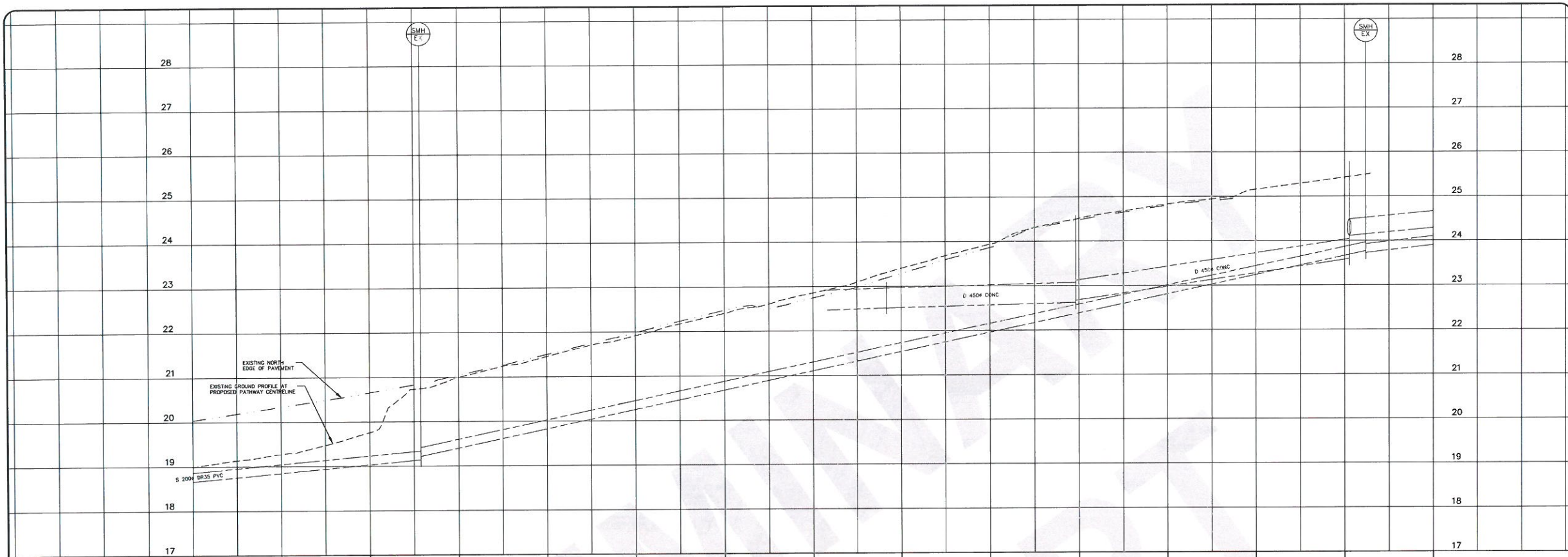
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**LANTZVILLE ROAD
PATHWAY**

TITLE
PLAN & PROFILE
STA. 1+800 TO 1+940

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| B | 26AUG24 | | | PRELIMINARY CONCEPT |
| A | 07AUG24 | | | ONSITE DISCUSSION |
| ISS | DATE | BY | ENG | DESCRIPTION |

