District of Lantzville

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Wednesday, July 16, 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

1-4 **2. ADOPTION OF AGENDA**

THAT the July 16, 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 4c) in the Consent Agenda be approved.

5-6 a) THAT "District of Lantzville Zoning Bylaw No. 180, 2020, Amendment (Future Old Growth Rezone) Bylaw No. 383, 2025" be adopted.

7-8 b) THAT "District of Lantzville 2025 – 2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No. 412, 2025" be adopted.

9-11 c) THAT "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2024, Amendment (Highway Restrictions) Bylaw No. 406, 2025" be adopted.

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

8. UNFINISHED BUSINESS

9. COMMITTEE/COMMISSION RECOMMENDATIONS

10. NEW BUSINESS

12-13 a) **Public Works Facility and Fire Training Area**
[Mayor Swain]

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.

14 b) **Costin Hall Parking Lot Expansion**
[Mayor Swain]

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.

15 c) **Tennis Court**
[Councillor Lerner]

WHEREAS Lantzville's tennis courts have been closed for a long time due to maintenance requirements, and Tennis Canada with National Bank have implemented a grant program specifically for municipalities to revitalize their tennis courts; THEREFORE BE IT RESOLVED THAT Council direct staff to investigate the availability and eligibility of the Tennis Canada/National Bank grant program for restoring Lantzville's Tennis Courts; AND BE IT FURTHER RESOLVED THAT staff report back to Council with details and options for this grant prior to the 2026-2030 Financial Plan process, for Council's consideration.

16-17 d) **Lantzville Road Bollards**
[Councillor Lerner]

WHEREAS multiple complaints have been received of private vehicles being driven directly on the asphalt sidewalk along Lantzville Road between Peterson Road and Sabrina; THEREFORE BE IT RESOLVED THAT Council direct staff to investigate options, such as removable bollards at the sidewalk entrance(s), and provide a report to Council with recommendations, options, and costing, for consideration and potential further direction.

18-34

e) **Lantzville Road at Bloods Creek Culvert Replacement Project**
[Glenn Morphy, Director of Public Works]

THAT Council approves a budget amendment of $58, 185.00 coming out of the Community Works Reserve Fund to carry out the Lantzville Road at Blood's Creek geotechnical report and pre-engineering (including Hydrotechnical Engineering support).

THAT Council authorize staff to engage Tetra Tech Canada Inc in providing a geotechnical subsurface investigation for the Lantzville Road at Blood's Creek Culvert Replacement Project.

THAT council authorizes staff to engage Northwest Hydraulic Consultants Ltd in providing hydrotechnical engineering support for the Lantzville Road at Bloods Creek Culvert Replacement Project.

35-60

f) **Leak Adjustment**
[Julia Seppola, Director of Financial Services]

THAT Council authorizes Administration to approve a leak adjustment for a utility account that is more than 18 months for account 006-08027600-000, not to exceed 45 months.

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)(d), (i) and (n) of the *Community Charter*, for the purpose of considering:

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

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

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

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:

July 23, 2025 @ 6:00 pm – Regular Meeting of Council
September 3, 2025 @ 6:00 pm – Regular Meeting of Council
September 9, 2025 @ 6:00 pm – Community Safety Standing Committee

DISTRICT OF LANTZVILLE
BYLAW NO. 383, 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 (Future Old Growth Rezone) Bylaw No. 383, 2025".

2. Schedule '1' of District of Lantzville Zoning Bylaw No. 180, 2020 is hereby amended as follows:

    a. By re-classifying the area outlined in 'Schedule 1', located within the land legally described as:

    "LOT 64, BLOCKS 471, 206 & 794, NANOOSE DISTRICT, PLAN EPP82584"

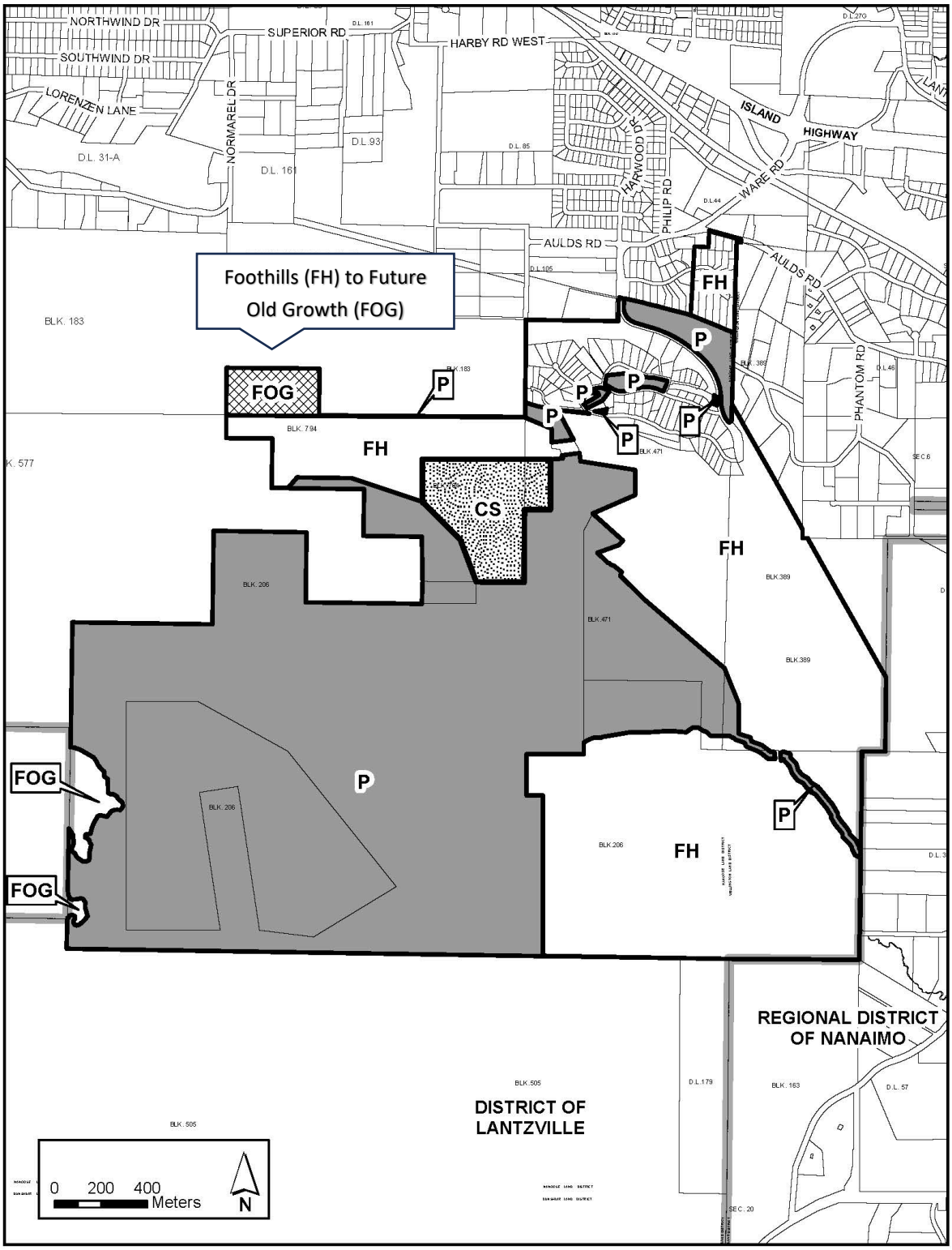
    from "Foothills Zone (FH)" to "Future Old Growth Zone (FOG)" as shown in Schedule 1 to this Bylaw.

READ A FIRST TIME this 26th day of February, 2025.
READ A SECOND TIME this 26th day of February, 2025.
PUBLIC HEARING HELD this 25th day of June, 2025.
READ A THIRD TIME this 25th day of June, 2025.
ADOPTED this 16th day of July, 2025.

Mark Swain, Mayor

Delcy Wells, Director of Corporate Administration

'Schedule 1'


NORTHWIND DR
SUPERIOR RD
HARBY RD WEST
SOUTHWIND DR
LORENZEN LANE
NORMAREL DR
D.L. 31-A
D.L. 161
D.L. 93
D.L. 85
HARWOOD DR
PHILIP RD
ISLAND HIGHWAY
WARE RD
D.L.44
AULDS RD
D.L.105
Foothills (FH) to Future Old Growth (FOG)
BLK. 183
FOG
FH
P
BLK. 794
BLK. 577
CS
BLK. 206
BLK.471
BLK.389
PHANTOM RD
D.L.46
SEC.6
REGIONAL DISTRICT OF NANAIMO
DISTRICT OF LANTZVILLE
BLK.505
D.L.179
BLK. 163
D.L. 57
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0 200 400 Meters
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DISTRICT OF LANTZVILLE
BYLAW NO. 412, 2025

A BYLAW TO AMEND
DISTRICT OF LANTZVILLE
2025-2029 FINANCIAL PLAN BYLAW NO. 405, 2025

WHEREAS section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

AND WHEREAS section 165 (2) of the *Community Charter* stipulates that for certainty, the financial plan may be amended by bylaw at any time;

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

1. That District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, is hereby amended by deleting Schedule "A" in its entirety and substituting Amended Schedule "A" as attached hereto and forming part of this Bylaw.

