District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, July 23, 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 July 23, 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 4j) in the Consent Agenda be approved.

a) THAT Council instructs Staff to bring forward a draft amendment to the Development Cost Charge Bylaw to add a Fire Protection Facility DCC.
b) THAT Council instructs Staff to bring forward a draft amendment to the Development Cost Charge Bylaw to create an Area Specific Water DCC for the Winds (Water projects W-3 and W-4).
c) THAT Council instructs Staff to bring forward a draft amendment to the Development Cost Charge Bylaw to create an Area Specific Water DCC for Clark Drive (Water projects W-5 and W-6).
d) THAT Council instructs staff to include a Sanitary Sewer DCC for Phase F sewer expansion as part of amendments to the Development Cost Charge Bylaw.

6-11 e) MOVED AND SECONDED, THAT the May 14, 2025, Regular Council meeting minutes be approved, as presented.

12-13 f) MOVED AND SECONDED, THAT the May 21, 2025, Special Council meeting minutes be approved, as presented.

14-18 g) MOVED AND SECONDED, THAT the June 11, 2025, Regular Council meeting minutes be approved, as presented.

19-20 h) MOVED AND SECONDED, THAT the June 18, 2025, Special Council meeting minutes be approved, as presented.

21-26 i) MOVED AND SECONDED, THAT the June 25, 2025, Regular Council meeting minutes be approved, as presented.

27-53 j) Quarterly Motion Tracker

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

54-64 a) **Development Variance Permit Application for 6846 Metro Road**
[George Robinson, Director of Planning and Community Services]

THAT Development Variance Permit No. DVP25-2 for 6846 Metro Road be issued to vary Section 2.5 (1) of Zoning Bylaw No. 180 by increasing the maximum retaining wall height from 1.2 metres to 2.55 metres and subsequently vary Section 1.16 (3) of Zoning Bylaw No. 180 to reduce the interior side parcel line and rear parcel line setbacks from 2 metres to 0 metres.

65-117 b) **Official Community Plan & Zoning Bylaw Amendment Applications for Superior Road Regional Service Area**
[George Robinson, Director of Planning and Community Services]

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation and Regional Service Development Permit Area) Bylaw No. 413, 2025" be given first reading.

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation and Regional Service Development Permit Area) Bylaw No. 413, 2025" be given second reading;

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be given first reading;

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be given second reading;

THAT a public information meeting be hosted with the surrounding neighbourhood to collect input on the applications, and a report back to Council on the outcomes of the public information meeting be provided prior to scheduling the required Public Hearing.

118-123 c) **2025-2029 Financial Plan Bylaw Amendment - Temporary Public Works Yard, Fire Hall and Fire Training Area**
[Julia Seppola, Director of Financial Services]

THAT Council amend the 2025-2029 Financial Plan to include $160,000 for capital budgeting for the preparation of a temporary location and buildings for Public Works to be funded from the General Capital Reserve, the Water Capital Reserve and the Sewer Capital Reserve.

THAT Council amend the 2025-2029 Financial plan to include $64,000 for the preparation of a fire training area to be funded from the General Capital Reserve.

THAT Council amend the 2025 – 2029 financial plan to include the construction of a Fire Hall in the amount of $14M to be funded from the Strategic Fund Grant,Municipal Finance Asssociation [MFA] borrowing and General Capital Reserve

8. UNFINISHED BUSINESS - NIL

9. COMMITTEE/COMMISSION RECOMMENDATIONS

Parks and Trails Select Committee

124 THAT Council approve the addition of a new pathway called "hiking trail" and its design guidelines to be approved as one of the edits to the future draft of the Trails and Journeyways Strategy, further to the direction from Council on March 20, 2024. [Reference Table 2 as per the report provided by the Parks and Trails Select Committee]

125 THAT Council approve the addition of a new pathway called "Bike Route" and its design guidelines to be approved as one of the edits to the future draft of the Trails and Journeyways Strategy, further to the direction from Council on March 20, 2024. [Reference Table 3 as per the report provided by the Parks and Trails Select Committee]

126 THAT Council direct staff to add signage to the E & N multi use path, located from Clark Drive to Ware Road, and also to the path located on the north side of Lantzville Road, from Tweedhope Road to Dickinson Road, to indicate that these paths may be used by pedestrians and cyclists.

127 THAT Council direct staff to add signage to the Tweedhope Crosswalk to indicate that it is used by pedestrians and cyclists.

10. NEW BUSINESS

128-138 a) **2nd Quarter Financial Report**
[Julia Seppola, Director of Financial Services]

THAT Council receives for information the "2nd Quarter Financial Report" as attached to the July 23, 2025, Council meeting agenda.

b) **Volunteer Program**
[Delcy Wells, Director of Corporate Administration]

REFERRED FROM JUNE 25, 2025 REGULAR COUNCIL MEETING

THAT the 2026 to 2030 five-year financial plan incorporates an additional 5 hours per month of staff time to support the Program.

139 c) **Official Community Plan Form and Character**
[Councillor Savage]

THAT Council directs staff to amend the Official Community Plan's Village Form and Character Guidelines as it applies to the Village Primary Commercial Core to ensure in new mixed use commercial buildings the first storey must be equal in floor area to the largest residential storey above and this first floor area must solely be for the permitted commercial uses listed in the zoning bylaw and not be used for parking spaces, storage for residential units, or any residential use.

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)(c), (d) and (o) 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;

(o) the consideration of whether the authority under section 91 *[other persons attending closed meetings]* should be exercised in relation to a council meeting.

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:

September 3, 2025 @ 6:00 pm – Regular Meeting of Council
September 9, 2025 @ 9:00 am – Community Safety Standing Committee

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, May 14, 2025, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council: Mayor Mark Swain [departed at 7:36 pm; joined at 7:49 pm]
Councillor Joan Jones
Councillor Jonathan Lerner [absent]
Councillor Rachelle Mundell [acting Mayor at 7:36 pm]
Councillor Ian Savage

Staff: Sundance Topham, Interim Chief Administrative Officer
Delcy Wells, Director of Corporate Administration
George Robinson, Director of Planning
Julia Seppola, Director of Financial Services
Glenn Morphy, Director of Public Works
Neil Rukus, Fire Chief
Aria Long, Deputy Director of Corporate Administration
Lindsay Lyons, Administrative Assistant

**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

C25-231 MOVED AND SECONDED, THAT the May 14, 2025, Regular Council meeting agenda be adopted as presented.
CARRIED UNANIMOUSLY

GENERAL MATTERS

Mayor and Council Verbal Updates

Councillor Jones commented on the Fire Services Advisory Committee presentation regarding the tariffs on the fire truck industry and the cost of new replacement vehicles. It was also noted that a discussion took place regarding issues on the lack of regulation of fire works sales and the use of them in general and FireSmart noted that the most effective fire-resistant incentives are roof top sprinklers.

START OF CONSENT AGENDA

CONSENT AGENDA

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

C25-232 MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw 180, 2020, Amendment (7131 Peterson Road) Bylaw No. 402, 2025" be adopted.
CARRIED BY CONSENT

C25-233 MOVED AND SECONDED, THAT the Oct 8, 2024, Community Safety Standing Committee minutes be approved, as presented.
CARRIED BY CONSENT

C25-234 MOVED AND SECONDED, THAT the March 13, 2025, Parks and Trails Select Committee minutes be received as presented.
CARRIED BY CONSENT

C25-235 MOVED AND SECONDED, THAT the April. 9, 2025, Special Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-236 MOVED AND SECONDED, THAT the April. 16, 2025, Committee of the Whole meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-237 MOVED AND SECONDED, THAT the April. 16, 2025, Special Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-238 MOVED AND SECONDED, THAT the April. 23, 2025, Regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

END OF CONSENT AGENDA

PUBLIC INPUT

Joan Macmillan, 7016 Peterson Road, spoke regarding grant funds being received by the Regional District of Nanaimo on behalf of the District of Lantzville, and the process for grant funds.

LEGISLATIVE MATTERS

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

C25-239 MOVED AND SECONDED, THAT "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be given first reading.
CARRIED UNANIMOUSLY

C25-240 MOVED AND SECONDED, THAT "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be given second reading.
CARRIED UNANIMOUSLY

C25-241 MOVED AND SECONDED, THAT "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be given third reading.
CARRIED UNANIMOUSLY

District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule "C" Water Conservation Levels) Bylaw No. 411, 2025.

C25-242 MOVED AND SECONDED, THAT "District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule "C" Water Conservation Levels) Bylaw No. 411, 2025" be given first reading.
CARRIED UNANIMOUSLY

C25-243 MOVED AND SECONDED, THAT "District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule "C" Water Conservation Levels) Bylaw No. 411, 2025" be given second reading.
DEFEATED

NEW BUSINESS

May Management Report

C25-244 MOVED AND SECONDED, THAT Council receive the "May Management Report" for information.
CARRIED UNANIMOUSLY

Community Use Building B – Facility Condition Assessment Report

C25-245 MOVED AND SECONDED, THAT Council receive the "Community Use Building B – Facility Condition Assessment Report" for information.
CARRIED UNANIMOUSLY

Lantzville Road Pathway Design

C25-246 MOVED AND SECONDED, 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.
DEFEATED

C25-247 MOVED AND SECONDED, THAT staff provide council with a costing for the pathway from Huddlestone to the walk of honour with a cement surface similar to the walk of honour; AND FURTHER, THAT a staff report for the parking and upgrades to the existing crosswalk area at Tweedhope Road be presented to council at a future meeting with a source for funding; AND FURTHER, THAT staff give an explanation of the culvert footpath design into Huddelstone park; AND FURTHER, THAT staff continue with work required to complete the trail from Huddlestone to the east end of the walk of honour.
CARRIED UNANIMOUSLY

Harby Road Wellfield – Historical Withdrawal & Production Capacity Review Report

C25-248 MOVED AND SECONDED, THAT Council receive the "Harby Road Wellfield – Historical Withdrawal & Production Capacity Review report," as presented in the May 14, 2025, agenda.
CARRIED UNANIMOUSLY

C25-249 MOVED AND SECONDED, 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.
CARRIED

Mayor Swain departed Council chambers at 7:36 pm due to concerns regarding legality of the agenda item 10e.

Councillor Mundell assumed the position of acting Mayor at 7:36 pm.

Water Connections and Water Distributions

C25-250 MOVED AND SECONDED, THAT, pending legal advice, 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.
CARRIED UNANIMOUSLY

C25-251 MOVED AND SECONDED, THAT, pending legal advice, 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.
CARRIED UNANIMOUSLY

Mayor Swain joined the meeting at 7:49 pm and resumed the position of Mayor.

UBCM Next Generation 911 – Grant Application 2025

C25-252 MOVED AND SECONDED, 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 of the Union of British Columbia Municipalities for the Next Generation 911 funding stream.
CARRIED UNANIMOUSLY

North Road Capital Budget

C25-253 MOVED AND SECONDED, THAT the District of Lantzville's 2025 capital budget and related 2025 – 2029 Financial Plan to be amended to include the North Road work at a cost of $100,000 with funding coming from the Transportation Infrastructure Reserve.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC 7:52 pm

C25-254 MOVED AND SECONDED, 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.

CARRIED UNANIMOUSLY

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

MEETING CLOSED TO THE PUBLIC: 7:52 pm

MEETING REOPENED TO THE PUBLIC: 9:22 pm

ADJOURNMENT

C25-255 MOVED AND SECONDED, THAT the May 14, 2025, Regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:22 pm

Certified Correct:

_____
Delcy Wells,
Deputy Director of Corporate Administration

Confirmed this 23rd day of July, 2025.

_____
Mark Swain, Mayor

_____
Rachelle Mundell, Acting Mayor

Minutes of the Special Meeting of Council of the District of Lantzville held on Wednesday, May 21, 2025, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council: Mayor Mark Swain
Councillor Joan Jones
Councillor Jonathan Lerner
Councillor Rachelle Mundell* [joined at 7:30 pm]
Councillor Ian Savage

Staff: Sundance Topham, Interim Chief Administrative Officer
George Robinson, Director of Planning and Community Services
Delcy Wells, Director of Corporate Administration
Aria Long, Deputy Director of Corporate Administration

**participated electronically*

CALL TO ORDER

The Mayor called the meeting to order at 6:08 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

C25-256 MOVED AND SECONDED, THAT the May 21, 2025, Special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

C25-257 MOVED AND SECONDED, THAT the special Council meeting be closed to the public, pursuant to sections 90(1)(a), (c),(i) 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;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(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: 6:08 pm

RECESSED: 7:27 pm
RESUMED: 7:33 pm

MEETING REOPENED TO THE PUBLIC: 8:49 pm

ADJOURNMENT

C25-258 MOVED and SECONDED, THAT the May 21, 2025, Special Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 8:49 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this 23rd day of July, 2025.

_____
Mark Swain, Mayor

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, June 11, 2025, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

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

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

**participated electronically*

CALL TO ORDER

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

ADOPTION OF THE AGENDA

C25-259 MOVED AND SECONDED, THAT the June 11, 2025, Regular Council meeting agenda be adopted as presented.
CARRIED UNANIMOUSLY

GENERAL MATTERS

Mayor and Council Verbal Updates

Councillor Savage travelled to Ottawa for the Federation of Canadian Municipalities and followed up on grant opportunities that were presented at the conference.

Mayor Swain travelled to Ottawa for the Federation of Canadian Municipalities and followed up on additional grant opportunities that were presented at the conference and met with Tamara Kronis. Island Health has committed to going in and fire smarting their property and the District's Fire Chief will walk the property to inspect it.

START OF CONSENT AGENDA

CONSENT AGENDA

MOVED AND SECONDED, THAT the recommendations listed for items 4a) to 4c) in the Consent Agenda be approved.

C25-260 MOVED AND SECONDED, THAT the May 7, 2025, Special Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-261 MOVED AND SECONDED, THAT the May 13, 2025, Community Safety Standing Committee meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-262 MOVED AND SECONDED, THAT the "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be adopted.
CARRIED BY CONSENT

END OF CONSENT AGENDA

PUBLIC INPUT

Joan McMillan
7016 Peterson Road

Joan provided public input regarding the minutes attached to the June 11, 2025, agenda from the Community Safety Standing Committee. The public input section is inaccurate in several instances regarding the width of road and distance of Peterson Road. It had been asked at the Community Safety Standing Committee that Council take action in the next 30 days, and June 11, 2025, is the 30th day.

LEGISLATIVE MATTERS

District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025.

C25-263 MOVED AND SECONDED, THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025" be given first reading.
CARRIED UNANIMOUSLY

C25-264 MOVED AND SECONDED, THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025" be given second reading; AND FURTHER, THAT Lantzville Road West of Superior Road to the island highway be removed from the map as well as Harby Road West and Philip Road.
CARRIED

C25-265 MOVED AND SECONDED, THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025" be given third reading as amended.
CARRIED

UNFINISHED BUSINESS

Dickinson Road Design

C25-266 MOVED AND SECONDED, THAT Council approve cross section option A; AND FURTHER, THAT Council approves an amendment to the 2025 Budget for $50,000.00 to carry out the pre-engineering to obtain a budget estimate, with funding coming from the Transportation Infrastructure Reserve Fund, and that the estimate be brought forward to a future Council meeting for Council's consideration.
CARRIED

Lantzville Road at Tweedhope Road, Pedestrian Island and Costin Hall Access/Parking Improvements Including Costing for the Pathway Huddlestone Road to Walk of Honour

C25-267 MOVED AND SECONDED, THAT Council approve the concept drawings for the Lantzville Road Pathway from the Walk of Honour to the Costin Hall Parking lot as attached in the June 11, 2025, agenda.
CARRIED UNANIMOUSLY

C25-268 MOVED AND SECONDED, THAT Council approves the modification of the typical cross section from High Fines Surfacing Aggregate to Concrete (cement) surface from Huddlestone Road to the Walk of Honour.
CARRIED UNANIMOUSLY

C25-269 MOVED AND SECONDED, THAT Council approves the Lantzville Road at Tweedhope Pedestrian/Costin Hall Parking Lot Improvements as presented in the June 11, 2025, agenda with the $40,000.00 cost to be drawn from the Transportation Infrastructure Reserve Fund.
DEFEATED

SECTION 131 RECONSIDERATION OF AMENDMENT

NO MOVER AND SECONDED REQUIRED; MOTION IS ON THE FLOOR

C25-270 THAT Council approves the Lantzville Road at Tweedhope Pedestrian/Costin Hall pedestrian crossing and pedestrian island improvements as presented in the June 11, 2025, agenda with the $40,000.00 cost to be drawn from the Transportation Infrastructure Reserve Fund.
CARRIED

COMMITTEE/COMMISSION RECOMMENDATIONS – NIL

NEW BUSINESS

Public Works Building Lease

C25-271 MOVED AND SECONDED, THAT Council authorize staff to obtain an appropriate short-term space for the daily activities of Public Works, Parks and Utility Operations.
CARRIED

C25-272 MOVED AND SECONDED, THAT Council refer the following motion to a future Committee of the whole meeting:

"THAT Council authorize staff to obtain a facility needs assessment for the District of Lantzville, with the funding to come from the Financial Stabilization Reserve Fund as well as a future long term public works facility."
CARRIED

INTRODUCTION OF LATE ITEMS

INTRODUCTION OF "NOTICE OF MOTION"

MOTION TO CLOSE THE MEETING TO THE PUBLIC

C25-273 MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), and (d) of the *Community Charter*, for the purpose of considering:

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

(c) labour relations or other employee relations;

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

CARRIED UNANIMOUSLY

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

MEETING CLOSED TO THE PUBLIC: 9:01 pm

MEETING REOPENED TO THE PUBLIC: 10:00 pm

ADJOURNMENT

C25-274 MOVED AND SECONDED, THAT the June 11, 2025, Regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:00 pm

[*Note: During the Closed portion of the meeting, Council provided unanimous consent to extend the meeting to continue past 9:30 pm. Meeting was lost at 10:00 pm as no consent or motion was passed to extend past 10:00 pm]*

Certified Correct:

_____
Delcy Wells,
Deputy Director of Corporate Administration

Confirmed this 23 day of July, 2025.

_____
Mark Swain, Mayor

Minutes of the Special Meeting of Council of the District of Lantzville held on Wednesday, June 18, 2025, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

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

Staff: Delcy Wells, Director of Corporate Administration
Aria Long, Deputy Director of Corporate Administration

**participated electronically*

CALL TO ORDER

The Mayor called the meeting to order at 6:06 pm, and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

C25-275 MOVED AND SECONDED, THAT the June 18, 2025, Special Council meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

C25-276 MOVED AND SECONDED, THAT the special 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: 6:07 pm

MEETING REOPENED TO THE PUBLIC: 8:21 pm

ADJOURNMENT

C25-277 MOVED and SECONDED, THAT the June 18, 2025, Special Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 8:21 pm

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this 23rd day of July, 2025.

_____
Mark Swain, Mayor

Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, June 25, 2025, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT:

Council: Mayor Mark Swain [absent]
Councillor Jonathan Lerner [acting Mayor]
Councillor Joan Jones
Councillor Rachelle Mundell
Councillor Ian Savage [absent]

Staff: Delcy Wells, Director of Corporate Administration
Julia Seppola, Director of Financial Services
Neil Rukus, Fire Chief
Adam Morton, Planner
Lindsay Lyons, Administrative Assistant

CALL TO ORDER

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

ADOPTION OF AGENDA

C25-278 MOVED AND SECONDED THAT the June 25, 2025, Regular Council meeting agenda be adopted as presented.
CARRIED UNANIMOUSLY

START OF PUBLIC HEARING

PUBLIC AND STATUTORY HEARING

"District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Rezone) Bylaw No. 383, 2025."

At 6:06 pm, Acting Mayor Lerner declared the public hearing open and convened in order to receive and consider input from persons remotely or in the Council Chamber who believe that their interest in property is affected by the proposed "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Rezone) Bylaw No. 383, 2025."

Acting Mayor Lerner noted the following:

- the purpose of the public hearing, the procedures and restrictions during the hearing for anyone in attendance remotely or in the Council Chamber, its location and limited seating available in the Council Chamber, how to speak or register to speak, and the information available is in the agenda and on the District website; and,

- that after the conclusion of the public hearing Council may, without further notice, give whatever effect Council believes proper to the representations made at the hearing and must not receive further submissions or correspondence from the public. Further questions may only be directed to staff.

Acting Mayor Lerner called on Adam Morton, Planner, to introduce the proposed Bylaw. Adam Morton provided context, noting the following:

- This hearing is to rezone land legally described as Lot 64 Blocks 471, 206 and 794, Nanoose District, Plan EPP82584 from FH (Foothills) to FOG (Future Old Growth).
- First and second reading for this Bylaw amendment was on February 26, 2025.

Acting Mayor Lerner called for the first time regarding persons registered to speak who believed that their interest in property was affected by the proposed Bylaw 383.

No first-time speakers registered to speak. No members of the public registered and spoke via Zoom, and no members in the gallery provided public input.

Acting Mayor Lerner called a second time regarding speakers, remote and in person, who wished to speak.

No second-time speakers registered to speak. No members of the public registered and spoke via Zoom, and no members in the gallery provided public input.

Acting Mayor Lerner called a third time for speakers and for any new registrations who wished to speak remotely or in the gallery and reiterated the instructions to register.

No third-time speakers registered to speak. No members of the public registered and spoke via Zoom, and no members in the gallery provided public input.

Acting Mayor Lerner called again for speakers to register, and before declaring the public hearing closed, reiterated that Council must not accept or consider submissions or comments from the public regarding Bylaw 383 after the hearing closes.

END OF PUBLIC HEARING: 6:11 PM

GENERAL MATTERS

Mayor and Council Verbal Updates

Councillor Lerner expressed congratulations to all graduates in Nanaimo this week.

Councillor Jones noted that Tuesday, July 1, 2025, is Canada Day and that the Royal Canadian Legion is hosting a celebration from 12-3pm behind the Lantzville Legion Branch 257. The celebration will have music, and a barbeque with cake to be served at 2pm. Residents are encouraged to attend with family.

Lantzville Recreation Association – Cecil Baldry-White, Kathy Babiski, Druanne Haugan & Bill Goold.

Cecil Baldry-White, 7353 Spence's Way; Kathy Babiski, 6475 Raven Road; Druanne Haugan, 7112 Ocean Blue Place; and Bill Goold, 7270 Bayview Road, presented to Council regarding the creation of the Lantzville Recreation Association and the importance of having recreation opportunities available in Lantzville. The group explained the initiative started with the District of Lantzville's Age Friendly Plan; an information session was offered by the District of Lantzville and members of the public were able to speak with the Planner. The group was looking for an active community of retirees to be connected through active recreation. After Mr. Baldry-White and Mr. Goold played pickleball at the Seaview court, they were prompted to start an advocacy for pickleball.

The Lantzville Recreation Society is not limited to pickleball; it includes a hiking group, ebiking, beach volleyball, kayaking and other sports that can connect people through activities and promote physical and mental health. The society will be having its inaugural picnic at Huddlestone Pavilion on July 6,2025.

Acting Mayor Lerner advised that sometimes recreation grants become available and inquired if tennis courts are usable for pickleball.

Mr. Baldry-White confirmed tennis courts can be used for pickleball, but it is not ideal; the net is two inches higher for tennis and lines are different. It is possible they could be dually painted.

CONSENT AGENDA – NIL

CORRESPONDENCE – NIL

PUBLIC INPUT PERIOD

Joan McMillan, 7016 Pederson Road, provided feedback about the minutes for the May 13, 2025, Safety Standing Committee and requested that they be corrected and re-approved. She said that there were many errors and that it is worrisome that Council has approved the minutes and that they are now on the record.

LEGISLATIVE MATTERS

Development Variance Permit Application for 6846 Metro Road

C25-279 MOVED AND SECONDED THAT Council refer the following motion to staff to be brought forward at a subsequent Council meeting with the addition of the second height variance amendment that is pending:

"THAT Development Variance Permit No. DVP25-2 for 6846 Metro Road be issued to vary Section 2.5 (1) of Zoning Bylaw No. 180 by increasing the maximum retaining wall height from 1.2 metres and 2.55 metres."
CARRIED UNANIMOUSLY

District of Lantzville Zoning Bylaw No.180, 2020, Amendment (Future Old Growth Rezone) Bylaw No.383, 2025.

C25-280 MOVED AND SECONDED THAT "District of Lantzville Zoning Bylaw No.180, 2020, Amendment (Future Old Growth Rezone) Bylaw No. 383, 2025" be given third reading.
CARRIED UNANIMOUSLY

2024 Statement of Financial Information & 2024 Annual Municipal Report

C25-281 MOVED AND SECONDED THAT Council approves the 2024 Statement of Financial Information as attached to the June 25, 2025 agenda.
CARRIED UNANIMOUSLY

C25-282 MOVED AND SECONDED THAT Council approves the 2024 Annual Municipal Report as attached to the June 25, 2025, agenda.
CARRIED UNANIMOUSLY

2025-2029 Financial Plan Bylaw Amendment – Temporary Public Works Yard, Fire Hall and Fire Training Area

C25-283 MOVED AND SECONDED THAT the following motions be referred to the next Regular meeting of Council:

"THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No.412, 2025" receive first reading.

THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No.412, 2025" receive second reading.

THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No.412, 2025" receive third reading.

THAT Council direct Administration to apply for the Strategic Fund grant for the construction of a Fire Hall and Fire Training Grounds."
CARRIED UNANIMOUSLY

C25-284 MOVED AND SECONDED THAT the proposed amendments to Schedule A of "District of Lantzville 2025-2029 Financial Plan Bylaw No.405, 2025, Amendment Bylaw No.412, 2025" that are related to the costs of moving out of 6833 Metro Road to a temporary site for Public Works be deferred to a future public meeting, pending discussion in camera regarding the topics of employee relations and property disposition.
CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025

C25-285 MOVED AND SECONDED THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025, as per the Report to Council dated June 25, 2025, be received for information.
CARRIED UNANIMOUSLY

COMMITTEE/COMMISSION RECOMMENDATIONS – NIL

NEW BUSINESS

Library Island Regional Library Board Verbal Update

Councillor Lerner advised CEO Ben Hyman has been hired by the Vancouver Public Library and he is sad to see him go. An Interim CEO/Interim Deputy will be in place until the next Annual General Meeting. They have entered the library budget process and had their first budgetary meeting. Details will come out in the fall and when the province publishes more information. The VIRL is finalizing a massive library on Haida Gwaii with a language immersion lab.

District Facilitation of Volunteer Projects

C25-286 MOVED AND SECONDED THAT Council give preliminary approval for the Volunteer Programs Policy as per the Report to Council dated June 25, 2025, to provide the opportunity to address labour relations requirements prior to implementation.
CARRIED UNANIMOUSLY

C25-287 MOVED AND SECONDED THAT the following motion on the floor be referred to the July 23, 2025, Council Meeting:

"THAT the 2026 to 2030 five-year financial plan incorporates an additional 5 hours per month of staff time to support the Program."
CARRIED UNANIMOUSLY

Delegated Authority

C25-288 MOVED AND SECONDED THAT Council authorize the Director of Corporate Administration to exercise the Delegated Authority of the Chief Administrative Officer as per Clause 6 of the "District of Lantzville Officers, Indemnification Delegation Bylaw No.172, 2018" effective June 11, 2025, and to continue until the start date of a Chief Administrative Officer.
CARRIED UNANIMOUSLY

INTRODUCTION OF LATE ITEMS

INTRODUCTION OF "NOTICE OF MOTION"

Public Works Facility and Fire Training Area

That Staff prepare a report for Council's consideration a site plan including fundings sources and financing options for a new public works yard, fire hall (for the purpose of applying for a $7M grant that has recently become available) and fire department training area to be sited on the municipal property at 7915 Clark Drive West.

Costin Hall Parking Lot Expansion

That Council directs Staff to prepare for Council's consideration a parking lot design utilizing the Lantzville Road Streetscape Concept Design; AND FURTHER, THAT the funding be taken from the General Capital Reserve.

PUBLIC CLARIFICATION

MOTION TO CLOSE THE MEETING TO THE PUBLIC

C25-289 MOVED AND SECONDED, THAT the Regular Council meeting be closed to the public, pursuant to sections 90(1) (a) and (k) of the *Community Charter*, for the purpose of considering:

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

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

CARRIED UNANIMOUSLY

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

MEETING CLOSED TO THE PUBLIC: 7:37 PM

MEETING REOPENED: 10:08 PM

MEETING ADJOURNED: 10:08 PM

Certified Correct:

_____
Delcy Wells, Director of Corporate Administration

Confirmed this 23rd day of July 2025.

_____
Mark Swain, Mayor

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
1	C25-01	08-Jan-25	MOVED AND SECONDED, THAT the January 8, 2025, Regular Council meeting agenda be adopted, as amended with page 34 being replaced. CARRIED UNANIMOUSLY.
2	C25-02	08-Jan-25	MOVED AND SECONDED, THAT the December 4, 2024, 6:00 pm Regular Council meeting minutes be approved, as presented. CARRIED BY CONSENT.
3	C25-03	08-Jan-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7101 Stevens Place) Bylaw No. 380, 2024" be adopted. CARRIED BY CONSENT.
4	C25-04	08-Jan-25	MOVED AND SECONDED, THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26–2004, Amendment (Administration, Planning and Building Permit Fees)Bylaw No. 384, 2025" be given first reading. CARRIED UNANIMOUSLY.
5	C25-05	08-Jan-25	MOVED AND SECONDED, THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 –2004, Amendment (Administration, Planning and Building Permit Fees)Bylaw No. 384, 2025" be given second reading. CARRIED.
6	C25-06	08-Jan-25	THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 –2004, Amendment (Administration, Planning and Building Permit Fees)Bylaw No. 384, 2025" be given third reading. CARRIED.
7	C25-07	08-Jan-25	MOVED AND SECONDED, THAT Council directs Staff to proceed with implementing the work plan as identified in the staff report dated January 8, 2025, but limited to prepare solely the minimum OCP amendments as needed to comply with the Provincial Bill 44 legislation; AND FURTHER, THAT a draft of these OCP amendments be presented at a Spring Committee of the Whole meeting for Council input before any next steps. CARRIED.
8	C25-08	08-Jan-25	MOVED AND SECONDED, THAT Council appoint Robert Rodvik as the Director of Financial Services for the District of Lantzville to fulfill the requirements in section 149 of the *Community Charter* as the Financial Officer. CARRIED UNANIMOUSLY.
9	C25-09	08-Jan-25	MOVED AND SECONDED, THAT Council refer the following motion to the next Strategic Planning session: "THAT Council directs staff, for presentation at the January 22, 2025 Council meeting, to review, and amend if needed, the agenda's Schedule A "Proposed Terms of Reference for a new Design Select Committee", with the paid design consultant to be funded from the One Time Projects Reserve." DEFEATED
10	C25-10	08-Jan-25	MOVED AND SECONDED, THAT Council directs staff, for presentation at an upcoming Council meeting, to review, and amend if needed, the agenda's Schedule A "Proposed Terms of Reference for a new Design Select Committee", with the paid design consultant to be funded from the One Time Projects Reserve. CARRIED UNANIMOUSLY.

