

District of Lantzville

Agenda for the Committee of the Whole Meeting of the District of Lantzville to be held on Wednesday, March 19, 2025, in the Council Chamber, Municipal Hall - 2nd Floor, 7192 Lantzville Road, Lantzville, BC, to begin immediately following the Special Council Meeting at 6:00 pm.

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 **immediately following the Special Council meeting 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

2. ADOPTION OF THE AGENDA

THAT the March 19, 2025, Committee of the Whole meeting agenda be adopted, as presented.

3. CONSENT AGENDA

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

- 3-4 a) THAT the March 27, 2024, Committee of the Whole meeting minutes be approved, as presented.
- 5-7 b) THAT the April 17, 2024, Committee of the Whole meeting minutes be approved, as presented.
- 8-12 c) THAT the September 24, 2024, Committee of the Whole meeting minutes be approved, as presented.
- 13 d) THAT the February 19, 2025, Committee of the Whole meeting minutes be approved, as presented.

4. 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.

5. NEW BUSINESS

- 14-63 a) **Committee Of The Whole Official Community Plan Residential Update**
[George Robinson, Director of Planning and Community Services]

THAT Committee of the Whole recommends that Council directs Staff to review options and focus on incorporating the housing need from the Housing Needs Report in existing planned developments and Special Plan Areas including the Foothills and Clark Medd subdivisions.

THAT Committee of the Whole recommends 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.

THAT Committee of the Whole recommends that Council directs Staff to proceed with community consultation on the proposed changes to the Official Community Plan as outlined in the March 19th Committee of the Whole report and related motions.

- 6. INTRODUCTION OF LATE ITEMS***(In accordance with Council Procedure Bylaw No. 141, 2020, subsection 18(8) for regular agenda)*
- 7. INTRODUCTION OF “NOTICE OF MOTION”**
- 8. PUBLIC CLARIFICATION**
- 9. ADJOURNMENT BY MAYOR**

Minutes of the Committee of the Whole Meeting of the District of Lantzville held on Wednesday, March 27, 2024, 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: Glenn Morphy, Acting CAO | Director of Public Works
Trudy Coates, Director of Corporate Administration
George Robinson, Director of Planning and Community Services
Amanda Masse, Planner

The Mayor called the meeting to order at 6:05 pm and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED and SECONDED, THAT the March 27, 2024, Committee of the Whole meeting agenda be adopted, as amended with additional information for Item 3. Public Input Period re Item 4. Official Community Plan Amendments, the March 27, 2024, PowerPoint Presentation, and the paper distributed by Councillor Jones listing previous motions of Council.

CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

Four written comments were received and distributed; no members of the public registered and spoke via Zoom; and one member in the gallery provided public input on the Committee agenda.

PROPOSED OFFICIAL COMMUNITY PLAN AMENDMENTS

Director Robinson reviewed the staff report, and with Planner Masse gave a PowerPoint presentation highlighting each proposed amendment, and responded to Council questions.

1. Amendment 1 – Future Study Area OCP Designation

MOVED and SECONDED, THAT the Committee of the Whole recommends THAT staff be instructed to bring forward a draft amendment to Official Community Plan Bylaw No. 150, 2019 for Council consideration to add a new land designation titled Future Study Area 1 and that this designation be assigned to 7035 Owen Road legally described as LOT 10, DISTRICT LOT 37, WELLINGTON DISTRICT, PLAN 24659 and 7050 Lantzville Road legally described as LOT 8, DISTRICT LOT 37, WELLINGTON DISTRICT, PLAN 18898; and this new land designation shall have the following characteristics:

- a) Small homes clustered in order to preserve parkland, the biodiversity of the forest, and the environmentally sensitive area around Bloods Creek.
- b) Promote active transportation with a trail over Bloods Creek to the Village via the new Caillet Drive Bloods Creek trail.
- c) A target of 29.9% parkland not including the environmentally sensitive area of Bloods Creek.
- d) A target of 60 small homes in the size range of 800 sf to 1400 sf to serve the needs of downsizing seniors.

CARRIED

2. Amendment 2 – Village Primary Commercial Core Area

The Committee took no action on the proposed Amendment 2, supporting the November 8, 2023, Council motion:

THAT staff be instructed to bring forward a draft amendment to Official Community Plan Bylaw No. 150, 2019 for Council consideration to amend “Map No. 4 Special Plan Areas” by including all the land of 7187 Lantzville Road and 7197 Lantzville Road in the Village Primary Commercial Core Special Plan Area.

3. **Amendment 4 – Village Primary Commercial Core Regulations**

The Committee took no action on the proposed Amendment 4, supporting the November 8, 2023, Council motion:

THAT staff be instructed to bring forward an amendment to Official Community Plan Bylaw No. 150, 2019 for Council consideration to amend the Land Use Summary table of the Village Primary Commercial Core Special Plan Area 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”.

4. **Amendment 6 – Intensive Residential Definition**

The Committee took no action on the proposed Amendment 6.

5. **Amendment 7 – Lantzville East Special Plan Area**

MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to bring forward an amendment to Official Community Plan Bylaw No. 150, 2019 by adding Health Service, Veterinary Clinic, Funeral Service, and Financial Service into the list of supported land uses in the Lantzville East Special Plan Area; AND FURTHER THAT clarified language be added to support mixed-use developments with commercial on the ground floor in the Lantzville East Special Plan Area.

DEFEATED

The Committee took no further action on the proposed Amendment 7, resulting in the February 21, 2024, Council motion remaining:

THAT staff be instructed to bring forward a draft amendment to Official Community Plan Bylaw No. 150, 2019 for Council consideration to amend the Special Plan Area East Lantzville so that the only permitted land uses are Long Term Care Facilities, Day Care, Professional Offices/Services, Health Service, Veterinary Clinic, Funeral Service, Financial Service.

PUBLIC CLARIFICATION

No members of the public via Zoom or in the gallery, requested clarification on agenda items.

ADJOURNMENT BY MAYOR

Mayor Swain declared the meeting adjourned.

MEETING ADJOURNED: 8:38 pm

Certified Correct:

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration

Confirmed this 17th day of April, 2024.

ORIGINAL SIGNED

Mark Swain, Mayor

Minutes of the Committee of the Whole Meeting of the District of Lantzville held on Wednesday, April 17, 2024, 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 (*arrived 6:03 pm*)
Councillor Ian Savage

Staff: Glenn Morphy, Acting CAO | Director of Public Works
George Robinson, Director of Planning and Community Services
David Shindel, Administrative Assistant

The Mayor called the meeting to order at 6:01 pm and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED and SECONDED, THAT the April 17, 2024, Committee of the Whole meeting agenda be adopted.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

MOVED and SECONDED, THAT the March 27, 2024, Committee of the Whole meeting minutes be approved, as presented.

CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

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

GENERAL MATTERS (Delegations / Recognitions)

PROPOSED ZONING AMENDMENTS TO COMPLY WITH PROVINCIAL HOUSING REGISTRATION

Councillor Lerner left at 6:51 pm
Councillor Lerner returned at 6:54 pm

1. MOVED and SECONDED, THAT the Committee of the Whole recommends that Council instructs Staff to prepare amendments to the “District of Lantzville Zoning Bylaw No. 180, 2020” to maintain current forms of housing for a future report to Council.

CARRIED UNANIMOUSLY

2. MOVED and SECONDED, THAT the Committee of the Whole recommends that Council instructs Staff to prepare amendments to the “District of Lantzville Zoning Bylaw No. 180, 2020” to not alter the existing subdivisions regulations.

CARRIED UNANIMOUSLY

3. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the “District of Lantzville Zoning Bylaw No. 180, 2020” to allow on all applicable properties solely a secondary suite in the context of the choice of having a secondary suite, a carriage house, or both.

CARRIED

MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council directs Staff to obtain a legal opinion on whether we can allow different types of dwellings on different sizes of lots under the new legislation.

CARRIED

4. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the “District of Lantzville Zoning Bylaw No. 180, 2020” to not alter the existing floor area regulations.

CARRIED UNANIMOUSLY

5. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the “District of Lantzville Zoning Bylaw No. 180, 2020” to maintain the current policy on the number of bedrooms in the secondary suite and/or carriage house.

CARRIED UNANIMOUSLY

6. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare amendments to the “District of Lantzville Zoning Bylaw No. 180, 2020” to maintain the current parking requirements for a future report to Council.

CARRIED UNANIMOUSLY

7. MOVED and SECONDED, THAT the Committee of the Whole recommends THAT Council instructs Staff to prepare a bylaw to designate a Transit Oriented Area (TOA) to implement the requirements under Bill 47 – *Housing Statutes (Transit-Oriented Development) Amendment Act, 2023*, for a future report to Council.

CARRIED UNANIMOUSLY

NEW BUSINESS – Nil

LATE ITEMS

MOVED and SECONDED, THAT the Committee of the Whole recommends that Council instructs staff, when staff is preparing amendments to the “District of Lantzville Bylaw No. 180, 2020”, to maintain existing Lantzville site standards, such as height, parcel coverage and setback requirements, except where a change is explicitly mandated in the provincial legislation; AND FURTHER THAT when these amendments to the “District of Lantzville Bylaw No. 180, 2020” are brought to Council’s consideration, the associated report specifically reference the legislated requirements being implemented.

CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION

No members of the public via Zoom or in the gallery requested clarification on agenda items.

ADJOURNMENT BY MAYOR

Mayor Swain declared the meeting adjourned.

MEETING ADJOURNED: 8:17 pm

Certified Correct:

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration

Confirmed this 9th day of October 2024.

ORIGINAL SIGNED

Mark Swain, Mayor

Minutes of the Committee of the Whole Meeting of the District of Lantzville held on Tuesday, September 24, 2024, 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 Ian Savage

Staff: Glenn Morphy, Acting CAO | Director of Public Works
Delcy Wells, Director of Corporate Administration
Ken Bjorgaard, Interim Director of Financial Services
Camelia Copp, Deputy Director of Financial Services
Aria Long, Deputy Director of Corporate Administration

Absent: Councillor Mundell

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

MOVED and SECONDED, THAT the September 24, 2024, Committee of the Whole meeting agenda be adopted, as presented.
CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD

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

REPORTS

Preparation of the 2025 Budget & Longer Term (to 2029) Financial Plan and Related Guidance

Review of COVID-19 restart grant funds

A review of the COVID-19 restart grant funds per the September 25, 2024, report was provided to the Committee of the Whole for an update. The fund is currently projected to be overspent by \$60,637.18.

Review of Reserve, Surplus and Deferred Revenue Accounts

1. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council bring forward Reserves Funds, Surpluses & Deferred Revenue Policy for Council's consideration, which includes the rationale and bases for all the District of Lantzville's Reserve, Surplus and Deferred Revenue accounts including minimal and optimal monetary levels, as applicable, for each.
CARRIED UNANIMOUSLY
- 2A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a General Capital Reserve Fund bylaw to be brought forward for Council's consideration.

CARRIED UNANIMOUSLY

- 2B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Municipal Facilities Life Cycle Reserve balance to the General Capital Reserve Fund, once adopted; AND FURTHER, THAT the Municipal Facilities Life Cycle Reserve bylaw be repealed.

CARRIED UNANIMOUSLY

- 2C MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Administration Capital Equipment Reserve balance to the General Capital Reserve Fund, once established; AND FURTHER, THAT the Administration Capital Equipment Reserve bylaw be repealed.

CARRIED UNANIMOUSLY

- 3A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Financial Stabilization Reserve Fund bylaw to be brought forward for Council's consideration.

CARRIED UNANIMOUSLY

- 3B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council discontinue the Lantzville Winter Road Maintenance Operating Reserve Fund (Reserve Account) with the monetary balance in the Reserve being transferred to the Financial Stabilization Reserve Fund, once adopted.

CARRIED UNANIMOUSLY

4. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Legal & Insurance Reserve Fund bylaw to be brought forward for Council's consideration.

CARRIED UNANIMOUSLY

5. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish an Information Systems Reserve Fund bylaw to be brought forward for Council's consideration.

DEFEATED

7. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council request staff to bring forward a report to rationalize the intent or purpose of the Tax Stabilization Reserve (Reserve Account), and to seek Council's guidance as to next steps related to this Reserve.

CARRIED UNANIMOUSLY

9. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Accumulated General Operating Surplus Reserve Fund bylaw.

CARRIED UNANIMOUSLY

- 10A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Transportation Infrastructure Reserve Fund bylaw to be brought forward for Council's consideration.