2. This Bylaw may be cited for all purposes as " District of Lantzville 2025-2029 Financial Plan Bylaw No. 405, 2025, Amendment Bylaw No. 412, 2025" and shall become effective upon adoption.

READ A FIRST TIME this 25th day of June, 2025.

READ A SECOND TIME this 25th day of June 2025.

READ A THIRD TIME this 25th day of June, 2025.

ADOPTED this 16th day of July, 2025.

_____
Mark Swain, Mayor

_____
Delcy Wells, Director of Corporate Administration

Schedule A
District of Lantzville 2025-2029 Financial Plan Amended Bylaw No. 412, 2025

		2025	2026	2027	2028	2029
Revenues						
	Property taxes	(3,338,633)	(3,363,480)	(3,429,848)	(3,497,543)	(3,566,592)
	Grants in lieu	(143,416)	(144,850)	(146,300)	(147,763)	(149,241)
	Parcel taxes	(594,680)	(594,680)	(594,680)	(594,680)	(594,680)
	Sale of services & regulatory fees	(1,917,727)	(1,963,511)	(2,010,550)	(2,058,881)	(2,108,542)
	Government transfers	(1,114,717)	(703,400)	(717,551)	(722,259)	(727,015)
	Restricted Revenue DCC	(197,798)	-	-	-	-
	Interest revenue	(559,582)	(570,774)	(582,189)	(593,832)	(605,709)
	Other revenue	(383,818)	(390,254)	(396,814)	(403,500)	(410,314)
	Total Revenues	(8,250,371)	(7,730,949)	(7,877,932)	(8,018,458)	(8,162,093)
Expenses						
	General government services	1,752,494	1,776,525	1,781,502	1,816,190	1,851,573
	Building inspection & bylaw enforcement services	242,630	247,299	252,061	257,103	262,245
	Environmental services	358,613	365,785	373,100	380,562	388,173
	Planning & community services	425,156	311,328	317,555	323,908	330,386
	Protective services	649,540	652,330	665,376	678,683	692,259
	Public works & transportation services	755,766	769,027	782,555	796,351	810,421
	Recreation & cultural services	271,518	276,593	281,771	287,052	292,437
	Sewer operating	250,698	254,950	256,051	257,171	258,315
	Water operating	681,554	692,803	704,278	715,982	727,920
	Interest on debt	39,130	39,130	39,130	39,130	39,130
	Amortization	1,130,500	1,130,500	1,130,500	1,130,500	1,130,500
	Total Expenses	6,557,599	6,516,270	6,583,879	6,682,632	6,783,359
	Annual Surplus(Deficit)	(1,692,772)	(1,214,679)	(1,294,053)	(1,335,826)	(1,378,734)
Reserves, Capital & Debt						
	Capital assets	3,151,068	1,796,500	2,501,000	877,000	1,975,000
	Transfers from reserves for capital	(2,557,270)	(1,796,500)	(2,501,000)	(877,000)	(1,975,000)
	Unfunded amortization	(1,130,500)	(1,130,500)	(1,130,500)	(1,130,500)	(1,130,500)
	Debt principal payments	110,208	110,208	110,208	110,208	110,208
	Transfers to reserves	2,174,705	2,209,622	2,258,192	2,299,145	2,341,217
	Internal borrowing repayments	97,976	98,764	99,568	100,388	101,224
	Transfers from restricted surplus	(100,000)	-	-	-	-
	Transfers from reserves for operations	(53,415)	(73,415)	(43,415)	(43,415)	(43,415)
	Total Transfers	1,692,772	1,214,679	1,294,053	1,335,826	1,378,734
Annual surplus (deficit)		-	-	-	-	-

DISTRICT OF LANTZVILLE
BYLAW NO. 406, 2025

A BYLAW TO AMEND THE HIGHWAY RESTRICTIONS IN THE TRAFFIC AND PARKING REGULATIONS BYLAW

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

1. District of Lantzville Traffic and Parking Regulations Bylaw; No. 28, 2004, is hereby amended as follows:

   a) Interpretation, Section 3, by adding a subsection (u) with the following wording and renumbering the Section accordingly:

      "Heavy Commercial Vehicle" means a vehicle providing a service or for the transportation of persons or freight that is a van, truck or truck trailer with a licensed gross vehicle weight exceeding 5,000 kg and including any attached trailer, but does not include an emergency vehicle, a vehicle owned or operated by the District or a School District while engaged in its lawful duties, or a public passenger vehicle while on a scheduled route.

   b) In Interpretation, Section 3(rr) by adding after the word "municipality" the words "as per Schedule B attached to and forming part of this Bylaw."

   c) In Interpretation, Section 3(rr) by reducing the number "13, 500" to "5,000".

   d) In Interpretation, Section 3(rr) by deleting the word "vehicles" and the word "weighing" and replacing with the words ""Heavy Commercial Vehicles" with a licensed gross vehicle weight".

   e) In Parking Regulations and Offences, Section 5(u) by deleting the number "4,536" and replacing with the number "5,000".

   f) In Commercial Motor Vehicles, Section 10, by adding the following subsections 11, 12 and 13 and renumbering the rest of the Bylaw accordingly:

      11. Except as authorized by a permit issued by the District, no person shall drive or operate a commercial vehicle with a gross vehicle weight exceeding 5,000 kg on any Highway in the District except on those Highways set out in Schedule B to this Bylaw, hereinafter referred to as a Truck Route.

      12. Notwithstanding the above, a Heavy Commercial Vehicle may be driven on a highway other than on a Truck Route provided the vehicle proceeds to a location on a Truck Route or on a Highway not under the jurisdiction of the District closes to its destination before departing from the Truck Route or Highway and provided that when returning the vehicle proceeds to the nearest Truck Route or Highway not under the jurisdiction of the District.

13. A person driving or operating a Heavy Commercial Vehicle from a business premises that is not located on a Truck Route, shall, upon leaving that business premises, proceed to the nearest Truck Route by the closest and most direct Highway.

g) In Highway Restrictions, Section 26 (i) by deleting the words "vehicle, weighing in excess of 13,500 kg" and replacing with the words "Heavy Commercial Vehicle".

h) In Highway Restrictions, Section 26 (i) by deleting the words after the words "Truck Route" and replacing with the words "as per Schedule B attached to and forming part of this Bylaw."

i) Deleting Sub Section 26(i)(i) in its entirety.

2. This Bylaw may be cited for all purposes as "District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2004, Amendment (Highway Restrictions) Bylaw No. 406, 2025".

READ A FIRST TIME this 11th day of June, 2025.

READ A SECOND TIME this 11th day of June, 2025.

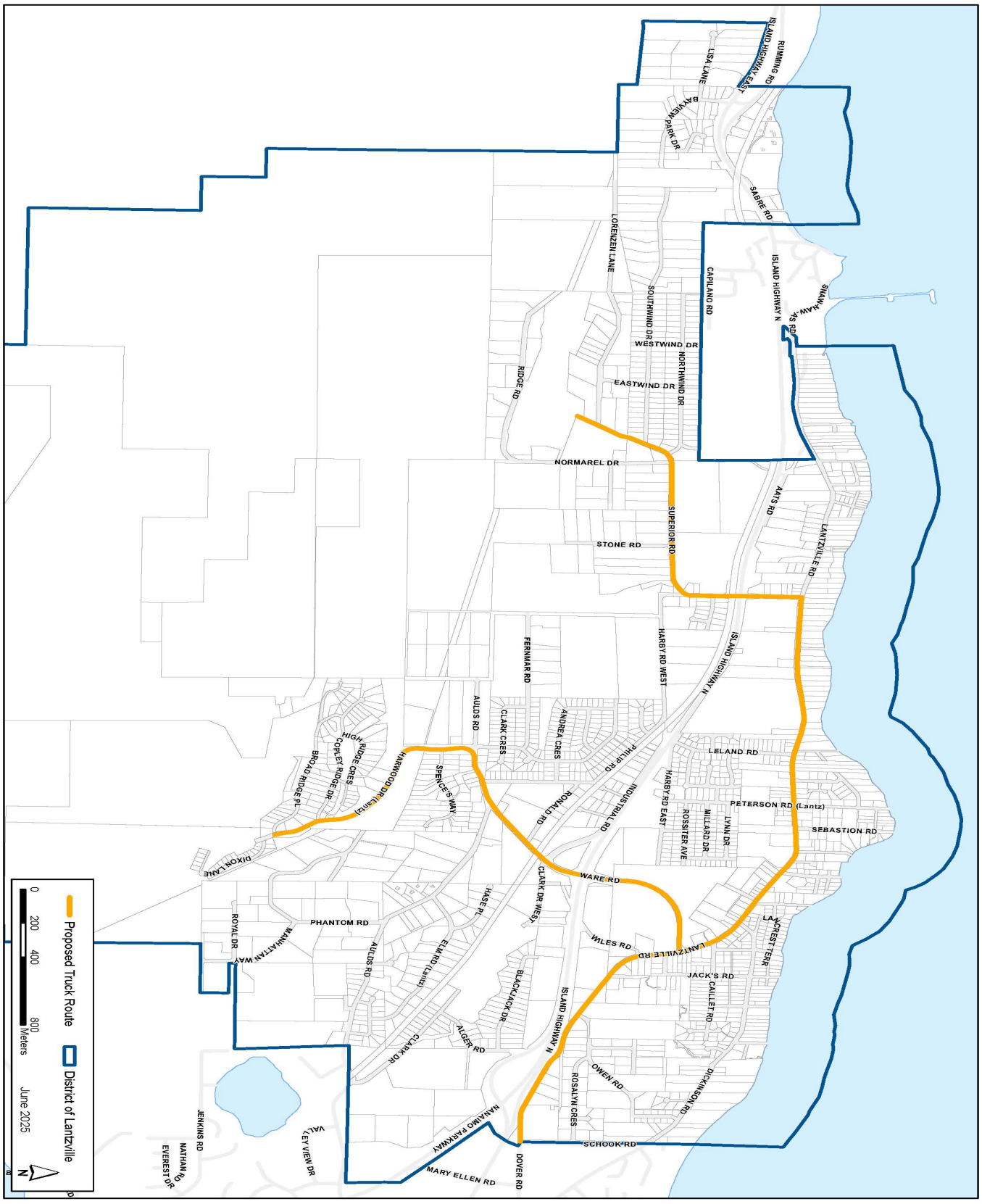
READ A THIRD TIME this 11th day of June, 2025.