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
11	C25-11	08-Jan-25	MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (d), and (k) of the Community Charter, for the purpose of considering: (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (d)the security of the property of the municipality; (k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; CARRIED UNANIMOUSLY.
12	C25-12	08-Jan-25	MOVED and SECONDED, THAT the January 8, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY.
13	C25-13	14-Jan-25	MOVED AND SECONDED, THAT the January 14, 2025, Special Council meeting agenda be adopted, as presented. CARRIED UNANIMOUSLY.
14	C25-14	14-Jan-25	MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to section 90(1) (a) 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; CARRIED UNANIMOUSLY
15	C25-15	14-Jan-25	MOVED and SECONDED, THAT the January 14, 2025, Special Council meeting be adjourned. CARRIED UNANIMOUSLY
16	C25-16	15-Jan-25	MOVED AND SECONDED, THAT the January 15, 2025, Special [Finance] Council meeting agenda be adopted, as presented. CARRIED UNANIMOUSLY.
17	C25-17	15-Jan-25	MOVED AND SECONDED, THAT the Reserve and Surplus Policy attached to the report titled “Reserve and Surplus Policy/Projections & Capital Budget Considerations” and dated January 15, 2025, be approved. CARRIED UNANIMOUSLY
18	C25-18	15-Jan-25	MOVED AND SECONDED, THAT the asset management plan, including natural assets, with $100,000 funding be approved with the funding being 50% grant with the balance coming from the community works reserve fund and the project be subject to securing the grant funding. CARRIED UNANIMOUSLY
19	C25-19	15-Jan-25	MOVED AND SECONDED, THAT the new protective gear for the Fire Department be included in the 2025 and 2026 capital plans, $25,000 each year, with funding coming from the general capital reserve fund. CARRIED UNANIMOUSLY.
20	C25-20	15-Jan-25	MOVED AND SECONDED, THAT the Harper beach road end improvement be included in the 2025 capital plan for a project scoping and design at preliminary amount of $50,000 with funding coming from the One-time Projects Reserve fund. CARRIED UNANIMOUSLY
21	C25-21	15-Jan-25	MOVED AND SECONDED, THAT the church building rehabilitation proceed with current funding level in the with further funding coming with results from initial investigate results with funding from the General capital Reserve Fund. CARRIED UNANIMOUSLY
22	C25-22	15-Jan-25	MOVED AND SECONDED, THAT the north road project be added to the 2025 capital plan for $100,000 for initial phase with funding coming from the Transportation Infrastructure Reserve Fund. CARRIED UNANIMOUSLY
23	C25-23	15-Jan-25	MOVED AND SECONDED, THAT the traffic safety studies include $25,000 in the 2025 capital plan as a placeholder with funding coming from the Transportation Infrastructure Reserve Fund. CARRIED UNANIMOUSLY
24	C25-24	15-Jan-25	MOVED AND SECONDED, THAT the policy planning student assisting with residential OCP review including drafting amendments and assisting with public engagement efforts be included in the 2025 to 2028 financial plan to be funded by the provincial capacity housing initiatives grant in the amount of 17,686.00. CARRIED UNANIMOUSLY

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
25	C25-25	15-Jan-25	MOVED AND SECONDED, THAT the Parks planning student assist with revising the parks trails and recreation plan and trails Journeyways strategy and will also assist with public engagement events for the OCP review be included in the 2025 – 2028 financial plan at a cost of 17,686.00 to be funded from the provincial the capacity housing initiatives grant fund. CARRIED UNANIMOUSLY
26	C25-26	15-Jan-25	MOVED AND SECONDED, THAT Council defer the following motion to the January 22, 2025, Regular meeting of Council: "THAT council seek public feedback on budget scenario A, which shows a 0% tax increase, a 3% water user rate increase and a 6.9% sewer user rate increase (3.9% of which is the impact of a shift from variable to flat sewer rates), as well as 2% and 3% tax increases with the additional funds raised from the tax increases being transferred to reserves for infrastructure replacement." DEFEATED
27	C25-27	15-Jan-25	MOVED AND SECONDED, THAT council seek public feedback on budget scenario A, which shows a 0% tax increase, a 3% water user rate increase and a 6.9% sewer user rate increase (3.9% of which is the impact of a shift from variable to flat sewer rates), as well as 2% and 3% tax increases with the additional funds raised from the tax increases being transferred to reserves for infrastructure replacement. CARRIED
28	C25-28	15-Jan-25	MOVED AND SECONDED, THAT the Special [Finance] Council meeting be closed to the public, pursuant to sections 90(1)(k) of the Community Charter, for the purpose of considering: (k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; CARRIED UNANIMOUSLY
29	C25-29	15-Jan-25	MOVED and SECONDED, THAT the January 15, 2025, Special [Finance] Council meeting be adjourned. CARRIED UNANIMOUSLY.
30	C25-30	22-Jan-25	MOVED AND SECONDED THAT the January 22, 2025, Regular Council meeting agenda be adopted, as amended regarding the following: •Move agenda item 4b to follow item 2, and additional information to be presented regarding Bylaws 373 and 374 during the Public Hearing as well as item 11a. CARRIED UNANIMOUSLY
31	C25-31	22-Jan-25	MOVED AND SECONDED THAT the January 8, 2025, Regular Council meeting minutes be approved, as presented. CARRIED UNANIMOUSLY
32	C25-32	22-Jan-25	MOVED AND SECONDED THAT the January 14, 2025, Special Council meeting minutes be approved, as presented. CARRIED UNANIMOUSLY
33	C25-33	22-Jan-25	MOVED AND SECONDED THAT the June 20, 2024, Parks and Trails Select Committee Meeting minutes CARRIED UNANIMOUSLY
34	C25-34	22-Jan-25	MOVED AND SECONDED THAT the July 18, 2024, Parks and Trails Select Committee Meeting minutes CARRIED UNANIMOUSLY
35	C25-35	22-Jan-25	MOVED AND SECONDED THAT the September 19, 2024, Parks and Trails Select Committee Meeting minutes CARRIED UNANIMOUSLY
36	C25-36	22-Jan-25	MOVED AND SECONDED THAT the November 21, 2024, Parks and Trails Select Committee Meeting minutes CARRIED UNANIMOUSLY
37	C25-37	22-Jan-25	MOVED AND SECONDED THAT the Quarterly Motion Tracker – provided for information. CARRIED UNANIMOUSLY

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
38	C25-38	22-Jan-25	MOVED AND SECONDED THAT “District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26–2004, Amendment (Administration, Planning and Building Permit Fees) Bylaw No. 384, 2025” be adopted. CARRIED
39	C25-39	22-Jan-25	MOVED AND SECONDED THAT “District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Miscellaneous) Bylaw No. 373, 2024” and “District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Miscellaneous) Bylaw No. 374, 2024” be referred to the March 12, 2025, Council meeting. CARRIED
40	C25-40	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Community Amenities Reserve Fund Establishment Bylaw No. 385, 2025” be given first reading. CARRIED UNANIMOUSLY
41	C25-41	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Community Amenities Reserve Fund Establishment Bylaw No. 385, 2025” be given second reading. CARRIED UNANIMOUSLY
42	C25-42	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Community Amenities Reserve Fund Establishment Bylaw No. 385, 2025” be given third reading. CARRIED UNANIMOUSLY
43	C25-43	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Financial Stabilization Reserve Fund Establishment Bylaw No. 386, 2025”be given first reading. CARRIED UNANIMOUSLY
44	C25-44	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Financial Stabilization Reserve Fund Establishment Bylaw No. 386, 2025” be given second reading. CARRIED UNANIMOUSLY
45	C25-45	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Financial Stabilization Reserve Fund Establishment Bylaw No. 386, 2025” be given third reading. CARRIED UNANIMOUSLY
46	C25-46	22-Jan-25	MOVED AND SECONDED THAT “District of Lantzville Land Sale Reserve Fund Establishment Bylaw No. 387, 2025” be given first reading. CARRIED UNANIMOUSLY
47	C25-47	22-Jan-25	MOVED AND SECONDED THAT “District of Lantzville Land Sale Reserve Fund Establishment Bylaw No. 387, 2025” be given second reading. CARRIED UNANIMOUSLY
48	C25-48	22-Jan-25	MOVED AND SECONDED THAT “District of Lantzville Land Sale Reserve Fund Establishment Bylaw No. 387, 2025” be given third reading. CARRIED UNANIMOUSLY
49	C25-49	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Park Infrastructure Reserve Fund Establishment Bylaw No. 388, 2025” be given first reading. CARRIED UNANIMOUSLY
50	C25-50	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Park Infrastructure Reserve Fund Establishment Bylaw No. 388, 2025” be given second reading. CARRIED UNANIMOUSLY
51	C25-51	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Park Infrastructure Reserve Fund Establishment Bylaw No. 388, 2025” be given third reading. CARRIED UNANIMOUSLY

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
52	C25-52	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Water Capital Reserve Fund Establishment Bylaw No. 389, 2025" be given first reading. CARRIED UNANIMOUSLY
53	C25-53	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Water Capital Reserve Fund Establishment Bylaw No. 389, 2025" be given second reading. CARRIED UNANIMOUSLY
54	C25-54	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Water Capital Reserve Fund Establishment Bylaw No. 389, 2025" be given third reading. CARRIED UNANIMOUSLY
55	C25-55	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Sewer Capital Reserve Fund Establishment Bylaw No. 390, 2025" be given first reading. CARRIED UNANIMOUSLY
56	C25-56	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Sewer Capital Reserve Fund Establishment Bylaw No. 390, 2025" be given second reading. CARRIED UNANIMOUSLY
57	C25-57	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Sewer Capital Reserve Fund Establishment Bylaw No. 390, 2025" be given third reading. CARRIED UNANIMOUSLY
58	C25-58	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Vehicle and Equipment Reserve Fund Establishment Bylaw No. 391, 2025" be given first reading. CARRIED UNANIMOUSLY
59	C25-59	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Vehicle and Equipment Reserve Fund Establishment Bylaw No. 391, 2025" be given second reading. CARRIED UNANIMOUSLY
60	C25-60	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Vehicle and Equipment Reserve Fund Establishment Bylaw No. 391, 2025" be given third reading. CARRIED UNANIMOUSLY
61	C25-61	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Community Works Reserve Fund Establishment Bylaw No. 392, 2025" be given first reading. CARRIED UNANIMOUSLY
62	C25-62	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Community Works Reserve Fund Establishment Bylaw No. 392, 2025" be given second reading. CARRIED UNANIMOUSLY
63	C25-63	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Community Works Reserve Fund Establishment Bylaw No. 392, 2025" be given third reading. CARRIED UNANIMOUSLY
64	C25-64	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville General Capital Reserve Fund Establishment Bylaw No. 393, 2025" be given first reading. CARRIED UNANIMOUSLY

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
65	C25-65	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville General Capital Reserve Fund Establishment Bylaw No. 393, 2025" be given second reading. CARRIED UNANIMOUSLY
66	C25-66	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville General Capital Reserve Fund Establishment Bylaw No. 393, 2025" be given third reading. CARRIED UNANIMOUSLY
67	C25-67	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Legal and Insurance Reserve Fund Establishment Bylaw No. 394, 2025" be given first reading. CARRIED UNANIMOUSLY
68	C25-68	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Legal and Insurance Reserve Fund Establishment Bylaw No. 394, 2025" be given second reading. CARRIED UNANIMOUSLY
69	C25-69	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Legal and Insurance Reserve Fund Establishment Bylaw No. 394, 2025" be given third reading. CARRIED UNANIMOUSLY
70	C25-70	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Parkland Acquisition Reserve Fund Establishment Bylaw No. 395, 2025" be given first reading. CARRIED UNANIMOUSLY
71	C25-71	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Parkland Acquisition Reserve Fund Establishment Bylaw No. 395, 2025" be given second reading. CARRIED UNANIMOUSLY
72	C25-72	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Parkland Acquisition Reserve Fund Establishment Bylaw No. 395, 2025" be given third reading. CARRIED UNANIMOUSLY
73	C25-73	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Transportation Infrastructure Reserve Fund Establishment Bylaw No. 396, 2025" be given first reading. CARRIED UNANIMOUSLY
74	C25-74	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Transportation Infrastructure Reserve Fund Establishment Bylaw No. 396, 2025" be given second reading. CARRIED UNANIMOUSLY
75	C25-75	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Transportation Infrastructure Reserve Fund Establishment Bylaw No. 396, 2025" be given third reading. CARRIED UNANIMOUSLY
76	C25-76	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Reserve Funds Transfer Bylaw 397, 2025" be given first reading. CARRIED UNANIMOUSLY
77	C25-77	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Reserve Funds Transfer Bylaw 397, 2025" be given second reading. CARRIED UNANIMOUSLY
78	C25-78	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Reserve Funds Transfer Bylaw 397, 2025" be given third reading. CARRIED UNANIMOUSLY
79	C25-79	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Reserve Funds Repealing Bylaw No. 398, 2025" be given first reading. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
80	C25-80	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Reserve Funds Repealing Bylaw No. 398, 2025" be given second reading. CARRIED UNANIMOUSLY
81	C25-81	22-Jan-25	MOVED AND SECONDED THAT "District of Lantzville Reserve Funds Repealing Bylaw No. 398, 2025" be given third reading. CARRIED UNANIMOUSLY
82	C25-82	22-Jan-25	MOVED AND SECONDED THAT THAT Council authorize staff to renew the current Service Agreement with the Seaside Community Society to organize the annual Minetown Day event for 2025, as per the Staff Report dated January 22, 2025. CARRIED UNANIMOUSLY
83	C25-83	22-Jan-25	MOVED AND SECONDED, THAT the Regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (c), (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
84	C25-84	28-Jan-25	MOVED AND SECONDED, THAT the January 28, 2025, Special Council meeting agenda be adopted, as presented. CARRIED UNANIMOUSLY
85	C25-85	28-Jan-25	MOVED AND SECONDED, THAT the special Council meeting be closed to the public, pursuant to sections 90(1)(c), (d), and (g) 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; (g)litigation or potential litigation affecting the municipality; CARRIED UNANIMOUSLY
86	C25-86	28-Jan-25	MOVED and SECONDED, THAT the January 28, 2025, Special Council meeting be adjourned. CARRIED UNANIMOUSLY
87	C25-87	12-Feb-25	MOVED AND SECONDED, THAT the February 12, 2025, Regular Council meeting agenda be adopted, as amended 7a, 10b and 10f. CARRIED UNANIMOUSLY
88	C25-88	12-Feb-25	MOVED AND SECONDED, THAT the January 15, 2025, Special Council meeting minutes be approved, as presented. CARRIED BY CONSENT
89	C25-89	12-Feb-25	MOVED AND SECONDED, THAT the January 22, 2025, Regular Council meeting minutes be approved, as presented. CARRIED BY CONSENT
90	C25-90	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Community Amenities Reserve Fund Establishment Bylaw No. 385, 2025" be adopted. CARRIED BY CONSENT
91	C25-91	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Financial Stabilization Reserve Fund Establishment Bylaw No. 386, 2025" be adopted. CARRIED BY CONSENT

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SQ	Resolution	Meeting Date	Description
92	C25-92	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Land Sale Reserve Fund Establishment Bylaw No. 387, 2025" be adopted. CARRIED BY CONSENT
93	C25-93	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Park Infrastructure Reserve Fund Establishment Bylaw No. 388, 2025" be adopted. CARRIED BY CONSENT
94	C25-94	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Water Capital Reserve Fund Establishment Bylaw No. 389, 2025" be adopted. CARRIED BY CONSENT
95	C25-95	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Sewer Capital Reserve Fund Establishment Bylaw No. 390, 2025" be adopted. CARRIED BY CONSENT
96	C25-96	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Vehicle and Equipment Reserve Fund Establishment Bylaw No. 391, 2025" be adopted. CARRIED BY CONSENT
97	C25-97	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Community Works Reserve Fund Establishment Bylaw No. 392, 2025" be adopted. CARRIED BY CONSENT
98	C25-98	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville General Capital Reserve Fund Establishment Bylaw No. 393, 2025" be adopted. CARRIED BY CONSENT
99	C25-99	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Legal and Insurance Reserve Fund Establishment Bylaw No. 394, 2025" be adopted. CARRIED BY CONSENT
100	C25-100	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Parkland Acquisition Reserve Fund Establishment Bylaw No. 395, 2025" be adopted. CARRIED BY CONSENT
101	C25-101	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Transportation Infrastructure Reserve Fund Establishment Bylaw No. 396, 2025" be adopted. CARRIED BY CONSENT
102	C25-102	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Reserve Funds Transfer Bylaw No. 397, 2025" be adopted. CARRIED BY CONSENT
103	C25-103	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Reserve Funds Repealing Bylaw No. 398, 2025" be adopted. CARRIED BY CONSENT
104	C25-104	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023, Amendment Bylaw No. 400, 2025" be given first reading. CARRIED UNANIMOUSLY
105	C25-105	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023, Amendment Bylaw No. 400, 2025" be given second reading. CARRIED UNANIMOUSLY
106	C25-106	12-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023, Amendment Bylaw No. 400, 2025" be given third reading. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
107	C25-107	12-Feb-25	MOVED AND SECONDED, THAT Council directs staff to investigate the allocation of Provincial funds for planning on the Island Rail Corridor that runs from Ware to Superior Road; AND FURTHER THAT a report be provided to Council. DEFEATED
108	C25-108	12-Feb-25	MOVED AND SECONDED, THAT Council defer the following motion until Interim Chief Administrative Officer, Sundance Topham, returns: "THAT Council directs staff to update the Parks and Trails Select Committee Terms of Reference to allow staff members to attend the meetings." CARRIED UNANIMOUSLY
109	C25-109	12-Feb-25	MOVED AND SECONDED, THAT Council refer the following motion until after the Committee of the Whole meeting in April, when a policy has been approved: "THAT Council approves the placement of a memorial bench and plaque on the North Road beach road end." CARRIED
110	C25-110	12-Feb-25	MOVED AND SECONDED, THAT Council refer the following motion until after the Committee of the Whole meeting in April, when a policy has been approved: "THAT Council approves the placement of a memorial bench and plaque on the North Road beach road end." CARRIED Opposed: Councillor Lerner and Mayor Swain
111	C25-111	12-Feb-25	MOVED AND SECONDED, THAT Council approve the attached concept drawings for the Lantzville Road Pathway CARRIED UNANIMOUSLY
112	C25-112	12-Feb-25	MOVED AND SECONDED, WHEREAS Council (2018-2022) initiated the re-zoning of 7704, 7780, and 7840 Superior Road to facilitate the expansion of municipal water to the 'Winds' neighbourhood; WHEREAS the re-zoning of 7704, 7780, and 7840 Superior Road to 'light industrial' and 'commercial' uses would positively diversify Lantzville's mostly residential tax base; and, WHEREAS Mayor Swain and Staff have met with representatives of 7704, 7780, and 7840 Superior Road regarding the abandonment of the Council initiated re-zoning for 7704, 7780, and 7840 Superior Road in anticipation of the property owners bringing forth an application of their own; THEREFORE be it resolved that the Council-initiated re-zoning for 7704, 7780, and 7840 Superior Road remain with district staff. CARRIED UNANIMOUSLY
113	C25-113	12-Feb-25	MOVED AND SECONDED, THAT Council authorizes members of Council Councillor Lerner, Councillor Savage and Mayor Swain to attend the May 29 to June 1, 2025, Federation of Canadian Municipalities Annual Conference and Trade Show in Ottawa to follow up on infrastructure grant opportunities. CARRIED

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SQ	Resolution	Meeting Date	Description
114	C25-114	12-Feb-25	MOVED AND SECONDED, THAT Council directs staff to determine if any current or future developments would qualify for the CMHC Housing Accelerator Fund or other grants such as 7099 Lantzville Rd, 7181 Lantzville Rd, and 6500 Harwood Drive. CARRIED UNANIMOUSLY
115	C25-115	12-Feb-25	MOVED AND SECONDED, THAT the District of Lantzville exempts 7045 Aulds Road from the minimum lot frontage requirement in Section 512 of the Local Government Act. CARRIED UNANIMOUSLY
116	C25-116	12-Feb-25	MOVED AND SECONDED, THAT the 2025 regional grant application by the District of Lantzville, Regional District of Nanaimo, City of Nanaimo and Snuneymuxw First Nation for $40,000 from the Community Emergency Preparedness Fund: Emergency Support Services Equipment and Training grant stream be endorsed. CARRIED UNANIMOUSLY
117	C25-117	12-Feb-25	MOVED AND SECONDED, THAT the 2025 application for, receipt of and management of Community Emergency Preparedness Fund: Emergency Support Services Equipment and Training grant stream grant by the City of Nanaimo, on behalf of the District of Lantzville, be approved. CARRIED UNANIMOUSLY
118	C25-118	12-Feb-25	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
119	C25-119	12-Feb-25	MOVED and SECONDED, THAT the February 12, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY
120	C25-120	26-Feb-25	MOVED AND SECONDED, THAT the February 26, 2025, Regular Council meeting agenda be adopted, as amended for 7a, 10a and 10b regarding correspondence. CARRIED UNANIMOUSLY
121	C25-121	26-Feb-25	MOVED AND SECONDED, THAT the January 28, 2025, Special Council meeting minutes be approved, as presented. CARRIED BY CONSENT
122	C25-122	26-Feb-25	MOVED AND SECONDED, THAT the February 12, 2025, Regular Council meeting minutes be approved, as presented. CARRIED BY CONSENT
123	C25-123	26-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville 2024-2028 Financial Plan Bylaw No. 360, 2023, Amendment Bylaw No. 400, 2025" be adopted. CARRIED BY CONSENT
124	C25-124	26-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Miscellaneous) Bylaw No. 381, 2024" be given first reading. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
125	C25-125	26-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Miscellaneous) Bylaw No. 381, 2024" be given second reading as amended, that outbuildings of 55 metres squared or less, which do not require a building permit, are exempt from requiring a demolition permit. CARRIED UNANIMOUSLY
126	C25-126	26-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Building Bylaw No. 182, 2020, Amendment (Miscellaneous) Bylaw No. 381, 2024" be given third reading as amended, that outbuildings of 55 metres squared or less, which do not require a building permit, are exempt from requiring a demolition permit. CARRIED UNANIMOUSLY
127	C25-127	26-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Land Use and Development Procedures and Fee Bylaw No. 37, 2005, Amendment (Public Information Meetings) Bylaw No. 382, 2024" be given first reading. CARRIED UNANIMOUSLY
128	C25-128	26-Feb-25	MOVED AND SECONDED, THAT the following motion on the floor be referred to the March 12, 2025, Council meeting: "THAT "District of Lantzville Land Use and Development Procedures and Fee Bylaw No. 37, 2005, Amendment (Public Information Meetings) Bylaw No. 382, 2024" be given second reading as amended Amendment to section 1. 1. 1: Public Information Meeting(s) shall be scheduled in consultation with the District of Lantzville amend by deleting "following second reading" and insert "with sufficient time before first reading in order that Staff can prepare and submit their report on Public Information Meeting(s) to Council before Council consideration of an application." Amendment to Section 1. 1. 2: Replace first sentence with "A public hearing will be held a minimum of 2 weeks after Council receives Staff's written summary of the Public Information Meeting(s) and Council has ALSO passed the completed application through Second reading" and delete second sentence. Section 3. Meeting Format Reference Agenda Page 88 Amendment to Section 3.2 to add the following additional bullet: •A drainage plan must be provided to comply with District of Lantzville Bylaws including Bylaw 183 section 7(j) which states "a stormwater or rainwater management plan covering the land that is the subject of the application, and lands that are upstream and downstream or the land that is the subject of the application."
129	C25-129	26-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Rezone) Bylaw No. 383, 2025" be given first reading. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
130	C25-130	26-Feb-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Rezone) Bylaw No. 383, 2025" be given second reading. CARRIED UNANIMOUSLY
131	C25-131	26-Feb-25	MOVED AND SECONDED, THAT a public hearing for Zoning Amendment Bylaw No. 383 be scheduled. CARRIED UNANIMOUSLY
132	C25-132	26-Feb-25	MOVED AND SECONDED, THAT the following motion on the floor be referred to the March 12, 2025, Council meeting: THAT Council directs staff to update the Parks and Trails Select Committee Terms of Reference to allow staff members to attend the meetings. CARRIED
133	C25-133	26-Feb-25	MOVED AND SECONDED, THAT Council receive the Public Input for the 2025-2029 Financial Plan, as presented. CARRIED UNANIMOUSLY
134	C25-134	26-Feb-25	MOVED AND SECONDED, THAT the following motion on the floor be referred to the March 12, 2025, Council meeting: "THAT Council approve the attached Design Select Committee Terms of Reference." CARRIED
135	C25-135	26-Feb-25	MOVED AND SECONDED, THAT a Grant in Aid be approved in the amount of $2,000 to the Royal Canadian Legion, Branch #257, to assist with costs incurred by the Legion [complementary food and beverage service; road closure; advertisements] to host the November 11, 2025, commemoration of Remembrance Day. CARRIED UNANIMOUSLY
136	C25-136	26-Feb-25	MOVED AND SECONDED, THAT the District of Lantzville concurs with Freedom Mobile's proposal to construct a wireless telecommunications facility on 6846 Metro Road, provided that the facility is constructed substantially in accordance with the plans submitted to the District of Lantzville. CARRIED
137	C25-137	26-Feb-25	MOVED AND SECONDED, THAT Council accepts the 2024 Annual Water Report "As for Information". CARRIED UNANIMOUSLY
138	C25-138	26-Feb-25	MOVED AND SECONDED, THAT the District of Lantzville's updated Reserve and Surplus Policy 3009-2 in the February 26, 2025, agenda be approved. CARRIED
139	C25-139	26-Feb-25	MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (d), and (k) of the Community Charter, for the purpose of considering: (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (d) the security of the property of the municipality; (k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; CARRIED UNANIMOUSLY
140	C25-140	26-Feb-25	MOVED and SECONDED, THAT the February 26, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
141	C25-141	12-Mar-25	MOVED AND SECONDED, THAT the March 12, 2025, Regular Council meeting agenda be adopted, as amended regarding public input for 10b and moving agenda item 10b to before agenda item 7c. CARRIED UNANIMOUSLY
142	C25-142	12-Mar-25	MOVED AND SECONDED, THAT the February 26, 2025, 6:00 pm Regular Council meeting minutes be approved, as presented. CARRIED BY CONSENT
143	C25-143	12-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 182, 2020, Amendment (Miscellaneous) Bylaw No. 381, 2024" be adopted. CARRIED BY CONSENT
144	C25-144	12-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Official Community Plan Bylaw No.150, 2019, Amendment (Miscellaneous) Bylaw No.373, 2024 be given third reading as amended by striking the following amendments as defined on pages 65, 66 and 67 of the March 12, 2025, council meeting agenda: a)In Section 5.2 by inserting "Future Study Area 1" into the bullet list of Land Use Designations b)In section 5.2, following Subsection 5.2.8, by inserting: '5.2.9 | Future Study Area 1 The District adopts the following policies for lands designated as Future Study Area 1: 1.Permitted uses include small homes clustered in order to preserve parkland, the biodiversity of the forest, and the environmentally sensitive area around Bloods Creek. 2.Development shall promote active transportation with the trail over Bloods Creek to the Village via the new Caillet Drive Bloods Creek Trail. 3.A target of 29.9% parkland not including the environmentally sensitive area of Bloods Creek 4.A target of 60 small homes in the size range of 800 sf to 1400 sf to serve the needs of downsizing seniors. d) In Section 6.2, Clause 7, by striking "and up to three storeys on the south side of Lantzville Road" and inserting "and two storeys on the south side of Lantzville Road with allowance for a third storey lower floor if the depth of the slope provides it, and in such cases the lower two storeys must be solely commercial." e) In Section 11.1.1, Clause 2, by striking "and three storeys above Lantzville on the south (upland) side" and inserting "and two storeys on the south (upland) side of Lantzville Road with allowance for a third storey lower floor if the depth of the slope provides it, and in such cases the lower two storeys must be solely commercial. i) In the third row of the Land Use Summary table in Section 11.1.1 by striking "3 storeys on the south side of Lantzville Road" and inserting "2 storeys on the south side of Lantzville Road with allowance for a third storey lower floor if the depth of the slope provides it, and in such cases the lower two storeys must be solely commercial." DEFEATED
145	C25-145	12-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No.180, 2020, Amendment (Miscellaneous) Bylaw No.374, 2024" be given third reading.

