



2014  
DISTRICT OF  
LANTZVILLE  
ANNUAL REPORT

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## **PURPOSE OF THIS REPORT**

This report has two primary purposes. The first purpose is to provide information about the activities of the District of Lantzville (the "District") and its goals and objectives for the fiscal year ended December 31, 2014. The second purpose is to inform readers about the District's 2015 projects, goals and objectives, and identify strategic priorities for the months remaining in Council's current term.

## **LETTER FROM THE MAYOR**

*An open letter to the citizens of the District of Lantzville*

It is with respect and honour that I report to the residents of Lantzville on the activities of the District of Lantzville (the "District") for the fiscal year ended December 31, 2014 and the District's current year projects, goals and objectives.

During 2014 the priorities of the Council included increased water supply for Lantzville, negotiating new terms and conditions related to the Foothills development project and progressing on the draft Village Commercial Core Improvement Plan.

The discussions with Nanaimo regarding the opportunity to connect to the Nanaimo water system culminated in the signing of an agreement in September 2014. While the agreement signing was the result of many years of discussions with the City of Nanaimo there are still operational, financial and consultative processes and procedures to undertake before actual connection can proceed.

In September 2014 Council approved a Memorandum of Understanding (MOU) with Lone Tree Properties Ltd. who is the current owner of the properties that comprise the Lantzville foothills area. The MOU proposed changes to the existing development agreement. It will be the responsibility of the current council to determine the acceptability of the changes recognizing that the interests of the residents of Lantzville are first and foremost. Since then the developer has been assessing their property for water supply and planning purposes and will continue discussions with the District.

In November 2014 Council received the draft Village Commercial Core Improvement Plan (VCCIP). The plan is intended to assist Council and staff in guiding development on the commercial stretch of Lantzville Road over time. The result of many meetings of a volunteer committee the draft plan is based on several principles including:

- Place making and Planning for People
- Complete Streets
- Sustainable Design

The Lantzville Official Community Plan provides the overarching vision for development within Lantzville, when completed the VCCIP will add to the OCP and elaborate on and reaffirm the vision of the village core.

While the above items identify activities that are significant or unusual in nature the District Council and staff continued to carry out the day to day activities that each of us values such as water supply, sewer operations, road maintenance, planning and communications with

## LETTER FROM THE MAYOR con't

residents. On behalf of myself and Council I wish to thank the District staff for their efforts and their commitment to making our community a better place.

In November 2014 residents participated in the democratic process by voting in a new Council with an expectation that these individuals would represent their interests for the next four years. As you are aware four council members resigned in April 2015 and the Minister of Community, Sport and Cultural Development ordered that the remaining 3 council members would form quorum until a by-election could be held. On August 8, 2015 Council will welcome the new councilors and look forward to working with these individuals to serve the residents of Lantzville.

On April 13, 2015 the Council approved revised Mission statements and Council values as follows:

### Mission Statement

“Provide efficient, effective and environmentally and economically sustainable services and good governance for the public while managing growth of the community and respecting Lantzville’s diverse character and charm.”

### Council Values

“Act in a professional manner at all times, having respect for:

- the public,
- staff,
- Council members,
- the roles of Council, staff and the public,
- the decision making process, and
- carry out adequate research and thoughtfully consider the issues before us, while serving and representing all of our community.”

The improvement to the Mission statement and Council values is the recognition that the District exists to serve the Lantzville public first and foremost and each decision or action should be viewed in the context of how it affects the lives of Lantzville residents collectively.

Further Council adopted the following strategic categories and goals:

- Infrastructure - economically and environmentally sustainable infrastructure
- Finances - economically sustainable District finances
- Community Planning - managed community planning and growth
- Communications - open, transparent and respectful communications with the public
- Parks and Recreation - services that reflect the needs and resources of our community
- Service Delivery - services that meet the needs and financial capacity of the community
- Corporate Maintenance - well managed and supported corporate, fiscal and human resources

**LETTER FROM THE MAYOR con't**

These goals provide Council with a focus to decision making that will service the residents of Lantzville well.

While these past few months have been challenging your Council will continue to serve you and to move forward in a positive manner that will reflect the values of the Lantzville community and the trust that has been bestowed upon us.

Sincerely

Colin Haimé  
Mayor

A handwritten signature in black ink, appearing to read "Colin Haimé", written in a cursive style.

## STRATEGIC DIRECTION FOR 2015-2018

The District of Lantzville conducts a comprehensive annual planning process which begins with strategic direction from Council. This is followed by a joint review by both Council and senior staff which focuses on the nature and extent of the services that the District will provide to its residents. Based on this framework, a five year financial plan is developed. The five year financial plan includes the costs of ongoing operations, strategic projects and planned capital expenditure projects to provide the necessary infrastructure for the proposed services.