ADOPTED this 16th day of July, 2025.

_____	_____
Mark Swain	Delcy Wells
Mayor	Director of Corporate Administration

Appendix "A" to Bylaw No. 406, 2025

Schedule "B" – Designated Truck Route
Traffic & Parking Regulations Bylaw No. 28, 2004



REPORT FOR PUBLIC WORKS, FIRE HALL and FIRE FIGHTER TRAINING SITE

Submitted by: Mayor Mark Swain

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.



Image 1 from https://webmap.rdn.bc.ca showing the municipal property at 7915 Clark Dr. West.



Image 2 from https://webmap.rdn.bc.ca showing the adjacent water (W) and sewer (S) connection points.

Purpose:

1. To build a permanent Public Works facility and yard to support current public works staff in addition to building a facility that will meet the demands anticipated community growth and resulting public works department growth.

REPORT FOR PUBLIC WORKS, FIRE HALL and FIRE FIGHTER TRAINING SITE

Submitted by: Mayor Mark Swain

Purpose continued:

2. To build a Fire Rescue Department training area to support the on-going LVFD training demands thereby reducing the need of LVFD members (including fire apparatus) to leave Lantzville if by chance they are needed to respond locally.
3. To apply for a $7M grant for a new Fire Hall as the intake for a grant program has recently opened.

Considerations:

1. Once the total required site area is determined, ground prep and fencing requirements can be done this summer/fall (see **image 1** on page 1). Total parcel size of 7915 Clark Drive West is 4.942 acres.
2. For the Public Works building, utilizing the cost-effective option of permanently installing a prefabricated modular building can drastically shorten the completion time of the project including customization of the building to meet the needs of the Public Works employees as well as provide for additional training/meeting rooms to support fire department training activities and or other district meeting room needs. Modular building companies will complete required onsite work (foundation) and installation.
3. Prefabricated Steel Building(s) for public works equipment. Again, this is a cost-effective option with a shortened completion time.
4. Water servicing to 7915 Clark Drive West (see **image 2** on page 1).
5. Liquid waste options for 7915 Clark Drive West: on-site septic or sewer (see **image 2** on page 1).
6. Permeable surfacing for the parking lot. For example, if appropriate, using a permeable pavement system.
7. Having a 'shovel ready' Fire Hall project/design on hand can be used for current and future grant funding applications.

REPORT FOR COSTIN HALL PARKING LOT EXPANSION

Submitted by: Mayor Mark Swain

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.

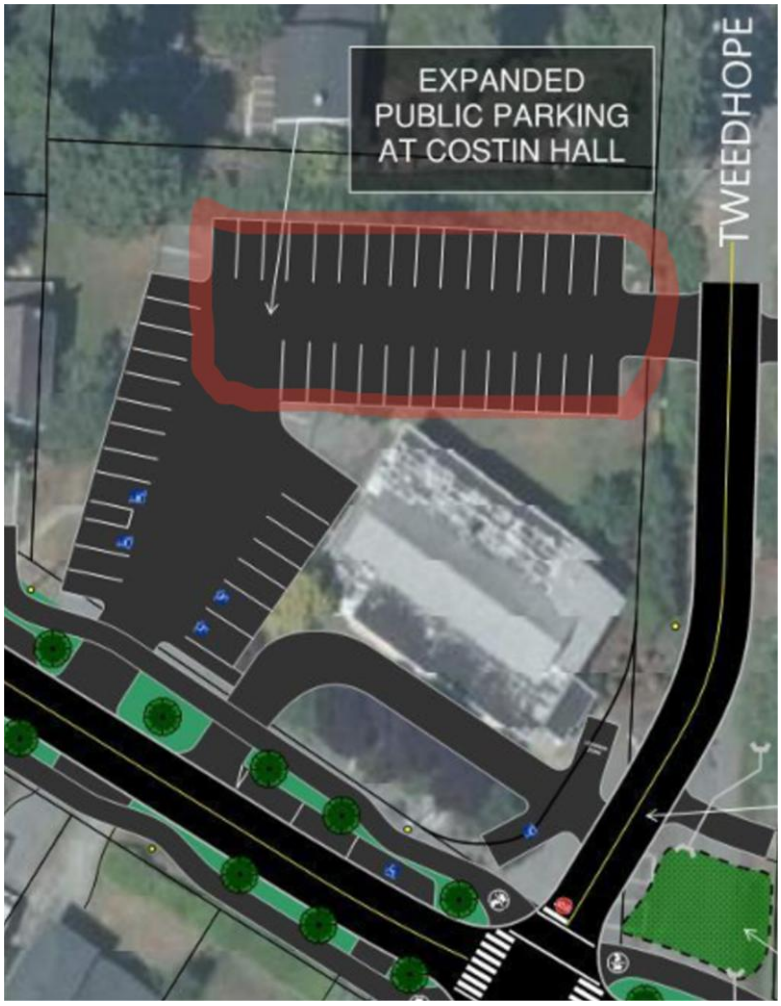


Image taken from lantzville.ca - Lantzville Road Streetscape Concept Design.

Purpose: To alleviate parking pressures whereby patrons of Community Use Building A, aka Costin Hall, are resorting to parking on the shoulders of Lantzville Road adjacent to the building. The increased capacity of the Community Use Building A parking lot will also provide for additional parking to support the economic activities of Lantzville's village commercial core.

Considerations:

1. Permeable surfacing for the parking lot. For example, if appropriate, using a permeable pavement system.
2. Having a 'shovel ready' green infrastructure project on hand could be used for future grant funding applications.

REPORT:

- Lantzville's tennis courts are currently closed and unusable for the public;
- Regardless of whether there is a different, longer term vision for this location, it would be preferably to have this community asset utilized in the interim, and available for public use;
- Tennis Canada in partnership with National Bank have made an initial investments of $3-million for grants to Canadian municipalities to restore tennis courts. Small and large municipalities have taken advantage of this program;
- It is best to apply before funds are exhausted;
- This motion would direct staff to confirm eligibility and determine what would be covered by such a grant, ahead of our next financial plan process;
- Assuming eligibility, Council could direct that the grant be applied for, and that the project be incorporated into the Financial Plan, contingent on grant approval;
- This would be an opportunity to get FREE restoration of our tennis courts with little or no cost to the taxpayers;
- In the future, long term plans can still be made for this site, including facilities. We could also find a noise friendly location for pickleball;
- Link: https://www.tenniscanada.com/change-game/access/facilites-funding/play-your-court

REPORT:

- multiple letters and emails have been received from different residents on different dates about private motorized vehicles being driver on this pedestrian sidewalk;
- this may not only pose a safety risk for pedestrians, but can also cause expensive damage to the District's sidewalk;
- a simple, inexpensive solution such as having a tasteful, removable bollard at the end(s) of the sidewalk may solve this problem (please see attached photo for a BC-based tasteful example made out of 90% recycled material);
- this motion would bring recommendations and costing back to Council to determine potential actions.



District of Lantzville
REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: July 16, 2025

SUBJECT: Lantzville Road at Bloods Creek Culvert Replacement Project

PURPOSE

To request Council to authorize a budget amendment to obtain an emergent geotechnical report and engineering.

