Minutes of the Regular Meeting of Council of the District of Lantzville held on Wednesday, July 23, 2025, at 6:00 pm in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC

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

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

**participated electronically*

CALL TO ORDER

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

ADOPTION OF THE AGENDA

C25-307 MOVED AND SECONDED, THAT the July 23, 2025, Regular Council meeting agenda be adopted, as amended, with additional information for agenda items 7c, 7a, and 7b.
CARRIED UNANIMOUSLY

GENERAL MATTERS

Mayor and Council Verbal Updates

Councillor Lerner gave congratulations to the District of Lantzville and the Regional District of Nanaimo who were successful in receiving the emergency services grant.

Councillor Jones noted that the information sessions for the Official Community Plan amendments were July 22, 2025, with another scheduled for July 24, 2025, from 4-8 pm.

START OF CONSENT AGENDA

CONSENT AGENDA

C25-308 MOVED AND SECONDED, THAT Council instructs Staff to bring forward a draft amendment to the Development Cost Charge Bylaw to add a Fire Protection Facility DCC.
CARRIED BY CONSENT

C25-309 MOVED AND SECONDED, 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).
CARRIED BY CONSENT

C25-310 MOVED AND SECONDED, 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)
CARRIED BY CONSENT

C25-311 MOVED AND SECONDED, THAT Council instructs Staff to include a Sanitary Sewer DCC for Phase F sewer expansion as part of the amendments to the Development Cost Charge Bylaw.
CARRIED BY CONSENT

C25-312 MOVED AND SECONDED, THAT the May 14, 2025, Regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-313 MOVED AND SECONDED, THAT the May 21, 2025, Special Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-314 MOVED AND SECONDED, THAT the June 11, 2025, Regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-315 MOVED AND SECONDED, THAT the June 18, 2025, Special Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-316 MOVED AND SECONDED, THAT the June 25, 2025, Regular Council meeting minutes be approved, as presented.
CARRIED BY CONSENT

C25-317 MOVED AND SECONDED, THAT the Quarterly Motion Tracker be received for information as presented.
CARRIED BY CONSENT

END OF CONSENT AGENDA

PUBLIC INPUT

Joan Mcmillan, 7016 Peterson Road, noted that on Wednesday June 11, 2025, at the Regular meeting public input was given regarding concerns over several inaccuracies in the Council summation of the presentation made at the Community Safety Standing Committee. Mayor and Council voted to accept inaccurate minutes and have them on record. It is requested that Mayor and Council rescind their first approval of the Community Safety Standing Committee minutes [May] and approve the corrected version for the record.

LEGISLATIVE MATTERS

Development Variance Permit Application for 6846 Metro Road

C25-318 MOVED AND SECONDED, 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.
CARRIED

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

C25-319 MOVED AND SECONDED, 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.
CARRIED UNANIMOUSLY.

C25-320 MOVED AND SECONDED, THAT Council refers "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" to staff to obtain further answers to questions asked and discussed by Council at the July 23, 2025, Regular meeting of Council such as various impact reports included in the previous information package provided to Council and to confirm with the property owners on items such as size limits for retailers and the number of live work units; AND FURTHER, THAT this OCP amendment return to a Council meeting in September 2025 for reconsideration of second reading.
CARRIED UNANIMOUSLY.

C25-321 MOVED AND SECONDED, THAT District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Regional Service Zone) Bylaw No. 414, 2025" be given first reading.
CARRIED UNANIMOUSLY

C25-322 MOVED AND SECONDED, THAT the following motion be referred to a meeting in September:

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

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

C25-323 MOVED AND SECONDED, THAT the following motion be referred back to staff to provide additional cost information with respect to creating the fire training grounds:

"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."
CARRIED UNANIMOUSLY

C25-324 MOVED AND SECONDED, 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 Association [MFA] borrowing and General Capital Reserve; AND FURTHER, THAT the District of Lantzville Council supports the grant application to the Union of British Columbia Municipalities (UBCM) Strategic Priorities Fund for the "Lantzville Fire Hall Replacement and Resilience Project"; AND THAT Council is committed to providing overall grant management for the project; AND THAT Council confirms that any project cost overruns will be the sole responsibility of the District.
CARRIED UNANIMOUSLY

UNFINISHED BUSINESS – NIL

COMMITTEE/COMMISSION RECOMMENDATIONS

Parks and Trails Select Committee

C25-325 MOVED AND SECONDED, 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].
CARRIED UNANIMOUSLY

C25-326 MOVED AND SECONDED, 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 amended regarding road widths and speeds, as per the report provided by the Parks and Trails Select Committee].
CARRIED UNANIMOUSLY

Reference Table 3 amendment on page 125 of the agenda is as follows:

1. If zone is 30km/h or less the bike route be 1.0 metre wide; and,
2. if a zone is over 35 km/h the bike route be 1.5 metre wide.

C25-327 MOVED AND SECONDED, 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.
CARRIED UNANIMOUSLY

C25-328 MOVED AND SECONDED, THAT Council direct staff to add signage to the Tweedhope Crosswalk to indicate that it is used by pedestrians and cyclists.
CARRIED UNANIMOUSLY

NEW BUSINESS

C25-329 MOVED AND SECONDED, THAT Council postpone agenda items 10a, b and c.
CARRIED

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (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.

CARRIED UNANIMOUSLY

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

MEETING CLOSED TO THE PUBLIC: 9:06 pm

MEETING REOPONED TO THE PUBLIC: 9:40 pm

ADJOURNMENT

C25-330 MOVED AND SECONDED, THAT the July 23, 2025, Regular Council meeting be adjourned.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:40 pm

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

Certified Correct:

Delcy Wells

Delcy Wells, Director of Corporate Administration

Confirmed this 3rd day of September 2025.

Mark Swain, Mayor

DIST. OF LANTZVILLE SEAL