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SQ	Resolution	Meeting Date	Description
146	C25-146	12-Mar-25	MOVED AND SECONDED, THAT That the District of Lantzville's 2025 – 2029 Financial Plan Bylaw and 2025 Utility Rates Bylaw Amendment (Fees & Charges Bylaw) be prepared on the following basis: Property Taxes: •3% increase in property taxes in 2025, with the additional funds generated being transferred to reserves; •2% increase in property taxes in each year from 2026 to 2029 inclusive (all property tax increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle in 2026); Sewer User Fees: •3% increase in sewer user rates with an additional 3.9% increase in flat sewer rates (6.9% increase in flat sewer rates overall to facilitate a shift from variable to flat sewer rates) in 2025; •3% increase in sewer user rates in each year from 2026 – 2029 inclusive (all sewer rate increases in the 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle in 2026); Water User Fees: •3% increase in water user rates in 2025; •3% increases in water user rates in each year from 2026 – 2029 inclusive (all water rate increases in 5-year Financial Plan after 2025 are subject to review and change in the next budget cycle in 2026).
147	C25-147	12-Mar-25	MOVED AND SECONDED, THAT Council direct staff to place the $43,000 from the nonmarket housing increase into the Road Reserve fund. DEFEATED
148	C25-148	12-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Land Use and Development Procedures and Fee Bylaw No. 37, 2005, Amendment (Public Information Meetings) Bylaw No. 382, 2024" be given second reading as amended regarding the following Section 1. 1. 1: Public Information Meeting(s) shall be scheduled in consultation with the District of Lantzville and amended by deleting "following second reading" and insert "with sufficient time before first reading in order that Staff can prepare and submit their report on Public Information Meeting(s) to Council before Council consideration of an application." CARRIED UNANIMOUSLY
149	C25-149	12-Mar-25	MOVED AND SECONDED, THAT Council directs staff to update the Parks and Trails Select Committee Terms of Reference to allow staff members to attend the meetings AND FURTHER, THAT Council directs staff to add the following additional bullet in section 1.1 of the Parks and Trails Committee Terms of Reference: •Makes recommendations to council regarding implementation of the recommendations in the Trails and Journeyways Strategy and council considers those recommendations and makes the final decision as to how to proceed. CARRIED

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SQ	Resolution	Meeting Date	Description
150	C25-150	12-Mar-25	MOVED AND SECONDED, THAT the following motion on the floor be referred to the next Strategic Planning Session: "THAT Council direct staff to begin restoration of the Seaview Community Park by removing all debris (ex. Small trees, dead trees, encroaching branches, blackberry bushes, tires and tripping hazards.)" CARRIED
151	C25-151	12-Mar-25	MOVED AND SECONDED, THAT Council directs staff not to proceed with the creation of an Amenity Cost Charge Bylaw at this time. CARRIED UNANIMOUSLY
152	C25-152	12-Mar-25	MOVED AND SECONDED, THAT Council re-allocates up to $75,000 of the Housing Initiatives Capacity Grant originally budgeted for an Amenity Cost Charge Bylaw towards completion of the Development Cost Charge Bylaw, Works and Services Bylaw, and Official Community Plan Bylaw. CARRIED UNANIMOUSLY
153	C25-153	12-Mar-25	MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (d), and (k) of the Community Charter, for the purpose of considering: (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (c)labour relations or other employee relations; (d)the security of the property of the municipality. CARRIED UNANIMOUSLY
154	C25-154	12-Mar-25	MOVED and SECONDED, THAT the March 12, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY
155	C25-155	19-Mar-25	MOVED AND SECONDED, THAT the March 19, 2025, Special Council meeting agenda be adopted, as presented. CARRIED UNANIMOUSLY
156	C25-156	19-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Water, Sewer, Garbage, Recyclables and Food Waste rates) Bylaw No. 404, 2025" receive first reading. CARRIED UNANIMOUSLY
157	C25-157	19-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Water, Sewer, Garbage, Recyclables and Food Waste rates) Bylaw No. 404, 2025" receive second reading. CARRIED UNANIMOUSLY
158	C25-158	19-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No. 26 – 2004, Amendment (Water, Sewer, Garbage, Recyclables and Food Waste rates) Bylaw No. 404, 2025" receive third reading. CARRIED UNANIMOUSLY
159	C25-159	19-Mar-25	MOVED AND SECONDED, THAT the 2025 regional grant application by the Regional District of Nanaimo, and the District of Lantzville for $80,300 from the Community Emergency Preparedness Fund: Emergency Operations Centre Equipment and Training grant stream, be endorsed. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
160	C25-160	19-Mar-25	MOVED AND SECONDED, THAT The 2025 application for, receipt of and management of Community Emergency Preparedness Fund: Emergency Operations Centre Equipment and Training grant by the Regional District of Nanaimo, on behalf of the District of Lantzville, be approved. CARRIED UNANIMOUSLY
161	C25-161	19-Mar-25	MOVED and SECONDED, THAT the March 19, 2025, Special Council meeting be adjourned. CARRIED UNANIMOUSLY
162	C25-162	26-Mar-25	MOVED AND SECONDED, THAT the March 26, 2025, Regular Council meeting agenda be adopted as amended by striking agenda item 7b. CARRIED UNANIMOUSLY
163	C25-163	26-Mar-25	MOVED AND SECONDED, THAT the February 19, 2025 Committee of the Whole meeting minutes be approved, as presented. CARRIED BY CONSENT
164	C25-164	26-Mar-25	MOVED AND SECONDED, THAT the March 12, 2025 Regular Council meeting minutes be approved, as presented. CARRIED BY CONSENT
165	C25-165	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Miscellaneous) Bylaw No.373, 2024" be adopted. CARRIED BY CONSENT
166	C25-166	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Miscellaneous Fees and Charges Bylaw No.26 – 2004, Amendment (Water, Sewer, Garbage, Recyclables and Food Waste rates)Bylaw No.404, 2025" be adopted. CARRIED BY CONSENT
167	C25-167	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No.405, 2025" be given first reading. CARRIED UNANIMOUSLY
168	C25-168	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No.405, 2025" be given second reading. CARRIED UNANIMOUSLY
169	C25-169	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No.405, 2025" be given third reading. CARRIED UNANIMOUSLY
170	C25-170	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7096 McGill Road) Bylaw No. 401, 2025" be given first reading. CARRIED UNANIMOUSLY
171	C25-171	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7096 McGill Road) Bylaw No. 401, 2025" be given second reading. CARRIED UNANIMOUSLY
172	C25-172	26-Mar-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (7096 McGill Road) Bylaw No. 401, 2025" be given third reading. CARRIED UNANIMOUSLY
173	C25-173	26-Mar-25	THAT Development Variance Permit No. DVP25-1 for 7316 Lynn Drive be issued to vary Section 1.3 (3) of Zoning Bylaw No. 180 by decreasing the front yard setback along Lynn Drive from 6 metres to 3.09 metres. CARRIED UNANIMOUSLY

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
174	C25-174	26-Mar-25	MOVED AND SECONDED, THAT Council approve the attached Design Select Committee Terms of Reference as amended by inserting at the end of section 3.4 "and the consultant will attend two design committee meetings per project, one to receive predesign committee input and the second to present the design rendering for feedback and the consultant will provide guidance of the implementation of the project and the design." CARRIED UNANIMOUSLY
175	C25-175	26-Mar-25	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. CARRIED UNANIMOUSLY
176	C25-176	26-Mar-25	MOVED AND SECONDED, THAT the following motion be referred to staff to incorporate into the upcoming comprehensive asset management plans and reporting: "THAT Council directs staff to recruit an entity to appraise the condition and length of each Lantzville Road, list the Lantzville roads in order of their need for repaving/replacing, and cite the current per kilometer approximate cost to replace roads in our area, with funding coming from the Community Works Fund Reserve, pending approval of Council on the cost of this project. " CARRIED UNANIMOUSLY
177	C25-177	26-Mar-25	MOVED AND SECONDED, THAT the following motion be referred to staff to incorporate into a staff report for quarter two with a general policy on volunteer work: "THAT Council approve Volunteer Days scheduled for Saturday May 10th and Saturday May 17 from 9 am - 12 pm, meeting at the tennis court by Seaview Elementary School for the removal of invasive species (ex: blackberries and ivy) in and around the Tennis Courts, AND FURTHER THAT council direct staff to prepare an announcement for the April issue of the Community Update, the District Facebook page and in the notices on the homepage of the District website." CARRIED UNANIMOUSLY
178	C25-178	26-Mar-25	MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a), (d), and (k) of the Community Charter, for the purpose of considering: (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (c)labour relations or other employee relations; (d)the security of the property of the municipality. CARRIED UNANIMOUSLY
179	C25-179	26-Mar-25	MOVED and SECONDED, THAT the March 26, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY
180	C25-180	09-Apr-25	MOVED AND SECONDED, THAT the April 9, 2025, Regular Council meeting agenda be adopted as presented. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
181	C25-181	09-Apr-25	MOVED AND SECONDED, THAT the March 19, 2025, Committee of the Whole meeting minutes be received, as presented. CARRIED BY CONSENT
182	C25-182	09-Apr-25	MOVED AND SECONDED, THAT the March 19, 2025, Special Council meeting minutes be approved, as presented. CARRIED BY CONSENT
183	C25-183	09-Apr-25	MOVED AND SECONDED, THAT the March 26, 2025, Regular Council meeting minutes be approved, as presented. CARRIED BY CONSENT
184	C25-184	09-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025" be adopted. CARRIED BY CONSENT
185	C25-185	09-Apr-25	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
186	C25-186	09-Apr-25	MOVED AND SECONDED THAT Council receive the attached Design Select Committee Terms of Reference CARRIED BY CONSENT
187	C25-187	09-Apr-25	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
188	C25-188	09-Apr-25	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
189	C25-189	09-Apr-25	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
190	C25-190	09-Apr-25	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
191	C25-191	09-Apr-25	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
192	C25-192	09-Apr-25	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
193	C25-193	09-Apr-25	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

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SQ	Resolution	Meeting Date	Description
194	C25-194	09-Apr-25	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
195	C25-195	09-Apr-25	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
196	C25-196	09-Apr-25	MOVED and SECONDED, THAT the April 9, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY
197	C25-197	16-Apr-25	MOVED AND SECONDED, THAT the April 16, 2025, Special Council meeting agenda be adopted, as presented. CARRIED UNANIMOUSLY
198	C25-198	16-Apr-25	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
199	C25-199	16-Apr-25	MOVED and SECONDED, THAT the April 16, 2025, Special Council meeting be adjourned. CARRIED UNANIMOUSLY
200	C25-200	23-Apr-25	MOVED AND SECONDED, THAT the April 23, 2025, Regular Council meeting agenda be adopted as amended with additional information provided for agenda item 7a) and the removal of agenda item 7e). CARRIED UNANIMOUSLY
201	C25-201	23-Apr-25	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
202	C25-202	23-Apr-25	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 BY CONSENT
203	C25-203	23-Apr-25	MOVED AND SECONDED, THAT the Quarterly Motion Tracker be received, as presented. CARRIED UNANIMOUSLY
204	C25-204	23-Apr-25	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

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SQ	Resolution	Meeting Date	Description
205	C25-205	23-Apr-25	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
206	C25-206	23-Apr-25	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
207	C25-207	23-Apr-25	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
208	C25-208	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025" be given first reading. CARRIED UNANIMOUSLY
209	C25-209	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025" be given second reading. CARRIED UNANIMOUSLY
210	C25-210	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025" be given third reading. CARRIED UNANIMOUSLY
211	C25-211	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025", be given first reading. CARRIED UNANIMOUSLY
212	C25-212	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025", be given second reading. CARRIED UNANIMOUSLY
213	C25-213	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025", be given third reading. CARRIED UNANIMOUSLY
214	C25-214	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville Parcel Tax Bylaw No. 410, 2025" be given first reading. CARRIED UNANIMOUSLY
215	C25-215	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville Parcel Tax Bylaw No. 410, 2025" be given second reading. CARRIED UNANIMOUSLY
216	C25-216	23-Apr-25	MOVED AND SECONDED, THAT "District of Lantzville Parcel Tax Bylaw No. 410, 2025" be given third reading. CARRIED UNANIMOUSLY
217	C25-217	23-Apr-25	MOVED AND SECONDED, THAT Council authorizes the Seaside Community Society to change the logo for Minetown Day in 2025. CARRIED UNANIMOUSLY
218	C25-218	23-Apr-25	MOVED AND SECONDED, THAT Council receive the Website Update report as attached to the April 23, 2025, Council meeting agenda.
219	C25-219	23-Apr-25	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
220	C25-220	23-Apr-25	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

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SQ	Resolution	Meeting Date	Description
221	C25-221	23-Apr-25	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
222	C25-222	23-Apr-25	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
223	C25-223	23-Apr-25	MOVED and SECONDED, THAT the April 23, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY
224	C25-224	07-May-25	MOVED AND SECONDED, THAT the May 7, 2025, Special Council meeting agenda be adopted, as amended with page 57 of the agenda being corrected. CARRIED UNANIMOUSLY
225	C25-225	07-May-25	MOVED AND SECONDED, THAT the report dated May 7, 2025, titled "Draft 2024 Financial Statement" be received for information. CARRIED UNANIMOUSLY
226	C25-226	07-May-25	MOVED AND SECONDED, THAT District of Lantzville's draft audited Financial Statements for the year ended December 31, 2024, be approved, as presented in the May 7, 2025, Special Council meeting agenda. CARRIED UNANIMOUSLY
227	C25-227	07-May-25	MOVED AND SECONDED, THAT the District of Lantzville 2025 Tax Rates Bylaw No. 407, 2025, be adopted CARRIED UNANIMOUSLY
228	C25-228	07-May-25	MOVED AND SECONDED, THAT the District of Lantzville 2025 Alternative Municipal Tax Collection Scheme Bylaw No. 408, 2025, be adopted. CARRIED UNANIMOUSLY
229	C25-229	07-May-25	MOVED AND SECONDED, THAT District of Lantzville Parcel Tax Bylaw No. 410, 2025, be adopted. CARRIED UNANIMOUSLY
230	C25-230	07-May-25	MOVED and SECONDED, THAT the May 7, 2025, Special Council meeting be adjourned. CARRIED UNANIMOUSLY
231	C25-231	14-May-25	MOVED AND SECONDED, THAT the May 14, 2025, Regular Council meeting agenda be adopted as presented. CARRIED UNANIMOUSLY
232	C25-232	14-May-25	MOVED AND SECONDED, THAT "District of Lantzville Zoning Bylaw 180, 2020, Amendment (7131 Peterson Road) Bylaw No. 402, 2025" be adopted. CARRIED BY CONSENT
233	C25-233	14-May-25	MOVED AND SECONDED, THAT the Oct 8, 2024, Community Safety Standing Committee minutes be approved, as presented. CARRIED BY CONSENT

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SQ	Resolution	Meeting Date	Description
234	C25-234	14-May-25	MOVED AND SECONDED, THAT the March 13, 2025, Parks and Trails Select Committee minutes be received as presented. CARRIED BY CONSENT
235	C25-235	14-May-25	MOVED AND SECONDED, THAT the April. 9, 2025, Special Council meeting minutes be approved, as presented. CARRIED BY CONSENT
236	C25-236	14-May-25	MOVED AND SECONDED, THAT the April. 16, 2025, Committee of the Whole meeting minutes be approved, as presented. CARRIED BY CONSENT
237	C25-237	14-May-25	MOVED AND SECONDED, THAT the April. 16, 2025, Special Council meeting minutes be approved, as presented. CARRIED BY CONSENT
238	C25-238	14-May-25	MOVED AND SECONDED, THAT the April. 23, 2025, Regular Council meeting minutes be approved, as presented. CARRIED BY CONSENT
239	C25-239	14-May-25	MOVED AND SECONDED, THAT "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be given first reading. CARRIED UNANIMOUSLY
240	C25-240	14-May-25	MOVED AND SECONDED, THAT "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be given second reading. CARRIED UNANIMOUSLY
241	C25-241	14-May-25	MOVED AND SECONDED, THAT "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be given third reading. CARRIED UNANIMOUSLY
242	C25-242	14-May-25	MOVED AND SECONDED, THAT "District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule "C" Water Conservation Levels) Bylaw No. 411, 2025" be given first reading. CARRIED UNANIMOUSLY
243	C25-243	14-May-25	MOVED AND SECONDED, THAT "District of Lantzville Water System Bylaw No. 140, 2018, Amendment (Schedule "C" Water Conservation Levels) Bylaw No. 411, 2025" be given second reading. DEFEATED
244	C25-244	14-May-25	MOVED AND SECONDED, THAT Council receive the "May Management Report" for information. CARRIED UNANIMOUSLY
245	C25-245	14-May-25	MOVED AND SECONDED, THAT Council receive the "Community Use Building B – Facility Condition Assessment Report" for information. CARRIED UNANIMOUSLY
246	C25-246	14-May-25	MOVED AND SECONDED, 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. DEFEATED
247	C25-247	14-May-25	MOVED AND SECONDED, THAT staff provide council with a costing for the pathway from Huddlestone to the walk of honour with a cement surface similar to the walk of honour; AND FURTHER, THAT a staff report for the parking and upgrades to the existing crosswalk area at Tweedhope Road be presented to council at a future meeting with a source for funding; AND FURTHER, THAT staff give an explanation of the culvert footpath design into Huddelstone park; AND FURTHER, THAT staff continue with work required to complete the trail from Huddlestone to the east end of the walk of honour. CARRIED UNANIMOUSLY
248	C25-248	14-May-25	MOVED AND SECONDED, THAT Council receive the "Harby Road Wellfield – Historical Withdrawal & Production Capacity Review report," as presented in the May 14, 2025, agenda. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
249	C25-249	14-May-25	MOVED AND SECONDED, 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. CARRIED
250	C25-250	14-May-25	MOVED AND SECONDED, THAT, pending legal advice, 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. CARRIED UNANIMOUSLY
251	C25-251	14-May-25	MOVED AND SECONDED, THAT, pending legal advice, 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. CARRIED UNANIMOUSLY
252	C25-252	14-May-25	MOVED AND SECONDED, 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 of the Union of British Columbia Municipalities for the Next Generation 911 funding stream. CARRIED UNANIMOUSLY
253	C25-253	14-May-25	MOVED AND SECONDED, THAT the District of Lantzville's 2025 capital budget and related 2025 – 2029 Financial Plan to be amended to include the North Road work at a cost of $100,000 with funding coming from the Transportation Infrastructure Reserve. CARRIED UNANIMOUSLY
254	C25-254	14-May-25	MOVED AND SECONDED, 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.
255	C25-255	14-May-25	MOVED AND SECONDED, THAT the May 14, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
256	C25-256	21-May-25	MOVED AND SECONDED, THAT the May 21, 2025, Special Council meeting agenda be adopted, as presented. CARRIED UNANIMOUSLY
257	C25-257	21-May-25	MOVED AND SECONDED, THAT the special Council meeting be closed to the public, pursuant to sections 90(1)(a), (c),(i) 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; (i)the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (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
258	C25-258	21-May-25	MOVED and SECONDED, THAT the May 21, 2025, Special Council meeting be adjourned. CARRIED UNANIMOUSLY
259	C25-259	11-Jun-25	MOVED AND SECONDED, THAT the June 11, 2025, Regular Council meeting agenda be adopted as presented. CARRIED UNANIMOUSLY
260	C25-260	11-Jun-25	MOVED AND SECONDED, THAT the May 7, 2025, Special Council meeting minutes be approved, as presented. CARRIED BY CONSENT
261	C25-261	11-Jun-25	MOVED AND SECONDED, THAT the May 13, 2025, Community Safety Standing Committee meeting minutes be approved, as presented. CARRIED BY CONSENT
262	C25-262	11-Jun-25	MOVED AND SECONDED, THAT the "District of Lantzville Council Procedure Bylaw 141, 2020, Amendment (Public Input and Public Consultation) Bylaw No. 409, 2025" be adopted. CARRIED BY CONSENT
263	C25-263	11-Jun-25	MOVED AND SECONDED, THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025" be given first reading. CARRIED UNANIMOUSLY
264	C25-264	11-Jun-25	MOVED AND SECONDED, THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025" be given second reading; AND FURTHER, THAT Lantzville Road West of Superior Road to the island highway be removed from the map as well as Harby Road West and Philip Road. CARRIED
265	C25-265	11-Jun-25	MOVED AND SECONDED, THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025" be given third reading as amended. CARRIED
266	C25-266	11-Jun-25	MOVED AND SECONDED, THAT Council approve cross section option A ; AND FURTHER, THAT Council approves an amendment to the 2025 Budget for $50,000.00 to carry out the pre-engineering to obtain a budget estimate, with funding coming from the Transportation Infrastructure Reserve Fund, and that the estimate be brought forward to a future Council meeting for Council's consideration. CARRIED
267	C25-267	11-Jun-25	MOVED AND SECONDED, THAT Council approve the concept drawings for the Lantzville Road Pathway from the Walk of Honour to the Costin Hall Parking lot as attached in the June 11, 2025, agenda. CARRIED UNANIMOUSLY
268	C25-268	11-Jun-25	MOVED AND SECONDED, THAT Council approves the modification of the typical cross section from High Fines Surfacing Aggregate to Concrete (cement) surface from Huddlestone Road to the Walk of Honour. CARRIED UNANIMOUSLY

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SQ	Resolution	Meeting Date	Description
269	C25-269	11-Jun-25	MOVED AND SECONDED, THAT Council approves the Lantzville Road at Tweedhope Pedestrian/Costin Hall Parking Lot Improvements as presented in the June 11, 2025, agenda with the $40,000.00 cost to be drawn from the Transportation Infrastructure Reserve Fund. DEFEATED
270	C25-270	11-Jun-25	THAT Council approves the Lantzville Road at Tweedhope Pedestrian/Costin Hall pedestrian crossing and pedestrian island improvements as presented in the June 11, 2025, agenda with the $40,000.00 cost to be drawn from the Transportation Infrastructure Reserve Fund. CARRIED
271	C25-271	11-Jun-25	MOVED AND SECONDED, THAT Council authorize staff to obtain an appropriate short-term space for the daily activities of Public Works, Parks and Utility Operations. CARRIED
272	C25-272	11-Jun-25	MOVED AND SECONDED, THAT Council refer the following motion to a future Committee of the whole meeting: "THAT Council authorize staff to obtain a facility needs assessment for the District of Lantzville, with the funding to come from the Financial Stabilization Reserve Fund as well as a future long term public works facility." CARRIED
273	C25-273	11-Jun-25	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
274	C25-274	11-Jun-25	MOVED AND SECONDED, THAT the June 11, 2025, Regular Council meeting be adjourned. CARRIED UNANIMOUSLY
275	C25-275	18-Jun-25	MOVED AND SECONDED, THAT the June 18, 2025, Special Council meeting agenda be adopted, as presented. CARRIED UNANIMOUSLY
276	C25-276	18-Jun-25	MOVED AND SECONDED, THAT the special 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
277	C25-277	18-Jun-25	MOVED and SECONDED, THAT the June 18, 2025, Special Council meeting be adjourned. CARRIED UNANIMOUSLY
278	C25-278	25-Jun-25	MOVED AND SECONDED THAT the June 25, 2025, Regular Council meeting agenda be adopted as presented. CARRIED UNANIMOUSLY

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
279	C25-279	25-Jun-25	MOVED AND SECONDED THAT the following motion be referred to staff to be brought forward at a subsequent Council meeting with the addition of the second height variance amendment that is pending.
280	C25-280	25-Jun-25	MOVED AND SECONDED THAT "District of Lantzville Zoning Bylaw No.180, 2020, Amendment (Future Old Growth Rezone) Bylaw No. 383, 2025" be given third reading. CARRIED UNANIMOUSLY
281	C25-281	25-Jun-25	MOVED AND SECONDED THAT Council approves the 2024 Statement of Financial Information as attached to the June 25, 2025 agenda. CARRIED UNANIMOUSLY
282	C25-282	25-Jun-25	MOVED AND SECONDED THAT Council approves the 2024 Annual Municipal Report as attached to the June 25, 2025, agenda. CARRIED UNANIMOUSLY
283	C25-283	25-Jun-25	MOVED AND SECONDED THAT the motions under 8D on the agenda be referred to the next meeting of Council including: THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No.412, 2025" receive first reading. THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No.412, 2025" receive second reading. THAT "District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No.412, 2025" receive third reading. THAT Council direct Administration to apply for the Strategic Fund grant for the construction of a Fire Hall and Fire Training Grounds. CARRIED UNANIMOUSLY
284	C25-284	25-Jun-25	MOVED AND SECONDED THAT the proposed amendments to Schedule A of "District of Lantzville 2025-2029 Financial Plan Bylaw No.405, 2025, Amendment Bylaw No.412, 2025" that are related to the costs of moving out of 6833 Metro Road to a temporary site for Public Works be deferred to a future public meeting, pending discussion in camera regarding the topics of employee relations and property disposition. CARRIED UNANIMOUSLY
285	C25-285	25-Jun-25	MOVED AND SECONDED THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025, as per the Report to Council dated June 25, 2025, be received for information. CARRIED UNANIMOUSLY
286	C25-286	25-Jun-25	MOVED AND SECONDED THAT Council give preliminary approval for the Volunteer Programs Policy as per the Report to Council dated June 25, 2025, to provide the opportunity to address labour relations requirements prior to implementation. CARRIED UNANIMOUSLY
287	C25-287	25-Jun-25	MOVED AND SECONDED THAT the following motion on the floor be referred to the July 23, 2025, Council Meeting. THAT the 2026 to 2030 five-year financial plan incorporates an additional 5 hours per month of staff time to support the Program. CARRIED UNANIMOUSLY
288	C25-288	25-Jun-25	MOVED AND SECONDED THAT Council authorize the Director of Corporate Administration to exercise the Delegated Authority of the Chief Administrative Officer as per Clause 6 of the "District of Lantzville Officers, Indemnification Delegation Bylaw No.172, 2018" effective June 11, 2025, and to continue until the start date of a Chief Administrative Officer. CARRIED UNANIMOUSLY

2025 Summary of Council Resolutions - Updated: June 18, 2025

SQ	Resolution	Meeting Date	Description
289	C25-289	25-Jun-25	MOVED AND SECONDED, THAT the Regular Council meeting be closed to the public, pursuant to sections 90(1) (a) and (k) of the Community Charter, for the purpose of considering: (a)personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be excepted to harm the interests of the municipality if they were held in public; CARRIED UNANIMOUSLY

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: July 23, 2025

SUBJECT: **Development Variance Permit Application for 6846 Metro Road**

PURPOSE

To provide information for Council to consider Development Variance Permit No. DVP25-2 to increase the height of a retaining wall on 6846 Metro Road from 1.2 metres to 2.55 metres and subsequently reduce the interior side parcel line and rear parcel line setbacks from 2 metres to 0 metres.

RECOMMENDATION

THAT Development Variance Permit No. DVP25-2 for 6846 Metro Road be issued to vary Section 2.5 (1) of Zoning Bylaw No. 180 by increasing the maximum retaining wall height from 1.2 metres to 2.55 metres and subsequently vary Section 1.16 (3) of Zoning Bylaw No. 180 to reduce the interior side parcel line and rear parcel line setbacks from 2 metres to 0 metres.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

REFUSE THE APPLICATION

THAT issuance of Development Variance Permit No. DVP25-2 for 6846 Metro Road be refused to vary Section 2.5 (1) of Zoning Bylaw No. 180 by increasing the maximum retaining wall height from 1.2 metres to 2.55 metres and subsequently vary Section 1.16 (3) of Zoning Bylaw No. 180 to reduce the interior side parcel line and rear parcel line setbacks from 2 metres to 0 metres.

BACKGROUND/RELEVANT HISTORY

6846 Metro Road (the 'subject property') is a 0.295-hectare property zoned as Light Industrial (LI) in Zoning Bylaw 180 and currently contains an industrial warehouse building (**ATTACHMENT 1**). The subject property is abutted by LI zoned lots to the west, east, and north with the property backing onto a trees, and a transportation corridor.

All zones in Zoning Bylaw 180 have a maximum retaining wall height of 1.2 m (**ATTACHMENT 2**). The property owner is applying for a Development Variance Permit to increase the maximum height of the proposed retaining wall from 1.2 metres to 2.55

metres and subsequently reduce the interior side parcel line and rear parcel line setbacks from 2 metres to 0 metres (**ATTACHMENT 3**), in order to be able to place fill and level the rear yard to increase safety and create easier access for trucks entering the rear yard (**ATTACHMENT 4**). On the back side of the proposed retaining wall, the land slopes downwards into a treed area.

ATTACHMENTS

1. Location Map
2. "District of Lantzville Zoning Bylaw No. 180, 2020" Retaining Wall Regulations.
3. "District of Lantzville Zoning Bylaw No. 180, 2020" Light Industry Zone
4. Proposed Site Plan
5. Proposed Development Variance Permit No. DVP 25-2

ANALYSIS/RATIONALE

Staff support the proposed variance to increase the retaining wall height on the subject property from 1.2 metres to 2.55 metres and subsequently reduce the interior side parcel line and rear parcel line setbacks from 2 metres to 0 metres. The proposed variance is unlikely to negatively impact surrounding property owners and is in alignment with the policies outlined in Section 5.2.8 – Industrial, of the Official Community Plan. A building permit will be required prior to construction of the proposed retaining wall. Leveling off the currently uneven rear yard of the subject property will increase the safety of workers loading the trucks and drivers pulling in and out of the property. The draft Development Variance Permit No. DVP25-2 is included as **ATTACHMENT 5**.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

N/A

3. Resources

N/A

4. Financial/Budget Implications

N/A

5. Sustainability Implications

N/A

6. Notification

The neighbouring property owners and occupiers within 60 m of the subject property have been notified of the proposed Development Variance Permit and have been given an

opportunity to provide comments to the District. No neighbour responses have been received.

Prepared by:

Adam Morton, Planner

Date: June 17, 2025

Approved for submission to Council:

George Robinson, Director of Planning and Community Services

Date: June 17, 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	July 23, 2025	
Closed (In-Camera)		

File Number: 3060-20-DVP25-2
Location: T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025\20250723 Regular\DVP-2 6846 Metro Road

6846 Metro Road





Legend

Lantzville Layers

Municipal Boundary

Properties (Conventional)

Notes

0 50 100 m

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

2.5 RETAINING WALLS

1. Except as required to support the foundation of a house, as determined by a Professional Engineer and approved by the Building Official, or as approved through a Development Permit issued by the Municipality, the maximum height of a single retaining wall is 1.2 m.
2. Where a retaining wall is within 1.2 m of another retaining wall, both retaining walls are considered a single retaining wall for the purpose of determining maximum height.