RECOMMENDATION

1. **THAT** Council approves a budget amendment of $58, 185.00 coming out of the Community Works Reserve Fund to carry out the Lantzville Road at Blood's Creek geotechnical report and pre-engineering (including Hydrotechnical Engineering support).

2. **THAT** Council authorize staff to engage Tetra Tech Canada Inc in providing a geotechnical subsurface investigation for the Lantzville Road at Blood's Creek Culvert Replacement Project.

3. **THAT** council authorizes staff to engage Northwest Hydraulic Consultants Ltd in providing hydrotechnical engineering support for the Lantzville Road at Bloods Creek Culvert Replacement Project.

COMMITTEE/COMMISSION RECOMMENDATION - N/A

ALTERNATIVES AND IMPLICATIONS

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

BACKGROUND/RELEVANT HISTORY

In February staff received an after-hours call out to address a reported potential sink hole that developed on Lantzville Road at Bloods Creek. Staff were deployed to investigate and discovered the sink hole was a direct result of a culvert failure (see attachment 1, 2 and 3) at the top of corrugated pipe running across Lantzville Road at Bloods Creek.

ATTACHMENTS

1. Picture of the pipe failure – Lantzville Road at Bloods Creek
2. Picture of the pipe failure – Lantzville Road at Bloods Creek
3. Bloods Creek Culvert Review report - Tetra Tech

DISCUSSION

Staff completed a temporary repair and back fill of the sink hole and coordinated an initial preliminary geotechnical assessment by engaging Tetra Tech a geotechnical company, to

investigate if the pipe has failed or about to fail. The report has several observations (see attachment 2, section 2) one of the observations was the following:

"Significant amounts of debris was noted at the culvert outlet including large and small wood debris and large rocks. The debris was partially blocking downstream flow and causing water to be directed back towards the undermined section of the concrete bag wall (Photos 2 &4)."

Staff cleared as much material as possible but further work is required to get all the material removed.

Recommendations from the report (see attachment 2, section 3) are as follows:

"In general, the recommended life span for a galvanized CSP culvert, such as the subject culvert, is in the order of 50 years. While no as-built records were provided to Tetra Tech, it is estimated that the subject culvert has reached or exceeded its recommended life expectancy and therefore Tetra Tech recommends that the entire length of the culvert be replaced. In-place replacement of the culvert may be considered as an interim measure to extend the life (such as one of several methods including slip lining, geopolymer pipelining or cast-in-place) however any voids (if present) and the undermining of the concrete bag wall will also need to be remediated if an in-place replacement is utilized. In addition, a head wall should be considered in any remediation efforts (full replacement or in-place) to prevent water from flowing around the culvert at the inlet.

For the design of a full replacement, consideration should be given to extending the culvert downstream of the current outlet location in order for additional fill materials to be placed to reduce the existing steep slope angle of the Lantzville Road embankment. Additionally, the noted 100 mm diameter PVC pipe that outlets just downstream of the culvert should be reviewed and the pipe extended to the toe or erosion control implemented if it is left in place.

In order or to reduce the potential for unexpected conditions and to better plan the works, Tetra Tech recommends that a geotechnical subsurface investigation be completed to confirm soil bearing capacity below the culvert if a full replacement is proposed. The investigation is anticipated to include the completion of boreholes adjacent to the culvert alignment. Civil design will need to be completed to confirm the adequacy of the size of the culvert."

The report is recommending that this culvert be replaced as soon as possible as there is significant erosion noted at the culvert outlet.

Per the recommendations staff have obtained a proposal from Tetra Tech with an estimate of $18,185.00 to carry out the geotechnical subsurface investigation and report. And civil (pre-engineering) design is estimated at $40,000.00 which includes an estimate received from Northwest Hydraulic Consultants (NHC) Ltd for $19,035.00 with the remainder towards engineering costs.

Koers Engineering recommended NHC to support the engineering by assessing Hydrology and Hydraulics required in designing the culvert.

RATIONALE

It is recommended that the culvert be replaced as soon as possible with further geotechnical subsurface investigation and pre-engineering (Hydro and Civil) is required. This is essential to determine the overall condition and total project costs for council's consideration as this project is emergent as the pipe is in poor condition. Given the urgency staff recommend Tetra Tech Canada Inc and Northwest Hydraulic Consultants to be sole sourced given the urgency. As a request for proposals is a lengthy process.

ADDITIONAL CONSIDERATIONS

1. Strategic Plan Objectives

Governance & Finances – Asset Management.

2. Policy

N/A

3. Resources

N/A

4. Financial/Budget Implications

The project is shown in the 2025-2029 Financial Plan as a 2029 project. The failure of the culvert will result in the project being brought forward into 2025/26. The funding recommendation is the Community Works Reserve Fund, which is also in the current plan.

5. Sustainability Implications

This project is essential in sustaining a resilient infrastructure system.

Prepared by:

Glenn Morphy
Director of Public Works

Date: July 10, 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 16,2025	unknown
Special		
Closed (In-Camera)		

File No. TBD
""T:\DISTRICT OF LANTZVILLE\Council Meetings\Reports to Council\2025\20250716 COW\Lantzville Rd at Bloods Creek - culvert replace proj\2025 07 16 Lanztville Road at Bloods Creek Culvert Replacement Project.docx""

TETRA TECH

June 3, 2025

ISSUED FOR USE
FILE: 704-ENG.VGEO04935-01
Via Email: gmorphy@Lantzville.com

District of Lantzville
7192 Lantzville Road, PO Box 100
Lantzville, BC V0R 2H0

Attention: Glenn Morphy
Director of Public Works

Subject: Bloods Creek Culvert Review, Lantzville Road

1.0 INTRODUCTION

As requested, Tetra Tech Canada Inc. (Tetra Tech) has completed a preliminary geotechnical review of the Bloods Creek Culvert located below Lantzville Road for the District of Lantzville (the District). The geotechnical review was requested by the District due to a sink hole that was noted to have formed adjacent to the road near the outlet of the culvert. Photos provided by the District indicate that the sink hole was observed in February 2025 and temporarily repaired with sand backfill shortly thereafter.

Tetra Tech's scope of work for the preliminary geotechnical assessment was described in our proposal dated May 21, 2025. The scope of work generally consisted of a field reconnaissance and the preparation of this technical memo summarizing the findings of the review and providing preliminary geotechnical recommendations.

Attached to this memo are photos taken during the field reconnaissance.

2.0 FIELD RECONNAISSANCE

Tetra Tech completed a site walkover at the location of the Bloods Creek culvert crossing below Lantzville Road on May 30, 2025. The following observations were made regarding the subject culvert and road embankments:

- The subject culvert is located below Lantzville Road between 7085 Lantzville Road to the southwest and 7098 Lantzville Road to the northeast.
- The flow through the Corrugated Steep Pipe (CSP) culvert is from the west to the east. The culvert has a horizontal diameter of approximately 1.7 m and a vertical diameter of 1.1 m (Photo 1).
- The inlet of the culvert is located approximately 2.8 m below the road surface of Lantzville Road while the outlet is located approximately 3 m below the road surface (Photo 2).
- At the time of the site visit the subject culvert had a flow of approximately 2% of the culvert area at a steady rate with approximately two thirds of the flow exiting from below the outlet of the culvert, as opposed to through the actual culvert.
- Observations made from outside of the culvert outlet indicated that the flow within the culvert was redirected at a distance approximately 2.5 m from the outlet where it is presumed to exit the culvert though hole(s) in the invert of the culvert to flow below the culvert. The following approximately 1 m long section of the culvert was completely dry with some of the flow returning to the culvert through holes in the invert over the final 1.5 m of length before the outlet (Photo 3).

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- An approximately 2 m high concrete bag head wall is located at the culvert outlet. An approximately 0.8 m wide section extending north of the culvert outlet is undermined due to erosion of the soils at the base. Depth measurements of the of the undermined area indicate that it extends back at least 2.2 m behind the concrete bag wall, parallel to the culvert (Photo 4).
- An approximately 0.5 m wide bench is located at the crest of the concrete bag wall at the toe of the 1 m high Lantzville Road embankment. The road embankment is sloped at approximately 45 degrees with the southern portion consisting of large diameter stacked rocks and the northern portion consisting of sand and gravel fill. Tetra Tech understands that the sand and gravel fill at this location is due to the backfilling of a sinkhole that formed within the Lantzville Road embankment approximately 2 m behind the outlet (Photo 5).
- Significant amounts of debris was noted at the culvert outlet including large and small wood debris and large rocks. The debris was partially blocking downstream flow and causing water to be directed back towards the undermined section of the concrete bag wall (Photos 2 &4).
- An approximately 100 mm diameter PVC pipe was observed approximately 4 m downstream of the culvert outlet near the crest of the creek channel. While the pipe was not running at the time of the field review, there were indications of significant erosion of the channel bank at the pipe location including a near vertical slope directly below the pipe (Photo 6).
- The Lantzville Road embankment slope on the inlet side comprised an approximately 0.8 m high, 30 degree slope down from the road surface and a 2 m high, 35 degree slope separated by an approximately 2 m wide flat bench. No headwall or erosion protection were observed at the culvert inlet (Photo 2).
- An approximately 1 m diameter pothole was noted to be located near the Lantzville Road centerline approximately 2 m north of the approximate culvert crossing location. The pothole showed signs of recent repair with new asphalt (Photo 7).