### Strategic Priorities

Council recognizes the importance of planning for the future and continues to conduct strategic planning sessions as a means of identifying and establishing priorities, goals and objectives in response to issues identified by both residents of the community and Council. Council's priorities, as identified at its strategic planning sessions held in January 2015 are as follows:

- Infrastructure: *economically and environmentally sustainable infrastructure*
- Finances: *economically sustainable District finances*
- Community Planning: *managed community planning and growth*
- Communications: *open, transparent, and respectful communications with the public*
- Parks & Recreation: *services that reflect the needs and resources of our community*
- Service Delivery: *services that meet the needs and financial capacity of the community*
- Corporate Maintenance: *well managed and supported corporate fiscal and human resources*

### Priority Actions (2014-2015)

#### A. Infrastructure

- (i) Water Supply – Increasing the District's water capacity remains a priority. While the District of Lantzville has executed an agreement in September 2014 with the City of Nanaimo for a supplemental water supply, there are still issues to be resolved such as operation, financial, consultative processes and procedures. Another consideration is what impact the results of the District's wellhead rehabilitation work will have on the District's existing supply and current water standards. Costs to proceed with the next steps for increasing the District's water supply have yet to be identified in the District's Five Year Financial Plan.
- (ii) Phase 3 Sanitary Sewer Collection System – With the announcement of a new federal/provincial funding program, the District has submitted an application for funding the final Council-initiated phase of the District's planned collection system.
- (iii) Village Commercial Core Improvement Plan –A draft of the District's Village Commercial Core Improvement Plan was received by Council in November 2014. Public information sessions were held in January of 2015. Once this component of public engagement has been reviewed, Council will consider the Plan's adoption. Following adoption, Council will need to allocate the funds necessary to move forward with detailed design guidelines (which may involve writing an RFP, advertising, retaining a consultant) and establishing a refined concept for the streetscape. Council will also look at implementing some of the smaller improvement projects identified in the Plan such as planters, bicycle racks,

garbage receptacles, 'welcome' signage, bus shelters, route identification, beautification and delineation of pedestrian areas near the school, increased parking signage, installation of benches in public rights of way, and beautification of utility poles.

- B. Finances:** Council did discuss the importance of continuing to contribute and maintain adequate reserves in order to meet future capital funding needs and to continue to apply a conservative approach to District investments. District staff will also be working on the implementation of the various aspects associated with Municipal Asset Management, noted as a non-discretionary item during the planning session.
- C. Community Planning:** In Council's Citizen Satisfaction Survey in 2012, Council asked the residents that if a review of the Official Community Plan were to take place, should the updated Plan include policies on secondary suites? This question received a considerable amount of interest from respondents. As a result of the responses received, consideration of secondary suites was an initiative identified by the previous Council.

Council reintroduced this initiative at this year's strategic planning session, and it is identified as a Council priority.

The first step would simply involve a detailed report from staff laying out the proposed steps in this process.

**D. Communications:**

- (i) Communications & Engagement Policy – There are a number of initiatives that Council discussed when contemplating methods of improving Council/District communications with its residents and the general public. Social media was discussed at length including, but not limited to, streaming of District Council meetings, establishment of a District Facebook page and utilizing Twitter. Council also discussed the option of establishing regular 'Town Hall' style meetings as a means of improving communications with the residents. These meetings would not be considered regular and/or Committee of the Whole meetings of Council, but rather additional meeting opportunities to discuss more specific topics at hand and when the need arises, e.g., Phase 3 sewer implementation. Council also noted the need to nurture and enhance communication with the Fire Department members.

Staff will work to develop a communications and engagement policy and subject to communication methods selected, will include identifying processes/procedures in Council's Procedural Bylaw where applicable and which is currently under review.

- (ii) First Nations Communications & Partnership – Council will consider the following steps to move forward with establishing communications and partnership opportunities with First Nations as follows:

- work with the Province & First Nations to confirm which First Nations have traditional territory interests

- work with First Nations to develop a protocol agreement defining communications and working relationships between elected officials and staff
- work with the Province and First Nations to develop a referral process for various types of activities undertaken by the District that have the potential to impact First Nations rights & title
- acknowledgment of First Nations traditional territory; and
- explore and provide opportunities for cross-cultural training for elected officials and staff

**E. Parks & Recreation:**

Trail Improvements - Council identified trail improvements as a top priority. Trail improvements will continue to be first considered and discussed by members of the District's Parks and Recreation Commission and then, prior to trail improvements being finalized, will be considered by Council. Through Council's strategic planning discussions, staff will ensure that members of the Parks and Recreation Commission are informed of Council's trail improvement priorities that contemplate a connector trail along Ware Road connecting upper and lower Lantzville, and improved trail linkages and networks (e.g., next phase of E & N trail).