CARRIED UNANIMOUSLY

- 10B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Roads Infrastructure Capital Reserve balance to the Transportation Infrastructure Reserve Fund, once adopted; AND FURTHER, THAT the Road Infrastructure Capital Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
- 14A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Vehicle and Equipment Reserve Fund bylaw to be brought forward for Council's consideration.
CARRIED UNANIMOUSLY
- 14B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Public Works Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve Fund, once adopted; AND FURTHER, THAT that the Public Works Vehicle and Capital Equipment Reserve establishment bylaw be repealed.
CARRIED UNANIMOUSLY
- 14C MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Fire Department Vehicle and Capital Equipment balance to the Vehicle and Equipment Reserve; once adopted; AND FURTHER, THAT that the Fire Department Vehicle and Capital Equipment Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
17. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Land Sale Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter; AND FURTHER, THAT that any monies received from the sale of land and improvements to date, including estimated earnings thereon, be transferred into this Reserve Fund.
CARRIED UNANIMOUSLY
18. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council establish a Park Land Acquisition Reserve Fund bylaw to be brought forward for Council's consideration, pursuant to the requirement for such a Reserve in the Community Charter, and that any monies received for parkland to date, including estimated earnings thereon, as per the Community Charter, be transferred into this Reserve Fund.
CARRIED UNANIMOUSLY
19. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council update the terms for the Property Acquisition Reserve Fund bylaw.
CARRIED UNANIMOUSLY
- 21A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council update the Parkland Capital Infrastructure Reserve Fund bylaw to establish that specific, annual monetary contributions are not specified and additionally that it should include the allocation of annual interest in the earnings from the Parkland Development Cost Charge (DCC) account.
CARRIED UNANIMOUSLY

- 21B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the monies in the Parkland Capital Reserve Fund to the Parkland Capital Infrastructure Reserve fund.
CARRIED UNANIMOUSLY
- 22A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Sewer Infrastructure Capital Equipment bylaw; AND FURTHER, THAT a new bylaw titled “Sewer Capital Reserve Fund” be brought forward for Council’s consideration.
CARRIED UNANIMOUSLY
- 22B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the Phase III Sanitary Sewer Collection System Debt Reserve Fund balance to the Sewer Capital Reserve Fund, once adopted; AND FURTHER, THAT the Phase III Sanitary Sewer Collection System Debt Reserve bylaw be repealed.
CARRIED UNANIMOUSLY
- 24A MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Water Infrastructure Capital Equipment Reserve bylaw; AND FURTHER, THAT a new bylaw titled “Water Capital Reserve Fund” be brought forward for Council’s consideration.
CARRIED UNANIMOUSLY
- 24B MOVED AND SECONDED THAT the Committee of the Whole recommend that Council transfer the portion of funds in the District of Lantzville / Nanaimo Water Agreement, Lower Lantzville (Lower Pressure Zone) and Non-Agreement Committed Water Connection Reserve received to date for the water distribution system (the \$292.71 portion of \$5,915.26 connection fee), including estimated earnings thereon, to the Water Capital Reserve Fund, once adopted; AND FURTHER, THAT the District of Lantzville / Nanaimo Water Agreement, Lower Lantzville (Lower Pressure Zone) and Non-Agreement Committed Water Connection Reserve bylaw be repealed; AND FURTHER, THAT a new Reserve titled “District of Lantzville/City of Nanaimo Water Expansion Reserve Fund” bylaw be brought forward for Council’s consideration.
DEFEATED
26. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council repeal the Community Water Expansion Reserve bylaw; AND FURTHER, THAT a similarly named establishment bylaw, with updated terms, be brought forward for Council’s consideration.
CARRIED UNANIMOUSLY
27. MOVED AND SECONDED THAT the Committee of the Whole recommend that Council bring forward for Council’s consideration a Reserve Fund bylaw regarding Community Amenity Contributions; AND FURTHER, THAT the District’s Community Amenity Contributions policy be reviewed in light of new provincial legislation for Amenity Cost Charges (ACCs).
CARRIED UNANIMOUSLY

28. **MOVED AND SECONDED THAT** the Committee of the Whole recommend that Council bring forward for Council's consideration a Community Works Funds Reserve bylaw.
CARRIED UNANIMOUSLY

PUBLIC CLARIFICATION

No members of the public via Zoom or in the gallery, requested clarification on agenda items.

ADJOURNMENT BY MAYOR

MEETING ADJOURNED: 8:50 pm

Certified Correct:

ORIGINAL SIGNED

Delcy Wells, Director of Corporate Administration

Confirmed this 9th day of October 2024.

ORIGINAL SIGNED

Mark Swain, Mayor

Minutes of the Committee of the Whole Meeting of Council of the District of Lantzville held on Wednesday, February 19, 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

Consultant: Kevin Ramsay, Innova Strategy Group

CALL TO ORDER

The Mayor called the meeting to order at 6:04 pm, and acknowledged that the meeting was being held on the traditional territory of the Snaw-naw-as, the Nanoose First Nation.

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the February 19, 2025, Committee of the Whole meeting agenda be adopted, as presented
CARRIED UNANIMOUSLY

MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT the regular Council meeting be closed to the public, pursuant to sections 90(1) (a) and (c) 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;

CARRIED UNANIMOUSLY

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

MEETING REOPENED TO THE PUBLIC: 8:50 pm

ADJOURNMENT BY MAYOR

Certified Correct:

Delcy Wells, Director of Corporate Administration

Confirmed this 19th day of March, 2025.

Mark Swain, Mayor

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: March 19, 2025

**SUBJECT: Committee of the Whole Official Community Plan
Residential Update**

PURPOSE

To provide Council with information regarding updates to the Official Community Plan and Zoning Bylaw as required by Provincial legislation.

RECOMMENDATIONS

1. **THAT** Committee of the Whole recommends that Council directs Staff to review options and focus on incorporating the housing need from the Housing Needs Report in existing planned developments and Special Plan Areas including the Foothills and Clark Medd subdivisions.
2. **THAT** Committee of the Whole recommends 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.
3. **THAT** Committee of the Whole recommends that Council directs Staff to proceed with community consultation on the proposed changes to the Official Community Plan as outlined in the March 19th Committee of the Whole report and related motions.

ALTERNATIVES AND IMPLICATIONS

1. Defeat the motions.

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

2. Amend the motions.

When the motion is on the floor, amend by motion:

THAT the motion on the floor be amended by adding “as amended [*insert specific wording of amendment*]”.

Vote on the main motion as amended.

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

BACKGROUND/RELEVANT HISTORY

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

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

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

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

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

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

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

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

Staff prepared a work plan as directed by Council which was presented at the January 8th 2025 regular meeting. Council passed the following motion:

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

Sections 473 and 473.1 of the *Local Government Act* outlines the legislative requirements for updating the Official Community Plan (included in **ATTACHMENT 1**). This includes the requirement that “statements and map designations included in an official community plan of the council of a municipality must provide for at least the 20-year total number of housing units required to meet anticipated housing needs.”