3.0 DISSCUSSION AND RECOMENDATIONS

Based on the above observations made on May 30, 2025, erosion of the soils along the culvert alignment and especially at the outlet of the culvert has occurred and, without remedial work, is anticipated to continue. This is expected to lead to loss of soils adjacent to the culvert and the formation of additional sinkholes as well as the possible collapse of the concrete bag wall located at the outlet. The collapse of the concrete bag wall would destabilize the Lantzville Road embankment with the potential to lead to a public safety hazard. In consideration of the apparent condition of the culvert and headwalls and the long term effects of the soil erosion, Tetra Tech recommends that the culvert be replaced as soon as possible, ideally prior to the wet period and stronger flows associated with fall/winter. In the short term, the soil erosion and general condition along the culvert alignment should be monitored on a regular schedule with additional monitoring occurring after periods of heavy or prolonged rainfall. Tetra Tech recommends that the debris partially blocking the culvert outlet be removed to allow for unimpeded downstream flow. As a matter of prudence for public safety, Tetra Tech recommends that the District complete a ground penetrating radar scan along the culvert alignment and up to 10 m to either side of the culvert. The purpose of the scan would be to review the asphalt surfaced area for the possible presence of voids. The presence of the pothole may indicate localized erosion and loss of support below the road due to water moving along the exterior of the culvert. If voids are detected they should be backfilled immediately with an erosion resistant backfill such as controlled density fill grout.

A review of published historic underground coal mine maps indicates that the site is not underlain by any mapped coal mines and therefore the sinkhole is not believed to be associated with subsidence or loss of materials into historic underground mine workings.

In general, the recommended life span for a galvanized CSP culvert, such as the subject culvert, is in the order of 50 years. While no as-built records were provided to Tetra Tech, it is estimated that the subject culvert has reached or exceeded its recommended life expectancy and therefore Tetra Tech recommends that the entire length of the culvert be replaced. In-place replacement of the culvert may be considered as an interim measure to extend the life (such as one of several methods including slip lining, geopolymer pipelining or cast-in-place) however any voids (if present) and the undermining of the concrete bag wall will also need to be remediated if an in-place replacement is utilized. In addition, a head wall should be considered in any remediation efforts (full replacement or in-place) to prevent water from flowing around the culvert at the inlet.

For the design of a full replacement, consideration should be given to extending the culvert downstream of the current outlet location in order for additional fill materials to be placed to reduce the existing steep slope angle of the Lantzville Road embankment. Additionally, the noted 100 mm diameter PVC pipe that outlets just down stream of the culvert should be reviewed and the pipe extended to the toe or erosion control implemented if it is left in place.

In order or to reduce the potential for unexpected conditions and to better plan the works, Tetra Tech recommends that a geotechnical subsurface investigation be completed to confirm soil bearing capacity below the culvert if a full replacement is proposed. The investigation is anticipated to include the completion of boreholes adjacent to the culvert alignment. Civil design will need to be completed to confirm the adequacy of the size of the culvert.

4.0 LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of the District of Lantzville and their agents. Tetra Tech Canada Inc. (operating as Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than the District of Lantzville, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.

5.0 CLOSURE

We trust this document meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,
Tetra Tech Canada Inc.

FILE: 704-ENG.VGEO04935-01
FILE: 704-ENG.VGEO04935-01
FILE: 704-ENG.VGEO04935-01

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/sy

PERMIT TO PRACTICE
TETRA TECH CANADA INC.
PERMIT NUMBER: 1001972

Attachments: Photos (7)
Appendix A – Limitations on the use of this Document

PHOTOGRAPHS



Photo 1: Looking east at the subject culvert inlet.



Photo 2: Looking west at the subject culvert outlet (note debris partially blocking the outlet).



Photo 3: Looking into the subject culvert from the outlet. Note the dry section (between the two white lines) about 2.5 to 1.5 m in from the culvert outlet.



Photo 4: Looking at the undermining of the concrete bag wall to the north of the subject culvert outlet.



Photo 5: Looking south at the Lantzville Road embankment above the culvert outlet. Note the grey sand and gravel fill that was used to backfill a sinkhole.



Photo 6: Looking at the southern embankment of Bloods Creek near the outlet of the subject culvert. Note the erosion of the slope below PVC pipe.



Photo 7: Looking at the recently repaired pothole approximately 2 m north of the subject culvert alignment below Lantzville Road.

APPENDIX A

TETRA TECH'S LIMITATIONS ON THE USE OF THIS DOCUMENT

LIMITATIONS ON USE OF THIS DOCUMENT

GEOTECHNICAL

1.1 USE OF DOCUMENT AND OWNERSHIP

This document pertains to a specific site, a specific development, and a specific scope of work. The document may include plans, drawings, profiles and other supporting documents that collectively constitute the document (the "Professional Document").

The Professional Document is intended for the sole use of TETRA TECH's Client (the "Client") as specifically identified in the TETRA TECH Services Agreement or other Contractual Agreement entered into with the Client (either of which is termed the "Contract" herein). TETRA TECH does not accept any responsibility for the accuracy of any of the data, analyses, recommendations or other contents of the Professional Document when it is used or relied upon by any party other than the Client, unless authorized in writing by TETRA TECH.

Any unauthorized use of the Professional Document is at the sole risk of the user. TETRA TECH accepts no responsibility whatsoever for any loss or damage where such loss or damage is alleged to be or, is in fact, caused by the unauthorized use of the Professional Document.

Where TETRA TECH has expressly authorized the use of the Professional Document by a third party (an "Authorized Party"), consideration for such authorization is the Authorized Party's acceptance of these Limitations on Use of this Document as well as any limitations on liability contained in the Contract with the Client (all of which is collectively termed the "Limitations on Liability"). The Authorized Party should carefully review both these Limitations on Use of this Document and the Contract prior to making any use of the Professional Document. Any use made of the Professional Document by an Authorized Party constitutes the Authorized Party's express acceptance of, and agreement to, the Limitations on Liability.

The Professional Document and any other form or type of data or documents generated by TETRA TECH during the performance of the work are TETRA TECH's professional work product and shall remain the copyright property of TETRA TECH.

The Professional Document is subject to copyright and shall not be reproduced either wholly or in part without the prior, written permission of TETRA TECH. Additional copies of the Document, if required, may be obtained upon request.

1.2 ALTERNATIVE DOCUMENT FORMAT

Where TETRA TECH submits electronic file and/or hard copy versions of the Professional Document or any drawings or other project-related documents and deliverables (collectively termed TETRA TECH's "Instruments of Professional Service"), only the signed and/or sealed versions shall be considered final. The original signed and/or sealed electronic file and/or hard copy version archived by TETRA TECH shall be deemed to be the original. TETRA TECH will archive a protected digital copy of the original signed and/or sealed version for a period of 10 years.

Both electronic file and/or hard copy versions of TETRA TECH's Instruments of Professional Service shall not, under any circumstances, be altered by any party except TETRA TECH. TETRA TECH's Instruments of Professional Service will be used only and exactly as submitted by TETRA TECH.

Electronic files submitted by TETRA TECH have been prepared and submitted using specific software and hardware systems. TETRA TECH makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.

1.3 STANDARD OF CARE

Services performed by TETRA TECH for the Professional Document have been conducted in accordance with the Contract, in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions in the jurisdiction in which the services are provided. Professional judgment has been applied in developing the conclusions and/or recommendations provided in this Professional Document. No warranty or guarantee, express or implied, is made concerning the test results, comments, recommendations, or any other portion of the Professional Document.

If any error or omission is detected by the Client or an Authorized Party, the error or omission must be immediately brought to the attention of TETRA TECH.

1.4 DISCLOSURE OF INFORMATION BY CLIENT

The Client acknowledges that it has fully cooperated with TETRA TECH with respect to the provision of all available information on the past, present, and proposed conditions on the site, including historical information respecting the use of the site. The Client further acknowledges that in order for TETRA TECH to properly provide the services contracted for in the Contract, TETRA TECH has relied upon the Client with respect to both the full disclosure and accuracy of any such information.

1.5 INFORMATION PROVIDED TO TETRA TECH BY OTHERS

During the performance of the work and the preparation of this Professional Document, TETRA TECH may have relied on information provided by third parties other than the Client.

While TETRA TECH endeavours to verify the accuracy of such information, TETRA TECH accepts no responsibility for the accuracy or the reliability of such information even where inaccurate or unreliable information impacts any recommendations, design or other deliverables and causes the Client or an Authorized Party loss or damage.

1.6 GENERAL LIMITATIONS OF DOCUMENT

This Professional Document is based solely on the conditions presented and the data available to TETRA TECH at the time the data were collected in the field or gathered from available databases.