1.13 LIGHT INDUSTRY ZONE (LI)

Permitted Uses

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

Primary	Secondary
Autobody Repair Automotive Repair Crematorium Film and Television Production Food and Beverage Processing Intensive Retail Laboratory Light Cannabis Processing Light Manufacturing Log Home Manufacturing Transportation Service	Dwelling Unit Mobile Vending

Dwelling Units

2. The maximum number of dwelling units per parcel is one.

Siting

3. The minimum setbacks from parcel lines are as follows:

Structure	Front	Rear	Interior Side	Exterior Side
Any Structure	5 m	2 m	2 m	5 m

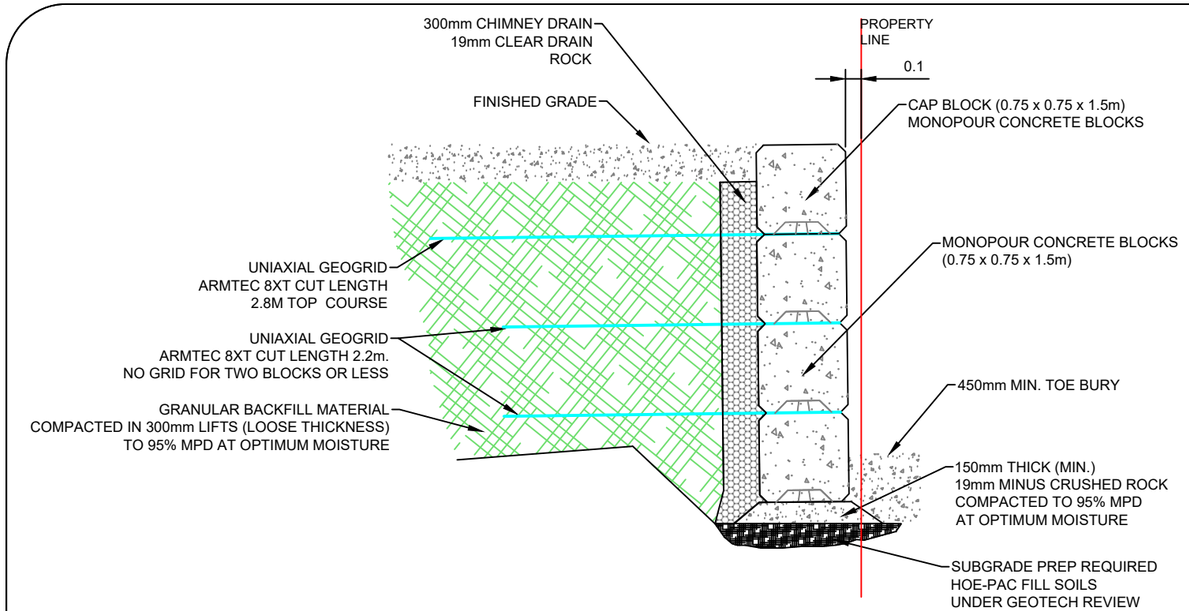
Height

4. The maximum heights are as follows:

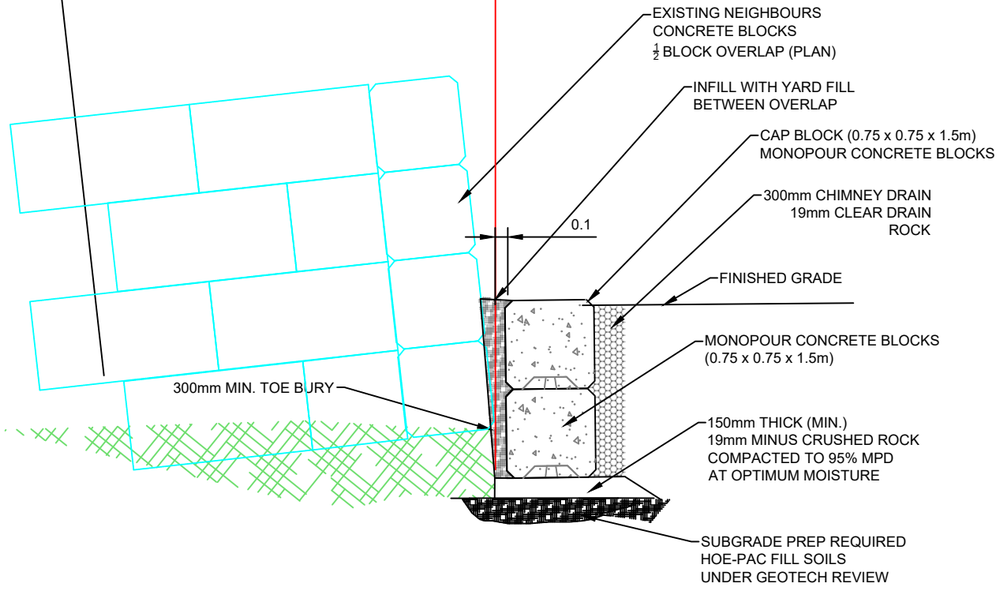
Structure	Maximum Height
Any Structure	12 m
Fence	2 m

Parcel Coverage

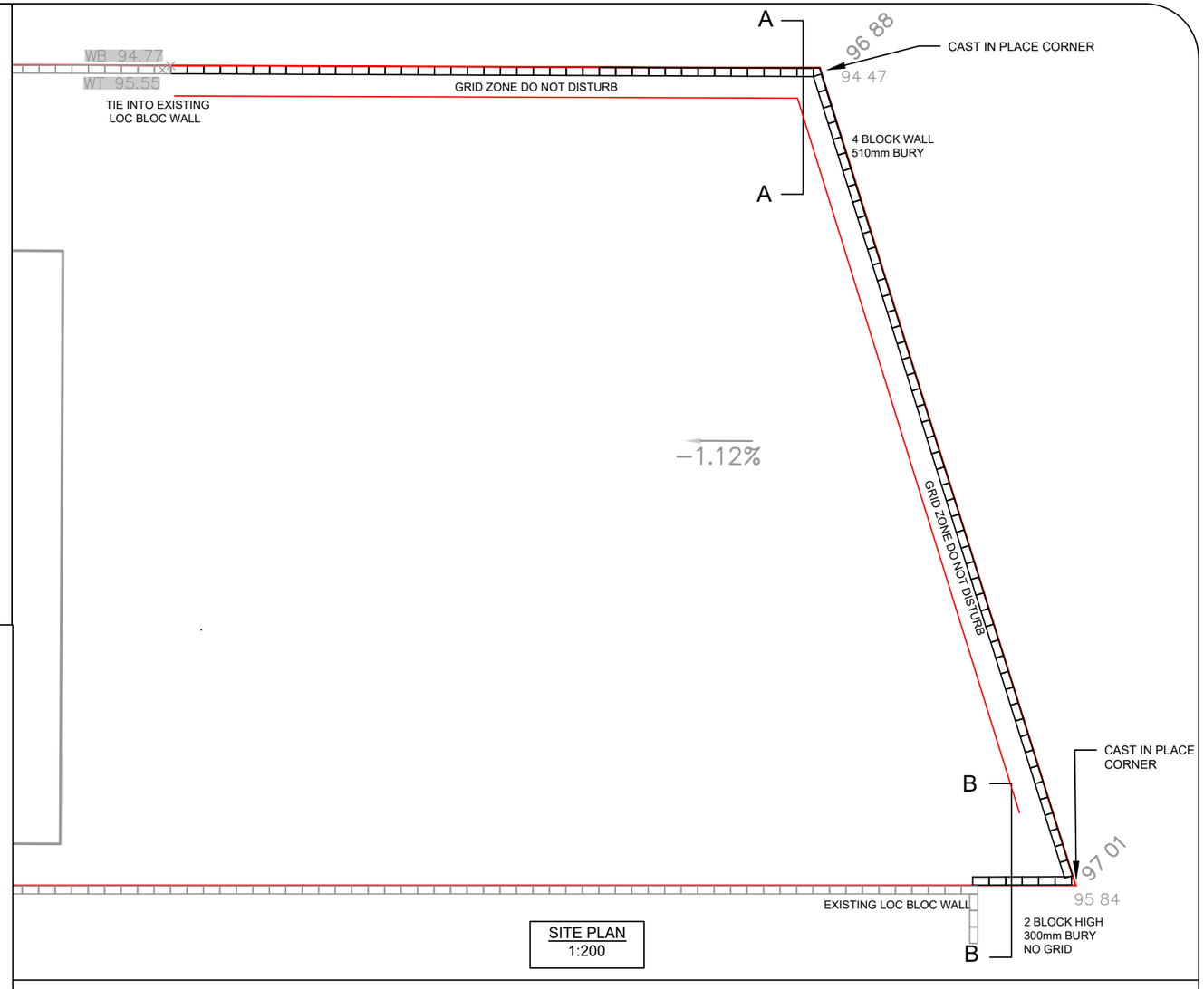
5. The maximum parcel coverage per parcel is 60%.



4 BLOCK SECTION A-A
SCALE 1:50



2 BLOCK SECTION B-B
SCALE 1:50



SITE PLAN
1:200

GENERAL NOTES:

1. GEOTECHNICAL INSPECTIONS REQUIRED FOR:
   - BEARING (SUBGRADE)
   - GEOGRID INSTALLATION
   - COMPACTION OF SOILS
   - DRAINAGE (FREE DRAINING FILL)
3. RETAINING WALL TO BE BUILT IN A RUNNING BOND FORMATION.
4. LINE AND LAYOUT BY OTHERS
5. ALL WORK TO FOLLOW THIS DRAWING ALONG WITH THE MANUFACTURER'S RECOMMENDED SPECIFICATIONS.

DESIGN NOTES:

1. RETAINED SOIL, Φ' = 32°, γ = 20 kN/m³
2. BEARING SOIL, Φ' = 32°, γ = 20 kN/m³
3. SURCHARGE = 5 kPa (STATIC TRUCK LOADING)
4. WALL DESIGN GENERALLY FOLLOWS FHWA, CFEM AND EGBC GUIDELINES.

REV No.	DATE	BY	P.Eng.	REVISION DESCRIPTION	LEGEND

DRAWING TITLE: LARGE SEGMENTAL BLOCK RETAINING WALL

PROJECT NAME: 6846 METRO ROAD, LANTZVILLE, BC

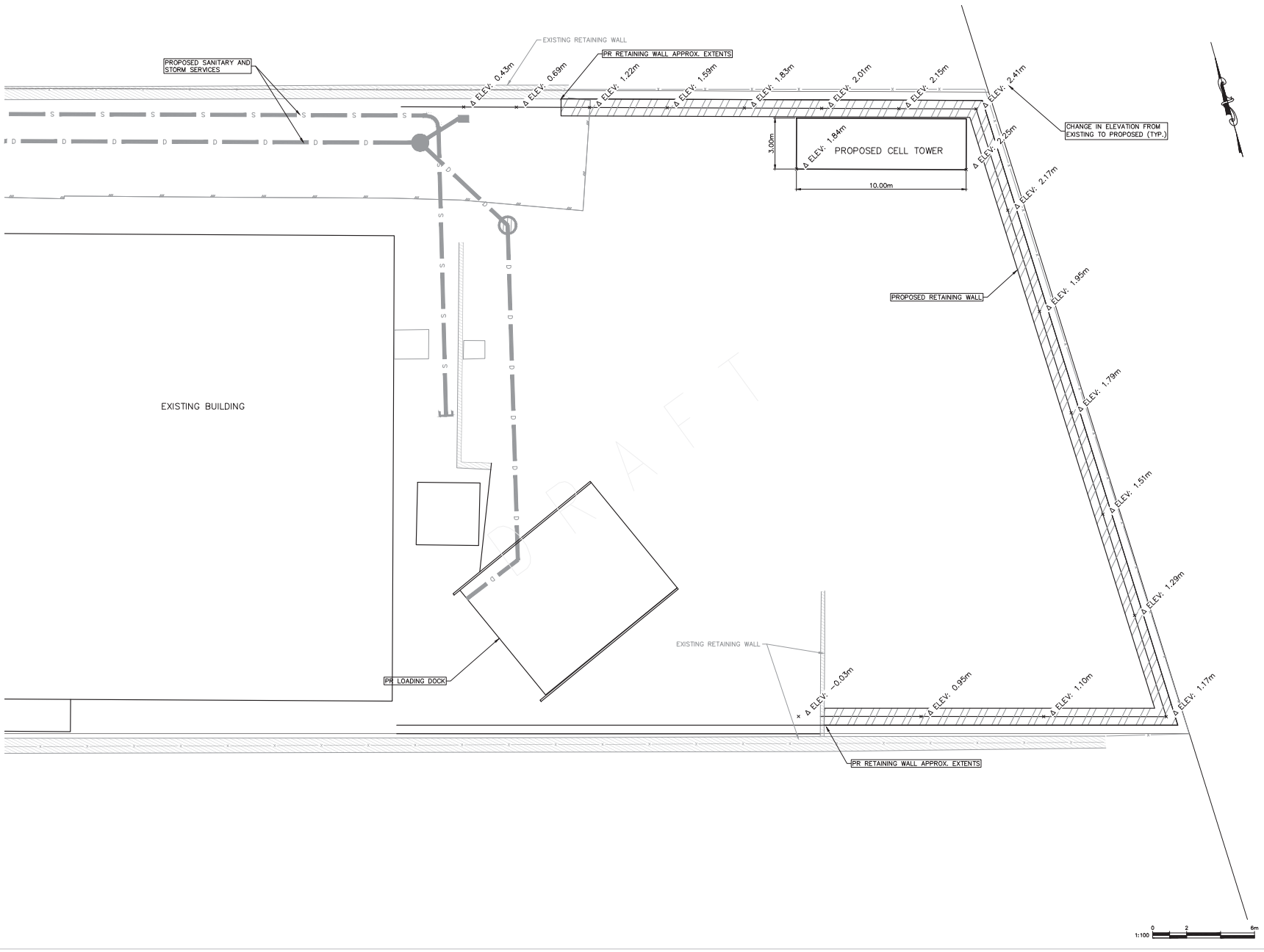
LEGAL DESCRIPTION:

ENGINEER'S SEAL

PERMIT TO PRACTICE NO. 1001802

PLOT DATE	DRAWN BY
2025-04-10	JH
REVIEWED BY	SCALE
CH	AS NOTED
PROJECT No.	DRAWING No.
E4383	E4383-00

Lewkowich Engineering Associates Ltd.



ISSUES

No.	DATE YYYY.MM.DD	ISSUED FOR
A	2025.04.01	INFORMATION

NOT FOR CONSTRUCTION

6846 METRO ROAD
LANTZVILLE
COASTAL MOUNTAIN FUELS

HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250-751-8558 Fax: 250-751-8559
Email: mail@heroldengineering.com

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CELL TOWER PLAN

DESIGNED JVT	ENGINEER'S SEAL
DESIGN REVIEW	
DRAFTED JVT	
DRAFTING REVIEW	
PROJECT No. 6526-002	CLIENT DRAWING No.
SCALE H: 1:100 V: N/A	PERMIT No.
HEL DRAWING No. SK-01 1 OF 1	REVISION A

DESTROY ALL DRAWINGS SHOWING PREVIOUS REVISION

I:\CAD Drawings\6526-002 Civil Drawings.dwg Plot Time: Apr. 1, 25 10:17 AM User: JeffVanTol

Permit:	3090-20-DVP25-2
Registered Owner:	Ryan Hale
Applicant:	Makon Projects Ltd. (Byron Tarby)
Subject Property:	6846 Metro Road
Legal Description:	LOT 21, DISTRICT LOT 44, WELLINGTON DISTRICT, (SITUATE IN NANOOSE DISTRICT), PLAN 15245
PID:	004-198-581
Folio:	350009951.600
Proposal:	Increase the maximum height of the proposed retaining wall from 1.2 metres to 2.55 metres. Reduce the interior side parcel line and rear parcel line setbacks from 2 metres to 0 metres for the placement of a retaining wall.

CONDITIONS OF PERMIT:

General

1. This permit applies to the Land described above and any buildings, structures or other development on the Land.

2. This permit is issued subject to compliance with all relevant District of Lantzville bylaws, except as otherwise varied or supplemented by this permit.

3. This permit varies Section 2.5 (1) and Section 1.16 (3) of Zoning Bylaw No. 180 by increasing the maximum height of a retaining wall from 1.2 metres to 2.55 metres on the subject property and reducing the side parcel line and rear parcel line setbacks from 2 metres to 0 metres.

4. This permit does not exempt the owner from obtaining all other federal, provincial and District approvals required to develop the Land. This permit does not constitute subdivision approval or a building permit.

5. This permit is valid for a period of 2 years from the date of issuance, after which the permit expires.

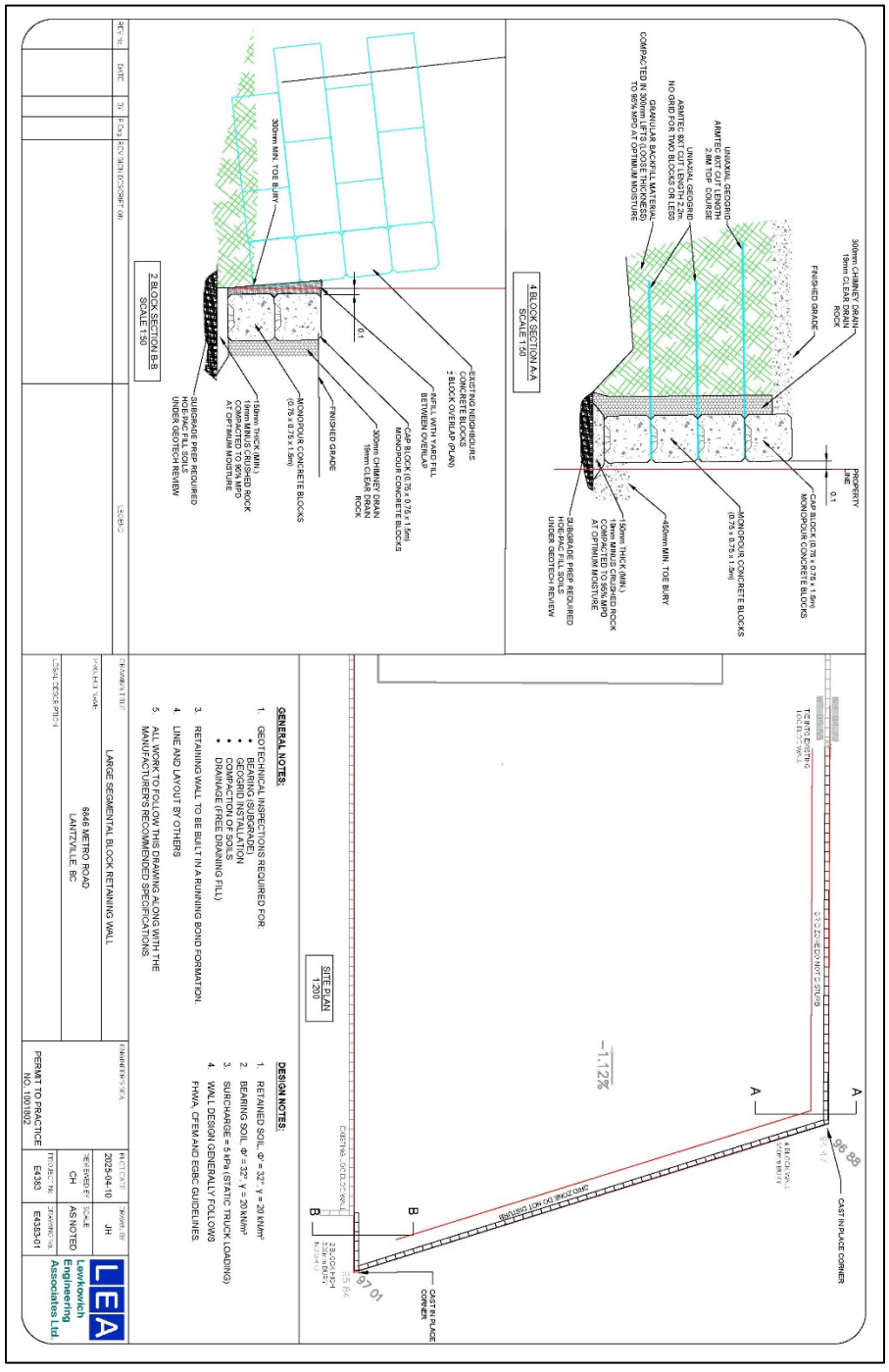
6. Authorized development is limited to construction of a retaining wall as outlined in **Schedule 1**.

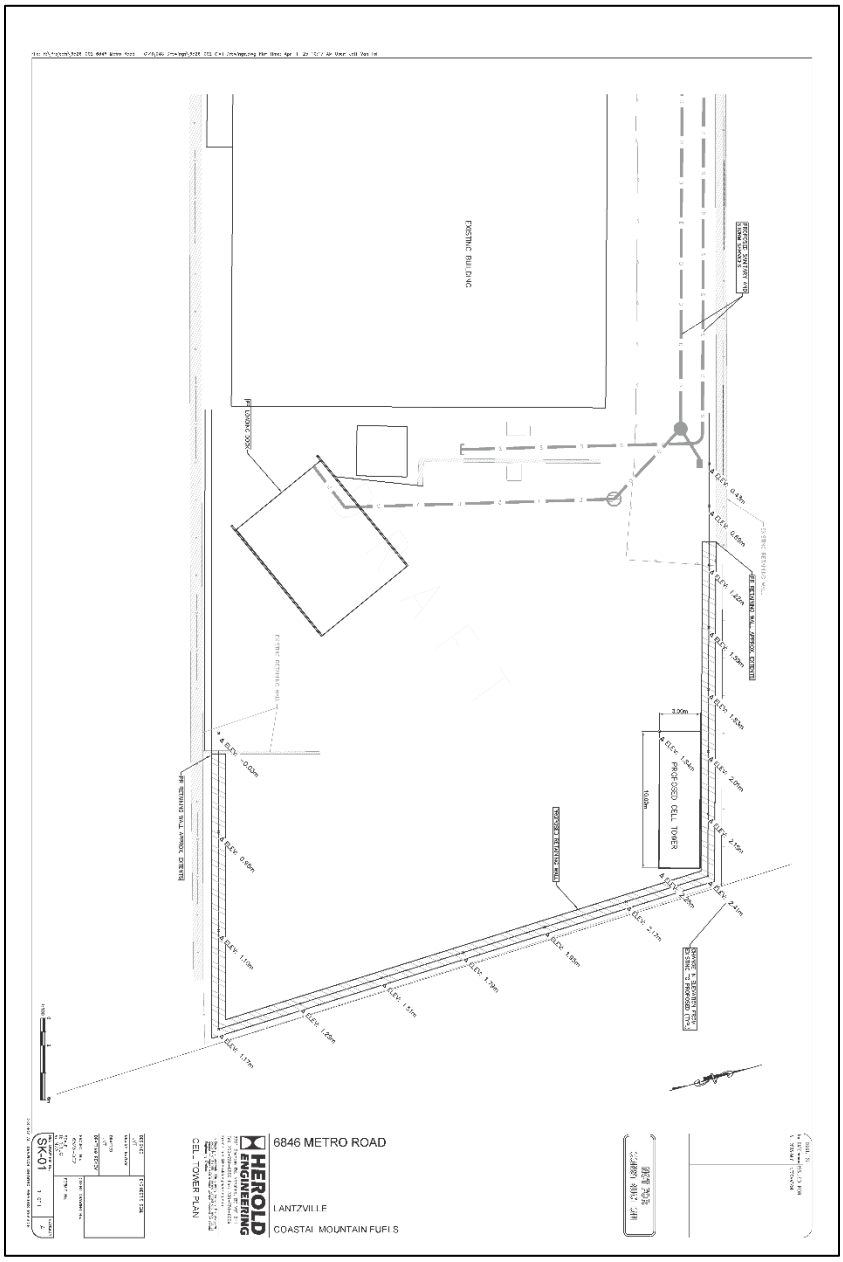
7. This permit was issued on **July 23, 2025** and expires on **July 22, 2027.**

_____

George Robinson
Director of Planning and Community Services

SCHEDULE 1
Reduced Site Plan




EXISTING BUILDING
PROPOSED CELL TOWER
6846 METRO ROAD
HEROLD ENGINEERING
LANTZVILLE
COASTAL MOUNTAIN FUELS
CELL TOWER PLAN
SK-01

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: July 23, 2025

SUBJECT: **Official Community Plan & Zoning Bylaw Amendment Applications for Superior Road Regional Service Area**

PURPOSE

To consider an Official Community Plan Amendment and Zoning Bylaw Amendment application to adopt a Regional Service designation and Regional Service zone.

RECOMMENDATION

1. **THAT** "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation and Regional Service Development Permit Area) Bylaw No. 413, 2025" be given first reading;

2. **THAT** "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation and Regional Service Development Permit Area) Bylaw No. 413, 2025" be given second reading;

3. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be given first reading;

4. **THAT** "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be given second reading;

5. **THAT** a public information meeting be hosted with the surrounding neighbourhood to collect input on the applications, and a report back to Council on the outcomes of the public information meeting be provided prior to scheduling the required Public Hearing.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

1. **REFUSAL**

   THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation and Regional Service Development Permit Area) Bylaw No. 413, 2025" be defeated;

   THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be defeated;

Refusal of the Official Community Plan Amendment and Zoning Bylaw Amendment would keep the subject site designated through the Official Community Plan - Upper Lantzville Superior Road Special Plan Area and zoned Future Special Area Plan, permitting residential land uses.

2. **AMEND THE BYLAW**

When either of the following motions are on the floor:

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation and Regional Service Development Permit Area) Bylaw No. 413, 2025" be given first and second reading;

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be given first and second reading;

Amend either by motion:

THAT the motion on the floor be amended by adding "as amended [insert amendment]"

Vote on the main motion as amended:

THAT "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation and Regional Service Development Permit Area) Bylaw No. 413, 2025" be given first and second reading, as amended [*insert preceding amendment]*

THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be given first and second reading, as amended [*insert preceding amendment]*

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

BACKGROUND/RELEVANT HISTORY

The subject site is located in the northwest corner of the District of Lantzville, comprised of the following parcels of land (location map **ATTACHMENT 1**):

- 7704 Superior Road - LOT 1, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490, EXCEPT PARTS IN PLANS 23069 AND 40250
- 7780 Superior Road - LOT 2, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490
- 7840 Superior Road - LOT 3, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490

The subject site is contained within the Official Community Plan's Upper Lantzville Superior Road Special Plan Area (SPA). The Upper Lantzville Superior Road SPA supports development in this area with uses and densities that provide a variety of single-unit and some multi-unit housing (see **ATTACHMENT 2**).

Under the Official Community Plan, the subject site falls under the following Development Permit Areas: Special Planning Areas outside Village, DPA I – Watercourse Protection, and DPA VII – Interface Wildfire Protection (see **ATTACHMENT 3**).

The property is zoned Future Special Area Plan (F-SAP) in the Zoning Bylaw. This zone permits residential housing (see **ATTACHMENT 4**).

The subject site is currently predominantly forested with a single dwelling located on the south-east border of the property. Knarston Creek is located on the subject site and will be protected through parkland dedication through redevelopment.

PROPOSAL

An amendment to both the Official Community Plan and Zoning Bylaw is proposed to establish a new Regional Service Land Use Designation and Development Permit Area (DPA) and a corresponding Regional Service Zone to the subject site to allow for commercial and light industrial uses.

The proposed Official Community Plan Amendment bylaw for a Regional Service Land Use Designation and Regional Service Development Permit Area (DPA) in the OCP is included as **ATTACHMENT 5**.

A corresponding Zoning Bylaw Amendment for a Regional Services Zone is included as **ATTACHMENT 6**.

The proposal is for a mixed-use development that provides commercial and light industrial uses with park dedications included to preserve Knarston Creek. Two new roads are proposed through the subject site to connect the property to Superior Road. The remaining properties within the Upper Lantzville Superior Road SPA are recommended to be designated as residential and remain zoned as F-SAP as shown in **ATTACHMENT 4**.

ATTACHMENT(S)

1. Location Map
2. OCP Special Plan Area Map
3. Development Permit Areas Map
4. Zoning Bylaw Map
5. Superior Road Economic Impact Assessment
6. Proposed Amenities and Designs
7. Bylaw 413 - OCP Amendment
8. Bylaw 414 - Zoning Bylaw Amendment

ANALYSIS/RATIONALE

Establishing a Regional Service Land Use Designation, Regional Service Development Permit Area and Regional Services Zone will provide the District an opportunity to provide commercial and light-industrial services. These uses are currently limited in Lantzville. The subject site is located in a prime location for this type of services given its proximity to Highway 19.

An Economic Impact and Benefit Analysis has been conducted for the subject site, see **ATTACHMENT 5** for the full report. The report identifies the considerable long-term economic benefits this development could provide for the District, including a projection of over 1,400 jobs and a potential $1.9 million in annual property tax revenue.

Official Community Plan

There are a number of Official Community Plan (OCP) policies that apply to the proposal. The proposal is consistent with the OCP.

Goal 1: Protect the Natural Environment

The proposed development preserves the Knarston Creek Riparian Area and proposes to include a 15m wide buffer to protect this natural amenity. Forested buffers are proposed along the perimeter of the site to reduce harm to critical root zones and preserve natural vegetation, habitat and slope stability of the site.

Goal 5: Manage Steady and Sustainable Development of Infill Neighbourhoods

A phased development agreement is proposed for the subject site in order to maintain steady, well-planned and well-serviced growth of the area.

Goal 6: Develop Community Infrastructure

The proposed development will provide new infrastructure to this area of Lantzville including water and sewer services and new road accesses along Superior Road.

Goal 7: Improve Road, Pedestrian, and Bicycle Mobility

Two accesses from Superior Road are proposed as part of the redevelopment. Options for the road through the site include infrastructure for bike lanes or a multi-use pathway to facilitate walking and cycling.

Phased Development Agreement

In accordance with the OCP, a phased development agreement (PDA) will be prepared for consideration by Council. A PDA provides certainty to a local government and a developer that zoning and servicing provisions and the phased provision of services and amenities are assured for the term of the PDA.

Proposed Off-site Improvements and Community Amenity Contributions

The following off-site upgrades and improvement have been offered by the applicants:

- Construct the required road improvements outlined in the Watt Transportation Impact Assessment and conceptual design plan of the Island Highway at Superior Road;

- Construct the Superior Road frontage from the Island Highway to the westerly boundary of the Regional Services site, generally in accordance with the Specified Provisions;
- Construct two roundabouts, one at the intersection of Superior Road and Vandenhoek Road and the second at Superior Road and the proposed easterly access point into the Regional Services site; generally in accordance with the Schematic Roundabout Layouts attached as part of this Schedule B;
- Dedicate the Knarston Creek corridor from a line 15m westerly from the westerly top of bank of Knarston Creek to Superior Road, which includes the dwelling at the southeast corner of the site, as shown of Schedule C. This is approximately 7% of the Lands and satisfies the legislative requirements for park dedication.
- Construct a trail from Superior Road (near Harley Drive) to a view point on the easterly side of Knarston Creek near the waterfall generally in the location shown on Schedule C. The construction to be in accordance with the trail specification of the Subdivision Bylaw.
- Dedicate a 10 metre greenway and trail buffer along the southerly boundary of the Regional Services site, as shown on Schedule C, and construct a trail within the dedicated area. The construction to be in accordance with the trail specification of the Subdivision Bylaw.
- Construct suitably sized water infrastructure to the southwest corner of the site at Superior Road and Normarel Drive for the future service of the Winds neighbourhood. No application for a latecomer's agreement with respect to this water infrastructure will be requested.
- Construct suitably sized sanitary sewer services to the southwesterly corner of the site at Superior Road and Normarel Drive. A latecomer's agreement for this sanitary sewer infrastructure will be entered into.
- Provide a onetime community amenity contribution of $2.37 Million dollars for the rezoned Regional Services land. For clarity this was determined as $3.16sqft ($34.00sqm) for 750,000 square feet, as these numbers are noted in the Urban Systems "Economic Impact / Benefit Analysis for Superior Road Site Development" provided as part of the development applications.

Additional details are included as **ATTACHMENT 6.**

Ministry of Transportation and Transit

A Transportation Impact Assessment (TIA) was prepared in July 2021 to assess levels of service and network performance of roadways adjacent to the subject site. The TIA found that the Highway 19 / Superior Road intersection can accommodate the increased traffic from the development over the long term but would require significant upgrades. MOTT has received the TIA and has provided approval to move forward with the proposed development.

Works and Services

Development of this site will provide water and sewer services to accommodate the proposed development. These services are currently unavailable in this area of Lantzville. These services could also facilitate connection to other adjacent properties.

Public Engagement

Should the Official Community Plan Amendment and Zoning Bylaw Amendment receive first and second reading by Council, planned engagement includes an in-person public open house and a separate meeting with Nanoose First Nation.

Public Hearing

Should the Official Community Plan Amendment and Zoning Bylaw Amendment receive first and second reading by Council, a statutory public hearing would be scheduled following other public engagement events as indicated.

1. Strategic Plan Objectives

Council's Strategic Plan includes the following relevant priorities:

1. High Quality Neighbourhood Planning

The Official Plan designation policies and Development Permit area regulations includes green building requirements and represents sound planning principles.

5. Acquire as much land as possible through development.

The proposal includes parkland dedicated to the municipality and additional space along the Superior Road corridor.

17. Continuance of Lantzville / Snaw-Naw-As joint council meetings.

The subject site is adjacent to Nanoose First Nation land. As part of the public engagement process, the District will require engagement in consultation with the Nation's Chief and Council.

22. Water expansion: implement the $6M grant for Winds water expansion.

The proposal would require the implementation of water services to the subject site. This servicing would also offer site servicing, including water, to the neighbouring parcels, including Nanoose First Nation.

2. Policy (Existing/Relevance/None)

There are no policy implications of the recommendation aside from those already discussed.

3. Resources

The proposal will result in the District of Lantzville taking on a significant amount of new public infrastructure and assets, including roads, water, sewer and stormwater management infrastructure, as well as parkland through preservation of Knarston Creek.

4. Financial/Budget Implications

While there are no immediate financial/budget implications of the recommendation, the additional resources that will be required as the development proceeds will have financial/budget implications. If the project is built as proposed, it will result in an increase in taxation revenue.

5. Sustainability Implications

Through the Development Permit Area, sustainability is encouraged through the incorporation of green buildings, integrating pedestrian and active transportation facilities and the preservation of the Knarston Creek through a riparian area buffer and parkland dedication.