Section 481.7 of the *Local Government Act* outlines the legislative requirements for updating the Zoning Bylaw (included in **ATTACHMENT 1**), which mandates that a municipality must use Zoning powers “to permit the use and density of use necessary to accommodate at least the 20-year total number of housing units required to meet anticipated housing needs.”

ATTACHMENTS

1. Relevant Sections of the *Local Government Act*, including Sections 473, 473.1, 475
2. Draft updates to Section 5 Land Use policies
3. Draft updates to Section 11.1 Special Area Plan policies
4. Village Form and Character guidelines

ANALYSIS/RATIONALE

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

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

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

Interim HNR Calculations

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

The OCP must address how the District will meet the 20—year housing needs outlined in the Housing Needs Report. The Zoning Bylaw would then also need to be brought into compliance with the changes to the OCP.

The table below reviews current subdivision applications and the maximum build out expected within the next 5-10 years:

Table 1: Current Subdivisions

Development	Number of Parcels	Min Number of Units (assuming full build-out)	Absolute Max Number of Units	Comments
Foothills Phase 1E and 2A	19 strata lots and 1 strata townhouse project	63 (19 single detached houses, 44 multi-family)	82 (38 houses with suites, and 44 multi-family)	Could be more Foothills zoning is revised to allow Bill 44 changes.
6701 & 6717 Harwood	27	27	108 (If 4 units per parcel), 54 (houses with suites)	Uptake of 4 units per lot unlikely.
6671, 6685, & 6685B Harwood	20 strata lots and 1 multi-family lot	34 (20 single detached houses, 14 multi-family)	54 (40 houses with suites, and 14 multi-family)	Building scheme and strata.
Clark/Medd	169	250	358 (including suites in Area A)	Could be more if zoning is revised to allow Bill 44 changes or if developer moves forward with ZB amendment.
TOTAL		374	602	

In order to meet the Housing need of 840 units, additional zoned capacity for approximately 238 units is required.

As initially communicated in the January 24th, 2024 report to Council, there are approximately 818 parcels with access to municipal water and sewer services that meet the provincial requirements under Bill 44 to allow for up to 4 units. Since zoning amendments to allow the 4 unit Small Scale Multi Unit Housing requirements in Bylaw 369, 2024 came into effect in June 2024, the District has received no Development Permit applications for any 4 unit developments. Consultation with planning authorities at other RDN member municipalities indicate that uptake is very low in the rest of the RDN as well.

Residential Land Use Policies

Updates to Section 5 policies on the Rural Residential, Estate Residential, and Residential designations are required to incorporate Bill 44 Small Scale Multi Unit Housing (SSMUH) legislation, including clarification on base density and maximum gross density.

The OCP outlines the base density and the maximum gross density permitted in each land use designation. Per section 8.5 of the OCP, base density is the same as current zoning in an area. Base density only includes the number of dwelling units per lot.

Maximum Gross density means the maximum number of units allowed in a given area (typically described as units per hectare or units per acre) including lots, roads, and park area.

Maximum gross density, which exceeds base density, is only permitted if density bonuses are implemented in addition to base parkland and amenity contributions. Due to Bill 44 changes, the maximum gross density for the following land designations is currently less than the base density of the corresponding zone, as shown in Table 2 below.

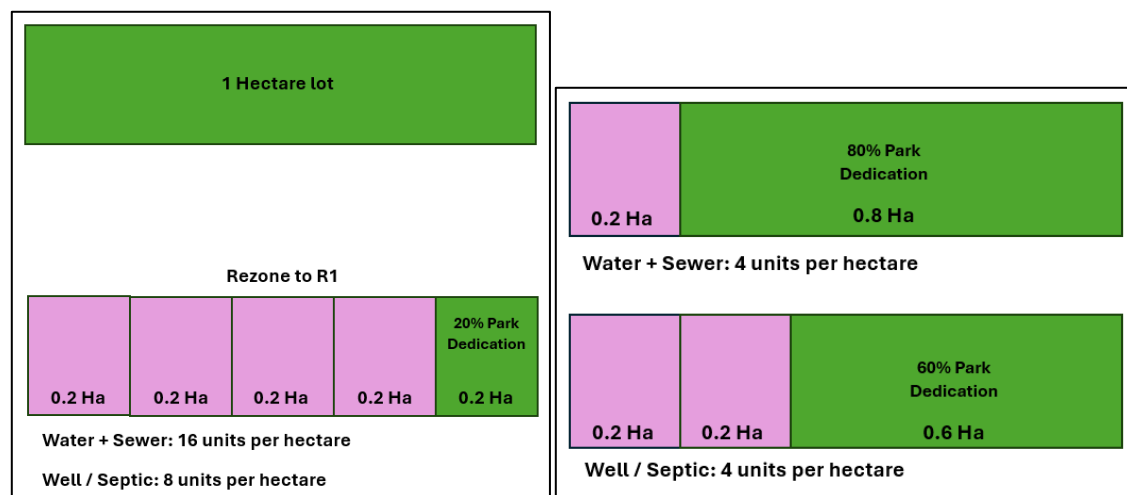
Table 2: OCP Land Use Designations and Density

Land Use Designation	Minimum Parcel Area	Base Density if Bill 44 Does not Apply (no water and sewer)	Base Density if Bill 44 Applies (water and sewer)	Maximum Gross Density in Current OCP
Estate Residential	0.4 Hectares	5 units per hectare	10 units per hectare	2 units/ha
Residential	0.2 ha (R1) 0.13 ha (R2) 0.1 ha (R3) 0.08 ha (R4) 0.096 (R5) 0.4 ha (R8)	10 u/ha 15.4 u/ha 20 u/ha 25 u/ha 20.8 u/ha 5 u/ha	20 u/ha 30.8 u/ha 40 u/ha 50 u/ha 41.6 u/ha 10 u/ha	5 units /ha

While the maximum gross density may work for neighbourhood-scale rezonings, small-scale rezonings and subdivisions do not have enough non-lot space (roads or parks) to remain below the maximum density outlined in the OCP.

For example, if a 1-hectare lot on an existing road is rezoned to the Residential 1 zone to construct four lots, the applicant would be required to include a minimum 5% parkland dedication (LGA). The minimum lot size in the R1 zone is 0.2 hectares, so 4 lots would be permitted under the zoning. If the applicant dedicates the remaining land area as park (increasing from 5% to 20%), the maximum gross density would be permitted; however, the base density permitted in the R1 zone would exceed the maximum gross density permitted.