The Client, and any Authorized Party, acknowledges that the Professional Document is based on limited data and that the conclusions, opinions, and recommendations contained in the Professional Document are the result of the application of professional judgment to such limited data.

The Professional Document is not applicable to any other sites, nor should it be relied upon for types of development other than those to which it refers. Any variation from the site conditions present, or variation in assumed conditions which might form the basis of design or recommendations as outlined in this document, at or on the development proposed as of the date of the Professional Document requires a supplementary exploration, investigation, and assessment.

TETRA TECH is neither qualified to, nor is it making, any recommendations with respect to the purchase, sale, investment or development of the property, the decisions on which are the sole responsibility of the Client.

1.7 ENVIRONMENTAL AND REGULATORY ISSUES

Unless stipulated in the report, TETRA TECH has not been retained to explore, address or consider and has not explored, addressed or considered any environmental or regulatory issues associated with development on the subject site.

1.8 NATURE AND EXACTNESS OF SOIL AND ROCK DESCRIPTIONS

Classification and identification of soils and rocks are based upon commonly accepted systems, methods and standards employed in professional geotechnical practice. This report contains descriptions of the systems and methods used. Where deviations from the system or method prevail, they are specifically mentioned.

Classification and identification of geological units are judgmental in nature as to both type and condition. TETRA TECH does not warrant conditions represented herein as exact, but infers accuracy only to the extent that is common in practice.

Where subsurface conditions encountered during development are different from those described in this report, qualified geotechnical personnel should revisit the site and review recommendations in light of the actual conditions encountered.

1.9 LOGS OF TESTHOLES

The testhole logs are a compilation of conditions and classification of soils and rocks as obtained from field observations and laboratory testing of selected samples. Soil and rock zones have been interpreted. Change from one geological zone to the other, indicated on the logs as a distinct line, can be, in fact, transitional. The extent of transition is interpretive. Any circumstance which requires precise definition of soil or rock zone transition elevations may require further investigation and review.

1.10 STRATIGRAPHIC AND GEOLOGICAL INFORMATION

The stratigraphic and geological information indicated on drawings contained in this report are inferred from logs of test holes and/or soil/rock exposures. Stratigraphy is known only at the locations of the test hole or exposure. Actual geology and stratigraphy between test holes and/or exposures may vary from that shown on these drawings. Natural variations in geological conditions are inherent and are a function of the historical environment. TETRA TECH does not represent the conditions illustrated as exact but recognizes that variations will exist. Where knowledge of more precise locations of geological units is necessary, additional exploration and review may be necessary.

1.11 PROTECTION OF EXPOSED GROUND

Excavation and construction operations expose geological materials to climatic elements (freeze/thaw, wet/dry) and/or mechanical disturbance which can cause severe deterioration. Unless otherwise specifically indicated in this report, the walls and floors of excavations must be protected from the elements, particularly moisture, desiccation, frost action and construction traffic.

1.12 SUPPORT OF ADJACENT GROUND AND STRUCTURES

Unless otherwise specifically advised, support of ground and structures adjacent to the anticipated construction and preservation of adjacent ground and structures from the adverse impact of construction activity is required.

1.13 INFLUENCE OF CONSTRUCTION ACTIVITY

Construction activity can impact structural performance of adjacent buildings and other installations. The influence of all anticipated construction activities should be considered by the contractor, owner, architect and prime engineer in consultation with a geotechnical engineer when the final design and construction techniques, and construction sequence are known.

1.14 OBSERVATIONS DURING CONSTRUCTION

Because of the nature of geological deposits, the judgmental nature of geotechnical engineering, and the potential of adverse circumstances arising from construction activity, observations during site preparation, excavation and construction should be carried out by a geotechnical engineer. These observations may then serve as the basis for confirmation and/or alteration of geotechnical recommendations or design guidelines presented herein.

1.15 DRAINAGE SYSTEMS

Unless otherwise specified, it is a condition of this report that effective temporary and permanent drainage systems are required and that they must be considered in relation to project purpose and function. Where temporary or permanent drainage systems are installed within or around a structure, these systems must protect the structure from loss of ground due to mechanisms such as internal erosion and must be designed so as to assure continued satisfactory performance of the drains. Specific design details regarding the geotechnical aspects of such systems (e.g. bedding material, surrounding soil, soil cover, geotextile type) should be reviewed by the geotechnical engineer to confirm the performance of the system is consistent with the conditions used in the geotechnical design.

1.16 DESIGN PARAMETERS

Bearing capacities for Limit States or Allowable Stress Design, strength/stiffness properties and similar geotechnical design parameters quoted in this report relate to a specific soil or rock type and condition. Construction activity and environmental circumstances can materially change the condition of soil or rock. The elevation at which a soil or rock type occurs is variable. It is a requirement of this report that structural elements be founded in and/or upon geological materials of the type and in the condition used in this report. Sufficient observations should be made by qualified geotechnical personnel during construction to assure that the soil and/or rock conditions considered in this report in fact exist at the site.

1.17 SAMPLES

TETRA TECH will retain all soil and rock samples for 30 days after this report is issued. Further storage or transfer of samples can be made at the Client's expense upon written request, otherwise samples will be discarded.

1.18 APPLICABLE CODES, STANDARDS, GUIDELINES & BEST PRACTICE

This document has been prepared based on the applicable codes, standards, guidelines or best practice as identified in the report. Some mandated codes, standards and guidelines (such as ASTM, AASHTO Bridge Design/Construction Codes, Canadian Highway Bridge Design Code, National/Provincial Building Codes) are routinely updated and corrections made. TETRA TECH cannot predict nor be held liable for any such future changes, amendments, errors or omissions in these documents that may have a bearing on the assessment, design or analyses included in this report.

District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: July 16, 2025

SUBJECT: **Leak Adjustment**

PURPOSE

To request Council approve a leak adjustment past 18 months.

RECOMMENDATION

THAT Council authorizes Administration to approve a leak adjustment for a utility account that is more than 18 months for account 006-08027600-000, not to exceed 45 months.

COMMITTEE/COMMISSION RECOMMENDATION

N/A

ALTERNATIVES AND IMPLICATIONS

None

BACKGROUND/RELEVANT HISTORY

The utility account in question has had extraordinary losses of water for an extended period. Administration recognizes that there was a communication failure internally and with the property owner.

ATTACHMENT(S)

a) Policy 3006-2 Requests for Leak Adjustments
b) District of Lantzville Water System Bylaw No. 140, 2018

ANALYSIS/RATIONALE

Staff are asking that, under Leak Adjustment Policy, Section 6, Council authorizes a 45-month account adjustment. After reviewing the historical usage of water on this property, the water loss at this property started in 2020. At that time, the owner had worked with the Director of Public Works to repair the line, eliminating the water loss and an adjustment was completed. Water loss began again, as reflected on the utility invoice in December 2021. According to information received from the property owner, a number of repairs were attempted to the line and additionally to their water appliances that resulted in temporary reductions to the loss but were still above the average use seen in the District.

The utility bill balances were transferred to taxes as they went unpaid and have now resulted in a substantial balance due on the tax account and the 2025 utility billings.

Administration is requesting the leak adjustment because of the breakdown in process that allowed the waterline to continue to leak without issuing an order under District of Lantzville Water System Bylaw No. 140, 2018, Section 10 to repair in a timely manner nor did the Administrator cause the line to be repaired as per Section 13 and bill back such repair to the owner.

Currently, Staff are in discussions with the owner to affect the necessary repairs to stop the water loss, and review the billings, penalties and interest to comply with all District bylaws and policies while recognizing the responsibilities of all parties involved.

The procedures used to identify and correct water leaks have been reviewed to ensure a more thorough process to identify and correct water leaks.

1. Strategic Plan Objectives

N/A

2. Policy (Existing/Relevance/None)

Policy 3006-2 Requests for Leak Adjustments

3. Resources

N/A

4. Financial/Budget Implications

The resulting adjustment of the water billing, the repair costs and the cost recovery of the repair will be brought back to Council as a budget adjustment once completed.

5. Sustainability Implications

N/A

Prepared by:

Julia Seppola
Director of Financial Services
Date: July 10, 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 16, 2025	
Closed (In-Camera)		
Special		

Policy No.: 3006-2
Date of Implementation: March 13th, 2006 Amended (originated 1994 – LID)
Council Resolution: C-51-06
Amendment: January 11th, 2010
Council Resolution: C-05-10

REQUESTS FOR LEAK ADJUSTMENTS

Purpose
To establish a policy that will permit staff of the District of Lantzville to deal with requests from property owners to adjust their utility bills as a result of a water leak.

Policy
Staff will endeavor to identify excessive water consumption for customer accounts when preparing their utility invoices. Where excessive consumption is identified, staff will attempt to contact the customer to notify of a potential leak.

Staff will telephone property owners having what is considered to be an extremely high consumption and indicate that there may be a leak. This will also be followed up by correspondence which will be mailed with the relevant utility invoice. The property owner will then have thirty (30) days from the date noted on the invoice in order to repair the leak and ultimately apply and qualify for an in ground leak adjustment.