Huddlestone Park - Install washrooms at a cost of \$65,600

**F. Service Delivery:**

Council discussed their goals and objectives when it comes to service delivery and agreed that any services being considered and/or currently provided by the District must meet the needs and financial capacity of the community.

**G. Corporate Maintenance:**

(i) Core Service Review - There is strong support by members of Council to conduct a review of the organization. Council will consider engaging an outside consultant for the purpose of conducting an exploratory meeting to discuss Council's core service review and what should be included in the review.

(ii) Bylaw(s) Review - Review the District's bylaws Staff to provide a list to Council suggesting those bylaws Council may wish to review.

(iii) Committees/Commissions - Establishing new committees may be linked to public input on an issue on an ongoing basis or assist on delivery. Council may wish to defer this initiative until the effect of other public input methods are assessed, e.g. Town Hall meetings and social media.

**H. Other Initiatives planned for 2015 include:**

- ✓ Costin Hall is scheduled for upgrades in 2015 in the amount of \$94,000
- ✓ Complete asset management strategies - 2 year process to complete
- ✓ Review/update Council Procedure Bylaw - 6 month process
- ✓ Lantzville Fire Rescue Service Review to determine options regarding replacement of Fire Chief/Fire Service

## DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS

In accordance with Section 98(2)(e) and Section 111 of the *Community Charter*, the following is a list of disqualified Council Members.

- None

## SCHEDULE OF COUNCIL 2014 REMUNERATION AND EXPENSES

<u>Elected Officials</u>		<u>Remuneration</u>	<u>Expenses</u>
de Jong, Jack	Mayor	\$13,378	\$3,484
Haime, Colin	Mayor	1,216	-
Bratkowski, Joe	Councillor	8,428	2,564
Coulson, John	Councillor	766	-
Dempsey, Brian	Councillor	8,428	2,446
Haime, Denise	Councillor	9,194	430
Millbank, Jennifer	Councillor	9,194	1,065
Mostad, Andrew	Councillor	8,428	3,017
Negrave, Rod	Councillor	766	-
Savage, Graham	Councillor	9,194	2,895
Scott, David	Councillor	766	-
		<u>\$ 69,758</u>	<u>\$15,901</u>

## **OBJECTIVES & MEASURES**

### **MUNICIPAL SERVICES & OPERATIONS FOR 2014**

#### **OVERVIEW OF SERVICES**

The District currently provides the following services:

1. General Government
  - Administration
  - Corporate services
  - Financial services
  
2. Protective Services
  - Fire suppression, prevention, and rescue
  - Emergency preparedness
  - Bylaw enforcement
  
3. Community Planning
  - Development planning
  - Land development and subdivision approval
  - Building inspections
  
4. Engineering, Public Works & Parks
  - Transportation services including roads and drainage
  - Waterworks
  - Sewer collection
  - Parks and trails

In 2014, the District continued to contract the following services from the Regional District of Nanaimo: Building Inspection, Bylaw Enforcement, Animal Control, Mapping and Emergency Planning.

#### **DEPARTMENTAL REPORTS**

In the following sections, each department's services are described and information on specific objectives and results of operations are presented.

#### **GENERAL GOVERNMENT**

- **Administration**  
The Chief Administrative Officer is responsible for the overall administration of the District's departments. The duties of this office include:
  - being an advisor to Council
  - implementing corporate policy
  - providing leadership and direction for senior staff in the day-to-day and long-term business affairs of the District in accordance with Council goals and objectives.

Progress on 2014 Objectives:

***Facilitate completion of Costin Hall seismic and structural upgrades within Financial Plan parameters:*** This project has not been completed as the District was not able to schedule a time for the works to be completed that did not interfere with day to day operations of the user group. In addition, it was thought that if the District was to combine the Costin Hall project with the Heritage Church upgrades, an economy of scale would see better pricing in favour of the District. As a report has not gone to Council with regards to the Heritage Church and with the issues stated previously, the project was placed on hold.

***Complete Heritage Church assessment and provide report to Council with recommendations:*** The assessment was completed but a report has not gone to Council.

***Complete DCC Bylaw update:*** Not complete. The District is waiting for the interconnection of the water system with Nanaimo to have a known number for the water DCC's.