Prepared by:



George Robinson,
Director of Planning and
Community Services

Date: July 16, 2025

Approved for submission to Council:

CAO

Date: July 16, 2025

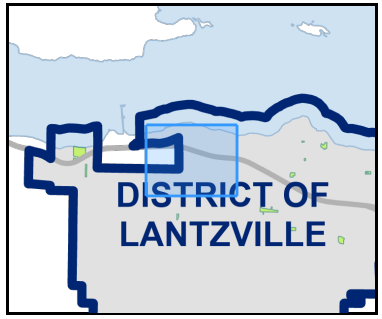
REVIEWED WITH:			
☐ Corporate Administration	☒ Fire Rescue	☒ Public Works/Engineering	☐ RCMP
☒ Financial Services	☒ Planning	☐ Solicitor	☐ Committee:
☐ Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	**Date**	**Agenda Item #**
Regular	July 23, 2025	
Closed (In-Camera)		

Location Map - Superior Road

Attachment 1





Legend

Lantzville Layers

- Municipal Boundary
- Properties (Strata)
- Properties (Conventional)
- Streams
- Ocean

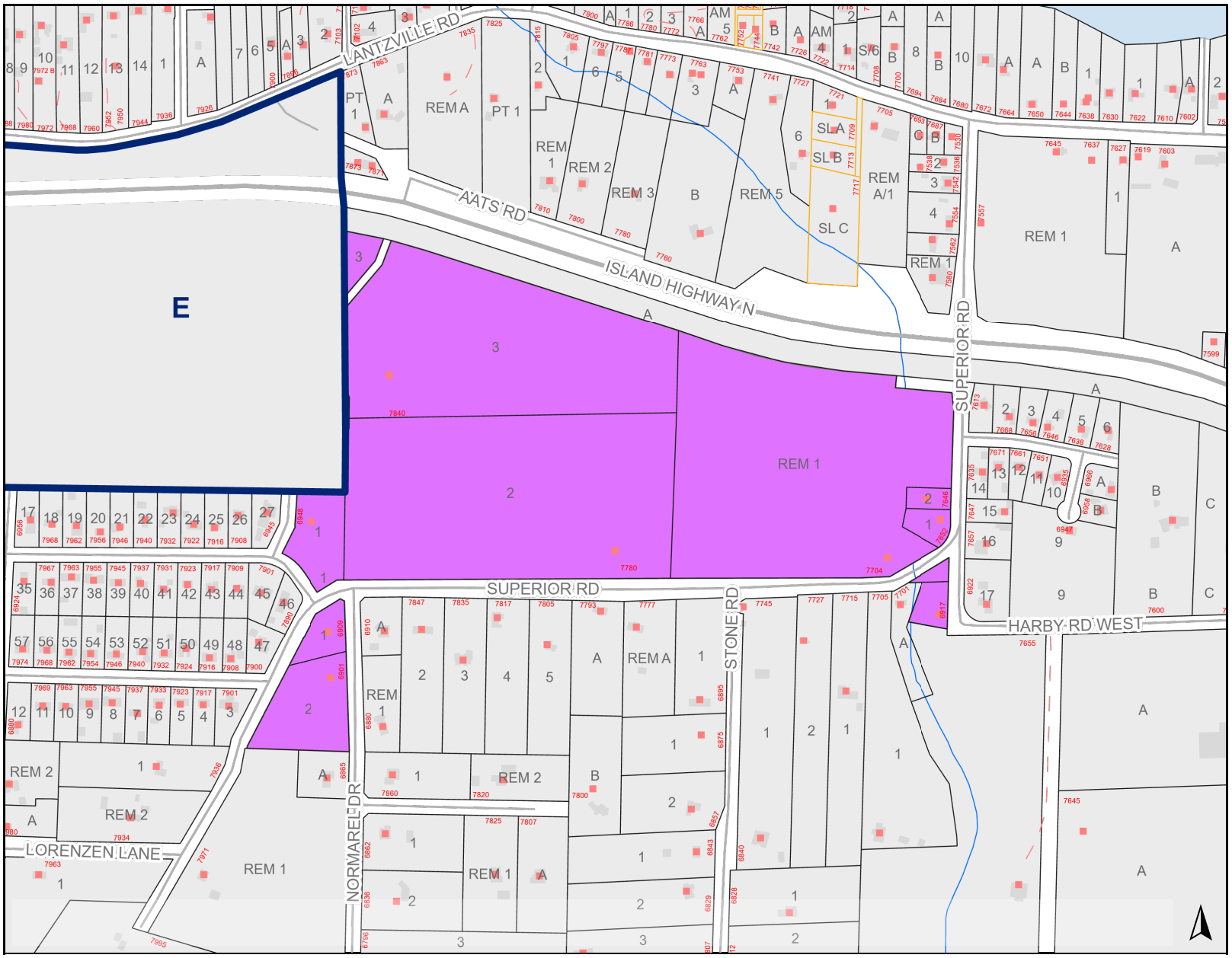
Notes

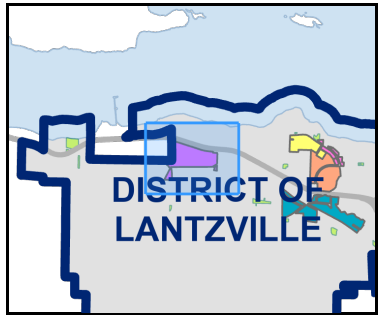
0 300 600 m

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Special Plan Areas Map - Superior Road Attachment 2





Legend

Lantzville Layers

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

OCP Special Planning Areas

- Upper Lantzville
- Superior Rd SPA

- Streams
- Ocean

Notes

0 300 600 m

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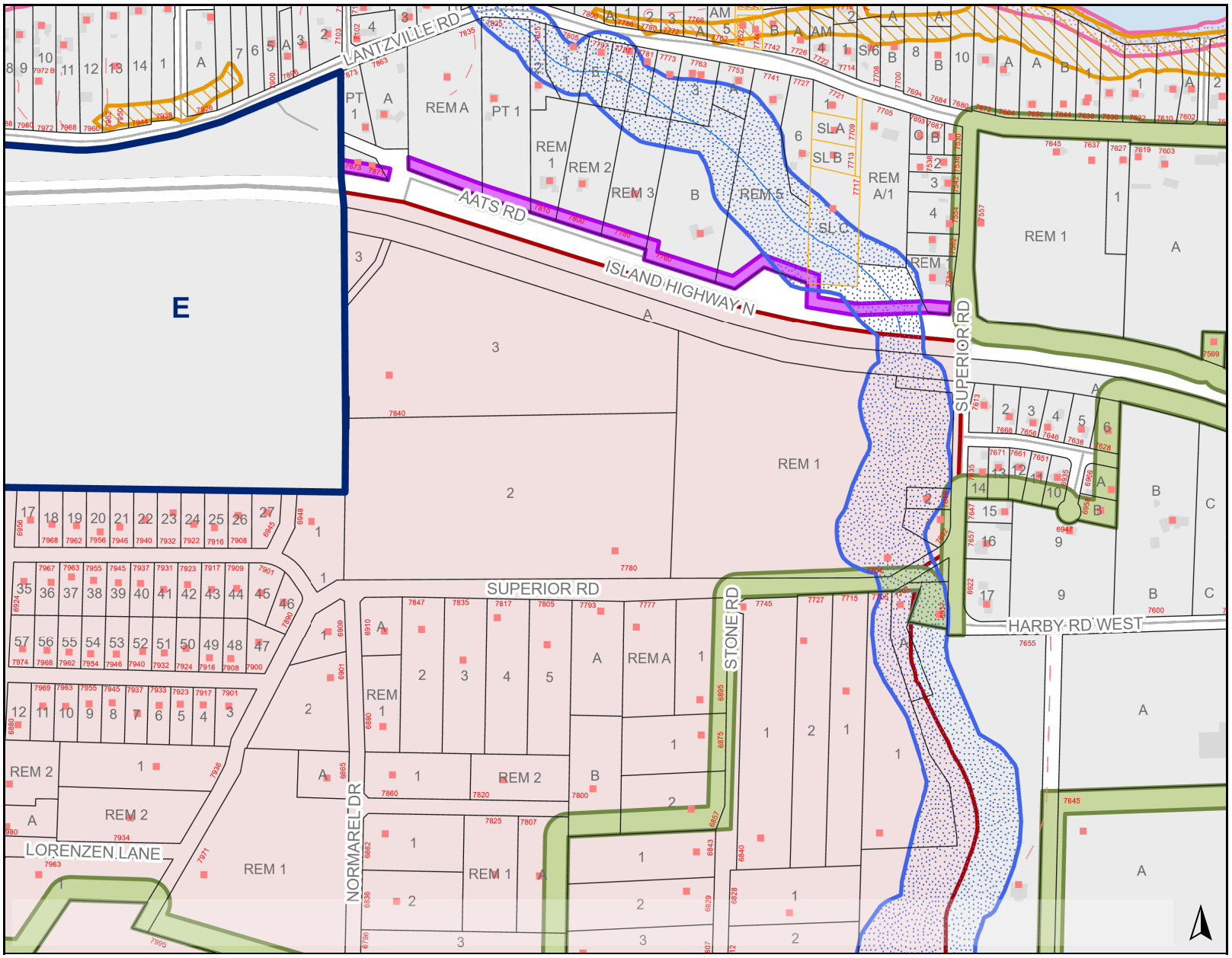
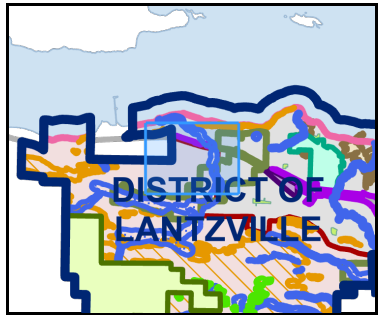
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Development Permit Areas Map - Superior Road Attachment 3





Legend

Lantzville Layers

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

Natural Environment DPAs

- DPA I - Watercourse Protection

Form and Character

- DPA X - Highway Corridor
- DPA XI - Farmland Protection

Hazard Lands 1

- DPA III - Coastal Protection
- DPA V - Steep Slope Protection 30%

Hazard Lands 2

- DPA VII - Interface Wildfire Protection

Notes

0 300 600 m

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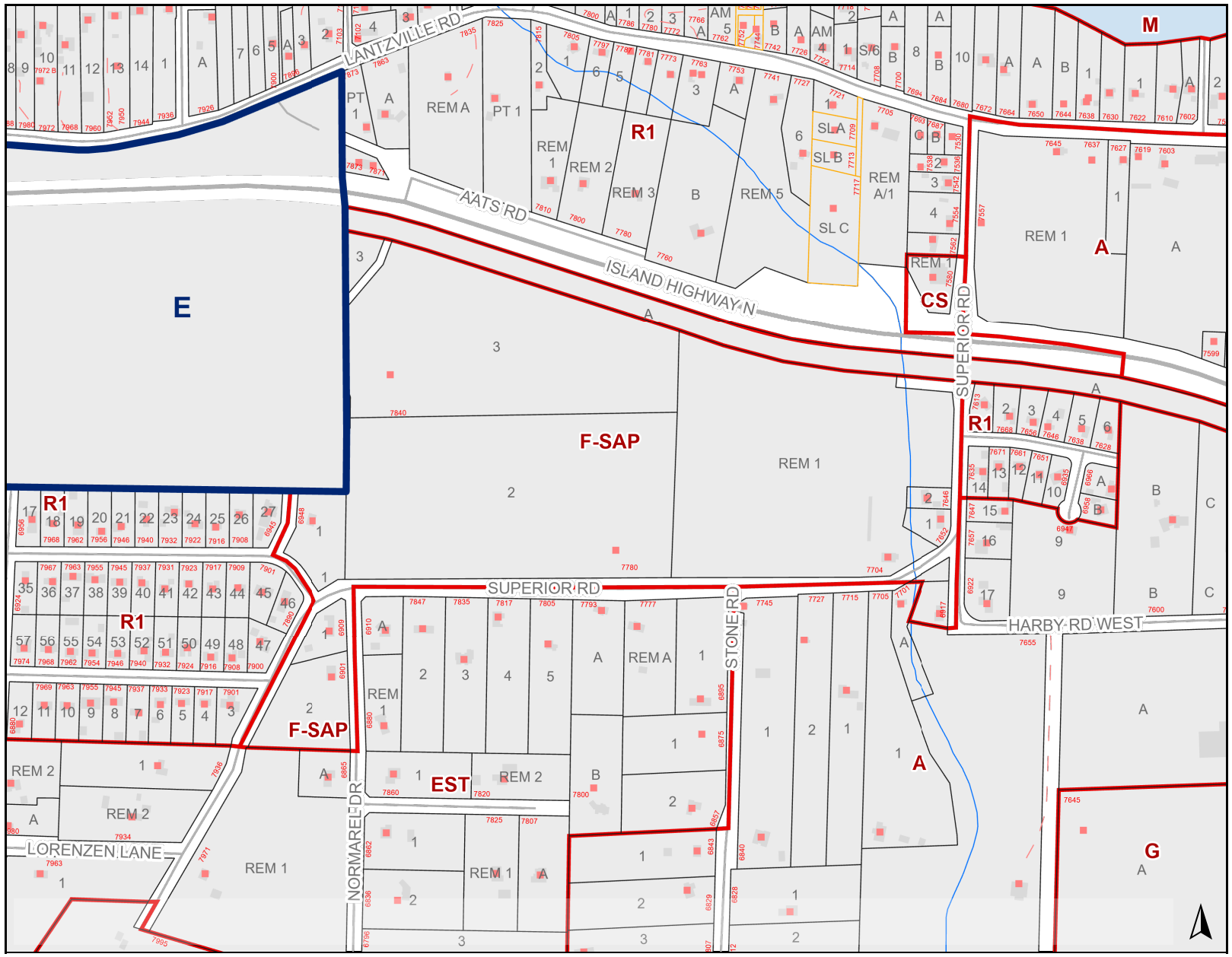
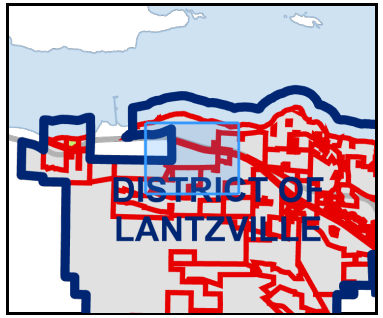
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Zoning Map - Superior Road Attachment 4





Legend

Lantzville Layers

- Municipal Boundary
- Properties (Strata)
- Properties (Conventional)
- Zoning
- Streams
- Ocean

Notes

0 300 600 m

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

DATE: May 18, 2022
TO: Frank Limshue, Director of Planning and Community Services, District of Lantzville
CC: Shaun Heffernan, Urban Systems
FROM: Justin Barer, Urban Systems
FILE: 4490.0004.01
SUBJECT: Economic Impact / Benefits Analysis for Superior Road Site Development

1.0 INTRODUCTION

The District of Lantzville has retained Urban Systems to prepare an economic impact and benefits analysis associated with rezoning and development of a 25.6-hectare parcel of land along Superior Road. The site is bounded by Superior Road to the south and east, the rail right-of-way and Island Highway in the north, and the First Nation reserve to the west. This report provides an assessment of construction phase and ongoing operational economic benefits that would likely accrue to the District (and environs) if this site were developed as an 'employment node'.

As noted above, the site is comprised of approximately 25.6 hectares (63.2 acres). Net of parks and trail / buffer areas, the developable site area (including areas required for roads and pedestrian networks) is approximately 22.7 hectares (56.1 acres).

This review examines the economic benefits that will accrue to the District of Lantzville from both the construction phase and subsequent ongoing operations once this project has reached buildout. Specific metrics examined include:

- Jobs
- Wages
- Value-added to the broader economy
- Overall economic output
- Municipal fees and charges
- Ongoing property taxes

This memorandum is structured as follows:

- Section 2 – Development concept and costs
- Section 3 – Market Commentary
- Section 4 – Economic impact of construction phase
- Section 5 – Ongoing Economic Benefits
- Section 6 – Fiscal impacts
- Section 7 – Conclusions

2.0 DEVELOPMENT CONCEPT AND COSTS

The proposed development concept for the site is still in an early exploratory phase. For this analysis, the assumed development concept at build-out is based upon best available information per conversations with both municipal staff and the development proponent, plus reasonable assumptions based on similar development typologies elsewhere. Core assumptions are as follows:

- Development concept will consist of large format retail (i.e., big box), ancillary commercial retail units (CRUs) and some pad retail, plus light industrial-type land uses (e.g., warehousing, distribution).
- Build-out will occur in three phases and may occur over a 5–10-year period.
- Based on typical building footprints and parking ratio requirements, we assume an overall site coverage of 35%, yielding a gross building area (GBA) of approximately 755,000 square feet. This would be broken out by phase as follows:

Table 1: Development Concept Assumptions

Phase	Components	Gross Buildable Area, sq.ft.	Parking stalls*
1	Large format retail anchor and ancillary pad / strip retail Surface parking area	200,000	900
2	Secondary large format anchor(s) – potentially 'junior box' stores Additional ancillary strip / pad retail Warehouse-type industrial use Surface parking	300,000	750
3.	Spec and built-to-suite light industrial spaces including warehouse / storage-type uses Additional 'junior-box' style retail. Surface parking	255,000	328
	TOTAL	755,000	1,978

*Parking ratio assumptions: 4.5 stalls per 1,000 square feet for all retail uses (approx. 1 per 20 square metres); 0.5 stalls per 1,000 square feet of light industrial warehouse use (approx. 1 per 200 square metres).

Initial infrastructure costing for the project has been completed. For the combined on and off-site works, including sewers, waterworks, roads / curbs / walks, lighting, trees / landscaping, cable, gas, and all associated engineering costs, the total cost estimate is approximately $21.86 million (excluding applicable taxes). This breaks out as follows:

Table 2: Infrastructure Capital Cost Assumptions

Component	Infrastructure Construction Costs*	Engineering Costs**	Totals
On-Site Works	$10.04m	$803,423	$10.85m
Off-Site Road Upgrades	$5.32m	$425,254	$5.74m
Off-Site Watermain	$3.31m	$265,045	$3.58m
Off-Site Sanitary Sewer	$1.57m	$125,434	$1.69m
TOTALS	**$20.24m**	**$1.62m**	**$21.86m**

**includes 25% contingency allowance*
***10% of construction costs, excluding contingency allowance*
Source: District of Lantzville

Hard costs for construction of the retail and industrial space (and associated surface parking / loading areas) have been estimated using both the 2022 Altus Cost Guide and interviews with 2 developers. To these we add a 15% allowance for soft costs.

Table 3: Development Hard Cost Assumptions

Component	Construction Hard Costs
Large format (big box) retail	$110 per sq.ft.
CRU / Pad Retail	$130 per sq.ft.
Warehouse / light industrial space	$105 per sq.ft.
Surface parking area	$7,000 per stall

Sources: Canadian Cost Guide 2022, Altus.; select developer interviews.

Overall construction costs for each phase are as follows, excluding infrastructure and engineering:

Table 4: Overall Construction Cost Assumptions

Phase	Components	Hard Costs	Soft Costs	Total Costs
1	Big Box and CRU retail	$29.3m	$4.39m	$33.7m
2	Big Box + CRU retail + light industrial	$38.1m	$5.72	$25.1m
3	CRU retail (medium format) + employment uses	$29.3m	$4.4m	$33.7m
	TOTALS	**$82.9**	**$13.8**	**$111.2m**

The combined costs of construction and up-front infrastructure

3.0 MARKET COMMENTARY

While a market opportunities review is beyond the scope of this assignment, interviews were conducted with select brokers familiar with the greater Nanaimo market to examine (at a very high level): (1) overall market support for the proposed retail and warehouse / light industrial concept, and (2) potential realistic timeframe for project market absorption. Following are highlights from these conversations.

- Overall, interviewees had a positive sentiment toward a mixed retail / light industrial development at the subject site, noting its good visibility and access potential, plus its good location within a regional context.
- A phasing of construction and absorption over a 5-year timeframe was seen as appropriate.
- The retail sector in the north Nanaimo area is performing better than expected right now and has rebounded well after a significant drop-off in 2020.
- Attracting at least one, and ideally two strong retail anchor tenants will be critical to overall project success at the subject location.
    - The subject site is approximately a 7–8-minute drive from the major retail agglomeration at the north end of Nanaimo, located between the Island Highway and Nanaimo Parkway immediately north and south of Aulds Road. This agglomeration includes the largest enclosed shopping mall on Vancouver Island (Woodgrove Centre), and major large format, junior box and department store tenants including Walmart, Costco, Home Depot, Superstore, Staples, Cabela's Michaels PetSmart, Winners & Homesense, Sport Chek, Hudson's Bay, and The Brick.
    - The Woodgrove Centre agglomeration draw customers from a sizeable trade area, with some tenants (e.g., Costco) drawing people from points north up as far as Campbell River. Th agglomeration primarily serves the greater Nanaimo area, the majority of which resides south of this location.
    - Given the drawing power of this north Nanaimo retail destination and its location vis-à-vis Lantzville and the bulk of the Nanaimo population base, the success of retail commercial businesses at the Superior Road site will be predicated on:
        - Intercepting shoppers that would otherwise be southbound to retailers in north Nanaimo
        - Giving shoppers in the greater Nanaimo region reason enough to drive north past this agglomeration to shop in Lantzville.
    - Given the above, a large retail anchor for the Superior Road site will have to be either:
        - A tenant that is looking to relocate north from Nanaimo to achieve a goal or solve a problem that it cannot achieve at its current location (e.g., more floor area, more parking, better layout, lease rates, other leasing considerations); or
        - A new-to-market tenant that can serve the greater Nanaimo region from Lantzville.
    - Conversations with brokers suggest that there are likely to be tenants that fall into one or both above categories.

- With high (and rising) costs of construction, it is likely that new retail space will be too expensive for local businesses; CRU / pad retail space will need to be filled by national tenants who can afford the rents. Further, national tenant covenants will likely be critical for obtaining construction financing.
    - Rents for new CRU retail space will likely need to be in the $35 per square foot range to make the project work.
- There is strong demand for light industrial warehouse space in the Nanaimo area.
- Industrial buildings should be built to include some with dock loading, as this will appeal to the logistics sector that is seeking appropriately sized spaces with highway access and visibility.
- The transportation / logistics / warehousing sector would likely be able to absorb 200,000-400,000 square feet within a 5–8-year timeframe. There is demand for multiple unit size ranges:
    - 1-5,000 square foot bays
    - 5,000-25,000 square foot bays
    - 25,000-100,000+ square feet (larger tenants may look for built-to-suit space).

4.0 ECONOMIC IMPACT ANALYSIS – CONSTRUCTION PHASE

4.1 OVERVIEW

There are two main sources of economic impact for the Superior Road development:

1. The construction phase, both infrastructure and buildings. This includes the direct economic impacts on the industries associated with design and construction, along with the indirect and induced effects associated with building the project (the multiplier effect); AND,
2. The ongoing economic benefits associated with the completed project – a retail and light industrial node that offers both commercial and employment opportunities and a sizeable tax base.

The economic impact of the construction project will be a shorter-term impact, whereas the impact of the completed project will generate economic activity and municipal revenues in perpetuity.

The Multiplier Effect

Captures the secondary effects from the interconnection between various local economic sectors:

1. **Indirect effects** → measures economic impact on various industry suppliers of local goods and services.
2. **Induced effects** → measures impact of changes in household spending.

Measurement of the direct, indirect and induce effects from the construction phase are prepared using Statistics Canada's economic multipliers. Information on the scope of the project was provided to Urban Systems by the District of Lantzville. This includes approximate land use mix and scale, alongside infrastructure costs.

The conceptual approach to the application of economic impact multipliers is noted in the boxes below and on the following page. Equation #1 shows how we calculate total economic impact for a construction project. Equation #2 shows the components of the 'economic output' calculation. Equation #3 shows the calculation for the overall 'multiplier effect.' These calculations are applied primarily for the construction phase analysis, whereas ongoing benefits are parsed out and separately analysed based on our understanding of the scale of the project, the likely end-user types, and the associated ongoing benefits in terms of both property tax revenues to the municipality and employment for local and regional residents.

Equation #1: Total Economic Impact

Total Effect = Direct Effect + Indirect Effect + Induced Effect

Within each of these effects, we focus on the impact to employment (jobs) and total output ($). The total output includes the value of intermediate purchases in other industries, and the value-added by the industry (see below). The value-added includes the labour income associated with employment in the associated industry sectors.

Equation #2: Output Equation

Output = Intermediate Purchases + Value Added

Once the direct, indirect and induced effects are measured, we calculate the multiplier effect (see below). Both the employment and output multipliers are calculated. The multiplier effect describes how many additional units (Dollars or jobs) are created or supported in other industries per each additional dollar (or job) in the construction (and related) industries associated with the Superior Road project.

While the linkages between economic sectors do vary by region, for this analysis we are able to calculate the overall in-province effects.

Equation #3: Multiplier Effect

Multiplier Effect = (Direct + Indirect + Induced) / (Direct)

4.2 CONSTRUCTION PHASE ECONOMIC IMPACT ANALYSIS

The **direct** impacts of the multi-phase buildout at the Superior Road site will include construction and related jobs created or supported by the project, and the labour earnings associated with those jobs. This would include jobs and income tied to construction of buildings and infrastructure, plus all the engineering / design-related work that will precede on-the-ground works.

Indirect impacts of the construction project will include spending by the construction (and related) industries on inputs such as building materials and equipment, which support jobs and earnings in industries that supply inputs. The wages and salaries earned by employees in the relevant industry sectors, and by employees in the industries that supply inputs, are then recirculated in the local economy by spending on local goods and services; this is the **induced** effect. The direct, indirect and induced effects reflect the three components of the economic impact equation.

As discussed, the project will (as currently envisioned) encompass around 755,000 square feet of retail and industrial floor space. The estimated cost to deliver this project, including all up-front infrastructure works, is approximately **$131.5 million.**

4.2.1 Direct, Indirect, Induced Employment

The table below provides a summary of the employment implications of the construction phases. The estimated number of jobs that are associated with the project's construction are calculated based on the estimated direct costs to develop (infrastructure + construction) and the Statistics Canada jobs multipliers.[1] The latter are derived from labour productivity and related measures by business sector industry, such as average

[1] Statistics Canada. Table 36-10-0113-01 Input-output multipliers, provincial and territorial, summary level.

annual number of hours worked and typical compensation per hour worked. On this basis, we calculate **537 direct jobs** that will be created or supported by the construction project.

In addition, there are indirect and induced jobs tied to the project's construction phase. The **indirect jobs (294)** are the jobs created or supported by the intermediate inputs necessary for the project. The **induced jobs (212)** accounts for those that are created or supported as a result of household spending on local goods and services from the wages and salaries associated with the construction project. **Total jobs (1,044)** are the additional jobs created or supported by the construction phases.

Table 5: Employment Impact of Construction

Multiplier Category	Jobs (person years)
Direct	537
Indirect	294
Induced	212
Total	**1,044**

Source: Urban Systems calculations using Statistics Canada multipliers (36-10-0113-01).

4.2.2 Labour Income[2]

The estimated labour income associated with the direct, indirect, and induced jobs is shown in Table 6. The **Total labour income is estimated at approximately $70.3 million.** Note that this is based on in-province multipliers only, so will not account for income (or jobs) generated through the sourcing of materials outside of British Columbia.

Wages and earnings directly tied to construction-related industries are estimated at nearly $39.6 million. Local and other BC-based suppliers to the construction industries will see their wages and earnings supported by $20.1 million. And, because of household spending from the additional wages and earnings, other industries such as retail and service commercial will see their wages and earnings increase by $10.6 million. Thus, the project will increase jobs and earnings in a variety of industry sectors across the economy.

Table 6:Labour Income Impact of Construction

Multiplier Category	Labour Income ($)			
	Engineering	Infrastructure	Building Construction	TOTAL
Direct	771,000	4,817,000	34,035,000	39,623,000
Indirect	175,000	3,398,000	16,573,000	20,146,000
Induced	173,000	1,512,000	8,898,000	10,583,000
Total	1,119,000	9,727,000	59,506,000	70,352,000

Calculations using Statistics Canada Table 36-10-0113-01 Input-Output multipliers for non-residential construction, architecture and engineering related services, and transportation engineering construction.

[2] Wages and salaries + employers' social contributions.

4.2.3 Total Output

The total output metric is the total dollar increase in expenditures in the BC economy, including the direct, indirect, and induced impacts, including purchases of intermediate inputs used to produce the final goods and services. For the construction of this project, total output is calculated as $134.6 million.

Table 7: Output Impact of Construction

Multiplier Category	Output ($)
Direct (1)	131,516,000
Indirect	57,835,000
Induced	40,261,000
Total Output (2)	**229,612,000**

(1) Direct output estimated cost to deliver project, excluding land costs and financing

(2) total output = sum of direct, indirect, induced outputs.

4.2.4 DCCs and CACs

The construction phases of the Superior Road project will yield Development Cost Charge (DCC) revenues for the District of Lantzville, paying for water, sewerage/drainage and highway capital costs. The project may also yield a Community Amenity Contribution (CAC), to be negotiated with the proponent as part of the rezoning application per the procedure outlined in the District's council-approved CAC document.[3] The steps outlined for that negotiated process are as follows:

- Staff will suggest potential amenities to the applicant, based on OCP policies, community need, and project scale
- Proponent will propose CACs based on these staff suggestions and bring that CAC proposal to staff and council for consideration
- Council makes a final determination on whether the proposed contributions are acceptable, and whether further negotiations are warranted
- CACs can either be physically constructed or provide on a cash-in-lieu basis, the latter per square metre of gross floor area.

There is no standardized definition of what may constitute a "community amenity" in provincial legislation. The District's CAC document provides a list of potential community amenity contributions, alongside a list of items that are explicitly not considered amenity contributions. The latter include items such as major off-site infrastructure (including items that can be captured within a DCC rate), sidewalks, walkways, street trees, streetlights, landscaping, and anything subject to DP guidelines.

The DCC bylaw (Bylaw No. 154, 2018) lays out the following applicable DCC rates:

- Commercial: $106 per square metre of gross floor area[4]

[3] District of Lantzville, *Community Amenity Contributions*, June 15, 2020.
[4] $20 for water, $13 for sewer, $3 for drainage, $70 for highway facilities.

- Industrial: $101,792 per hectare of gross site area[5]

Based on the development concept outlined in Table 1, this project will yield approximately **$5.28 million in DCCs**, broken out by phase in Table 8 below.

Table 8: DCCs Payable

Phase	Description	DCC Payable
1	Large format retail anchor and ancillary pad / strip retail Surface parking area	$1,970,000
2	Secondary large format anchor(s) – potentially 'junior box' stores Additional ancillary strip / pad retail Warehouse-type industrial use Surface parking	$2,044,000
3	Spec and built-to-suite light industrial spaces including warehouse / storage-type uses Additional 'junior-box' style retail. Surface parking	$1,268,000
	Total	**$5,282,000**

Determination of the potential value of a negotiated CAC (built or cash-in-lieu) is beyond the scope of this review; preparation of such a review would require a detailed understanding of community amenity requirements, priorities and cost estimates, and a more detailed description of the proposed development.

If the District were to adopt the City of Nanaimo's recently approved CAC target rates (adopted November 2021), then a rate of $34 per square metre ($3.16 per square foot) of gross floor area would be applied. This would translate to a CAC of $2.38 million.[6]

Table 9: Speculative CACs payable at City of Nanaimo Target Rates

Phase	Speculative CAC*
1	$631,740
2	$947,610
3	$805,469

*Applies $3.16 per square foot rate, per City of Nanaimo Community Amenity Contribution Policy, 2021-Nov-15.