Procedure
All requests for adjustments to utility invoices must be received in writing to the District Office within thirty (30) days of the date noted on the invoice.

Administration staff are authorized to adjust utility invoices where there has been an in ground leak identified and repaired, subject to the following conditions.

1. The property owner advises the District of Lantzville, in writing, that an in ground leak has been identified and repaired.

2. The property owner has supplied the District with detailed receipts showing proof of repairs (i.e., plumber's invoice, receipts for materials, etc.)

3. Verification by the Maintenance Technician that repair work has been undertaken and completed.

Procedure Cont'd

4. The leak relates only to the main water line including any mainline tees and mainline couplers connecting the water meter to the residence or commercial building; OR

    a) In the case of a leak resulting in a faulty irrigation line the property owner is responsible for their utility invoice up to a maximum of $500 with anything over and above $500 being split 50/50 between the property owner and the District of Lantzville.

5. Once all the aforementioned conditions have been met, staff are then authorized to adjust the appropriate account to the normal consumption levels for the given period.

6. Council does not delegate authorization for account adjustments where there has been a prior leak repair and adjustment processed within the past eighteen (18) month period.

7. All property owners requesting a leak adjustment shall be advised in writing as to whether their request as been approved or denied.

DISTRICT OF LANTZVILLE

WATER SYSTEM BYLAW NO. 140, 2018

CONSOLIDATED FOR CONVENIENCE ONLY

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

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

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

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

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

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

PART I - GENERAL PROVISIONS
TITLE AND DEFINITIONS

Title

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

Definitions

2. In this bylaw:

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

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

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

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

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

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

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

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

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

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

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

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

"**District**" means the District of Lantzville;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Except as otherwise noted, any statute referred to herein is a reference to a statute of British Columbia and any reference to a statute, regulation, code, bylaw or other enactment refers to that enactment as amended, revised, consolidated or replaced from time to time.

4. If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder, which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

PART 2 - USE OF WATER SYSTEM

Conditions of Service

5. The supply of water by the District may be subject to increases or decreases in water pressure from time to time, and may be interrupted temporarily to allow for maintenance, repairs, extensions, alterations, replacements or improvements to the water system. The District may change operating water pressure and turn off the water supply for these purposes. The Director will give prior notice to affected consumers where possible, but a decrease or turn off may be without notice if necessary to address an urgent matter of public safety.

6. It is a condition of the supply of water that:

(a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other cause whatsoever, the District shall not be liable for damage by reason of such failure.

(b) The District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the water system.

(c) The District does not guarantee that water supplied by it is free of any impurity that could affect a manufacturing or commercial process.

7. The Director may refuse to supply water to a property if, in the opinion of the Director:

(a) the District does not have the capacity to supply water for that property or the level of proposed use; or

(b) doing so would adversely affect existing consumers; or

(c) the water system would not effectively be protected from any potential or actual cross-connections existing at, or within, a water service on the property to be connected.

Tampering with Water System

8. A person must not, without first obtaining written permission from the Director:

(a) make any connection to the water system; or

(b) in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the water system; or

(c) use a hydrant, except as authorized by the Director.

9. A person must not break, damage, destroy, uncover, deface, mar, or tamper with any part of the water system.

Discontinuance of Water Supply

10. Where the Director has determined that a consumer has not complied with a provision of this Bylaw or has not paid fees or taxes owing in relation to the water system, the Director may:

(a) order the owner or occupier of the parcel or premises to correct the violation at their expense within a specific time period; and

(b) if the person to whom such an order is directed cannot be contacted within a reasonable time or fails to comply, the Director may cause the water service to be discontinued until the violating condition is remedied to the satisfaction of the Director.

11. On taking an action under paragraph 10 (a), the Director will make reasonable attempts to notify the owner and occupier before discontinuing the service, and will inform the District's Corporate Officer of the action taken, and the reason.

12. Any person whose water supply has been discontinued pursuant to this Bylaw may arrange with the Corporate Officer to make representations to Council about the matter. After considering any such representations, and any other information Council deems relevant to

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

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

Sale of Water

14. A consumer must not, in relation to water supplied by the water system:

(a) sell, dispose of, or give away the water for use other than on that property; or

(b) permit, suffer or allow the water to be taken or carried away by any person unless the consumer has a metered account for that water, and the consumer is conducting a business from the premises in compliance with the bylaws of the District.

Water Conservation

15. The Director may issue a notice stating that a water restriction stage will take effect within the District, as set out in Schedule "C", which notice may be delivered, broadcast by a local radio or television station, or advertised in a newspaper circulating within the District. If the effective date is not stated in the notice, the applicable measures of that water restriction stage take effect the day after the notice is delivered, broadcast or advertised.

16. When a water restriction stage is in effect, a person must not use or cause or allow to be used water from the water system except in accordance with the restrictions, prohibitions, limits and conditions of that water restriction stage as set out in Schedule "C".

17. A person must not waste or cause or allow water from the water system to be wasted, and without limiting the generality of this restriction, must not cause or allow water to be discharged wastefully from their property onto a highway, into a storm sewer system, or onto an adjacent property.

PART 3 - SERVICE CONNECTIONS

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

Illegal Connections

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

provisions of this Bylaw.

Connection Application

20. Prior to making a service connection to the water system, the owner of the parcel or premises must submit an application for a service connection, in the form set out in Schedule "A", to the Director, and pay the applicable fees prescribed in the *Miscellaneous Fees and Charges Bylaw*, and must not cause the connection to be made except as approved by the Director and in accordance with any conditions for approval set out by the District.

21. On being satisfied that the application is complete and the proposed water service will meet the requirements of this Bylaw, the *BC Plumbing Code*, and any other applicable enactments, the Director may approve the application and within ninety (90) days, weather and time availability permitting, will arrange for a service connection to be provided and installed for the subject property. If such connection is not approved, the Director will so notify the Applicant and the District will refund the charges or fees paid by the Applicant.

22. Following the date of approval of an application, the Applicant must, at the Applicant's own expense, connect to the water system within six (6) months unless otherwise approved by the Director and if no such connection is made within six (6) months or otherwise approved by the Director, the applicant must reapply.

Individual Connections

23. Each parcel for which a water service is approved, other than parcels within a strata development, shall have its own service connection, which shall be installed by the District.

24. Each building shall have only one service connection, except:

(a) when a separate connection is required for fire protection purposes; or

(b) when a building expansion or zoning or use change makes the addition of a further connection necessary; or

(c) where a separate connection is requested to service an accessory carriage house, and where two or more buildings exist on one parcel of land and where such parcel of land can be subdivided, each building shall have a separate service connection.

Connection Location

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

Size of Service Connection

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

Depth of Bury and Protection against Settlement

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

Approval by Building Inspector

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

Protection of Water Service

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

Work to be done by Municipal Employees

30. All connections to the District's water mains or service pipes shall be made by employees or contractors of the District unless otherwise approved by the Director.

31. The District will install the portion of the water service between the curb stop and property line. Any fittings required to join the District's pipe to the Applicant's pipe shall be the Applicant's responsibility.

PART 4 - WATER SERVICES

Maintenance

32. Every property owner must maintain and keep the water service in good working condition at the owner's sole expense. In the event any defect is suspected in the service connection or water service, the consumer must immediately notify the District. If a defect is found, and determined by the Director to be located in the water service within the private property, the owner must remedy the defect within the time specified by the Director or if not specified, within ten (10) days after being notified of the Director' determination.

33. In order to facilitate repairs to the water service, the District will, upon request, and at its earliest convenience during normal working hours, open or close the curb stop at no cost to the property owner.

34. If the property owner requires a curb stop to be operated during hours when the District's waterworks personnel are not normally on duty, the owner must pay for the actual cost, including allocated overhead, for calling out crews and operating the valve, in the amount indicated as specified in the *Miscellaneous Fees and Charges Bylaw*.

35. In the event the property owner fails or neglects to carry out repairs within the specified time as required by this Bylaw, the Director may have the work done by District employees or contractors at the expense of the owner, and the District may recover the costs incurred thereof with interest at the rate charged for municipal taxes in arrears.

Turn On and Turn Off

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

Abandonment

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

Frozen Service

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

Cross-Connection and Backflow Prevention

39. In the event an owner has more than one District service connection from different distribution pressure zones, underground irrigation systems, sprinkler systems, or other systems, or when the possibility of contamination of the District water system by backflow exists for any reason, the owner shall ensure premise isolation with approved cross-connection control devices to the current CAN/CSA B64.10 "Manual for the Selection and Installation of Backflow Prevention Devices" standard. Where a cross-connection control device is required, the device shall be submitted to the District for approval and conform to the District Standards.

40. No new service connection for any building, irrigation system or sprinkling system will be approved unless the Director is satisfied that cross-connections do not exist, or unless an approved cross-connection control device has been installed by an approved installer.