Objectives for 2015:

- ✓ facilitate completion of Costin Hall seismic and structural upgrades within Financial Plan parameters.
- ✓ complete Heritage Church assessment and provide report to Council with recommendations.
- ✓ DCC Bylaw update: This project is dependent on finalization of the interconnection of the water system with Nanaimo.
- ✓ development of a draft communications and engagement policy

Performance Measures

- ✓ degree of implementation of the above projects
- ✓ increase in basic infrastructure
- ✓ community feedback

• Corporate Services

Corporate Administration is responsible for:

- ensuring accurate minutes of Council and Council committees are prepared
- minutes, bylaws and other records are maintained and safeguarded
- providing access to records
- administering oaths and taking affirmations, affidavits and declarations
- certifying copies of relevant documents
- elections; referendums
- keeping the corporate seal

In addition to the above, the Corporate Services Department continues to develop, enhance and build on communications between other levels of government, various agencies, Council, staff, and residents of the community.

Progress on 2014 Objectives:

*Facilitate 2014 local municipal election pursuant to legislation:* Complete

*Review of Procedure Bylaw and provide report to Council with recommendations for changes:* A draft report was commenced in 2014 requesting Council participation in the form of a Review/Input Form for the Development of the Draft 2015 Council Procedure Bylaw. This item has been scheduled for review with new CAO and Council in September 2015.

*Review and recommend to Council a review of other District bylaws for applicability and relevance:* Commenced in 2014 but no overall review report to Council. As with the above a review with the new CAO and Council been scheduled for September 2015.

Objectives for 2015:

- ✓ facilitate 2015 by-election pursuant to legislation.
- ✓ review Procedure Bylaw and provide report to Council with recommendations for changes.
- ✓ review and recommend to Council a review of other District bylaws for applicability and relevance.

Performance Measures:

- ✓ increased community feedback and involvement in District decision-making processes as a result of the various communication methods used by the District
- ✓ increased communications between members of Lantzville Council and Nanoose First Nation Council
- ✓ adoption of bylaws & policies
- ✓ 2015 municipal by-election conducted pursuant to legislation
- ✓ Council receipt of report on Procedure Bylaw

• Financial Services

The Finance Department's responsibilities include:

- levying and collecting municipal taxes and utility rates
- preparing accurate and full accounts of the District's financial affairs
- developing, monitoring & implementing the District's financial plan
- safeguarding and managing the District's assets
- reporting on the District's financial position
- developing and maintaining financial information systems and internal controls
- developing and monitoring long-range financial plans

Progress on 2014 Objectives:

*Update the District's purchasing and payment policy to reflect regulatory and technological changes, including giving consideration to the findings presented in the recent Auditor General for Local Government's report, Oversight of Capital Project Planning & Procurement:* Commenced in 2014. The Purchasing and Payment Policy is currently still in a Draft form. Changes are encompassing due mostly to the findings presented from the Auditor General report and the District's changing requirements.

***Provide periodic financial reports to Council:*** Council received quarterly financial reports with information about the District's financial activities.

***Complete all legislated reporting requirements:*** Complete

**Objectives for 2015:**

- ✓ update the District's purchasing and payment policy to reflect regulatory and technological changes, including giving consideration to the findings presented in the recent Auditor General for Local Government's report, *Oversight of Capital Project Planning & Procurement*.
- ✓ provide periodic financial reports to Council
- ✓ complete all legislated reporting requirements
- ✓ contribute to providing a sound financial level of maintenance of capital assets under the newly adopted Municipal Asset Management policy

**Performance Measures:**

- ✓ adequate cash position to conduct planned municipal business
- ✓ quarterly financial progress reports prepared and made available to Council and Lantzville residents
- ✓ completion of update to purchasing and payment policy
- ✓ submission of progress reports to Local Government Program Services

## 1. PROTECTIVE SERVICES

- **Fire Suppression, Prevention and Rescue**

The Lantzville Volunteer Fire Department (Fire Rescue) provides the District's fire suppression, victim rescue/extrication, fire prevention, First Responder, fire inspection and public education services.

Progress on 2014 Objectives:

*Continue with implementation of action plans from the 2013 FUS report recommendations. Completion of some parts of the Survey included;*

- ✓ Completion of replacement of Engine 6 with the delivery of the 2014 Rosenbauer Pumper Truck early 2015. The E-2 Pumper Truck after being outfitted was in full use July 1, 2015.
- ✓ Acquisition of superior Tanker Shuttle Service or STSS. This is on hold as it is directly related to the impending water agreement with the City of Nanaimo. Currently with the first 2 trucks on scene initial water requirements are met. Properties that would ultimately benefit from STSS do not have water service.
- ✓ Completion/updated of an Operational Guideline Apparatus Maintenance. Currently all active trucks are serviced by qualified technicians annually. This is ongoing and has always been in use with the Fire Department.
- ✓ Continue to train members based on FUS recommendations.