[5] 32% for water, 21% for sewer, 23% for drainage, 24% for highway facilities.
[6] This hypothetical CAC payment is presented for illustrative purposes only and does not constitute a recommendation for the District of Lantzville.

4.2.5 Overall Construction Period Economic Impact

The total output *directly* associated with the construction of the Superior Road commercial / industrial project (i.e., cost to build excluding land and financing) is $131.5 million. This includes direct support 537 jobs and $39.6 million in direct labour income.

For suppliers to the construction (infrastructure + building) and engineering industries in BC, their total output is expected to increase by $57.8 million. For local and other BC retailers and other industries that will see a bump in sales from the additional household income generated by this project, their total output is expected to increase by $40.3 million.

In total, the Superior Road project will increase total output by $230 million. This translates to an output multiplier of 1.74.[7]

Table 10: Overall Construction Period Economic Impact

Impact	Jobs	Labour Income	Total Output
Direct	537	$39,622,000	$131,516,000
Indirect	294	$20,146,000	$57,835,000
Induced	212	$10,584,000	$40,261,000
Total	1,044	$70,352,000	$222,612,000

Beyond the total output noted above, the project will generate $5.28 million in DCCs, and a negotiated CAC.

[7] $239.6m / $137.3m

5.0 ONGOING ECONOMIC BENEFITS

The enduring economic impact of the Superior Road commercial / industrial development will be derived from the specific types of space that are built – retail and light industrial – and the types of tenants that are likely to occupy those spaces. Overall, the total project at build-out will likely include:

- Large format (big box) retail of approximately 270,000 square feet
- Smaller format 'junior box' retail of about 100,000 square feet
- CRU / pad retail of approximately 80,000 square feet
- Light industrial (likely warehouse-type space) of approximately 300,000 square feet

5.1 DIRECT EMPLOYMENT AND WAGES

5.1.1 Floor Space per Worker

The amount of employment that is likely to be tied to a given floor area (or land area) will vary depending on the industry sector in question and the nature of each specific business and job. Recent work has been conducted by Hemson Consulting for the City of Vancouver examining broad average 'floor space per worker' metrics and trends. This work was prepared through a compilation of non-residential floor space across the City, building permit data, and custom data sets from Statistics Canada. Based on this work, Hemson derived the following employment densities for the specific land use types being examined in this report:

- Commercial: 428 square feet per worker
- Industrial: 602 square feet per worker

For our purposes, we have further broken out the "commercial" category into CRU / Pad retail vs. big box retail, as the latter typically yields fewer employees. For this analysis we assume that the big box components will yield 1 full-time-equivalent employee per 500 square feet.

5.1.2 Estimated Direct Employment at Completion and Ongoing

Based on the employment density ratios outlined above, each of the project phases is expected to yield the following ongoing direct employment:

Table 11: Superior Road Project Direct Employment at Build-Out

Phase	Components	Direct Employment (FTE)
1	Big Box Retail (150,000 sq.ft.) + CRU Retail (50,000 sq.ft.)	417
2	Big Box Retail (120,000 sq.ft.) + CRUs (30,000 sq.ft.) + light industrial use (150,000 sq.ft.)	560
3	Junior box retail (50,000 sq.ft.) + light industrial (230,000 sq.ft.)	442
	TOTAL	1,419

5.1.3 Direct Wages and Salaries

According to Statistics Canada's Labour Force Survey, the average hourly wage rates and average weekly hours worked for BC-based full-time employees in sectors that are applicable to the Superior Road site are as follows:

Table 12: Average Wage Rates and Hours Worked for Relevant Industry Sectors Q1 2022

	Retail and Wholesale Trade	Transportation and Warehousing
Average Hourly Wage Rate	$24.57	$30.12
Average Weekly Hours Worked	31.1	34.5
Implied Avg. Annual Income per Worker	$39,735	$54,035

Source: Statistics Canada Labour Force Survey, per BC Stats.

If the above wage rates are applied to the direct ongoing employment figures noted in Table 12, then the total direct wages associated with the Superior Road project once fully occupied is approximately $64.8 million per annum.

Future wages associated with the project will be a function of (1) the types of employees contained therein (i.e., industry sector and occupation type), (2) the number of employees (i.e., floor-space-per-worker), and (3) the rate of wage increases. Assuming that there are no changes to the makeup of the employees over time, then the 10-year cumulative earning potential of those directly employed on site is nearly $650 million. This is a constant dollar projection (i.e., no wage rate adjustments).

5.2 LOCAL EMPLOYMENT OPPORTUNITIES

As of 2016, there were 1,805 residents in Lantzville that were actively participating in the labour force, of whom 1,675 were employed, and 1,165 (69.5%) had a "usual place of work" (vs. working from home or having no fixed workplace).[8] Amongst those with a usual workplace outside of their homes, approximately 10% (120) worked at jobs located within Lantzville, while the balance (1,045) commuted out of the District, primarily to jobs in Nanaimo.[9] In addition, there were 275 inbound commuters to usual places of work inside Lantzville, primarily from Nanaimo.[10]

Overall, there were 395 people with a usual place of work within the District, 70% of whom commute into the community.

[8] Statistics Canada. 2017. *Lantzville, DM (CSD) Census Profile*. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Released November 29, 2017.
[9] Statistics Canada, 2016 Census of Population, Catalogue no. 98-400-X2016391.
[10] *Ibid*.

Table 13: Jobs with Usual Place of Work in Lantzville, 2016

Labour Force or Commuter Flow Variable	Quantum
Lantzville Residents with Usual Place of Work (POW)	1,165
Lantzville Residents with a Usual POW *within Lantzville*	120
Outbound Commuters from Lantzville	1,045
Inbound Commuters to Lantzville	275
Total Usual POW in Lantzville	**395**
Outbound vs. Inbound Commuter Ratio	3.8
Inbound commuters as % of Total Usual POW jobs in Lantzville	70%
Usual POW jobs – to – residents ratio	0.11

Source: Statistics Canada, Analysis by Urban Systems.

The Superior Road project will significantly increase the opportunity for employment within the District.

As noted in Table 12 above, the combination of retail and warehouse-type industrial space will provide opportunity for 1,419 direct FTE jobs in the District. This is a 359% increase in the umber of 'usual place of work' jobs over the 2016 figure. While most of those jobs are likely to be filled by inbound commuters, some of those jobs would be filled by District residents (current and future).

Table 14: Usual Place of Work Jobs in Lantzville, 2016 vs. Projected

Total Labour Force with Usual Place of Work in Lantzville, 2016 (residents + inbound commuters)	395
Estimated Jobs at Superior Road site	1,419
Total Usual Place of Work Jobs in Lantzville (vs. 2016)	1,814
Increase in Jobs vs. 2016	359%

6.0 FISCAL IMPACTS

Here we focus on the economic impact benefits that will accrue to the District of Lantzville alongside the Regional District, Hospital District and regional Library system, following completion of this project.

6.1 INCOME VALUATION

Fiscal impacts are calculated based on the hypothetical value of each of the completed project components. For this exercise, a series of simple, hypothetical valuations have been prepared which look at the projected value of each project component based on a capitalized future income stream. Assumptions driving these valuations are as follows:

- Land lease rates for big box retail: $2.00 per lot square foot (assume 25% lot coverage)
- Building lease for CRU retail: $25-$30 per leasable square foot
- Vacancy allowance (CRU and industrial): 5%
- Non-recoverable expenses: 2% of gross income
- Cap rates: 5.0% for commercial, 5.5% for industrial

The vacant land parcels which make up the subject site have a combined assessed value of $5,617,000 in 2022.[11] Their current zoning is "F-SAP" (Future Special Area Plan Zone), which permits as-of-right residential uses (house, carriage house, home business, suite). Based on current property tax rates and assessed values, the combined land parcels would generate $15,043 in combined property taxes.[12]

The valuations of the completed project components, used as the basis for future tax calculations, are as follows:

Table 15: Hypothetical Valuations of Project Components

Component	Phases	Timing	Implied Values	Applicable Property Tax Mill Rates*
Big Box Stores (x2)	Phases 1 and 2	Years 1 and 3	$47.1m	8.9851
CRU / Junior Box retail spaces	Phases 1 ,2, 3	Years 1, 3, 5	$69.05m	8.9851
Light Industrial spaces	Phases 1 and 3	Years 1 and 5	$88.6m	15.8174
Total			$204.7m	

*As per District of Lantzville Bylaw No. 269. Combined Mill Rate

[11] BC Assessment 2022 assessed value.
[12] Mill rate of 2.6781, combining General Municipal, Library, Regional District, and Regional Hospital.

6.2 PROPERTY TAX PROJECTIONS

Projected property taxes payable for the completed Superior Road development are calculated using the following mill rates, per bylaw 269:

Table 16: 2021 District of Lantzville Tax Rates

Property Class	General Municipal	Library	Regional District	Hospital	Total
Residential	1.7081	0.1565	0.6017	0.2118	2.6781
Light Industry	11.9561	1.0952	2.0458	0.7203	15.8174
Business / Other	6.4052	0.5867	1.4742	0.519	8.9851

Source: District of Lantzville Bylaw No. 269.

Applying the above mill rates to each completed project phase yields the following property taxes payable.

Table 17: Estimated Property Taxes Payable, by Phase

Phase	Est. Property Tax Payable at Completion*
1. Big Box + CRUs	$479,600
2. Big Box + CRUs, + Light Industrial	$957,700
3. CRUs + light industrial	$1,007,000

*Applies 2021 mill rates to 2021 hypothetical values.

Following is a property tax projection over a 10-year period assuming a 6-year build-out of the project. This projection assumes that the combination of year-to-year changes in assessed values and mill rates results in a 1% per year increase to the overall property tax amount payable.

Table 18: Property Tax Projections, Superior Road Site, 10 Years

End of Year	Phases Completed	Annual Property Tax Revenues (rounded)	Cumulative Property Tax Revenues (rounded)
0 (final full year before project commencement)	None	$15,000*	$15,000
1	75% phase 1	$216,000	$231,000
2	100% phase 1	$485,000	$715,000
3	100% phase 1, 50% phase 2	$1,081,000	$1,312,000
4	100% phases 1 and 2	$1,460,000	$2,770,000
5	100% phases 1 and 2, 50% of phase 3	$1,670,000	$4,440,000
6	All phase complete	$2,496,000	$6,936,110
7	Complete	$2,521,000	$9,457,000
8	Complete	$2,546,000	$12,003,000
9	Complete	$2,571,000	$14,575,000
10	Complete	$2,597,000	$17,173,000

*Based on current assessed values and a residential property tax mill rate of 2.6781

Table 20 below provides an apportioned breakdown of projected property tax revenues. The 'general municipal' revenue is projected at ~ $1.9 million at build-out (with the applied 1% per year increase), and a 10-year cumulative general tax revenue of $12.97 million.

Table 19: Annual Property Tax Projections, Superior Road Site, by Tax Category

End of Year	General	Library	Regional District	Hospital
0 (pre-construction)	$9,600	$900	$3,400	$1,200
1	$153,700	$14,100	$35,400	$12,500
2	$345,300	$31,600	$79,500	$28,000
3	$796,300	$72,900	$156,800	$55,200
4	$1,064,900	$97,500	$218,400	$76,900
5	$1,216,700	$111,400	$253,100	$89,100
6	$1,840,400	$168,600	$360,300	$126,800
7	$1,858,800	$170,300	$363,900	$128,100
8	$1,877,400	$172,000	$367,500	$129,400
9	$1,896,200	$173,700	$371,200	$130,700
10	$1,915,200	$175,400	$374,900	$132,000

If we extend the tax projections out another 10 years, then the projected **20-year cumulative general tax revenue is approximately $33.2 million.**

As of 2022, 97.3% of the District's total property tax base was in the residential property class, accounting for 85.5% of total property tax revenue.[13] Total accrued property tax revenues in 2022 across all property classes are just under $3.3 million, with ~$2.8 million drawn from residential properties and a ~$480,000 draw from all other classes. The total property taxes accrued from the "Light Industry" and "Business and Other" categories was just over $290,000.[14] The District has an asset management funding gap of $424,000 per year, as identified in the Strategic Asset Management Plan (SAMP). This issue compounds each year.

With the light industrial and commercial property tax rates far exceeding those for residential (7x and 3.7x more, respectively, in the General Municipal category), the Superior Road development will bring considerable additional tax revenue and a reduction in the proportion of overall property taxes drawn from the residential property class. At build-out, the combined industrial and commercial property taxes from the Superior Road property are expected to be over $1.9 million if the final development is of the scale and typologies outlined in Table 1. This would represent a 550% increase in the amount of property taxes accrued from the combined "Business and Other + Light Industry" property classes.

[13] District of Lantzville 2022-2026 Financial Plan Bylaw No. 289, 2021.

[14] Based on reported % of 2022 property tax revenue by property class, per Report to Chief Administrative Officer on Bylaw No. 289, November 24, 2021.

7.0 CONCLUSION

The proposed rezoning of the 25.6-hectare parcel of land along Superior Road for a combination of retail commercial and light industrial uses is expected to bring considerable longer-term economic benefits to the District. Based on the envisioned development concept, the site could be home to 1,419 direct jobs. At build-out, the project is projected to yield over $1.9 million in annual property tax revenue for the District, and a projected yield of $33 million over a 20-year period. The addition of this commercial and industrial tax base will significantly reduce the proportion of total taxes drawn from the residential property class and will likely be beneficial in the District's endeavours to bridge the $400,000+ annual infrastructure funding deficit.

Additionally, both the District and the Province more broadly can expect to see GDP and employment benefits through the construction phase, including 1,044 combined jobs (direct, indirect and induced), over $70 million in combined labour income, and $230 million in total economic output.

Following is a brief summary of key metrics:

- 537 direct jobs, 294 indirect jobs, and 212 induced jobs within BC during the construction phase
- Over $70 million in direct, indirect and induced labour income during construction
- $5.28 million in DCCs
- Negotiated CACs. If Nanaimo CAC rates are applied, CAC value would be $2.38 million
- Estimated 1,419 ongoing jobs created on-site once fully built out
- Significant improvement in jobs-to-residents ratio
- Over $33 million in projected property taxes over a 20-year period

URBAN SYSTEMS



Justin Barer, M.Pl., RPP, MCIP
Lead – Land Economics

cc: Shaun Heffernan, Community Planner, Urban Systems

/JB

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Attachment 6

Offsite Required Services, Amenities and Features

At the time of the approval of the first subdivision of the Lands, the Developer will:

- Construct the required road improvements outlined in the Watt Transportation Impact Assessment and conceptual design plan of the Island Highway at Superior Road; the conceptual design plan is attached as part of this Schedule B;
- Construct the Superior Road frontage from the Island Highway to the westerly boundary of the Regional Services site, generally in accordance with the Specified Provisions;
- Construct two roundabouts, one at the intersection of Superior Road and Vanderhoek Road and the second at Superior Road and the proposed easterly access point into the Regional Services site; generally in accordance with the Schematic Roundabout Layouts attached as part of this Schedule B;
- Dedicate the Knarston Creek corridor from a line 15m westerly from the westerly top of bank of Knarston Creek to Superior Road, which includes the dwelling at the southeast corner of the site, as shown of Schedule C. This is approximately 7% of the Lands and satisfies the legislative requirements for park dedication.
- Construct a trail from Superior Road (near Harley Drive) to a view point on the easterly side of Knarston Creek near the waterfall generally in the location shown on Schedule C. The construction to be in accordance with the trail specification of the Subdivision Bylaw.
- Dedicate a 10 metre greenway and trail buffer along the southerly boundary of the Regional Services site, as shown on Schedule C, and construct a trail within the dedicated area. The construction to be in accordance with the trail specification of the Subdivision Bylaw.
- Construct suitably sized water infrastructure to the southwest corner of the site at Superior Road and Normarel Drive for the future service of the Winds neighbourhood. No application for a latecomer's agreement with respect to this water infrastructure will be requested.
- Construct suitably sized sanitary sewer services to the southwesterly corner of the site at Superior Road and Normarel Drive. A latecomer's agreement for this sanitary sewer infrastructure will be entered into.
- Provide a onetime community amenity contribution of $2.37 Million dollars for the rezoned Regional Services land. For clarity this was determined as $3.16sqft ($34.00sqm) for 750,000 square feet, as these numbers are noted in the Urban Systems "Economic Impact / Benefit Analysis for Superior Road Site Development" provided as part of the development applications.

These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the design Professional to any party with whom the Design Professional has not entered into contract.



SCHEDULE "B"

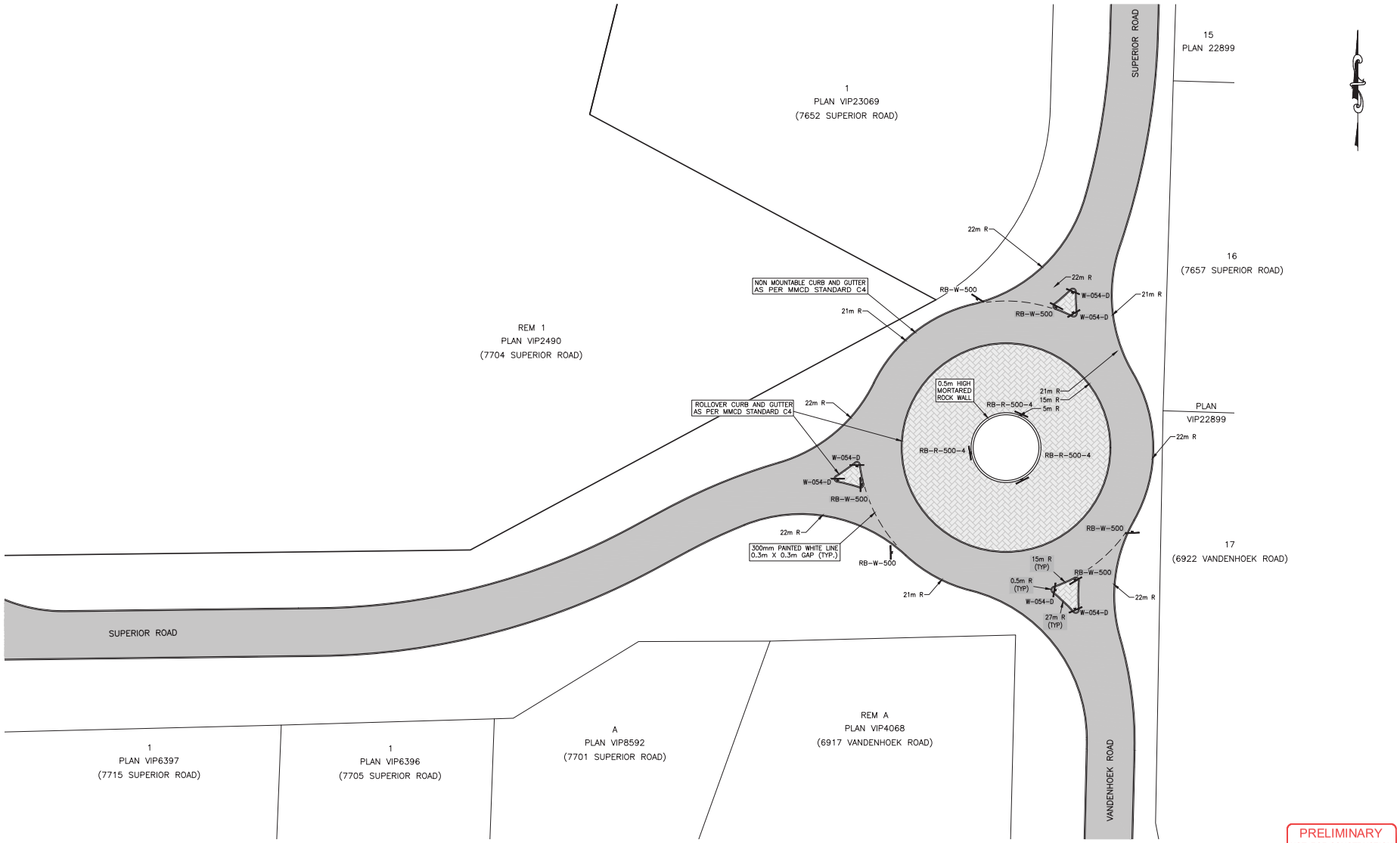
CONCEPTUAL DESIGN

SEAL:	
REVISIONS	0 1 2 3 4 5 6 7 8
0 25m 50m 100m	1:2,000
DESIGNED: ML	DRAWN: ML
CHECKED:	APRVD:
DESIGN VEHICLE: WB-20	DESIGN SPEED: 90 km/h
PROJECT NO: 2748.B01	DRAWING NO: DWG-2.1
DATE: MAR 9-2022	REVISION:
TITLE: CONCEPTUAL DESIGN SUPERIOR ROAD / HIGHWAY 19 LANTZVILLE, BC	

WATT Consulting Group

Calgary, Edmonton, Lloydminster, Okanagan, Vancouver, Victoria
WATTCONSULTINGGROUP.COM

PROJECT: V:\Project Files\2748 - Lantzville TIA Updates\5 - Design\Superior Rd-Hwy 19_Improvements_Conceptual Design_Mar-9-2022.dwg
PLOT DATE: 3/10/2022 10:53 AM
PLOTTED BY: Michael Lee



SCHEDULE "B"

PRELIMINARY
NOT FOR CONSTRUCTION

SCALE 1:250

LANTZVILLE No. _____

NO.	DATE	BY	REVISION DESCRIPTION	ENG
00	05/19/22	CJS	ISSUED FOR PHASED DEVELOPMENT AGREEMENT	MW

LEGEND

PROP.	EXIST.		PROP.	EXIST.	
		WATERMAIN			HYDRANT
		STORM SEWER			ABOVE GROUND FLUSHOUT
		SANITARY SEWER			BELOW GROUND FLUSHOUT
		GAS MAIN			CATCHBASIN
		ELECTRICAL DUCT			DITCH INLET CB
		INLET/OUTLET HEADWALL			MANHOLE
		DITCH INLET/OUTLET			CLEANOUT
		SWALE			HYDRO POLE
		EDGE OF PAVEMENT			CAP
		VALVE BOX			STREETLIGHT
		LIMIT OF CONSTRUCTION			FENCE

SITE LEGAL DESCRIPTION
LOT 1, DISTRICT LOT 53,
NANOOSE DISTRICT, PLAN 2490, EXCEPT
PARTS IN PLANS 23069 AND 40250

BENCHMARK DESCRIPTION
ELEVATIONS ARE GEODETIC AND ARE REFERRED TO MONUMENT

ENGINEER'S SEAL

EGBC PERMIT TO PRACTICE NUMBER: 1000856

HORIZONTAL SCALE 1:250

VERTICAL SCALE

DESIGN MW
DRAWN CJS
CHECKED
PLOT DATE 05-19-22
PRINT DATE

CLIENT NAME
SINCANA LAND CORP

PROJECT NAME
7704 SUPERIOR ROAD, LANTZVILLE

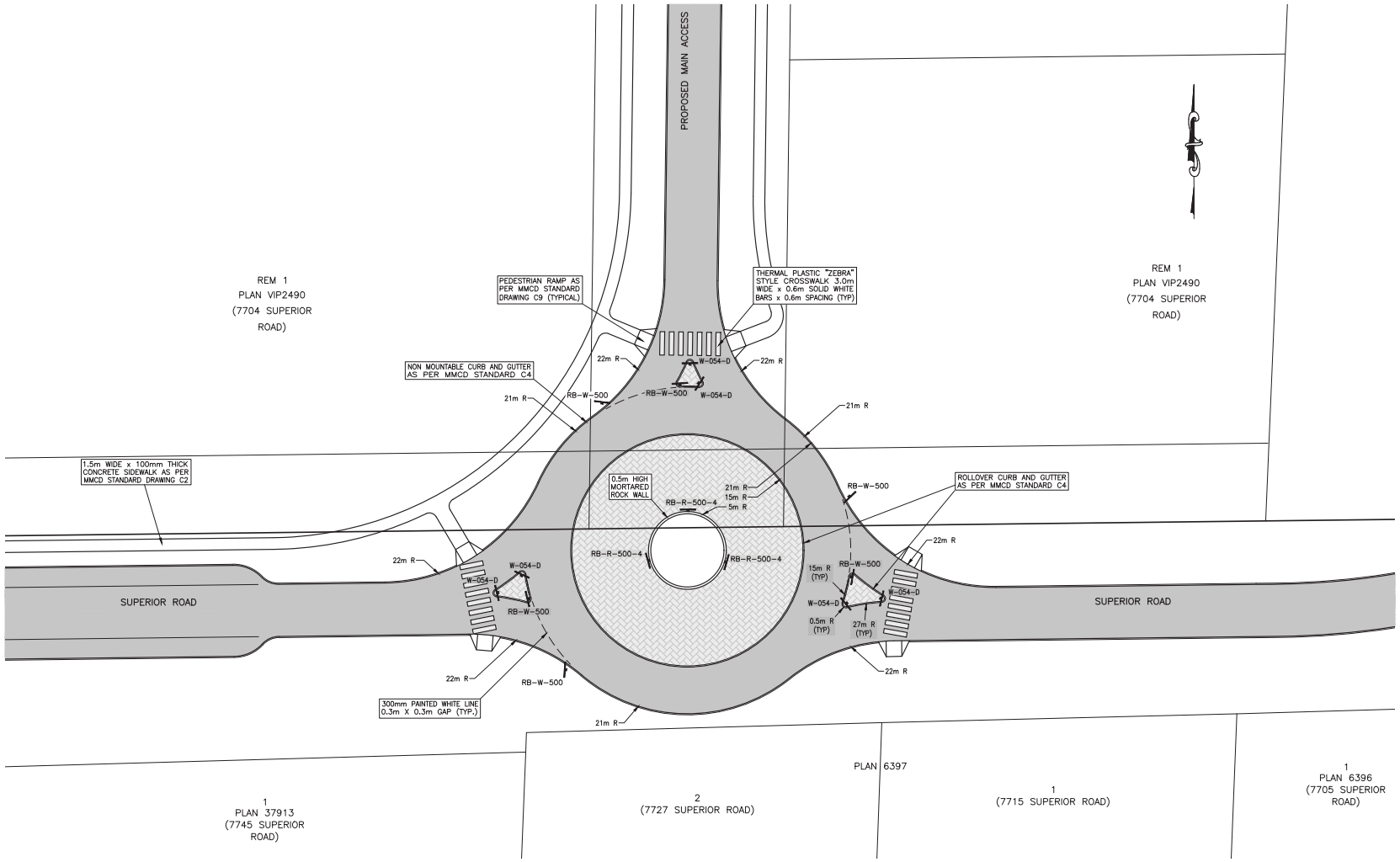
DRAWING TITLE
SCHEMATIC ROUNDABOUT LAYOUT – SUPERIOR & VANDENHOEK ROADS

NEWCASTLE ENGINEERING LTD.
4–3179 BARONS ROAD
NANAIMO, B.C., V9T 5W5
PHONE (250) 756–9553

PROJECT No.	DRAWING No.	REVISION No.	CITY PLAN FILE No.
0871–001	100	00	

5/19/2022 P:\AUTOCAD\DRD\0871-001 7704 SUPERIOR ROAD\0871-001 DSK REVD - ROUNDABOUT NORTH SHIFT

SCHEDULE "B"



PRELIMINARY
NOT FOR CONSTRUCTION

0 2.5 5 10
SCALE 1:250

LANTZVILLE No. _____

Rev.	DATE	BY	REVISION DESCRIPTION	ENG
00	05/19/22	CJS	ISSUED FOR PHASED DEVELOPMENT AGREEMENT	MIW

LEGEND

PROP.	EXIST.	PROP.	EXIST.
WATERMAIN		HYDRANT	
STORM SEWER		ABOVE GROUND FLUSHOUT	
SANITARY SEWER		BELOW GROUND FLUSHOUT	
GAS MAIN		CATCHBASIN	
ELECTRICAL DUCT		DITCH INLET CB	
INLET/OUTLET HEADWALL		MANHOLE	
DITCH INLET/OUTLET		CLEANOUT	
SWALE		HYDRO POLE	
EDGE OF PAVEMENT		CAP	
VALVE BOX		STREETLIGHT	
LIMIT OF CONSTRUCTION		FENCE	

SITE LEGAL DESCRIPTION
LOT 1, DISTRICT LOT 53,
NANOOSE DISTRICT, PLAN 2490, EXCEPT
PARTS IN PLANS 23069 AND 40250

BENCHMARK DESCRIPTION
ELEVATIONS ARE GEODETIC AND ARE REFERRED TO MONUMENT

ENGINEER'S SEAL

EGBC PERMIT TO PRACTICE NUMBER: 1000856

HORIZONTAL SCALE 1:250
VERTICAL SCALE

DESIGN MIW
DRAWN CJS
CHECKED
PLOT DATE 05-19-22
PRINT DATE

CLIENT NAME
SINCANA LAND CORP

PROJECT NAME
7704 SUPERIOR ROAD, LANTZVILLE

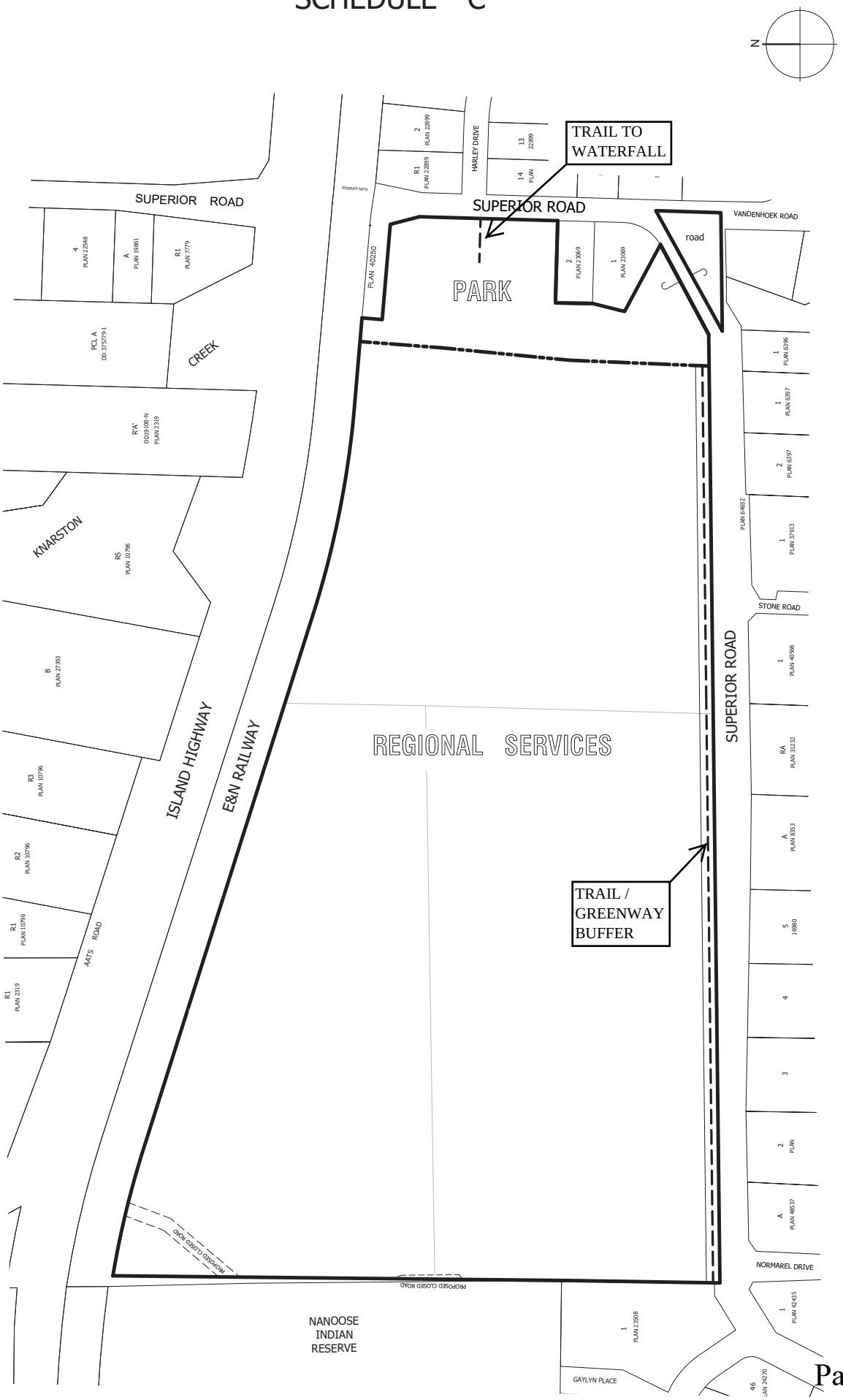
DRAWING TITLE
SCHEMATIC ROUNDABOUT
LAYOUT MAIN ACCESS &
SUPERIOR ROAD

NEWCASTLE ENGINEERING LTD.
4-3179 BARONS ROAD
NANAIMO, B.C. V9T 5W5
PHONE (250) 756-9553

PROJECT No.	DRAWING No.	REVISION No.	CITY PLAN FILE No.
0871-001	101	00	

5.19.2022 P:\AUTOCAD\0800\0871-001 7704 SUPERIOR ROAD\0871-001 DSA REVOD - ROUNDABOUT NORTH SHIFT

SCHEDULE "C"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TRAIL TO WATERFALL
SUPERIOR ROAD
VANDENHOEK ROAD
HARLEY DRIVE
PARK
road
SUPERIOR ROAD
CREEK
KNARSTON
ISLAND HIGHWAY
E&N RAILWAY
REGIONAL SERVICES
TRAIL / GREENWAY BUFFER
STONE ROAD
NORMAREL DRIVE
AATS ROAD
PROPOSED CLOSED ROAD
NANOOSE INDIAN RESERVE
GAYLYN PLACE

Attachment 7

DISTRICT OF LANTZVILLE
BYLAW NO. 413, 2025

A BYLAW TO AMEND DISTRICT OF LANTZVILLE OFFICIAL COMMUNITY PLAN BYLAW NO. 150, 2019

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

1. This bylaw may be cited for all purposes as "District of Lantzville Official Community Plan Bylaw No. 150, 2019, Amendment (Regional Service Land Use Designation & Regional Service Development Permit Area) Bylaw No. 413, 2025".