RECORD OF ISSUE

SEAL

PRELIMINARY
March 31, 2025

PROJECT NO. 2448

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DESIGNED

CHECKED

APPROVED

DATE AUGUST 2024

SCALE H1:250 V1:50

CLIENT



PROJECT

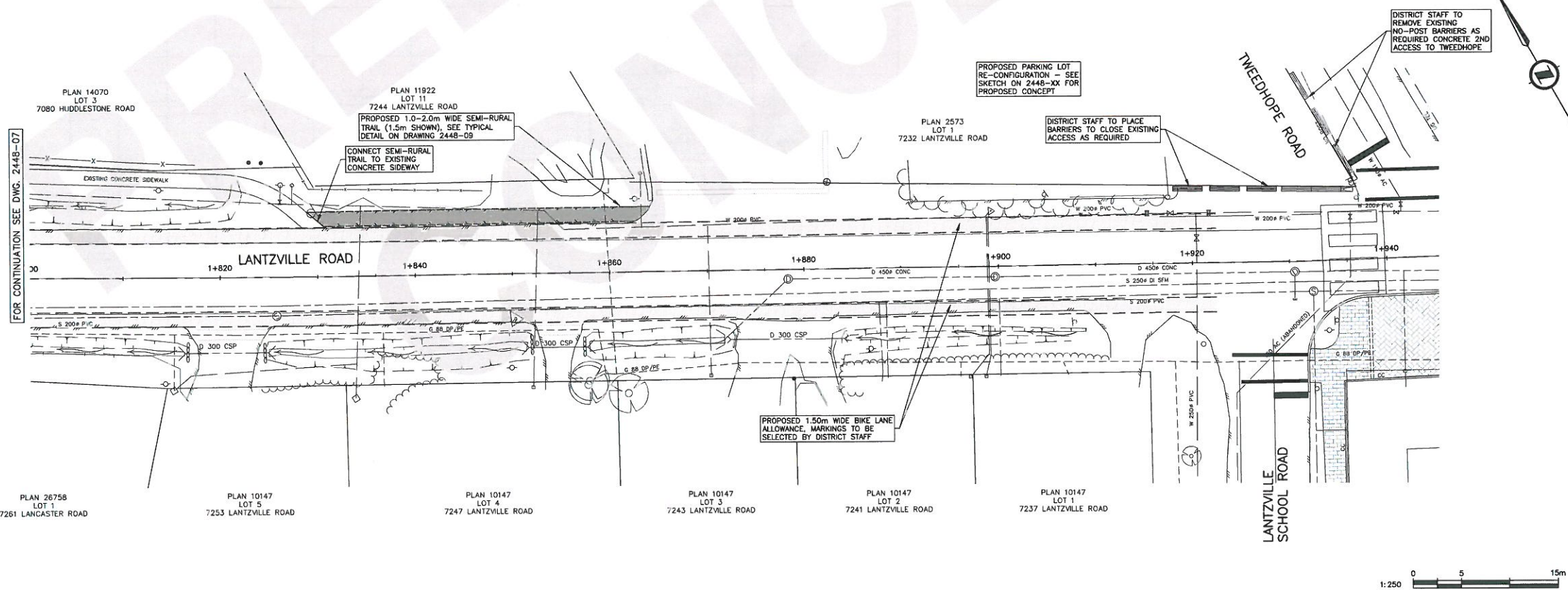
LANTZVILLE ROAD
PATHWAY

TITLE

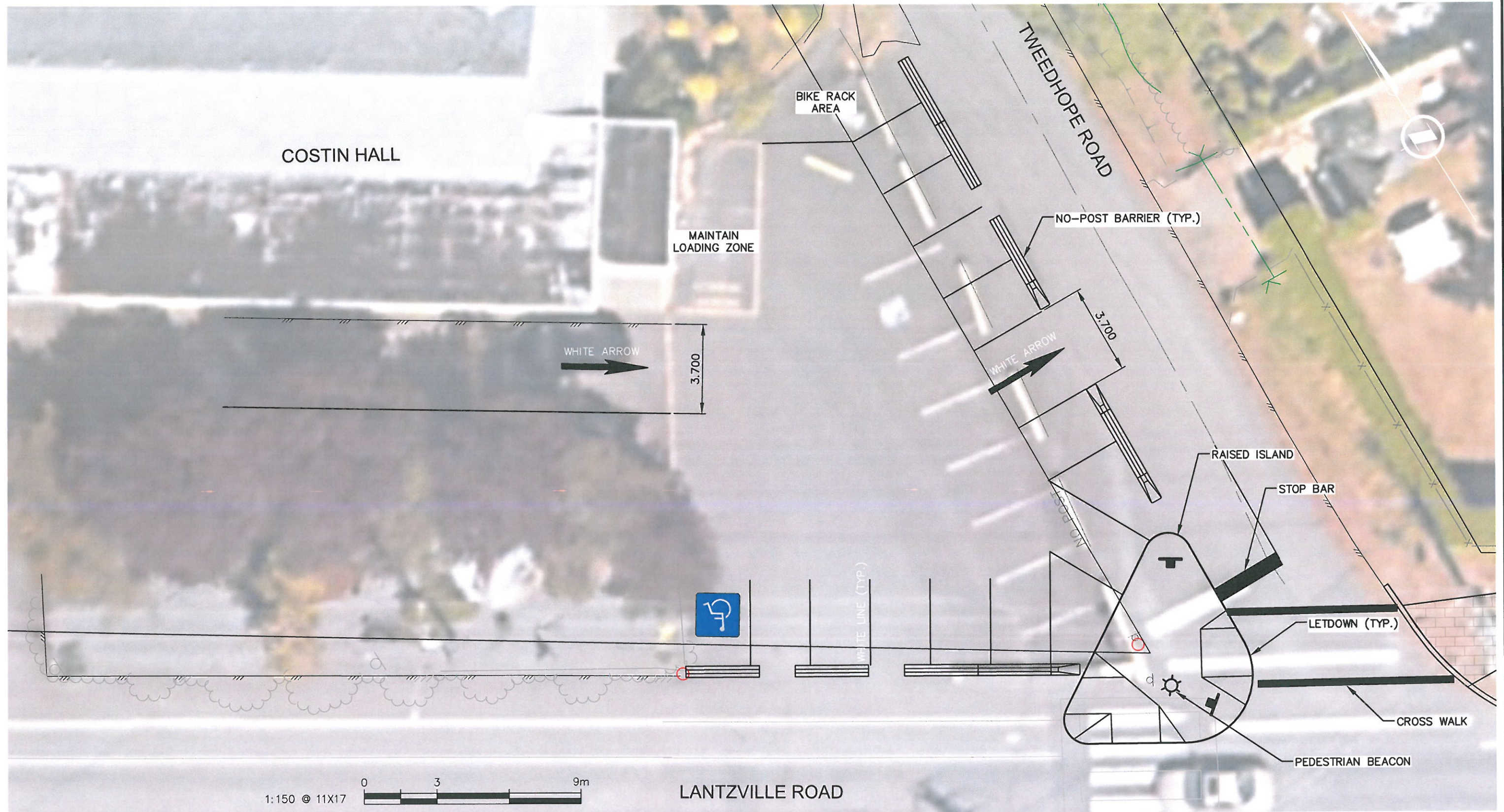
PLAN & PROFILE

STA. 1+800 TO 1+940

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CLIENT DISTRICT OF LANTZVILLE

PROJECT

TITLE COSTIN HALL PARKING LOT LAYOUT

APPROVED

DATE

30APRIL25

PROJECT No.

2448

SCALE

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DWG No.

SK1
Page 126

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: May 14, 2025

SUBJECT: Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report

PURPOSE

To provide Council with the findings and recommendations from the Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report.

RECOMMENDATION

1. **THAT** Council receive the Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report.
2. **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.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

1. **THAT** Council receive the Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report for information.

BACKGROUND/RELEVANT HISTORY

COUNCIL MOTIONS

Feb 21, 2024

C24-046

MOVED and SECONDED, THAT staff be instructed to contract Koers Engineering to find the following water system information:

- a) *the number of new water connections, based on 2320 litres per day, Lantzville has available from its current operating water wells, excluding Nanaimo water and the Foothills development wells;*