In order to comply with the current maximum gross density, the applicant would only be able to construct one residential lot connected to water and sewer, or two residential lots with well or septic. This level of density would substantially restrict development and has not been applied in the District, as base density is permitted as a bare minimum. We need to change the OCP to reflect needed changes to accommodate housing need, and allow density that is required to be achieved under SSMUH (Bill 44).



Draft updates to Section 5 policies are included as **ATTACHMENT 2**.

Special Plan Areas Policies

Section 11.1 of the OCP includes Special Area Plan Policies. These are areas in the OCP which pay special attention to growth related policies, and would be a potential area for further review to accommodate growth. Section 11.1.8 includes the Foothills Comprehensive Development Plan Area. The following table identifies the Special Plan Areas and their anticipated number of new housing units:

Table 3: Special Plan Areas and Housing Units

Special Plan Areas	Anticipated Number of New Housing Units in current OCP tables
Village Primary Commercial Core	The number of new housing units will be determined on a property-by-property basis.
Village South	254-389 (plus seniors supportive housing)
Village West	75-100
Upper Lantzville Ware Road	130-195
Upper Lantzville Superior Road	135-203
Lantzville East	30-72, plus seniors supportive housing

Numbers in Table 3 reflect the anticipated numbers in the 2019 OCP, where numbers in Table 1 above reflect the current subdivisions, some of which are in these areas. Special Plan Areas with no current subdivisions may reflect areas that could accommodate housing needs numbers. We would need to amend the Special Plan Area, and follow up with amendments to the zoning bylaw to accommodate these numbers. Alternatively, existing planned developments such as the Foothills area and Clark Medd subdivisions could be looked at to accommodate additional growth.

The numbers for Lantzville East may need to be revised depending on the outcome of Council-initiated amendments in Bylaw 373, 2024.

Staff are looking for direction on exploring adding dwellings to the special plan areas, and further refining the policies related to these areas in order to meet the housing needs. Housekeeping changes to this Section identified to date are included as **ATTACHMENT 3**.

Development Permit Guidelines

The OCP defines ‘Intensive residential’ as a subdivision resulting in 4 or more new additional parcels, or a building strata involving 2 or more housing units. Section 11.10.1 of the OCP requires a development permit for Development Permit Area (DPA) 8 – Form and Character for all intensive residential development. DPA 8 development permit applications require a \$1,500 application fee and must be approved by Council.

Staff recommend changes to the DPA 8 – Village Form and Character guidelines to exempt residential development of 4 units or less. These guidelines were written with village commercial area and larger multi-family developments in consideration, and are not appropriate for small scale residential developments.

A separate small scale multi unit housing Development Permit Area with guidelines tailored to duplex, townhouse, and rowhouse development in existing areas would be more suitable, and would better mitigate the impacts of infill development in established residential areas.

Tailored guidelines for small scale multi unit housing would provide better clarity to residents and provide for faster review times.

Existing Village Form and Character guidelines are included as **ATTACHMENT 4**.

Housekeeping changes

Additional amendments to the Official Community Plan to align with other District Bylaws will be made concurrently with the OCP update process (Works and Services Bylaw updates for example). The intent is to keep the housekeeping changes as minimal as possible.

There are a number of dated references that include statistics from census and population projections that were up to date as of when the OCP was last updated in 2019, but will need to be updated for 2025 numbers. Section 3.2 of the OCP should also be updated to reflect references to the most recent Regional Growth Strategy (2024).

Next Steps

As indicated in the January 8th Council report, updating the OCP involves a multi-phase project that includes staff background work, public engagement (including Committee of the Whole meetings, drop-in public information sessions, and community events), and Council review and approval.

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

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

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

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

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

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

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

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

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

Section 475 of the *Local Government Act* outlines the requirements for public consultation when updating an Official Community Plan (**ATTACHMENT 1**).

Financial/Budget Implications

On December 21, 2023, the District received a letter from the Ministry of Housing detailing the capacity funding to assist in implementing recent legislative changes. The District of Lantzville received \$167,793 from the Province in early 2024. Council has allocated this grant funding towards several projects including an updated Development Cost Charge (DCC) bylaw, Works and Services Bylaw, and updating the OCP. The intent is to use all of the capacity grant funding by the end of 2025, as stipulated by the Province.

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

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

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

CONCLUSION

Staff recommend that the proposed motions be approved to direct Staff to begin community consultation work on the required OCP and Zoning Bylaw updates.

Prepared by:



George Robinson
 Director of Planning and Community Services

Date: March 19, 2025

Approved for submission to Council:



Sundance Topham
 Interim CAO

Date: March 19, 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 #
Committee of the Whole	March 19, 2025	

File Number:

Location: T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025\20250319 COW\OCP Residential Update\2025 03 19 - Official Community Plan Residential Update.docx

Attachment 1

Relevant Sections of the *Local Government Act*

Content and process requirements

473 (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

- (a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 20 years;
- (b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
- (c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
- (d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
- (e) the approximate location and phasing of any major road, sewer and water systems;
- (f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
- (g) other matters that may, in respect of any plan, be required or authorized by the minister.

(2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.

(2.1) [Repealed 2023-45-10.]

(3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.

(4) In developing or amending an official community plan, the local government must consider applicable guidelines, if any, under sections 582 [*provincial policy guidelines*] and 585.5 [*provincial policy guidelines related to transit-oriented areas*].

Attachment 1

Relevant Sections of the *Local Government Act*

Official community plan and housing needs report

473.1 (1) This section applies to a local government other than a local government that is exempted, or a local government in a class of local governments that is exempted, under this section or section 585.11 [*application of Division 22*].

(2) A local government must consider the most recent housing needs report received by the local government under section 585.31 [*when and how housing needs report must be received*], and the housing information on which the report is based,

- (a) when developing an official community plan,
- (b) when amending an official community plan in relation to statements and map designations under section 473 (1) (a), or
- (c) when amending an official community plan in relation to housing policies under section 473 (2) or subsection (4) of this section.

(3) Without limiting section 473 (1) (a), the statements and map designations included in an official community plan of the council of a municipality must provide for at least the 20-year total number of housing units required to meet anticipated housing needs, which total number is included in the most recent housing needs report that is

- (a) received by the local government under section 585.31, and
- (b) applicable to the area covered by the plan.

(4) Without limiting section 473 (2), an official community plan of a local government must include housing policies of the local government respecting each class of housing needs required to be addressed in the most recent housing needs report that is

- (a) received by the local government under section 585.31, and
- (b) applicable to the area covered by the plan.

(5) The council of a municipality must, within the prescribed period after December 31 of the year in which the council received the most recent housing needs report, review and, if necessary, adopt an official community plan that includes statements, maps and housing policies in accordance with subsections (3) and (4).