2. District of Lantzville Official Community Plan Bylaw No. 150, 2019, is hereby amended as follows:

   a. In Part 1, by inserting "Regional Service" after "Industrial" in the list of Land Use Designations.

   b. In Part 1, by inserting "DPA 12 - Regional Service Development Permit Area" after "DPA 11 – Farmland Protection" in the list of Development Permit Areas.

   c. In Section 5.2, by inserting the "Regional Service Land Use Designation" attached hereto as Schedule 1 after Section 5.2.8.

   d. In section 11, by inserting "DPA 12- Regional Service Development Permit Area" attached hereto as Schedule 2 after section 11.13.

   e. In section 11, by renumbering sections 11.14, 11.15, 11.16, 11.17, 11.18, 11.19, 11.20, and 11.21 to correct the sequencing following 11.13.

   f. In Map No. 3 – Land Use Designations by reclassifying the land legally described as

      "LOT 3, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490" and,
      "LOT 2, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490" and,
      "LOT 1, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490, EXCEPT PARTS IN PLANS 23069 AND 40250"

      From the "Residential Land Use Designation" to the "Regional Service Land Designation".

   g. In Map No. 11 – General Development Permit Areas by reclassifying the land legally described as

      "LOT 3, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490" and,
      "LOT 2, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490" and,

"LOT 1, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490, EXCEPT PARTS IN PLANS 23069 AND 40250"

From "Special Planning Areas (SPA) outside Village" to the "Regional Service Development Permit Area".

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

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

PUBLIC HEARING HELD this XXnd day of (month), 2025.

READ A THIRD TIME this XXth day of (month), 2025.

ADOPTED this XXth day of (month), 2025.

Mark Swain, Mayor	Delcy Wells, Director of Corporate Administration

Schedule 1
Regional Service Land Use Designation

5.2.9 REGIONAL SERVICE

The Regional Service Lands are contained in three parcels (PID 006-609-643, 006-609-597, and 006-609-546) between Superior Road and Highway 19, along the District's northwestern border with Snaw-Naw-As Reserve Lands, and adjacent to the Winds residential neighbourhoods. The designation covers approximately 25.86 hectares of largely undeveloped land that is bisected by Knarston Creek along the eastern portion of the site. The District adopts the following policies with the aim of developing a regional commercial and light industrial service centre:

1. Lands designated as Regional Service Lands, previously included in the Upper Lantzville Superior Road Special Plan Area, are shown on Map 3.
2. Permitted uses include light industrial, service commercial, , live work /mixed use, retail sales of department store type merchandise, personal services, food services, outdoor recreation, parkland, and natural environment protection areas.
3. These areas contain watercourses and environmentally sensitive areas as shown on Map 2 and are designated as Development Permit Areas as shown on Map 9.
4. The District will not permit activities such as the treating of wood or metal plating, that have the potential for polluting the community's aquifer, groundwater supply, and riparian areas.
5. The District encourages proposals for development in this area that provide linked open space and trails systems, improve pedestrian and bicycle mobility, and enhance the viability of public transit and other services.
6. All regional service businesses and industries will use good management practices and to keep properties clean, safe, and attractive to passing motorists, pedestrians, and cyclists.
7. Active transportation connections along main public streets with complete sidewalk connections along one side of all interior roads will be prioritized.
8. Improvements will be made to transit stop infrastructure adjacent to the site, including shelter structures, benches, and accessible transit pads to facilitate transit access to the Regional Service lands and create a more pleasant rider experience.
9. To improve local vehicle circulation, a roundabout will be added at the intersection of Superior and Vanderhoek Roads and at the intersection of Superior Road and the easternmost internal access road.
10. Consideration shall be given to establishing road access to Snaw-Naw-As Reserve lands through the Regional Service Lands.
11. A continuous surface stream, protected ravine, and riparian corridor, including both wildlife trees and existing or planted native trees and plantings, shall maintain Knarston Creek and its tributaries.
12. A continuous publicly accessible trail corridor shall be provided along the outside of the Knarston Creek riparian corridor and shall extend through the network of forested buffers to connect to Superior Road. Depending on final uses and lot design considerations, a further north south trail connection in the western portion of the Regional Service lands should be considered.
13. Park dedication shall be in the form of a park surrounding the Knarston Creek riparian corridor and a network of forested buffers along the Superior Road frontage, and trail connections through the site. A minimum of 11% of the lands shall be dedicated as parkland.
14. Forested buffers shall be created and maintained in a continuous network to provide forested backdrops for adjacent "semi-rural" neighbourhoods. Forested buffers will be provided along Superior Road, the E&N railway right-of-way , and the western edge of the Knarston Creek riparian corridor, at minimum.

15. Water servicing for the Regional Service Lands will be extended to the southwest corner of the site along Superior Road as part of the phased development agreement to provide access to water services in the Winds neighbourhoods.
16. Ensure the site is adequately serviced by the District's sanitary sewer system as required, including the possibility of an on-site sanitary sewer lift station.
17. An integrated storm water management plan for the site will be developed to address storm water flow mitigation, treatment, and infiltration on-site.
18. Apply special consideration for properties adjacent to Snaw-Naw-As Reserve lands, ensuring the compatibility of neighbouring uses and appropriate screening and landscaped buffers as required.
19. Apply special consideration for properties adjacent to Superior Road, ensuring the compatibility of neighbouring uses and appropriate screening and landscaped buffers as required.
20. The Plan designates Lantzville's Regional Service lands as a Development Permit Area as indicated on Map 11 and includes guidelines for use of this area in Part 3, Section 11.14 of this Plan.

Schedule 2
DPA 12- Regional Service Development Permit Area

11.14 DPA 12 REGIONAL SERVICE FORM & CHARACTER (RS)

11.14.1 Category

Pursuant to Section 488 (1) (f), (h), (i), and (j) of the *Local Government Act*, the District designates the Regional Service Lands as a Development Permit Area to control the form and character of development within this area.

11.14.2 Justification

The Regional Service Lands represent an important site on which to expand opportunities for commercial and light industrial development that could serve local and regional needs and increase economic opportunity within the District. The area abuts Snaw-Naw-As Reserve lands to the west and is readily accessible from the Island Highway.

The objective of this DPA is to provide guidance for future commercial and light industrial development on the Regional Service Lands, protect and expand natural areas and buffers, outline recreational and transportation amenities for public use, and achieve a land use mix envisioned for the site.

11.14.3 Design Guidelines

Guidelines Applicable to All Development

Building Siting

1. Locate buildings close to internal roads to provide a street wall that encloses the space. Note: this does not apply to large scale intensive retail uses.
2. Orientate building entrances and frontages to the internal road within the Regional Service Lands and activate the streetscape with windows and doors facing streets.
3. Face buildings away from the Island Highway and Superior Road on lots that front these right of ways.
4. Orientate long, featureless building walls to be perpendicular to internal streets to minimize inactive frontages. The office components of buildings should be located closer to the street than the manufacturing, processing, or warehouse component to be visible from the street and break up a long building mass.
5. Variances for maximum site coverage and building setbacks will be considered for development occurring on parcels containing slopes greater than 20%.
6. Where more intensive uses are located adjacent to less intensive uses, ensure that scale and height of the development respects the adjacent development by transitioning the mass and scale down towards the less intensive development, and stepping the building back.

Building Form, Mass, and Scale

7. Buildings are encouraged to have a height and massing that supports the efficient use of land.
8. A variety of roof shapes should be considered.
9. Buildings are encouraged to have architectural articulation in form and materials. Large blank wall surfaces along street frontages are discouraged and should be avoided.
10. Longer building frontages should be visually broken using architectural design elements to modulate the scale of the building's frontage. Individual functional elements should be expressed to create identity, rhythm, and variety, and to help reduce apparent bulk and visual scale.

11. Architectural design should emphasize entrance areas through a change in building form, increased height, and/or a change in materials from the main building component.
12. Easily identifiable entrances of appropriate size should be provided at each main building access point.
13. Building entrances should be defined by entrance canopies, awnings, and other architectural elements.
14. Canopies or other building projections should provide weather protection at all primary building entrances.
15. Separate building access points for different uses are encouraged.
16. Building elevations and composition should promote a balance between solid walls, windows, and wall glazing to support green building design strategies (i.e., passive solar), future flexibility, and function.

Building Materials

17. Buildings are encouraged to utilize natural wood exterior materials as accents, where possible, particularly at their main entrances and within canopies.
18. Modern Industrial standard materials of high-quality architectural appearance are encouraged.
19. A limited number of building materials is encouraged in favour of achieving a unified building image.
20. Material changes should be purposely employed and not used to only break up large wall expanses.
21. Where possible, building materials should be locally sourced, non-toxic, and contain low embodied carbon emissions.

Pedestrian and Active Transportation Integration

22. All site plan layouts will accommodate pedestrians and provide accessible routes for wheelchairs, and be designed to achieve the following:
    a) Primary pedestrian routes shall be smooth, level, and clear of encumbrances to ensure direct passage for those with visual impairments, pushing strollers, or who require mobility aids.
    b) Ramps shall be provided for wheelchair and scooter access to buildings.
    c) Connect building entrances to the public sidewalk / pedestrian network.
23. Provide bicycle parking near to the primary entrance building and any outdoor seating areas.
24. Provide routes between interior streets and building entrances, bicycle parking, and other end-of-trip facilities.
25. Transit facility upgrades should be considered in the development process.
26. Required transit facility upgrades should ensure transit stops are visible, well lit, and easily accessible by pedestrians and other active transportation users.

Parking, Loading, and Access

27. New public roads, private driveways, and their access to existing public roads will be sited to avoid environmentally sensitive areas.
28. Onsite surface water retention and absorption is required for outside parking using water retention and infiltration areas, or other means that meet District development standards.
29. Where possible, parking lots and access aisles should be designed to avoid conflicts between trucks or other heavy vehicles, passenger vehicles, and active transportation users.
30. Parking, loading, and servicing is required to be located to the sides and rear of development sites and buildings to ensure that the impact on the pedestrian realm is minimized.

31. Paths across parking areas should connect from building entries to public sidewalks with limited interruption by vehicle parking or circulation.
32. Large expanses of parking should be avoided and/or broken up with landscaping elements and trees.
33. Pedestrian routes should be elevated throughout parking areas to prioritize clear, safe, and connected pedestrian movement.
34. Treed and vegetated buffers should be employed at the perimeter of all surface parking areas and bisect large surface parking areas alongside pedestrian routes to protect people from vehicle traffic and add colour and texture around the site.
35. Shared driveways are encouraged.
36. For intensive commercial uses, it is encouraged that the proponent exceeds electric vehicle charging infrastructure required through the District of Lantzville Zoning Bylaw.
37. Accessible parking stalls shall be provided on site at a minimum rate of 1 accessible parking stall per 50 required vehicle parking stalls.
38. Accessible parking stall design shall meet best practice design standards.

Green Buildings

39. Achieving energy use and greenhouse gas emission benchmarks using architecture, design, and construction materials based on Leadership in Energy and Environmental Design (LEED), Built Green, Passive House principles, or other recognized green building accreditation systems, is encouraged.
40. Buildings and exterior elements such as windows are encouraged to be sited, designed, and landscaped to maximize passive solar exposure in wintertime and reduce sun penetration in summer.
41. Incorporating solar panels as a supplementary or alternative energy source and geothermal heating is encouraged.
42. The use of on-site renewable energy generation systems to supply electricity, heating and cooling energy to buildings and other structures, water pumps, sewage pumps, and/or charging stations for electric vehicles is encouraged.

Signage

43. The following sign types are permitted:
    a) Freestanding Signs
    b) Electronic Signs
    c) Fascia Signs
    d) Wall Signs
    e) Projecting Signs
    f) Awning / Canopy Signs
    g) Directional Signs
    h) Portable Signs
    i) Directory Signs



44. Signage should be visually unobtrusive and grouped wherever possible. Emphasis should be given to signage that is aesthetically pleasing and has minimal or indirect lighting.
45. Signs should be integrated into the overall design of the building and should not conflict with the general character of the surrounding streetscape or adjacent buildings.
46. Signs should be integrated into the building facade or landscaping.
47. Signage should be clear and at as small a scale as possible to be legible from internal roads.
48. Where more than one business fronts a street under a single awning, there should be no more than one awning sign per business.
49. Facia signs may be located on the exterior front wall, side wall(s), and rear wall of a building, limited to one sign on each facia.
50. Hanging, under-canopy signs are encouraged perpendicular to a building, but only one per business should be permitted.
51. Electronic signage shall be equipped with timers to ensure that the signage is turned off when businesses are not open. All electronic signage shall be dark between the hours of 11:00pm and 5:00am.

Parklands

52. the legislative requirement for a minimum parkland dedication or cash-in-lieu will deemed to be provided by dedication of the following areas:
    a) A 15 m wide buffer area from the top bank of Knarston Creek and all land east of Knarston Creek.
    b) A 10 m wide trail dedication along the Superior Road frontage and depending on final lot design consideration of a north south trail connection in the western portion of the Regional Services Area .

Riparian Areas & Natural Buffers

53. A riparian area buffer must be maintained along Knarston Creek as outlined in DPA I, Section 7.
54. Preserve and enhance forested buffers throughout the Regional Service Lands to visually buffer the site from external roads, Island Highway, preserve natural vegetation and habitat, and maintain slope stability. Forested buffers should be included along Superior Road, Knarston Creek, and the E&N railway right-of-way / Island Highway, at minimum, providing adequate building setbacks to reduce harm to critical root zones in these areas.

Landscaping

55. Impervious surfaces should be minimized. Paved surfaces should be limited to pedestrian pathways, parking and loading spaces, and maneuvering aisles.
56. Outdoor refuse containers will be located to the rear of buildings where feasible and should be suitably landscaped with a solid landscape buffer including a combination of fencing and plantings.
57. Drought-resistant and native planting species and shade trees are encouraged. Invasive species will not be planted.

Retaining Walls

58. Terrace retaining walls with sufficient width to allow for maintenance and landscaping between steps to reduce the impact of large walls.
59. Retaining walls which exceed 1.2 m in height must be designed by a qualified professional.

Fencing & Screening

60. Screening for outdoor storage areas, refuge areas, loading bays, and parking areas from adjacent properties and public rights-of-way is required.
61. Rooftop and mechanical systems are encouraged to be screened within the building's architecture.
62. Landscape screening in the form of a fence and/or hedge, no less than 1.8 metres above finished grade, shall be incorporated around all outdoor storage and refuse areas.
63. Planting beds, shrubbery, and vegetation should be prioritized over man-made materials for screening.
64. Screening materials should employ high quality wood or steel vertical pickets in an industrial aesthetic and the use of chain link fencing should be avoided.



Outdoor Storage and Refuse Areas

65. All proposed developments must minimize the visual impact of their outdoor storage and/or refuse area.

66. In general, storage and refuse areas should be located within a principal building, or to the side or rear of a principal building, and not in a required minimum yard or in a required parking or loading space.

67. Garbage containers, garbage compounds, and loading, unloading and storage areas will be located, orientated, and designed to minimize their effect on neighbouring properties and views from adjacent streets.

Lighting

68. All exterior building and site lighting fixtures should:

    a) Produce illumination levels in accordance with current engineering practices and standards;

    b) Minimize illumination of adjacent properties;

    c) Consist of flat lens pole lighting or fully shielded wall lighting for dark sky compliance; and,

    d) Be arranged so rays of light are directed upon the parking, walking, loading, or operations areas and not upon adjacent land or streets.

69. Solar powered lighting is encouraged.

Grading and Stormwater Management

70. Grading, drainage, and storm water management design must be part of the Development Application and shall be in conformance with District of Lantzville standards.

71. Development must be designed to maintain the quality of any storm water flowing toward or into identified water features. Controls are required on surface water drainage to prevent pollutants from entering water features including aquifers. Any detrimental effects on the environment from effluent or storm water discharge must be avoided.

72. Proposed development must be designed to avoid any increase in volume or peak flow of runoff.

73. Any development must be designed to avoid storm water runoff that could destabilize the slope or cause damage to neighbouring properties.

Attachment 8

DISTRICT OF LANTZVILLE
BYLAW NO. 414, 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 (Regional Service Zone) Bylaw No. 414, 2025".

2. Schedule 'A' of District of Lantzville Zoning Bylaw No. 180, 2020 is hereby amended in Part 1 by inserting "Regional Service" after "Community Services" in the list of zones;

3. Schedule 'A' of District of Lantzville Zoning Bylaw No. 180, 2020 is hereby amended in Part 1 by inserting REGIONAL SERVICE ZONE (RS) attached hereto as Schedule 1 after section 1.15.

4. Schedule 'A' of District of Lantzville Zoning Bylaw No. 180, 2020 is hereby amended in Part 1 by renumbering sections 1.16, 1.17, 1.18, 1.19, 1.20, 1.21, 1.22, and 1.23 to correct the sequencing following 1.15.

5. Schedule 'A' of "District of Lantzville Zoning Bylaw No. 180, 2020" is hereby amended by rezoning the land legally described as

   "LOT 3, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490" and,
   "LOT 2, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490" and,
   "LOT 1, DISTRICT LOT 53, NANOOSE DISTRICT, PLAN 2490, EXCEPT PARTS IN PLANS 23069 AND 40250"

   from "Future Special Area Plan Zone (F-SAP)" to "Regional Service Zone (RS)", as shown on the map attached hereto as Schedule 2.

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

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

PUBLIC HEARING HELD this XXth day of (month), 2025.

READ A THIRD TIME this XXth day of (month), 2025.

ADOPTED this XXth day of (month), 2025.

Mark Swain, Mayor

Delcy Wells, Director of Corporate Administration

Schedule 1

REGIONAL SERVICE ZONE (RS)

1.16 REGIONAL SERVICES ZONE (RS)

Permitted Uses

1. The permitted uses are as follows:

Permitted Uses	Secondary Uses
Autobody Repair Automotive Repair Commercial Training Craft Beverage Processing Cultural Service Film and Television Production Financial Service Food and Beverage Processing Food and Beverage Service Health Service Household Service Intensive Retail Laboratory Light Cannabis Processing Light Manufacturing Office Personal Service Retail Transportation Service Veterinary Clinic Warehouse	Gasoline Station, shall only be permitted on a lot with a primary use building with a Floor Area in excess of 9290sqm Assembly Mobile Vending Market Dwelling Unit, a maximum of 4 per lot and shall not be permitted on the ground floor

Siting

2. The minimum setbacks from parcel lines are as follows:

Structure	Front	Rear	Interior Side	Exterior Side
Any Structure	6 m	6 m	2 m	5 m

Height

3. The maximum heights are as follows:

Structure	Maximum Height
Intensive Retail, Warehouse	15 m
Any Other Structure	12 m, where a building contains a dwelling unit an additional 4m of height is permitted
Fence	2.5 m

Parcel Coverage

4. The maximum parcel coverages are as follows:

	Principle Building	All Buildings and Structures Combined
All Uses	50%	60%

Subdivision

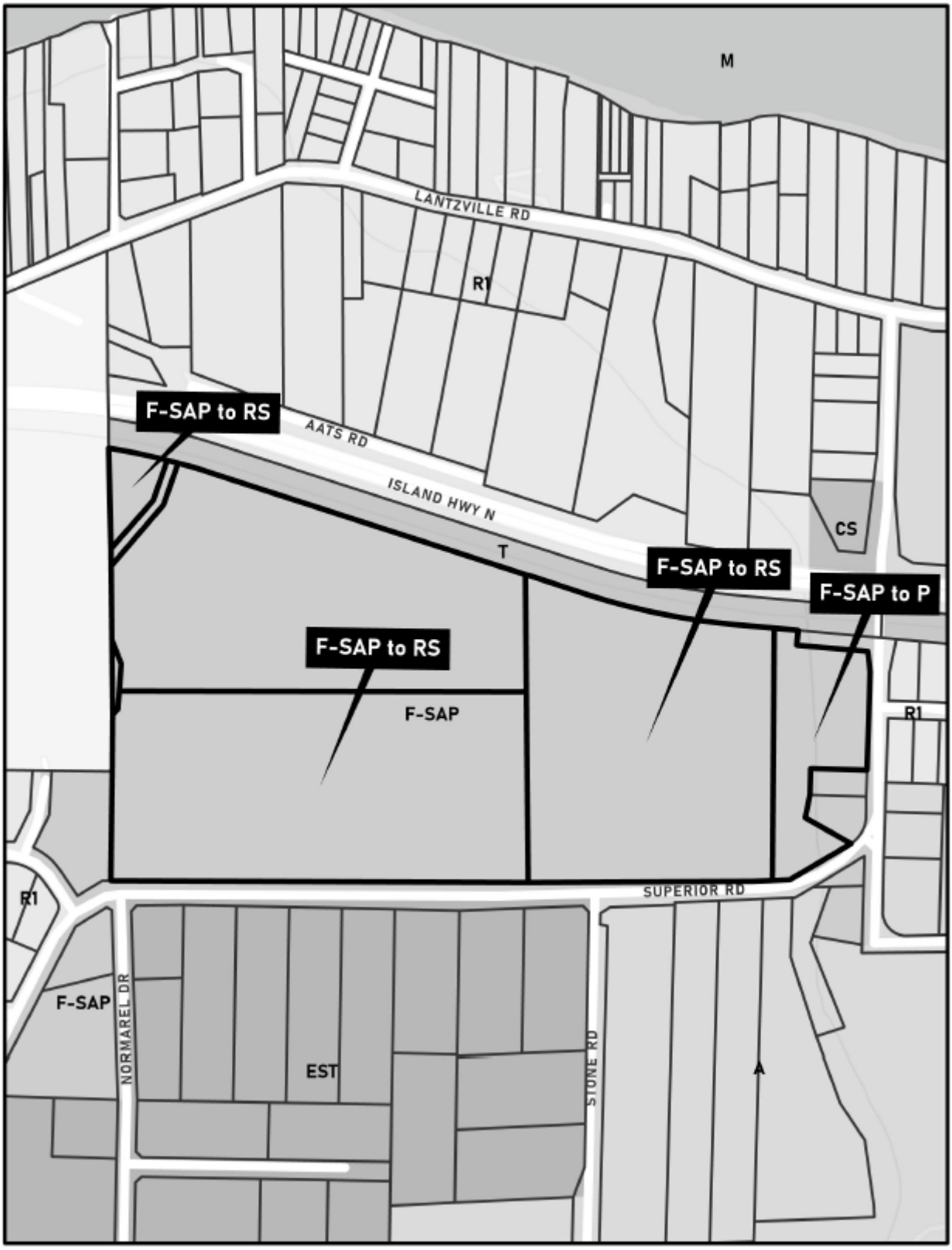
5. The subdivision regulations are as follows:

	Minimum Parcel Area	Minimum Parcel Frontage and Width
All Uses	0.2 ha	15 m

Despite the foregoing the following specific regulations apply:

a. Parcels fronting a cul-de sac must present a minimum parcel frontage of 10 m while providing an average parcel width consistent with the foregoing.

Schedule 2


M
LANTZVILLE RD
R1
F-SAP to RS
AATS RD
ISLAND HWY N
T
CS
F-SAP to RS
F-SAP to P
F-SAP to RS
F-SAP
R1
R1
SUPERIOR RD
F-SAP
NORMAREL DR
EST
STONE RD
A

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: July 23, 2025

SUBJECT: **2025-2029 Financial Plan Bylaw Amendment - Temporary Public Works Yard, Fire Hall and Fire Training Area**

PURPOSE

To request Council amend the 2025-2029 Financial Plan Bylaw to include the costs for the temporary public works yard, and fire training area to be sited on the municipal property on 7915 Clark Drive W in the amount of 160,000.

Further, that a budget amendment of $64,000 be included for a fire training ground and $14M be added to the 2025-2029 Financial Plan for the purposes of a Strategic Fund Grant application

RECOMMENDATION

1. THAT Council amend the 2025-2029 Financial Plan to include $160,000 for capital budgeting for the preparation of a temporary location and buildings for Public Works to be funded from the General Capital Reserve, the Water Capital Reserve and the Sewer Capital Reserve.

2. That Council amend the 2025-2029 Financial plan to include $64,000 for the preparation of a fire training area to be funded from the General Capital Reserve.

3. That Council amend the 2025 – 2029 financial plan to include the construction of a Fire Hall in the amount of $14M to be funded from the Strategic Fund Grant, Municipal Finance Asssociation [MFA] borrowing and General Capital Reserve

COMMITTEE RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

n/a

BACKGROUND/RELEVANT HISTORY

Pursuant to the *Community Charter*, the District of Lantzville adopted a 2025 – 2029 Financial Plan (Financial Plan). Subsection 165(2) of the Community Charter states: "For certainty, the financial plan may be amended by bylaw at any time." A 2025 – 2029 Financial Plan Amendment Bylaw is now being brought forward to formalize specific, approved Council budget amendments in 2025.

June 11, 2025, Regular Meeting

THAT Council authorize staff to obtain appropriate short-term space for the daily activities of Public Works, Parks and Utility Operations.

MOVED AND SECONDED, THAT Council authorize staff to undertake a facility needs assessment for the District of Lantzville, with the funding to come from the Financial Stabilization Reserve Fund.

> **Amendment to the above was: Refer the motion to a future Council meeting and add future long term public works facilities.**

It is important to correct statements made to Council at the June 11, 2025, Council meeting regarding the leased building at 6833 Metro Road.

The building is not condemned. Referring to the building as being 'condemned' implied that it would not be suitable for occupancy, which is not correct. Our building inspector is currently investigating changes made to the interior of the building without permits. Typically in these types of situations, the owner is provided with options to either bring the work into compliance through a permit process, or remove the areas that were constructed without a permit.

ATTACHMENTS

ANALYSIS/RATIONALE

Public Works Yard

Administration has analyzed several options for a public works yard. The options that were reviewed were as follows:

1. Commercial space available for lease within the District boundaries – The lease was for a building that is listed for sale. The lease was offered at market pricing but given the size of the building, the total price was far above the operating budget and would not have been able to be absorbed into the current 5-year financial plan without a tax increase in the range of 8-10% over the current budgeted tax collection.
2. First Nation Lands recently acquired within the District – The parcel on Lantzville Road is in the Agricultural Land Reserve (ALR) and a public works shop and facility would not be permitted in accordance with Agricultural Land Commission regulations.
3. Commercial space available for lease outside the District boundary – the available buildings were too far away from the District to be considered as travel time to and from job sites would have been negatively impacted.
4. 7915 Clark Drive W is owned by the District, and even though it needs full site preparation, it presented several advantages over the other sites such as:
    a. It was obtained in a development agreement as a site that would be used for community services

b. It can be prepared for a modular office and storage in a reasonable time period (fire smarting/removal of brush, leveling, grading, power, etc.)
c. No impact to current taxation revenue (commercial spaces that house municipal operations are not subject to property tax)
d. Any investment into the land preparation would be reused for the future intended purposes and serve to absorb part of the future cost of the development of the site for a Fire Hall and fire training site

Administration has processed quotes to prepare the site at 7915 Clark Drive West (See attachment A which shows the delineation of the boundaries). Site preparation would include:

- FireSmart/clearing vegetation
- Stripping of materials to prepare for pit run gravel
- Leveling, graveling, grading of site
- Installation of power
- Construction of an approach
- Site lighting and permitting
- Incidentals

The estimate to date, including a 10% contingency for any unknown site issues, is $170,000. The funding is recommended to come from 3 reserves. The General Capital Reserve, the Water Capital Reserve and the Sewer Capital Reserve which would be divided equally because the public works' shop supports all 3 activities.

Temporary Public Works Offices and Storage

The following discussion is regarding a temporary solution only. A permanent Public Works building requires a more comprehensive review, including substantive strategic planning around needs, location, and final design. This will be presented to Council during the 2026–2029 budget discussions. Water and sewer line tie ins for the property will also be part of the review as placement of the permanent building structures will be part of the requirement for placement of the utility services.

The temporary Public Works Office and yard for the site has 3 potential options.

Option 1. Leasing 2 ATCO Units and Sea Cans – Within Current Budget Levels

12'x40' ATCO office unit, 1 - 2 washroom unit, 2-20' rented sea cans would be brought to site, blocked and leveled, and include sewage and water tanks, applicable insurances as required and stairs. The cost would be approximately $3500/month. $3000 is the current budget so most of the costs would be absorbed with a small potential overrun. The office unit has 2 offices, a kitchenette and one washroom within the trailer. The spacing is considerably tight for the number of current employees and would present issues for the contingent of employees as there would be spacing issues for work preparations.