*Continue to complete fire inspections in accordance with the District's bylaw.* Fire Inspections have been limited to time allowed. Most businesses in the village core have been inspected and no serious concerns have been found.

Fire Prevention and Education continues to take place. The Fire Department completed 3 hall tours, continue to hold regular drills at Seaview School and hold a drill every 3 weeks at Tsow-Tun-Lelum (Nanoose First Nations Treatment Centre).

*Continue to retain sufficient volunteer member levels.* The Department recruited 6 new members in November 2013 and maintained a complement of approximately 30 members through 2013. Five members were recognized with long service awards in March 2014, including 2 for 25 years of service. The department continues to see a low forecastable turn-over in membership. The department currently sits at 35 members including 6 recruits brought on in June of 2015.

*Continue to ensure adequate training of volunteer membership.* Training existing members and recruitment continues to be a priority for the Lantzville Fire Department. The Fire Department has continued training for new recruits and members, which includes NFPA 1001 (North American Fire Protection Agreement 1001) training to 4 members. Members should be through this training by early 2016. Additionally, 4 recruits are doing the "In-House" version of this training. The NFPA 1001 training was recommended from the FUS. All recruits are progressing very well.

The Deputy Fire Chief has set-up and organized regular training. Current work includes completion of the Fire Department "Playbook", which has been sent out and is currently circulated among officers.

Training on the new E-2 Pumper Truck was wound up under the direction of Captain Wilson.

*Continue with regular communications with members of the Department.* The Fire Chief continues to provide weekly reports to the members via email. Monthly reports were provided to council. These reports typically detail the activities underway and upcoming within the department..

Objectives for 2015:

- ✓ continue succession planning process for the Fire Department specifically with respect to the officer positions: In early 2015 council approved a Fire Department Services Review which encompassed evaluating alternatives for replacement of the Fire Chief. The review was completed and presented to Council in May 2015. Decisions relating to the replacement of the Fire Chief are on hold until the completion of by-election and the election of 4 additional council members. Staff will continue to work with the Fire Department on succession planning in 2015.
- ✓ continue with implementation of action plans from the 2014 FUS report recommendations:
- ✓ continue fire inspections in accordance with the District's bylaw
- ✓ retain sufficient volunteer member levels
- ✓ ensure adequate training of volunteer membership
- ✓ continue with regular communications with members of the Department

Performance Measures:

- ✓ effective use of the FirePro system by using outputs for reporting and decision-making
- ✓ degree of compliance with Fire Underwriters' Survey recommendations
- ✓ weekly communication updates within the Fire Department
- ✓ effective and efficient responses to fire, accident, and health emergency events
- ✓ member readiness when attending various calls
- ✓ public readiness in case of fire-related emergency

- **Emergency Management**

The District has contracted with the Regional District of Nanaimo for the provision of emergency preparedness, response and recovery services. This contractual arrangement has the Regional District of Nanaimo providing the District of Lantzville with an Emergency Program Coordinator (EPC) on a permanent basis, as well as access to two alternate EPC's in emergency circumstances.

**Progress 2014:**

***EPC's continuing attendance at various conferences/workshops and participation in the Mid-Island Emergency Program Coordinators Committee, Regional Community Recovery Working group (focus on recovery/resilience in the community), and BC Association of Emergency Managers:*** Staff and council participated in several meetings and workshops throughout 2014. Including attendance at the Province's July 8, 2014 Earthquake Preparedness Consultation Community Session in Nanaimo.

***Ongoing recruitment, orientation and training of local ESS volunteers to ensure operational readiness:*** ESS volunteers recruitment, orientation and training is ongoing with invitations to interested individuals. A request for volunteers information/training session was held March 13<sup>th</sup> at the Lantzville Legion Hall, which is Lantzville's designated reception centre.

***Ongoing establishment of Neighbourhood Emergency Preparedness (NEP) groups and participation in Minetown Day to promote public education and preparedness:***  
***Facilitate one-day NEP workshop in Fall 2014:*** EPC attended the 2014 Minetown Day.