41. After a cross-connection control device has been installed, the owner must promptly arrange for it to be inspected and approved by the Building Inspector and tested by a Certified Tester of cross-connection control devices, and the test results, including any repairs performed, must be submitted to the District following that test and then on an annual basis, or as required by the Director.

42. The owner is responsible for the installation, repair and maintenance of all cross-connection control devices, and must ensure that:

(a) the devices are in proper working order at all times and promptly repaired or replaced as necessary; and

(b) any direction by the Director related to the prevention of cross connection or backflow is promptly carried out.

Fire Protection Connection

43. Approved water connections required solely to supply a fire protection system shall be installed based on the rates set out in the *Miscellaneous Fees and Charges Bylaw*.

44. A fire protection system shall consist of an automatic sprinkler system, fire main loop with hydrant or connected hose stand pipes located inside or outside of the building, fire protection monitors, or any other equipment used solely for emergency fire protection and suppression and as approved by the Fire Chief and Building Inspector.

PART 5 – METERS

Installation of Meters

45. Every owner of a parcel or premises having water service connected to the water system must have installed, at the expense of the owner, a water meter complete with bypass and isolation valves in a location easily accessible to the Director for inspection and reading of the meter; and must ensure it is maintained in good working order. If the water service is to a distribution system not solely for fire protection purposes, the meter shall be located upstream of the connection to the District main and as close as possible to the property line. If no building or structure exists at the location where the meter is to be installed, the property owner must arrange and be responsible for constructing and maintaining the meter vault in accordance with District Standards.

46. The following requirements shall apply to water services connected to the water system:

(a) Meters are required on all services;

(b) Fire meters are required on all services where domestic and fire flows are conveyed through a common pipe;

(c) Fire meters are required for all connections off a common main to on-site fire hydrant; and

(d) Tattle tale meters are required on all fire mains where metered domestic flows are conveyed through a separate domestic water service.

Meter Size and Type

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

Access to Meter

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

Operation of Bypass

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

PART 6 - CHARGES FOR SERVICE

Connection and Abandonment Fees

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

Addition to Taxes

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

User Fees

52. The consumer whose property is connected to the water system must pay to the District, in addition to any other rates, charges and fees for the use of the water system imposed under other enactments, the fees established in the *Miscellaneous Fees and Charges Bylaw* for that property on the date specified on a bill or invoice from the District.

53. The user fees established for a property shall apply as of the date of meter installation, except that for un-metered accounts, the rate charged for the first and the final billing period shall be prorated to the nearest full month of service. **[Bylaw 308]**

54. Non-receipt of the utility bill will not be recognized as a valid excuse for failure to pay the fees when due.

55. Every owner of land or real property in the water service area identified in the District's *Official Community Plan Bylaw*, that fronts or is within 20 meters of a watermain, and is connected to the water system, shall pay applicable fees for connection and installation as established in the *Miscellaneous Fees and Charges Bylaw*.

Leak Adjustment Requests

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

(a) The property owner advises the District of Lantzville, in writing, that an in-ground leak has been identified and repaired.

(b) The property owner has supplied the District with detailed receipts showing proof of repairs (i.e., plumber's invoice, receipts for materials, etc.).

(c) Verification by the Maintenance Technician that repair work has been undertaken and completed.

(d) The leak relates only to the main water line including any mainline tees and mainline couplers connecting the water meter to the residence or commercial building; OR
   i) In the case of a leak resulting in a faulty irrigation line the property owner is responsible for their utility invoice up to a maximum of $500 with anything over and above $500 being split 50/50 between the property owner and the District of Lantzville.

(e) All property owners requesting a leak adjustment shall be advised in writing as to whether their request has been approved or denied.

(f) Due to some circumstances, request for leak adjustments may not meet the above criteria. In those cases, the approval of leak adjustment requests is at the discretion of Council.

Strata Properties

57. If a strata development is used solely for storage and has either no water or sewer facilities available, the rate otherwise payable under this section is not applicable.

58. If a strata development is provided with water service through one or more water meters, at the option of the District, the District shall bill either:

(a) the individual owners of the strata lots the user rates, which are payable under this bylaw; or

(b) the strata corporation at the user rates payable under this bylaw for the number of units within the strata corporation.

59. If the District bills the strata corporation under section 58 (b) and any portion of the user rates are past due on December 31st in any year, the Director of Financial Services will divide the rates equally among all the strata lots, unless the strata council has provided the Director of Financial Services with a resolution identifying the strata lots whose owners have not contributed to a partial payment of user rates by the strata corporation.

60. A strata council resolution delivered to the Director of Financial Services under section 59 may specify the unit entitlements for the strata lots whose owners have not contributed, in which case the Director of Financial Services will divide the unpaid rates in accordance with the unit entitlements. If the unit entitlements are not provided, the Director of Financial Services shall divide the unpaid charge equally among the strata lots identified in the resolution.

Extended Water Services

61. In the event an Applicant within the District boundary wishes to proceed with a distribution system extension, which has or has not been identified within the District's Long Term Capital Plan, the Director may proceed with the extension, provided that the Applicant shall enter into a Works and Services Agreement with the District as identified in Schedule D of the Subdivision and Development Bylaw and pay to the District, in advance, 125% of the total cost of construction as estimated by a professional engineer or the Director. The final cost to the Applicant will be 100% of the actual cost plus an administration fee as identified in section 5 of the Subdivision and Development Bylaw.

62. The service connection costs for each parcel of land owned by the Applicant to be served by such an extension shall be as set out in the *Miscellaneous Fees and Charges Bylaw*, and shall be in addition to the said construction costs.

Extension Limits

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

No Extension of Main Outside District Boundary

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

PART 7 – INSPECTION

Inspection

65. Prior to a water service being connected to a private property, the owner of the parcel or premises must arrange for an inspection by the Building Inspector, and must not connect until approval by the Inspector is obtained.

66. In accordance with section 16 of the *Community Charter*, the Director, an employee of the District, or a Bylaw Enforcement Officer of the District, or any combination of them, may enter on any real property to ascertain whether the property is in compliance with the requirements of this bylaw.

67. A person must not obstruct or interfere with a person employed or authorized by the District to administer, enforce or carry out work under this Bylaw.

PART 8 – OFFENCE AND PENALTIES

68. Any person who:

(a) contravenes or violates any provision of this bylaw; or

(b) suffers or permits any act or thing to be done in contravention of or in violation of any provision of this bylaw; or

(c) neglects to do or refrains from doing anything required to be done by any provision of this bylaw;

commits an offence, and, where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

69. Upon being convicted of an offence under this bylaw, a person shall be liable to pay a fine of not more than $10,000.

70. In addition to any other remedies available at law, this bylaw may be enforced by means of a prosecution under the *Offence Act*.

PART 9 - SCHEDULES

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

Schedule ‘A’ Water Connection Permit Application

Schedule ‘B’ Design Standards – Residential Water Design

Schedule ‘C’ Water Restriction Stages

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

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

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

ADOPTED this 23rd day of April, 2018.

ORIGINAL SIGNED *ORIGINAL SIGNED*

Mayor Corporate Officer

SCHEDULE "A"
DISTRICT OF LANTZVILLE
WATER CONNECTION PERMIT APPLICATION



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

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

Lot_____ Block_____ Plan_____ District Lot_____

Site Address:_____

Size of Connection Requested_____

Is the Connection Commercial____ Residential____ Institutional____

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

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

Signature_____ (Owner/Agent)
Date_____

Address_____
Postal Code_____

Name of Owner/Agent (if different)
_____

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

OFFICE USE ONLY

Public Works Inspection – Water Service Connection Permit
Date:
COMMENTS

Director of Public Works _____

[Bylaw 226]

Water System Bylaw No.140, 2018

SCHEDULE "B"
DESIGN STANDARDS
Residential Water Design
2020

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

SCHEDULE "C"
WATER RESTRICTION STAGES

A. Special Watering Permits

i. A person who has installed a new lawn, either newly seeded or new sod, may apply to the Director for a permit, which will allow the new lawn to be sprinkled outside of permitted days. The permit shall be conspicuously displayed at the premises for which it is issued.

ii. New sod or newly seeded lawn may be sprinkled for 14 days after installation, provided a permit has been issued for the premises at which the new lawn has been installed.

iii. After expiration of a permit, a person may apply for and may obtain subsequent permits.

iv. Permits will not be issued or be valid during the Water Restriction Level 3 and 4 restrictions.

B. Special Cases and Exemptions

i. Strata developments may vary hours of use as required, with prior written permission from the Director, to accomplish maintenance and upkeep in cases where developments have all irrigation systems separately metered and can demonstrate that inadequate times exist within water restriction stages to sustain plant stock.

ii. Nurseries, turf farms and tree farms are exempt from water restriction stages.

iii. Car dealerships, car washes and other commercial enterprises, which require water use to facilitate normal business activities (e.g. power washing and window washing companies).

iv. The District’s water utility is exempt from restriction stages to allow for proper operations and maintenance of the water utility system.

SCHEDULE "C" - TABLE 1
WATER RESTRICTION STAGES

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

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

***Definitions:**

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