(6) The Lieutenant Governor in Council may make regulations exempting a local government or a class of local governments from all or part of this section.

Attachment 1

Relevant Sections of the *Local Government Act*

Consultation during development of official community plan

475 (1) During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

(2) For the purposes of subsection (1), the local government must

(a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and

(b) specifically consider whether consultation is required with the following:

(i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;

(ii) the board of any regional district that is adjacent to the area covered by the plan;

(iii) the council of any municipality that is adjacent to the area covered by the plan;

(iv) first nations;

(v) boards of education, greater boards and improvement district boards;

(vi) the Provincial and federal governments and their agencies.

(3) Consultation under this section is in addition to the public hearing required under section 477 (3) (c).

(4) If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.

Zoning bylaws and housing needs report

481.7 (1) A council of a municipality that is subject to section 473.1 (3) [*official community plan and housing needs report*] must exercise the powers under section 479 [*zoning bylaws*] to permit the use and density of use necessary to accommodate at least the 20-year total number of housing units required to meet anticipated housing needs, which total number is included in the most recent housing needs report received under section 585.31 [*when and how housing needs report must be received*] by the council.

(2) The council of a municipality must, within the prescribed period after December 31 of the year in which the council received the most recent housing needs report, review and, if necessary, adopt a zoning bylaw to permit the use and density of use required to be permitted under this section.

5.2.5 | Rural Residential

Housing in rural areas provides for those who prefer a rural lifestyle and do not require municipal services. It is intended that rural areas remain rural and – in some cases – agricultural in nature. The District, therefore, has adopted the following policies:

1. The minimum lot size ~~for subdivision~~ is 1 hectare (2.5 acres).
2. Lots will be serviced by either on-site, communal, or municipal water service and an on-site waste disposal method meeting provincial requirements, or requirements established by the District of Lantzville, whichever is greater.
3. Permitted uses include single-unit housing, secondary suites, carriage houses, home ~~occupations~~businesses, schools, parks, recreation, and utilities.
4. One primary dwelling unit (single-unit house), plus either one secondary suite, ~~or~~ one carriage house, or a second primary dwelling unit, is permitted on each lot (see secondary suite and carriage house policies).
5. Part of the Bayview Park Drive area of West Lantzville is currently subdivided into lots of approximately 0.2 hectares (0.5 acres). This area will be zoned to reflect its current use.
6. The District does not intend to extend full municipal services to rural, agricultural, or forestry areas of the community.
7. The District will encourage rural and small farm living alternatives in rural areas rather than further subdivision into smaller residential lots.
8. The District may introduce lot and building siting guidelines as part of the subdivision review process for rural areas, with the intent of minimizing the impact of residential development on the natural environment or the rural character of the area.



Figure 25: Rural and estate residential.

5.2.6 | Estate Residential

The Estate Residential designation includes lands that are in close proximity to residential developed lands and are not considered appropriate for the Rural designation due to topography, soil suitability, historical land use pattern, and/or location. This designation will aid in establishing the limits of suburban residential growth and provide a transition to rural areas. In addition, the designation will strengthen the semi-rural character of the Plan area. It is recognized that development may be constrained due to soil suitability limitations for septic effluent absorption. The District has adopted the following policies for Estate Residential lands:

1. Residential development within the Estate Residential designation as shown on Map 3 shall be permitted at a maximum ~~densities of 2.5 units per hectare (1 unit per acre).~~ density of 5 units per hectare, with a goal of maintaining 2.5 units per hectare including parkland.
- 1.2. Residential development within the Estate designation that are smaller than 1 acre (0.405 hectares) and are serviced by community water and sewer shall be permitted a maximum density of 10 units per hectare.
- 2.3. Land which is designated under this section may be given a rural-type zoning without amendment to this Plan under the Zoning Bylaw where the land is 1 hectare or greater in area.
- 3.4. Permitted uses shall generally be single-unit housing on relatively large sized parcels. However, where a development site has approved access to community water, illustrates

significant environmentally sensitive areas, or where a natural amenity is provided, the clustering of development onto smaller single-unit house lot sizes may be permitted without amendment to this Plan providing the overall density complies with Policy 5.2.6.1.

4.5. Secondary suites and carriage houses are supported on all Estate Residential-designated lots. Small-scale multi unit housing is permitted in Estate Residential areas that meet the requirements in 5.2.6 (2).

5.6. In the Estate Residential designation, any new subdivision without municipal water and sewage treatment services shall have a minimum lot size of 1 hectare (2.5 acres), unless a science-based report by a qualified professional provides proof in accordance with Island Health guidelines of all servicing requirements, including soil suitability and percolation rates for both primary and spare septic field, and proven water supply in scientifically tested wells. In no cases shall minimum lot size be less than 4,000 sq.m. (1 acre) without community water and community sewer being in place. Average Gross Density under this provision shall not exceed the allowable density in the land use designation.

5.2.7 | Residential

Many residents of Lantzville enjoy the lifestyle afforded by larger residential properties and wish to see these areas of the community protected and maintained. The District is supportive of this desire and has adopted the following policies for Residential ~~L~~lands:

1. Permitted uses include single-unit housing, secondary suites, carriage houses, [small-scale multi unit housing](#), home occupations, parks, recreation, utilities, places of worship, schools, and fire halls.
2. For subdivisions, the gross development density of areas designated Residential outside the Village area is ~~40~~ 5-units per hectare (~~2-units per acre~~), with municipal water and sewer services. [This translates to 4 units on a 0.1-hectare parcel.](#)
3. Density Bonus is explained in Part 2, Section 8 of the OCP. The District may apply a bonus density in Residential areas outside Special Plan Areas without amendment to this plan where the development plan includes parkland acceptable to the District in addition to the required 5% dedication required under the *Local Government Act* and a Community Amenity Contribution.
4. A range of lot sizes in new subdivisions will be encouraged. Density bonus, averaging, and clustering provisions in Part 2, Section 8 and Part 3, Section 11 of the OCP apply. Where density bonus, averaging, and clustering are applied in residential areas outside the Village and Special Plan Areas, a target average lot size of 960 sq.m. will be encouraged after dedication of public open space, trail, and road corridors. Where parcels are proposed smaller than 960 sq.m., there would need to be an offsetting increase in parcels larger than 960 sq.m. For purposes of calculating the average, the land dedicated as parkland, including bonus parkland, may be included. If no bonus parkland is dedicated (e.g., in cases of less than four lots or where cash in lieu is approved), meeting the average parcel size target may not be achievable, but the principle of varied lot sizes is encouraged.
5. Outside the ALR, farm clusters may be considered by the District. Farm clusters would use the density bonus, averaging, and clustering provisions in Part Two, Section 8 and Part 3, Section 11 to concentrate residential uses on a small portion of the property with community water and sewer services. The majority of the parent property would be maintained as private (common) property in open space / farm uses, with a no-subdivide covenant to protect this open space in perpetuity. Public access rights of way may be negotiated at edges of the open space.