***Coordinate continuing emergency response training for District staff as needed:***  
Ongoing

***Coordinate emergency response training for elected officials, including presenting an Emergency Plan Overview at a Council Meeting:*** At February 17, 2014 Regular Council Meeting Jani Drew, Emergency Program Coordinator provided Council Members with a powerpoint presentation highlighting the Emergency Program's legislation requirements.

***Participate in Emergency Preparedness Week in May 2014:*** Complete

***Continue community communications and presentations regarding emergency preparedness:*** The EPC provided updates to Council throughout the year on Emergency Program activities and progress.

***Participate in a region-wide table top earthquake scenario exercise with RDN scheduled for 2014:*** Complete

Objectives for 2015:

- ✓ EPC's continuing attendance at various conferences/workshops and participation in the Mid-Island Emergency Program Coordinators Committee, Regional Community Recovery Working group (focus on recovery/resilience in the community), and BC Association of Emergency Managers.
- ✓ ongoing recruitment, orientation and training of local ESS volunteers to ensure operational readiness
- ✓ ongoing establishment of Neighbourhood Emergency Preparedness (NEP) groups and participation in Minetown Day to promote public education and preparedness.
- ✓ coordinate continuing emergency response training for District staff as needed
- ✓ coordinate emergency response training for elected officials, including presenting an Emergency Plan Overview at a Council Meeting.
- ✓ participate in Emergency Preparedness Week in May 2015
- ✓ continue community communications and presentations regarding emergency preparedness

Performance Measures:

- ✓ education and training that facilitates EPC, staff and Council competencies to effectively respond to and recover from an emergency or disaster
- ✓ number of NEP and ESS volunteers recruited
- ✓ Emergency Response Centre is operational
- ✓ EOC supplies are current and emergency communications capacity is sufficient

• **Bylaw Enforcement**

The District has a contractual arrangement with the Regional District of Nanaimo to provide bylaw enforcement services to Lantzville residents. A bylaw enforcement officer investigates complaints from residents relating to such matters as dangerous animal control, noise, and land use matters. The District's policy when dealing with enforcement issues are investigated upon complaint in addition to seeking voluntary compliance whenever possible.

Progress on 2014 Objectives

*Reporting to Council at its in-camera meetings periodically during the year:*

Complete

Objectives for 2015:

- ✓ Reporting to Council at in-camera meetings periodically during the year

Performance Measures:

- ✓ Council receipt of bylaw enforcement reports
- ✓ number of contraventions resolved on a voluntary basis

## 2. COMMUNITY PLANNING

- **Land Use Planning**

The primary role of the Planning Department is to provide the District with a planning program to promote the orderly and economical development of the community by adhering to the District's OCP, Zoning and Subdivision Bylaws. Until April 2013, the District provided this service through a planning consultant. In April a Community Planner was hired on a part-time basis.

Progress on 2014 Objectives:

***Council adoption of the Village Commercial Core Improvement Plan, and initiation of the detailed design for streetscape improvements:*** A draft plan was completed and approved by Council November 27, 2014. A subsequent public information meeting held on January 20, 2015, requesting feedback.

***Research and public engagement regarding the legalization of secondary suites:*** Awaiting further direction from Council. Information, such as Lantzville's water capacity would be required to support the legalization of secondary suites.

***Council consideration of a pesticide bylaw:*** A pesticides bylaw was drafted in 2014, however this has not been presented to Council for consideration.

***Council approval of land use bylaws (i.e. OCP, Zoning) when required:*** There were no amendments to existing land use bylaws in 2014.

Objectives for 2015:

- ✓ Council adoption of the Village Commercial Core Improvement Plan, and initiation of the detailed design for streetscape improvements
- ✓ Research and public engagement regarding the legalization of secondary suites
- ✓ Council consideration of a pesticides bylaw
- ✓ Council approval of land use bylaws (i.e. OCP, Zoning) when required

Performance Measures:

- ✓ Council approval of OCP revisions and amended zoning bylaws, after consultation with residents and other interested parties/stakeholders
- ✓ applicant satisfaction
- ✓ developer satisfaction

- **Land Development and Subdivision Approval**

The Approving Officer processes subdivision applications to ensure that all legislative requirements are met, District policies and bylaws are adhered to, and that development approval is coordinated among District departments and outside agencies.