- b) *a method which can be used for this same aforementioned well water, to calculate the number of available new well water connections there would be, at various amounts of litres per day water standards;*

AND FURTHER THAT this be funded by the One Time Project Operating Reserve.

CARRIED UNANIMOUSLY

Staff engaged Koers & Associates Engineering Ltd (Koers) as directed by Council to carry out the task of completing a Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report (Wellfield Report). This Wellfield Report addresses Council's approved motion C24-046.

ATTACHMENTS

1. Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report – Koers & Associates Engineering Ltd

DISCUSSION

The Wellfield Report is complete (see attachment 1). The report has the following conclusions and recommendations:

CONCLUSIONS:

Wellfield Licenced Withdrawal Limits & Exceedances

1. The District of Lantzville is authorized to extract/withdraw water from Aquifer No. 215 by the District ground water supply wells at the Harby Road Wellfield as follows:
 - Maximum Day Licenced Withdrawal Limit: 1,425 m³/day
 - Total Annual Licenced Withdrawal Limit: 260,000 m³/day
2. Since issuance of the Water Licence in Year 2021, the Licenced Withdrawal Limits have been exceeded three times:
 - Maximum Day Exceedance: Year 2021
 - Total Annual Exceedance: Year 2021 & Year 2022

It is noted that in Year 2021, a heat dome was experienced across BC from the end of June to the middle of July. In Year 2022, there was a dry spring (Feb - Mar) followed by a very dry summer and fall (Aug - Nov).