6. Existing mobile home parks are recognized as permitted uses at a density of 20 mobile home units per gross hectare (8 units per acre). All mobile homes will be serviced by municipal or on-site water and sewage treatment systems approved by the Vancouver Island Health Authority and/or the District of Lantzville, based on the most stringent requirements.
7. There are residential lots in Lantzville that currently have two established legal residences. These "second" units may be used as a residence or be used for home [occupation-business](#) purposes.
8. The District acknowledges existing lots in the areas designated Residential in this Plan that are smaller than 1,011 m² (1/4 acre).
9. The District may support clustering of housing where preservation of green space or reduction in servicing costs, including the construction of roads, would be achieved.

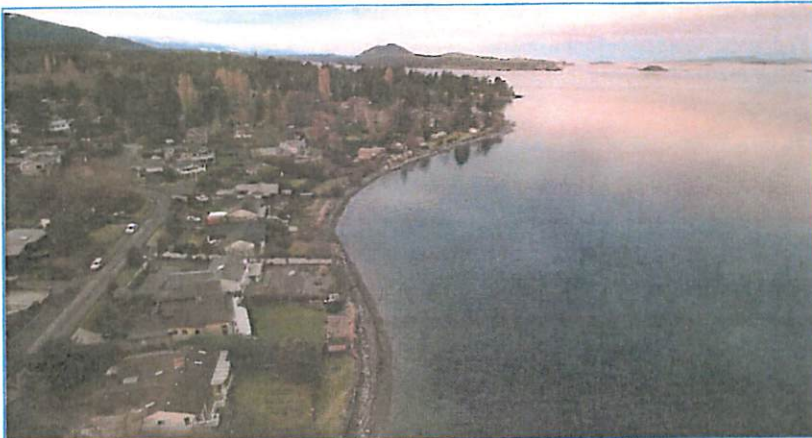


Figure 26: Varied residential areas.

PART 3 | PLAN IMPLEMENTATION

Section 11 | Making it Work

Stating community goals and policies is the easier part of the OCP process. Achieving the goals and pursuing the policies requires the formulation of an action or implementation plan to ensure that the Plan has the positive impact intended. Implementation can be achieved using a number of methods and tools. The following section describes the means by which the Plan's Goals, Objectives, and Policies will be pursued, including the use of:

- Special Area Plan Policies and Guidelines;
- Development Permit Areas and Guidelines; [and](#)
- Other Regulatory Bylaws outside the OCP, such as the Zoning Bylaw and Subdivision Bylaw, that will need to be reviewed and potentially refined to be consistent with the OCP Review.

The tools in Section 11 are designed to allow practical implementation of the Goals, Objectives, and Policies in Part Two of the OCP. For an introduction to the concepts of Density Bonus, Averaging, and Clustering and the development information and community engagement and planning process for Special Plan Areas, refer to Part Two, Section 8.

11.1 | Special Plan Area Policies and Guidelines

The following area-specific policies and guidelines apply to Special Plan Areas (SPAs), as shown on Map 4:

- Village Primary Commercial Core
- Village South
- Village West
- Upper Lantzville Ware Road
- Upper Lantzville Superior Road
- Lantzville East

11.1.1 | Village Primary Commercial Core Special Plan Area

1. Applications for minor [Zoning](#) [Bylaw](#) amendments for individual properties may be considered by the District prior to completion of a Special Area Plan. Zoning [Bylaw](#) amendments for sites over 0.4 hectares shall require prior completion of the applicable SPA process.
2. Commercial uses will be required on the ground floor of new development along Lantzville Road and other immediately adjacent areas as defined in the SPA process. Residential, commercial, or seniors supportive housing above street-front commercial is encouraged in these areas. Where above-commercial housing is proposed, provide a range of housing unit sizes and numbers of housing units that respect building height limits of two storeys on the north (ocean) side of Lantzville Road and three storeys above Lantzville Road on the south (upland) side. Respect lot constraints for on-site parking.
3. In addition to commercial (e.g., retail, service, office) uses, this SPA may include parks, indoor or outdoor recreation facilities, utilities, and educational or other institutional uses. Seniors-oriented facilities, either community care or small-scale independent living, are encouraged in this SPA.
4. Development within this SPA will include high-quality pedestrian environments as outlined in the Development Permit Guidelines. Vegetated buffers are encouraged to provide privacy to existing adjacent residential properties.
5. The District encourages proposals for development in this area with uses and densities that strengthen the vitality of the Village, provide housing for singles, families, and seniors, improve pedestrian mobility, and enhance the viability of public transit and other services. Density averaging and clustering are permitted.
6. This SPA shall consider identifying a sub-area to be the focal point for outdoor dining and gatherings, outdoor events and markets. Outdoor entertainment may occur in this area, and residential accommodations should be compatible with the outdoor activities and lively nature of the area. As well as youth-oriented or active senior accommodation, the sub-area may include tourism accommodation or short-term rentals, subject to business licensing. Other than community special events, outdoor entertainment and large gatherings will not be encouraged outside this sub-area.
7. Residential density will be considered by Council on a case-by-case basis.

8. As part of the Special Area Plan, a conceptual urban design and site plan – integrated across property lines and to adjacent neighbourhoods – will be created that determines:
 - general architectural massing
 - height and terracing
 - street travel and bicycle lanes
 - on-street and off-street parking
 - pedestrian realm of sidewalks, terraces, patios, seating, and dining areas
 - lighting concept
 - utility concepts including managing overhead wires
 - landscape concepts
 - public art / amenity concepts
 - grading and retaining wall concepts
9. An integrated storm water management plan for the site will be developed to address storm water flow mitigation, treatment, and infiltration on-site.
10. The site plan must include a lane or road that can be used to access the backs of commercial properties fronting on the south side of Lantzville Road.
11. Underground parking is encouraged, subject to the Development Permit Area guidelines. Shared parking (underground or surface) will also be encouraged to maximize the efficiency of parking space and support small-scale retail uses.



Figure 43: Lantzville Road could become a pedestrian friendly street.



Figure 44: Food / grocery market is strongly encouraged.



Figure 45: Narrow streets opening to sunny plaza, Island of Rhodes, GR. Plaza could cover underground parking, similar to Whistler, BC.