Progress on 2014 Objectives:

***Subdivision applications/approvals are done in a timely manner:*** Three applications were processed in 2014.

***Subdivision applications/approvals are given subject to legislative requirements and that adhere to District's low impact development standards:*** Complete

*Subdivision applications/approvals are given subject to application of the District's various applicable bylaws and policies: Complete*

Objectives for 2015:

- ✓ subdivision applications/approvals are done in a timely manner
- ✓ subdivision applications/approvals are given subject to legislation requirements and that adhere to District's low impact development standards
- ✓ subdivision applications/approvals are given subject to application of the District's various applicable bylaws and policies

Performance Measures:

- ✓ timely manner in which subdivision applications/approvals are processed
- ✓ subdivisions are developed to the standards pursuant to District bylaws

- **Building Inspection**

Building Inspectors enforce the Building Code and regulatory bylaws governing building, heating, plumbing, and zoning. The District contracts with the Regional District of Nanaimo to provide Building Inspection services to the residents of Lantzville.

Progress on 2014 Objectives:

*Building permit applications/approvals are done in a timely manner:* Building permits were issued on a timely basis in accordance with regulatory and legislative requirements including District bylaws.

*Building permits are issued subject to meeting B.C. Building Code requirements, District bylaws, and other regulations as applicable:* Building permits were issued on a timely basis in accordance with B.C. Building Code requirements, District bylaws, and other regulations as applicable.

Objectives for 2015:

- ✓ building permit applications/approvals are done in a timely manner
- ✓ building permits are issued subject to meeting B.C. Building Code requirements, District bylaws, and other regulations as applicable

Performance Measures:

- ✓ timely manner in which applications/approvals are processed

### 3. ENGINEERING, PUBLIC WORKS & PARKS

The District has two full-time and one seasonal staff in this department which ensures the safe and efficient operation of the District's waterworks, the sanitary sewer collection systems, storm drainage systems, parks, municipal buildings, signage and other related facilities and equipment. In addition, a casual on-call employee provides services on an as-needed basis.

- **Transportation, Roads and Drainage**

A municipality is responsible for maintaining local roads within its boundaries. The District contracts this service directly to Windley Contracting Ltd. Our public works department provides some road maintenance services such as pothole repairs, signage and other minor road repair items.

Progress on 2014 Objectives:

*Promote safe travel for vehicles, pedestrians and cyclists:* The District carried out widening and grading of road shoulders throughout the community to ensure safe passage for pedestrian traffic.

*Facilitate completion of road resurfacing projects in the 2014 Capital Plan, including Millard, Shangri-La, Mrus and Hall Roads:* The contract for the 2014 Capital Plan Road Upgrades was awarded to Lafarge Canada Inc. on July 15, 2014 and included Millard, Shangri-La and Hall Roads and was completed on time and within budget. Mrus Road was tendered on its own and was not awarded due to insufficient funds.

*Facilitate replacement of culvert on Knarston Creek at Superior Road:* The contract for the works identified in the Capital Plan as Knarston Creek at Superior Road Culvert Replacement was awarded to David Stalker Excavating on July 14, 2014. All works were completed on September 22, 2014 within budget.

Objectives for 2015:

- ✓ to promote safe travel for vehicles, pedestrians and cyclists
- ✓ facilitate completion of Storm Drainage/Culvert Replacement on Phantom Road
- ✓ facilitate completion of road resurfacing projects in the 2015 Capital Plan, including Lancrest Terrace and patching of Tweedhope Road and Lorenzen Lane.

Performance Measures:

- ✓ completion of Capital Plan projects within Financial Plan parameters
- ✓ feedback from residents regarding road maintenance

- **Waterworks**

The District supplies and distributes water for household use, commercial and fire suppression purposes to approximately 900 properties. The District is responsible for ensuring that the water it supplies meets strict drinking water quality guidelines. The District is also responsible for maintaining and improving the equipment and infrastructure related to this supply and distribution system.

**Progress on 2014 Objectives:**

***Completion of 2014 watermain replacement on Lancrest Terrace:*** The project identified as Lancrest Terrace Watermain Replacement in the 2014 Capital Plan was awarded on April 14, 2014 to N. Dale Contracting Inc. The project was completed on July 14, 2015 within budget.

***Facilitate rehabilitation of well identified in the 2014 Capital Plan:*** The project identified as the Rehabilitation of a Well identified in the 2014 Capital Management Plan was not completed due to Council choosing to update the Wellfield Management Plan. The Management Plan update will provide recommendations for improvements on all of the wells within the wellfield.

***Facilitate completion of the Wellfield Management Plan included in the 2014 Financial Plan:*** The project identified in the 2014 Capital Plan as the Wellfield Management Plan Update was awarded to Lowen Hydrology on June 23, 2014 and was completed in April 2014. Additional works for the wellfield management plan have carried over in to 2015. A portion of the works included in the plan is to be carried out by the District's consulting engineers and is ongoing.