Year 2017 Wellfield Capacity Rating and Groundwater Levels

3. In August 2017, the combined Long-Term Sustainable Yield of the District's five water supply wells was calculated to be: 2,380 m³/day, which is 955 m³/day more than the maximum day licenced withdrawal limit (1,425 m³/day).
4. The Year 2017 rating was based on 24 hours of continuous pumping of all five wells and calculated using the BC Ministry of Environment (1999) standard rating formula which includes a 30% safety factor and extrapolation of the drawdown in groundwater level at each pump after 100 days of continuous pumping.
5. Groundwater levels in the wellfield change throughout the year, reaching the highest in the spring and dropping to the lowest in the summer.
6. In Year 2017, the lowest groundwater level recorded at the BC Ministry of Environment groundwater level monitoring well No. 232, which is located very close to the District's wellfield (see attachment 1, Figure 1) was 5.05 m below ground level, not including the period of 24-hour continuous pumping of all five wells (August 28 & 29 when the water level dropped to 5.61 m (see attachment 1, Figure 3). Notably lower

groundwater levels than these were recorded in Year 2020 (6.61 m), Year 2021 (6.76 m) and Year 2022 (5.50 m) as shown in Figure 3 and Table 3 (see attachment 1).

Maximum Day vs Average Day Demand

7. Over the past eleven years (2013 – 2023), the Maximum Day demand has averaged 1,325 m³/day compared to an average day demand of 672 m³/day. This equates to the Maximum Day demand being double (1.97 times) the Average Day demand.
8. The District adopted Bylaw No. 226 in Year 2020 establishing a maximum day design standard of 2,320 L/day per connection for a ½ acre Single Family lot. This is lower than the 2,900 L/ day per connection recommended in our May 2016 Water Demand Design Standard Review.

Non-Revenue Water

9. Over the past eleven years (2013 – 2023), Non-Revenue Water, calculated at the difference between the annual volume of water pumped from the wellfield and the sum of all the individual water meters, has averaged 15% (37,527 m³). This is within the expected range of 15% to 25% for the District's water system based on its size, age, distribution system pipe material, and system static pressures.

Number of Properties Serviced

10. The number of properties serviced by the Wellfield over the past five years (2019 – 2023) has increased by from 901 to 922; 21 properties (2%).
11. The 922 connections do not include any vacant lots approved by the District that have an existing water service. With recent development, this value is expected to increase as new houses are built and connected to the District's water system.
12. The 922 connections do not include any allowance to supply water to the Foothills development in the event that the Foothills well is offline or under-producing.

Per Connection Historical Demands

13. Over the past five years (2019 – 2023), the calculated per connection Average Day demand has ranged from a low of 745 to a high of 860 L/day per connection. This equates to 57% and 66% of the District's design standard of 1,300 L/day per connection for a Single Family, ½ acre parcel.
14. Over the past five years (2019 – 2023), the calculated per connection Maximum Day demand has ranged from a low of 1,430 to a high of 1,845 L/day per connection. This equates to 62% and 79% of to the District's design standard of 2,320 L/day per connection for a Single Family, ½ acre parcel.

Potential Number of New Properties Serviced: Maximum Day Demand Conditions

15. Based on the District's maximum day per connection design standard of 2,320 L/day per connection (for a ½ acre Single Family lot) and the authorized licenced maximum day withdrawal limit of 1,425 m³/day, the maximum number of properties that should be serviced is **615**, which is less than the 922 properties serviced in Year 2023.

16. There is a wide range of the number of additional properties that could potentially be serviced by the Harby Road wellfield based on the Year 2017 Wellfield Capacity Rating and the historical maximum day demand over the past five years. The potential number of additional properties ranges from 418 to 728 (see attachment 1, Table 7).