Mobilization and demobilization costs would be approximately $4750 as the units are already on the Island and do not require significant freight costs.

Option 2. Leasing 2 ATCO Units and Sea Cans – requires additional Budget resources

24'x60' ATCO office unit, 2 washroom unit, and 2-20' rented sea cans would be brought to site, blocked and leveled. The units have storage tanks for sewage and water built in and would not require additional tanks. All applicable insurances and stairs would be included. The cost of these units is approximately $5700/month. The total cost would require an operating budget amendment of approximately $13,500 to be funded by the Financial Stabilization Reserve and 2025 budget contingency given that this is an emergent operating issue. The 2026-2030 Financial Plan would be adjusted to reflect the increase in pricing.

Mobilization and demobilization costs would be approximately $75,000 as the units are brand new; however, they are in Kamloops. They would be shipped to site once the lease was executed.

Administration is recommending the larger trailer as it would accommodate the public works contingent and the daily activities of work preparation and stand down.

Alternatively, an additional 12x40 unit could be added to Option 1 making the costs similar, but there would be a waiting period until a unit became available on the Island and there would be additional mobilization and demobilization costs. There may be savings in having the 3 units (2 office units and 1 washroom unit), but it may affect the efficiency of work assignments, meetings and daily supervision tasks separating the crew into 2 trailers.

Option 3. Purchasing 1 ATCO Unit, Leasing 1 ATCO Unit, Sea Cans – requires additional Budget resources

An ATCO 24'x60' office unit is estimated to cost approximately $300,000, based on a June 25 estimate. The unit is not fully built and would require additional work, including office wall installation and IT infrastructure. To justify the investment, a minimum five-year use period would be needed. However, staff have not identified any operational need beyond 2–3 years, assuming the timely completion of permanent facilities.

Fire Training Grounds

Fire Chief Rukus has identified that the required size for our training area is 160 feet by 160 feet. It will need to be fenced, include a large gate, and have gravel on the ground. The cost for the fencing and site preparation is $64,000.

Fire Hall

The Strategic Priority Fund under the new 2024-2034 Canada Community-Building Fund is open for applications, and the construction of the Fire Hall fits within the conditions of the grant. The grant covers 100% of costs up to $7M. A preliminary Fire Hall design was completed in 2023 and would need to be costed before the grant submission could be completed. Once this was completed, Administration would be able to engage a grant preparation expert to apply on behalf of the District. The reason for using an expert is to have them focus on the grant application and put the best application forward.

There are 2 options for this type of work. A consultant could be engaged on an hourly or flat rate charge or a consultant who only gets paid if the grant application is awarded could also

be used. The difference is that the former is generally less expensive than the latter but does not require money up front for the application.

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

16 Asset Management

2. Policy

N/A

3. Resources

Staff time to coordinate the project and grant application.

4. Financial/Budget Implications

Capital amendments:

Public Works Site Preparations - $160,000 to be funded from General Capital Reserve, Water Capital reserve and Sewer Capital reserve

Fire Hall - Capital amendment of $14M in order to apply for the Strategic Fund

Fire Training Grounds – $64,000 for 2400 m2 area to be stripped, graded, graveled and fenced

Operating amendments:

Public Works Temporary Buildings under recommended Option 2 – Increase to lease operating costs of $88,500 (includes mobilization and demobilization costs) to be funded from 2025 contingency and Financial Stabilization Reserve. There will also be an increase to 2026 and 2027 annual lease operating cost $32,400. The operating amounts will be worked into the 2026-2030 financial plan and will not require an operating amendment for the 2025-2029 financial plan.

5. Sustainability Implications

1. Maintenance of parks and open spaces requires well functioning Public Works facilities
2. Moving forward with application of grants which could support regional services and centralization of fire hall activities

Prepared by:



Julia Seppola
Director of Financial Services

Approved for submission to Council:

Vacant
Chief Administrative Officer

Date: June 20, 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	June 25, 2025	
Closed (In-Camera)		
Committee of the Whole		

File:

THAT the Parks and Trails Select Committee recommend that Council approve the addition of new pathway called "hiking trail" and its design guidelines to be approved as one of the edits to the future draft of the Trails and Journeyways Strategy, further to the direction from Council on March 20, 2024.

[reference Table 2 as per the report provided by the Parks and Trails Select Committee as attached]

Table 2: Hiking Trail: Design guidelines

Hiking Trail: Design guidelines	
Level of Use	Low-high. May be seasonal use.
Types of Use	Hiking, trail running, dogs, may be suitable for mountain bikes
Surface and material	Natural terrain and native soil that may have roots, rocks, sand and steep sections.
Width	Varying: singletrack, doubletrack and wider.
Vegetation clearance	Natural. Usually not cut. Clearance varies.
Horizontal curves	Yes especially when the trail has been constructed to manage steep sections with switchbacks or to meander around large trees.
Slope and drainage	Terrain may be steep. Materials for erosion and drainage control are usually sourced near the trail (ex: mineral soil in roots of fallen trees, rocks for firming wet surfaces and managing flow of rain water.
Level of Maintenance	None to Low
Barriers	Riparian areas. May have cliffs in close proximity to the trail and at viewpoints.
Comments	Level of difficulty: easy to difficult. Be prepared. Expect wildlife (ex: bears, cougars). Cell service questionable.

Report:

Hiking trails are frequented by users looking to get out in nature.

Users should expect to find natural terrain that can vary depending on weather conditions. Users may come across blowdowns blocking the trail and wet areas caused by heavy rains. Come prepared and respect the wildlife and nature.

References:

Cowichan Valley Trail Standards and Guidelines:https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/contracting-with-the-province/documents/04529-0001/schedule_t3_-_13_-_cvrd_trail_standards_and_guidelines_2014.pdf

District of Squamish: https://squamish.ca/assets/4eb318a9e3/Trail-Standards-Manual-0411.pdf

THAT the Parks and Trails Select Committee recommend that Council approve the addition of a new pathway called "Bike Route" and its design guidelines to be approved as one of the edits to the future draft of the Trails and Journeyways Strategy, further to the direction from Council on March 20, 2024.

[reference Table 3 as per the report provided by the Parks and Trails Select Committee as attached]

Table 3: Bike Route

Bike Route: Design guidelines	
Level of Use	low-high
Types of Use	Road bikes. E-bikes.
Surface	Asphalt
Width	1.5m located to the right of a roads white line
Vegetation clearance	Maintained to be clear of the route: not encroaching
Horizontal curves	As road dictates
Slope and drainage	As road dictates
Level of Maintenance	None to Low
Barriers	Cyclists may encounter sections where the road has been narrowed such that there is no space to the right of the former white line. A narrowed section usually has a speed limit of 30 km and signage that directs cyclists and vehicles to “Share the road”.
Comments	Wearing a safety approved bike helmet is required by law. Level of difficulty: moderate to difficult. Likely not suitable for young and inexperienced cyclists. Roads may have steep hills and heavy traffic. Experience is recommended: able to ride in a straight line, perform emergency stops, shoulder check and use hand signals.

Report:



A “Bicycle Route”, also called “Shoulder Bikeways”, are located to the right of a roads white line. It is recommended that they be an asphalt surface 1.5m wide. Their level of safety is not as high as for routes that are dedicated to bikes or separated from the road. An on-road cycling route may be easy to construct when building and resurfacing roads. It is recommended that bike logos be painted to the right of the roads white line to alert motorists that the shoulder may be used by cyclists. The second white line may be seen when there is additional space for parking to the right of the cycling route.

Photo: a “SHOULDER BIKEWAY” on Hammond Bay Rd. in Nanaimo, BC.

References:

https://www.nanaimo.ca/docs/transportation-and-mobility/ntmp/2014-07-10-nanaimo-transportation-master-plan-final-low-res.pdf **page 57**. *“SHOULDER BIKEWAYS or paved shoulders, are typically found on streets without curb and gutter, with shoulders wide enough for shared bicycle/pedestrian travel. Shoulder bikeways often, but not always, include signage alerting motorists to expect bicycle travel along the roadway.”*

https://www.rockyview.ca/Portals/0/Files/BuildingPlanning/Planning/ATP/ATP-SouthCounty-Appendix-A-Facility-Guidelines.pdf

https://bccycling.ca/bikesense-index/where-to-cycle

THAT the Parks and Trails Select Committee recommend that Council direct staff to add signage to the E & N multi use path, located from Clark Drive to Ware Road, and also to the path located on the north side of Lantzville Road, from Tweedhope Road to Dickinson Road, to indicate that these paths may be used by pedestrians and cyclists.

Report:

Awareness of usage is needed for safety reasons.

Users are confused with some thinking that bikes are not permitted these routes.



Photo of signage located at the E&N trail in Nanaimo just south of the VW car dealership.



Photo of signage on the pathway located behind Rutherford Mall in Nanaimo.

THAT the Parks and Trails Select Committee recommend that Council direct staff to add signage to the Tweedhope Crosswalk to indicate that it is used by pedestrians and cyclists.

Report:

For safety it is important that drivers, pedestrians and cyclists are aware that this crosswalk may be used by pedestrians and cyclists.

The crosswalk is used by cyclists and pedestrians for access to the multi-use path located on the north side of Lantzville Rd. between Tweedhope Rd and Dickinson Rd.

Experienced cyclists have the option to ride on the road, “share the road”, where it has been narrowed from Tweedhope Rd and Caillet Rd.

The photo below is a sign on a crosswalk similar to the Tweedhope to School Rd. crosswalk.



Location: Hammond Bay road, Nanaimo, BC

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: July 23, 2025

SUBJECT: **2nd Quarter Financial Report**

PURPOSE

To provide the second quarter financial report to Council for information.

RECOMMENDATION

THAT Council receives for information the "2nd Quarter Financial Report"as attached to the July 23, 2025, Council meeting agenda.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

None

BACKGROUND/RELEVANT HISTORY

Financial services provides a quarterly financial report to the CAO and Council as part of the District's commitment to effective use of resources and transparency to the community.

ATTACHMENT(S)

1. 2nd Quarter Financial Report
2. 2025 06 30 Quarter Financial Report Checklist

ANALYSIS/RATIONALE

Staff have prepared the financial report for Council's review and comment. The budget shown within the current report is the original 2025-2029 Financial Plan.

Highlights include:

- Page 1 – General Government
    - Taxation revenue has a surplus of $48,530 which was reported to Council in the April 2025 meeting at the adoption of the Tax Bylaw
    - Interest revenue is performing well and will exceed budget by the end of the year
    - Legal and professional fees exceed budget. This is represented by the expense for an interim CAO and CFO and will be offset by Administration Wages and Benefit savings as these positions were (are) vacant during this period
- Page 2 – General Government con't
    - Other general government expenses have exceeded the budget which is the transfer to the Library. This amount is offset by the collection of the Library Levy. These amounts are tracked during the year I separate and will be netted against each other as per instructions from the Auditor
- General comments
    - Amortization and contributions to/from surplus are completed annually so no expenses or transfers are recorded at this time

- A quarterly financial report checklist has been prepared to ensure that the work required to maintain the accuracy and completeness of the records is performed regularly

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

N/A

3. Resources

N/A

4. Financial/Budget Implications

N/A

5. Sustainability Implications

N/A

Prepared by:

Julia Seppola
Director of Financial Services
Date: July 16, 2025

Approved for submission to Council:

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	July 23, 2025	
Closed (In-Camera)		
Special		

DISTRICT OF LANTZVILLE

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
GENERAL OPERATION FUND							
REVENUE							
TAXES							
GENERAL	0	(3,342,078)	(3,293,548)	48,530	(1)	(3,149,746)	(3,159,100)
UTILITY	(19,710)	(141,312)	(143,416)	(2,104)	1	(145,124)	(122,200)
PARCEL TAX	0	(8,428)	(8,428)	0	0	(8,428)	(8,400)
Total TAXES	**(19,710)**	**(3,491,819)**	**(3,445,392)**	**46,427**	**(1)**	**(3,303,298)**	**(3,289,700)**
GOVERNMENT GRANTS							
FEDERAL	0	0	(237,214)	(237,214)	100	0	0
PROVINCIAL	0	(25,000)	(581,503)	(556,503)	96	(735,218)	(774,893)
Total GOVERNMENT GRANTS	**0**	**(25,000)**	**(818,717)**	**(793,717)**	**97**	**(735,218)**	**(774,893)**
PENALTIES AND INTEREST FEES							
PENALTIES	(1,557)	(11,090)	(37,614)	(26,524)	71	(37,153)	(19,800)
Total PENALTIES AND INTEREST FEES	**(1,557)**	**(11,090)**	**(37,614)**	**(26,524)**	**71**	**(37,153)**	**(19,800)**
RETURN ON INVESTMENTS							
INTEREST REVENUE	(141,293)	(302,998)	(466,333)	(163,335)	35	(557,045)	(220,000)
Total RETURN ON INVESTMENTS	**(141,293)**	**(302,998)**	**(466,333)**	**(163,335)**	**35**	**(557,045)**	**(220,000)**
MISCELLANEOUS REVENUE							
OTHER	5,858	(312,146)	(101,347)	210,799	(208)	(51,197)	(536,100)
Total MISCELLANEOUS REVENUE	**5,858**	**(312,146)**	**(101,347)**	**210,799**	**(208)**	**(51,197)**	**(536,100)**
SALES OF SERVICES							
REVENUE FROM OWN SOURCES	(163,978)	(308,746)	(620,413)	(311,667)	50	(438,023)	(487,200)
Total SALES OF SERVICES	**(163,978)**	**(308,746)**	**(620,413)**	**(311,667)**	**50**	**(438,023)**	**(487,200)**
TRANSFERS							
RECOVERY FROM RESERVE	0	0	(10,000)	(10,000)	100	(326,072)	(299,700)
WATER, SEWER AND GARBAGE	0	0	(279,120)	(279,120)	100	(232,600)	(232,600)
TRANSFER FROM INVESTMENTS	0	0	(685,500)	(685,500)	100	(812,075)	(685,500)
Total TRANSFERS	**0**	**0**	**(974,620)**	**(974,620)**	**100**	**(1,370,747)**	**(1,217,800)**
Total REVENUE	**(320,680)**	**(4,451,799)**	**(6,464,436)**	**(2,012,637)**	**31**	**(6,492,681)**	**(6,545,493)**
EXPENDITURES							
EXPENDITURES GENERAL GOV'T SERVICES							
MAYOR AND COUNCIL	32,174	65,294	117,697	52,403	45	117,778	122,922
ADMINISTRATION - WAGES AND BENEFITS	131,118	361,094	1,097,541	736,447	67	1,026,316	1,091,076
LEGAL AND PROFESSIONAL	98,579	205,179	116,500	(88,679)	(76)	302,269	107,400
INSURANCE - GENERAL	94,768	94,881	97,000	2,119	2	69,855	78,200
GRANTS IN AID	2,000	2,000	2,500	500	20	2,500	2,500

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
GENERAL OPERATION FUND							
FACILITIES & OPERATIONS, BLDG MTCE	12,531	22,633	42,996	20,363	47	52,119	52,900
EQUIPMENT	2,427	6,041	2,500	(3,541)	(142)	4,099	14,500
UTILITIES	5,650	10,585	22,600	12,015	53	25,800	21,200
OTHER GENERAL GOVERNMENT EXPENSES	152,304	287,941	249,410	(38,531)	(15)	245,199	551,600
AMORTIZATION	0	0	82,000	82,000	100	76,196	82,000
Total EXPENDITURES GENERAL GOV'T SERVI	**531,550**	**1,055,649**	**1,830,744**	**775,095**	**42**	**1,922,132**	**2,124,298**
EXPENDITURES PROTECTIVE SERVICES							
LANTZVILLE VOLUNTEER FIRE DEPARTMENT	738	47,299	364,909	317,610	87	339,248	371,413
FIRST RESPONDER	2,188	3,076	5,000	1,924	38	4,469	4,600
ADMINISTRATION	6,235	10,682	28,200	17,518	62	34,269	33,200
EQUIPMENT	9,720	36,454	83,700	47,246	56	66,034	70,200
FIRE HALL	11,405	16,943	34,959	18,017	52	34,161	34,600
VEHICLES	14,201	31,173	54,600	23,427	43	50,062	46,600
AMORTIZATION	0	0	85,500	85,500	100	148,187	85,500
Total EXPENDITURES PROTECTIVE SERVICES	**44,487**	**145,627**	**656,868**	**511,241**	**78**	**676,431**	**646,113**
EXPENDITURES PROTECTIVE SERVICES							
BYLAW AND EMERGENCY PREPAREDNESS	15,011	38,558	168,308	129,750	77	160,440	182,736
Total EXPENDITURES PROTECTIVE SERVICES	**15,011**	**38,558**	**168,308**	**129,750**	**77**	**160,440**	**182,736**
EXPENDITURES TRANSPORTATION SERVICES							
WAGES & BENEFITS	20,870	82,574	249,165	166,591	67	151,616	134,298
MAINTENANCE	4,882	9,571	18,530	8,959	48	37,549	18,600
VEHICLES	3,060	9,062	14,200	5,138	36	14,048	11,700
OTHER	7,629	15,605	94,671	79,066	84	25,177	222,500
ROADS	11,011	81,723	232,600	150,877	65	292,333	249,600
STREET LIGHTING	13,763	35,421	88,900	53,479	60	81,243	88,900
STORM DRAINAGE	0	22,056	40,000	17,944	45	58,991	46,000
AMORTIZATION	0	0	482,000	482,000	100	542,605	482,000
Total EXPENDITURES TRANSPORTATION SERV	**61,215**	**256,012**	**1,220,066**	**964,054**	**79**	**1,203,562**	**1,253,598**
EXPENDITURES ENVIRONMENTAL DEVELOPMENT							
PLANNING	26,100	67,844	208,195	140,351	67	158,331	259,100
WAGES AND BENEFITS	43,976	134,972	359,121	224,149	62	294,580	335,855
Total EXPENDITURES ENVIRONMENTAL DEVEL	**70,076**	**202,816**	**567,316**	**364,500**	**64**	**452,911**	**594,955**
EXPENDITURES ENVIRONMENTAL HEALTH							
EXPENDITURES	0	71,245	358,613	287,368	80	287,809	282,500
Total EXPENDITURES ENVIRONMENTAL HEALT	**0**	**71,245**	**358,613**	**287,368**	**80**	**287,809**	**282,500**
EXPENDITURES PARKS & RECREATION							
WAGES AND BENEFITS	32,957	88,104	185,114	97,010	52	201,076	212,103
MISCELLANEOUS	34	34	27,504	27,470	100	16,953	32,400

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
GENERAL OPERATION FUND							
EQUIPMENT	2,588	8,753	13,600	4,847	36	14,508	14,100
PARKS	10,160	17,408	27,600	10,192	37	22,752	33,700
AMORTIZATION	0	0	36,000	36,000	100	52,644	36,000
Total EXPENDITURES PARKS & RECREATION	**45,739**	**114,299**	**289,818**	**175,519**	**61**	**307,934**	**318,303**
DEBT SERVICE							
INTERFUND BORROWING	0	0	48,776	48,776	100	0	47,800
Total DEBT SERVICE	**0**	**0**	**48,776**	**48,776**	**100**	**0**	**47,800**
CONTRIBUTIONS TO/FROM SURPLUS							
CONTRIBUTIONS TO/FROM SURPLUS	0	0	1,215,654	1,215,654	100	1,561,570	1,095,193
Total CONTRIBUTIONS TO/FROM SURPLUS	**0**	**0**	**1,215,654**	**1,215,654**	**100**	**1,561,570**	**1,095,193**
Total EXPENDITURES	**768,078**	**1,884,206**	**6,356,163**	**4,471,957**	**70**	**6,572,788**	**6,545,496**
Total GENERAL OPERATION FUND	**447,398**	**(2,567,594)**	**(108,273)**	**2,459,321**	**(2,271)**	**80,107**	**3**

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

CAPITAL FUND	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE							
CAPITAL							
GENERAL ADMINISTRATION	0	0	(1,023,190)	(1,023,190)	100	(2,041,690)	(1,023,190)
Total CAPITAL	**0**	**0**	**(1,023,190)**	**(1,023,190)**	**100**	**(2,041,690)**	**(1,023,190)**
Total REVENUE	**0**	**0**	**(1,023,190)**	**(1,023,190)**	**100**	**(2,041,690)**	**(1,023,190)**
EXPENDITURES							
CAPITAL							
GENERAL ADMINISTRATION	0	0	239,400	239,400	100	18,212	33,000
PROTECTIVE SERVICES	132,210	171,707	302,327	130,620	43	177,587	247,500
TRANSPORTATION	7,690	173,967	808,568	634,601	78	229,341	466,000
PARKS AND RECREATION	682	11,831	165,000	153,169	93	1,458,709	190,000
PLANNING	1,568	3,877	23,600	19,723	84	162,841	86,690
Total CAPITAL	**142,150**	**361,382**	**1,538,895**	**1,177,513**	**77**	**2,046,690**	**1,023,190**
Total EXPENDITURES	**142,150**	**361,382**	**1,538,895**	**1,177,513**	**77**	**2,046,690**	**1,023,190**
Total CAPITAL FUND	**142,150**	**361,382**	**515,705**	**154,323**	**30**	**5,000**	**0**

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

SEWER FUND	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE							
SEWER REVENUE FUND							
SEWER REVENUE	(127,680)	(455,012)	(942,906)	(487,894)	52	(939,702)	(908,400)
Total SEWER REVENUE FUND	**(127,680)**	**(455,012)**	**(942,906)**	**(487,894)**	**52**	**(939,702)**	**(908,400)**
CONTRIBUTIONS TO/FROM SURPLUS							
CONTRIBUTIONS TO/FROM SURPLUS	0	0	0	0	0	(2,270)	(39,400)
Total CONTRIBUTIONS TO/FROM SURPLUS	**0**	**0**	**0**	**0**	**0**	**(2,270)**	**(39,400)**
Total REVENUE	**(127,680)**	**(455,012)**	**(942,906)**	**(487,894)**	**52**	**(941,972)**	**(947,800)**
EXPENDITURES							
SEWER REVENUE FUND							
WAGES & BENEFITS	1,596	15,831	87,119	71,288	82	54,930	61,500
OTHER EXPENSES	5,260	10,959	47,029	36,070	77	51,335	228,500
CONTRIBUTIONS TO ADMIN	0	0	90,000	90,000	100	75,000	75,000
AMORTIZATION	0	0	195,000	195,000	100	196,967	195,000
Total SEWER REVENUE FUND	**6,857**	**26,790**	**419,148**	**392,358**	**94**	**378,233**	**560,000**
DEBT SERVICE							
SEWER COLLECTION SYSTEM	0	0	198,538	198,538	100	198,538	199,000
Total DEBT SERVICE	**0**	**0**	**198,538**	**198,538**	**100**	**198,538**	**199,000**
CONTRIBUTIONS TO/FROM SURPLUS							
CONTRIBUTIONS TO/FROM SURPLUS	0	0	577,040	577,040	100	322,335	188,800
Total CONTRIBUTIONS TO/FROM SURPLUS	**0**	**0**	**577,040**	**577,040**	**100**	**322,335**	**188,800**
Total EXPENDITURES	**6,857**	**26,790**	**1,194,726**	**1,167,936**	**98**	**899,106**	**947,800**
Total SEWER FUND	**(120,823)**	**(428,222)**	**251,820**	**680,042**	**270**	**(42,866)**	**0**

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

SANITARY SEWER CAPITAL FUND	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE							
CAPITAL							
SEWER	0	0	0	0	0	0	(12,500)
Total CAPITAL	**0**	**0**	**0**	**0**	**0**	**0**	**(12,500)**
Total REVENUE	**0**	**0**	**0**	**0**	**0**	**0**	**(12,500)**
EXPENDITURES							
CAPITAL							
SEWER	2,203	5,929	10,200	4,271	42	0	12,500
Total CAPITAL	**2,203**	**5,929**	**10,200**	**4,271**	**42**	**0**	**12,500**
Total EXPENDITURES	**2,203**	**5,929**	**10,200**	**4,271**	**42**	**0**	**12,500**
Total SANITARY SEWER CAPITAL FUI	**2,203**	**5,929**	**10,200**	**4,271**	**42**	**0**	**0**

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

WATER FUND	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE							
WATERWORKS OPERATING FUND							
REVENUE - TAXES	0	(382,690)	(389,760)	(7,070)	2	(380,560)	(474,000)
REVENUE - TRANSFERS	0	0	(250,000)	(250,000)	100	(306,378)	(250,000)
REVENUE - SALES OF SERVICES	(205,228)	(324,101)	(744,502)	(420,401)	56	(667,478)	(681,214)
REVENUE - MISCELLANEOUS	(2,290)	(4,320)	(7,424)	(3,104)	42	(10,724)	(5,200)
TRANSFERS	0	0	0	0	0	(6,527)	0
REVENUE - INVESTMENTS	(3)	(3)	0	3	0	(122,249)	0
Total WATERWORKS OPERATING FUND	**(207,521)**	**(711,114)**	**(1,391,686)**	**(680,572)**	**49**	**(1,493,916)**	**(1,410,414)**
Total REVENUE	**(207,521)**	**(711,114)**	**(1,391,686)**	**(680,572)**	**49**	**(1,493,916)**	**(1,410,414)**
EXPENDITURES							
DEBT SERVICE							
WATER DISTRIBUTION SYSTEM	0	0	93,100	93,100	100	0	93,100
Total DEBT SERVICE	**0**	**0**	**93,100**	**93,100**	**100**	**0**	**93,100**
WATERWORKS OPERATING FUND							
WAGES & BENEFITS	45,815	122,279	279,894	157,615	56	258,140	239,695
EXPENDITURES - ADMIN	6,010	10,792	50,500	39,708	79	33,327	57,300
WATERWORKS - REPAIRS & MAINTENANCE	27,565	39,672	62,190	22,518	36	93,183	47,000
EXPENDITURES - ENGINEERING	0	7,017	10,000	2,983	30	20,362	10,000
EXPENDITURES - EQUIPMENT	0	0	500	500	100	0	500
EXPENDITURES - VEHICLES	3,300	11,789	12,800	1,011	8	23,057	17,300
EXPENDITURES - OPERATING	11,726	22,659	92,500	69,841	76	58,710	111,000
AMORTIZATION	0	0	250,000	250,000	100	307,728	250,000
CONTRIBUTIONS	0	0	170,520	170,520	100	142,100	142,100
Total WATERWORKS OPERATING FUND	**94,417**	**214,208**	**928,904**	**714,696**	**77**	**936,606**	**874,895**
CONTRIBUTIONS TO/FROM SURPLUS							
CONTRIBUTIONS TO/FROM SURPLUS	0	0	442,416	442,416	100	0	442,416
Total CONTRIBUTIONS TO/FROM SURPLUS	**0**	**0**	**442,416**	**442,416**	**100**	**0**	**442,416**
Total EXPENDITURES	**94,417**	**214,208**	**1,464,420**	**1,250,212**	**85**	**936,606**	**1,410,411**
Total WATER FUND	**(113,104)**	**(496,906)**	**72,734**	**569,640**	**783**	**(557,311)**	**(3)**

FINANCIAL STATEMENT

For Period Ending 30-Jun-2025

WATER CAPITAL FUND	CURRENT QUARTER	2025 YEAR TO DATE	2025 BUDGET	REMAINING $	REMAINING %	PRIOR YEAR YTD ACTUAL	PRIOR YEAR BUDGET
REVENUE							
CAPITAL							
WATERWORKS	0	0	(9,924,557)	(9,924,557)	100	(843,632)	(9,924,557)
Total CAPITAL	**0**	**0**	**(9,924,557)**	**(9,924,557)**	**100**	**(843,632)**	**(9,924,557)**
Total REVENUE	**0**	**0**	**(9,924,557)**	**(9,924,557)**	**100**	**(843,632)**	**(9,924,557)**
EXPENDITURES							
CAPITAL							
WATERWORKS	5,556	42,821	9,924,557	9,881,736	100	897,661	9,924,557
Total CAPITAL	**5,556**	**42,821**	**9,924,557**	**9,881,736**	**100**	**897,661**	**9,924,557**
Total EXPENDITURES	**5,556**	**42,821**	**9,924,557**	**9,881,736**	**100**	**897,661**	**9,924,557**
Total WATER CAPITAL FUND	**5,556**	**42,821**	**0**	**(42,821)**	**0**	**54,029**	**0**

District of Lantzville

Quarterly Finance Report Checklist

For quarter ended 30-Jun-25

Balance Sheet

Cash and Investments

y	Bank reconciliations were prepared and reviewed for all accounts at least monthly
y	MFA investment income recorded and reconciled monthly
y	Petty cash reconciled at least monthly and replenished by management
y	Bank deposits taken to bank by management

Accounts Receivable

y	Property taxes receivable detail listing reviewed quarterly
y	Water and sewer user fees receivable detail listing reviewed quarterly
y	Grant receivable reconciliation reviewed monthly
y	GST returns completed and filed monthly
y	Amounts transferred to property taxes from Water/Sewer accts rec. overdue at y/e

Accounts Payable

y	Liability accounts reviewed for unusual items quarterly
y	Cheques issued for supplier payments on timely basis
y	Holdback Payable account reconciled with Holdback bank account monthly
y	School tax payments made monthly and reconciled to Vadim accounts re HOG etc.

Deferred Revenue

y	Current year revenue amounts recorded quarterly

DCC's

y	DCC's spreadsheet updated with any receipts during the quarter
y	DCC balances per G/L reconciled with DCC bank account monthly

Surplus

	Surplus carried forward is recorded annually to match expenditure amount if required

Income Statement

Revenues

y	All grant reports filed monthly or as required - grant revenues recorded at this time
y	Water user fees recorded quarterly - unusual readings investigated and adjusted as needed
	Director of Public works reviewed unusual water meter readings
y	Sewer user fees recorded.
	Interest revenue for the year was allocated to Reserves, and DCC's balances

Expenditures

y	All expenses reviewed as compared to financial plan amounts - variances were investigated.
y	Payroll prepared bi-weekly by staff and reviewed by DDOF or DOF
y	All statutory and other payroll deductions remitted monthly
y	Wage allocations done for public works staff
	Capital asset accounts are reconciled to grant claims and reserve transfers annually
y	Solid waste billings reconciled to Vadim unit numbers

During the quarter, nothing has come to my attention of a suspicious or questionable nature, which I have not referred to the CAO or Council.

Julia Seppola, Director of Finance

Agenda Item 10c – Official Community Plan Form and Character

Report:

Staff indicated it is possible to have such a policy in the Village Form and Character Guidelines of the OCP. The Village Commercial core provides a commercial tax base. It is important the Primary Village Commercial Core remain a predominantly commercial and civic zone and not become a predominantly residential area.

In new mixed use buildings the ratio of the tax assessed value of the commercial component of the building versus the residential component, this ratio is applied to the land. This ratio determines how much of the land is tax assessed at a residential rate, and how much is tax assessed at a commercial tax rate.

The smaller the commercial component of a mixed use building, the smaller is the commercial tax amount and the smaller is the section of land which can be taxed at a commercial tax rate.

The recently approved Coastline Station is an example of a mixed-use building where the first floor area is solely commercial and is equal in area to the area of each residential storey above.