Village Primary Commercial Core SPA Land Use Summary	
Anticipated Number of New Housing Units	The number of new housing units will be determined on a property-by-property basis.
Supported Land Uses	- Retail, office and service commercial uses that are appropriate for a downtown village core area - Craft processing (e.g. micro-breweries) - Public markets - Seniors supportive housing - Mixed-use buildings with housing units above ground-floor commercial - Parks, indoor or outdoor recreation facilities, utilities, and educational or other institutional uses
Supported Building Height	2 storeys on north (ocean) side of Lantzville Road 3 storeys on south side of Lantzville Road
Required Elements of New Development	Innovative site and building design
Open Space Targets	- While there is no target for open space, public plazas and outdoor seating and dining areas will be considered. - Street trees and other forms of soft and hard landscaping are encouraged.
Parking	- Appropriate parking standards must be established to ensure that all required employee/resident parking is provided onsite. - Onstreet parking must be constructed in accordance with the approved Lantzville Road streetscape design and the District's Subdivision and Development Works and Services Bylaw No. 175. - Parking signage must be installed.

11.1.2 | Village South Special Plan Area

1. Applications for minor [Zoning](#) [Bylaw](#) amendments for individual properties may be considered by the District prior to completion of a Special Area Plan. Zoning [Bylaw](#) amendments for sites over 0.4 hectares shall require prior completion of the applicable SPA process.
2. In the northwest portion of the SPA close to Lantzville Road and Ware Road, a range of commercial, residential, and small-scale seniors supportive housing uses may be considered, with potential for commercial under residential and potential land-use conflicts managed during the SPA process. Innovations such as live-work buildings are encouraged. Parks, indoor or outdoor recreation facilities, utilities, and educational or other institutional uses are also supported in this portion of the SPA.
3. Single-unit housing, multi-unit housing, small-scale seniors supportive housing, and park and open space land uses are supported in the remainder of the SPA. Seniors-oriented housing, either community care or small-scale independent living, are encouraged.
4. Development within this SPA will include high-quality pedestrian environments as outlined in the Development Permit [Area Guidelines](#). Vegetated buffers are encouraged to provide privacy to existing adjacent residential properties.
5. The District encourages proposals for development in this area with uses and densities that strengthen the vitality of the Village, provide housing for singles, families, and seniors, improve pedestrian mobility, and enhance the viability of public transit and other services. Density averaging and clustering are permitted.
6. As part of the Special Area Plan, a conceptual urban design and site plan – integrated across property lines and to adjacent neighbourhoods – will be created that determines:
 - general architectural massing
 - height and terracing
 - street travel and bicycle lanes
 - on-street and off-street parking
 - pedestrian realm of sidewalks, terraces, patios, seating, and dining areas
 - lighting concept
 - utility concepts including managing overhead wires
 - landscape concepts
 - public art / amenity concepts
 - grading and retaining wall concepts

7. An integrated storm water management plan for the site will be developed to address storm water flow mitigation, treatment, and infiltration on-site.
8. The site plan must include a lane or road that can be used to access the backs of commercial properties fronting on the south side of Lantzville Road.
9. Underground parking is encouraged, subject to the Development Permit Area guidelines. Shared parking (underground or surface) will also be encouraged to maximize the efficiency of parking space and support small-scale retail uses.
10. The District encourages the development of a limited number of high-quality apartments with underground parking, nestled into treed buffers.
11. The District encourages the development of small tracts of highly varied housing types in a one- to two-storey format.
12. A continuous treed buffer of at least 15 m width plus adjacent wooded Crown lands, will be retained along the Island Highway.
13. A continuous treed buffer of a minimum 15 metre width shall be provided between proposed buildings and existing residences along Lancewood Avenue, broken only by trails and a small-scale winding access road / fire lane.
14. A park area shall be provided, potentially south of the existing church property, as well as continuous open space and trail corridors (greenways), to connect the housing areas across Ware Road and to the Village Primary Commercial Core and Village South SPAs, Seaview School, and adjacent neighbourhoods.
15. A park area shall be provided south of the existing school playing fields and will be a reforested park.
16. Trail connections shall extend through the site, connecting Ware Road, Rossiter Ave., and the lane extension of Lynn Drive to the school grounds and to the Village Primary Commercial Core.
17. Ware Road passes through this neighbourhood. The development shall create a highly improved entrance streetscape for the development and Village. Features shall include medians and boulevards that integrate green infrastructure and planting, a double or triple row of street trees, as well as multi-use pedestrian / bicycle trail(s) that provide continuity between the Island Highway, Village Primary Commercial Core, Seaview School, and adjacent neighbourhoods.



Figure 46: A linked open space and trails system would encourage walking / bicycling or accessible routes to the Village Primary Commercial Core, as well as provide a buffer to adjacent residential neighbourhoods



Figure 47: Mixed commercial/residential buildings on narrow pedestrian friendly streets, Island of Colvi, FR



Figure 48: Artisan brewery or innovative eateries would fit the Festival District.

Village South SPA Land Use Summary	
Anticipated Number of New Housing Units	• 254-389 (plus seniors supportive housing) • This range is not intended to replace the rezoning and site design process. Following the site design process, if the proposed number of new housing units falls outside this range, a clear and strong rationale must be provided to the District to justify the difference and will be subject to further public engagement.
Supported Land Uses	• Small-scale, pedestrian-oriented retail commercial and offices, food services, craft processing, and mixed-use buildings close to Lantzville Road and lower section of Ware Road • Seniors supportive housing (target 100 units), <u>apartment</u>, rowhouse and townhouse, <u>two-unit housingduplex</u>, <u>single-unit housinghouse</u> (including building stratas, e.g. pocket neighbourhoods), secondary suites, carriage houses, home businesses, schools, parks, open space, and recreation, and limited number of apartments. • Parks, indoor or outdoor recreation facilities, utilities, and educational or other institutional uses
Housing Mix	• The <u>Special Planning Area</u> must not be dominated by a single housing type. A clear diversity of housing types and tenures across the housing spectrum must be provided with special consideration given to buffering and transitioning to adjoining established residential neighbourhoods.
Supported Building Height	• 2 storeys for single-unit housing and two-unit housing • 3 storeys for mixed use buildings, commercial and office buildings, apartments, rowhouses, townhouses, and seniors supportive housing • 4 storeys for limited number of apartments and seniors supportive housing buildings and subject to the provision of underground parking
Required Elements of New Development	• Abundant green space and open space • Walking and cycling connections throughout the development • Innovative site and building design • Provision of a range of housing forms and tenures