Potential Number of New Properties Serviced: Average Day Demand Conditions

17. Based on the District's average day per connection design standard of 1,300 L/day per connection (for a ½ acre, Single Family lot) and the authorized licenced annual withdrawal limit of 260,000 m³/year, which equates to an average day withdrawal of 712.5 m³/day, the maximum number of properties that should be serviced is **550**, which is less than the 922 properties that are presently being serviced (Year 2023).
18. There is a wide range of the number of additional properties that could potentially be serviced by the Harby Road wellfield based on the Year 2017 Wellfield Capacity Rating and the historical average day demand over the past five years. The potential number of additional properties ranges from 468 to 678 (see attachment 1, Table 8).

Potential Number of New Properties Serviced Equations

19. The following equation was used for estimating the potential number of new properties that could be serviced by the wellfield (see attachment 1, Table 7 and Table 8):

$$\text{Potential Number of New Properties Serviced}^* = \text{PNPS} - \text{ANPS}$$

Where:

$$\text{PNPS} = \text{Potential Number of Properties Serviced} = \frac{\text{Wellfield Pumping Rate}}{\text{Water Demand Per Connection}}$$

$$\begin{aligned} \text{ANPS} &= \text{Actual Number of Properties Serviced}^* \\ &= \text{Number of active connections} + \text{Number of vacant lots with approved connections} \end{aligned}$$

* Does not include any existing or future properties within the Foothills Development

RECOMMENDATIONS:

Based on the findings of this report Koers recommends that the District of Lantzville:

1. Retain the services of 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.
2. Subject to the findings of item 1 above, apply to the provincial government for an adjustment to their water licence for both the maximum day and total annual demand limits.
3. Continue to monitor the volume of water delivered to the Foothills development from the Harwood Reservoir when the existing Foothill well is offline or under-performing.

4. Review the current number of water system connections to existing customers and confirm the number of existing vacant lots with approved connections to establish the overall number of committed connections before assessing whether any additional connections are approved by the District.
5. Reconsider the impacts of emergency supply to the Foothills development when assessing the number of future connections available within the system.
6. That the District continue to follow the 11 recommendations noted in the Koers May 2016 Water Demand Design Standard Review, a copy of which is included in Appendix E (see attachment 1).

Based on the conclusions and recommendations from the Koers – Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report staff recommend that Council initiate the recommendations by retaining the services of a hydrogeologist to review the Year 2017 Wellfield Capacity 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 Capacity Rating Calculation

To summarize and answer the motion from February 21, 2024:

Motion:

- a) *the number of new water connections, based on 2320 litres per day, Lantzville has available from its current operating water wells, excluding Nanaimo water and the Foothills development wells;*
- b) *a method which can be used for this same aforementioned well water, to calculate the number of available new well water connections there would be, at various amounts of litres per day water standards;*

Calculation

The following equation can be used to estimate the total number of water connections that could potentially be serviced from the District's Harby Road Wellfield wells:

$$PNPS = \text{Potential Number of Properties Serviced} = \frac{\text{Wellfield Pumping Rate}}{\text{Water Demand Per Connection}}$$

Number of New Connections based on 2,320 Litres/day (2.32 m3/day) per connection

Based on the authorized maximum day withdrawal limit of 1,425 m3/day specified by the groundwater licence issued by the provincial government, the maximum number of water connections services could be 614, as shown in the calculation below.

$$\begin{aligned} \text{Potential Number of Properties Serviced} &= \frac{1,425 \text{ m3/day}}{2.32 \text{ m3/day per connection}} \\ &= 614 \text{ connections} \end{aligned}$$

This is significantly less than the 901 to 922 properties connected to the water system from

Year 2019 to Year 2023.

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

Infrastructure Green & Grey – Ensure adequate standard for municipal connections.

2. Policy

N/A

3. Resources

N/A

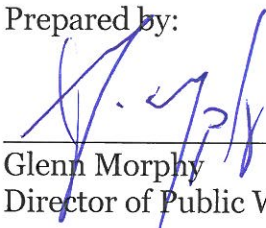
4. Financial/Budget Implications

Potential future budget amendment should council support the recommendation from staff and Koers.

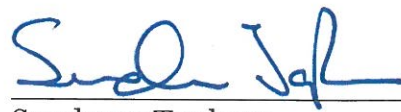
5. Sustainability Implications

N/A

Prepared by:


Glenn Morphy
Director of Public Works

Approved for submission to Council:


Sundance Topham
Chief Administrative Officer

Date: May 14, 2025

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 | unknown |
| Special | | |
| Closed (In-Camera) | | |

File No. TBD

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