***Ensure that the District provides safe reliable water for drinking purposes:*** The District has maintained the Water System to provide the systems maximum levels of fire protection.

***Initiate the planning process for the provision of a new reservoir:*** Council during the 2015 budget process allocated \$100,000 to have engineering completed for a new reservoir so that tendering could be carried out in early 2016.

***Ensure that the District system operates with adequate flows for fire protection purposes:*** The District has maintained the Water System to provide the systems maximum levels of fire protection.

***Protect the community aquifer through water conservation strategies such as public education, watering restrictions, tiered water consumption rates:*** During 2014 the District imposed a level 2 water restriction during the summer months. A level 2 water restriction limits the users to using irrigation system to twice a week thus providing for a 5% reduction in water use during the dry season. The District also continues to implement a tiered water consumption rate.

***Continue to promote the low-flush toilet rebate program:*** The Districts low-flush toilet rebate program was reinstate in 2015. During 2014 \$2,000 in rebates were authorized.

Objectives for 2015:

- ✓ facilitate replacement of Fernmar Rd Watermain
- ✓ facilitate the design of the Aulds Road Reservoir replacement
- ✓ initiate the planning process for the provision of a new reservoir
- ✓ ensure that the District system operates with adequate flows for fire protection purposes
- ✓ protect the community aquifer through water conservation strategies such as public education, watering restrictions, tiered water consumption rates
- ✓ facilitate discussions on what should be done in the area of providing and/or expanding municipal water to Lantzville
- ✓ continue to promote the low-flush toilet rebate program

Performance Measures:

- ✓ completion of capital and operating projects within the 2015 Financial Plan parameters
- ✓ satisfactory results from ongoing water sampling procedures
- ✓ reduction in water consumption, particularly in the peak summer months
- ✓ number of low-flush toilet rebate monies returned to property owners

• Sewer Collection

The District provides sewer collection services for approximately 460 properties. The District is responsible for maintaining and improving the District-owned equipment and infrastructure related to this system within federal and provincial regulations.

Progress on 2014 Objectives:

***Ensure the District operates its sanitary sewer collection system in accordance with federal and provincial regulations:*** The District operated the Sanitary Sewer System within all Federal and Provincial Regulations. There was one connection to the sanitary sewer system in 2014.

Objectives for 2015:

- ✓ Ensure the District operates its sanitary sewer collection system in accordance with federal and provincial regulations
- ✓ phase 3 funding grant application

Performance Measures:

- ✓ adherence to regulations in the operations of the sanitary sewer collection system
- ✓ degree of individual connections to Phase 2 of the sanitary sewer collection system

- **Parks and Recreation**

The District maintains various parks, playgrounds, and road ends within the District.

Progress on 2014 Objectives:

*Facilitate construction of the trail on North Road per the District's Trails and Journeyways Plan within the 2014 Financial Plan parameters:* Construction of the North Road Trail was completed in 2014 by District Staff.

Objectives for 2015:

- ✓ work with Parks and Recreation Commission (PRC) to identify opportunities for trail improvements.
- ✓ upgrade playground equipment to the Rotary Park

Performance Measures:

- ✓ completion of equipment upgrades to Rotary Park
- ✓ identification of trail opportunities

## STATEMENT OF PERMISSIVE PROPERTY TAX EXEMPTIONS

In accordance with Section 98(2)(b) of the *Community Charter*, the following properties in the District of Lantzville were provided permissive property tax exemptions by Council:

<b>Property Address / Description</b>	<b>Owner</b>	<b>Lessee - Occupant</b>	<b>Exemption</b>	<b>2014 Taxation Exemption (Includes Municipal and Other)</b>
7113 Lantzville Road	Anglican Synod Diocese of BC	St. Phillip's by the Sea Anglican Church	Land & Improvements	\$2,110
7244 Lantzville Road (Church)	District of Lantzville	Seaside Community Society - Woodgrove Christian Community Church	Land & Improvements	\$2,228
Lot 1, Plan 9671, DL 27G  (School Road Tennis Courts - Parking Lot)	District of Lantzville	Seaside Community Society, Legion and School District #68	Recreation Land	\$2,926
7225 Lantzville Road	Seaview Centennial Branch #257 of the Royal Canadian Legion	---	Land & Improvements	\$6,445
7232 Lantzville Road (Costin Hall)	District of Lantzville	Seaside Community Society	Land & Improvements	\$9,640
7660 Clark Drive	0719488 BC Ltd.	Aspengrove School	Land & Improvements	\$7,994
Railways within District boundaries	Island Corridor Foundation	---	Land & Improvements	\$22,050