

District of Lantzville

Incorporated June 2003

Agenda for the Regular Meeting of Council of the District of Lantzville to be held on Monday, July 25, 2016, at 7:00 pm at the District of Lantzville Office, 2nd Floor, 7192 Lantzville Road, Lantzville, BC

Page No.

(This meeting may be recorded)

- 1. AGENDA ADDITIONS AND/OR DELETIONS**
- 1-2 **2. ADOPTION OF THE AGENDA**
THAT Council adopts the July 25, 2016 regular Council meeting agenda.
- 3-9 **3. APPROVAL OF MINUTES**
THAT Council approves the July 11, 2016 regular Council meeting minutes.
THAT Council approves the July 18, 2016 Committee of the Whole meeting minutes.
- 4. PUBLIC INPUT**
 - a) **Development Permit with Variance – 7144 Eby Road**
- 10-24 **5. NEW BUSINESS, MOTIONS & NOTICES OF MOTIONS**
 - a) **Development Permit with Variance – 7144 Eby Road (JE Anderson for Marston)**
THAT Council approves Development Permit Application No. 3060-20-DP16-004 to accommodate a new dwelling on the property located at 7144 Eby Road, legally described as Lot 1, District Lot 53, Nanoose District, Plan 22717 and located within Development Permit Area I – Watercourse Protection and Development Permit Area IV – Coastal Protection, and including the following variances to:
 - i. **Section 3.4.61 Maximum Number and Size of Buildings and Structures – Height, District of Lantzville Zoning Bylaw No. 60, 2005, from 8m to 9.8m; and**
 - ii. **Section 3.3.8. a) i) Setback – Watercourses, excluding the Sea, District of Lantzville Zoning Bylaw No. 60, 2005, from 15m to 10m.**
- 6. PRESENTATIONS, DELEGATIONS & PETITIONS**
 - a) **David Reid, Principal, Lanarc 2015 Consultants Ltd. re: Official Community Plan Review and Update and Water Master Plan Projects – For Information**
 - b) **Brenda Savage, President, Seaside Community Society re: Quarterly Update – For Information**
- 25 **7. CORRESPONDENCE**
 - a) **Anne Marie Smith, President, Royal Canadian Legion Branch #257 (19 Jul 2016) re: requesting Permission for Road Closure for Remembrance Day Parade/Service and Use of Huddlestone Park for Remembrance Day Service**
THAT Council approves the closure of Lantzville Road from School House Road to Huddlestone Road from 10:00 am to Noon on Friday, November 11, 2016 to permit the Royal Canadian Legion Branch #257 to conduct both a parade from the Legion to the Cenotaph and a Remembrance Day service at the Cenotaph in Huddlestone Park; AND FURTHER authorizes the Legion's use of Huddlestone Park for the Remembrance Day service, subject to emergency services notification, adequately addressing emergency access issues, and the Legion retaining a traffic control company to provide the necessary traffic control.
 - b) **Bill McKay, Mayor, City of Nanaimo (20 Jul 2016) re: responding to the District's Request to Amend the Lantzville/Nanaimo Water Agreement – For Information**

8. REPORTS

- a) Mayor & Councillors – Verbal Updates
- 28-30 b) Financial Services – 2nd Quarter Capital Project Update Report – For Information

9. UNFINISHED BUSINESS

- 31-33 a) Wellfield Rehabilitation Update for Council – For Information

10. BYLAWS

- 34-35 a) Bylaw No. 75.3
 THAT Council adopts “District of Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service Bylaw No. 75, 2009, Amendment (7468 Lantzville Road) Bylaw No. 75.3, 2016”.
- 36-39 b) Bylaw No. 129
 THAT Council gives first reading to “District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016”.
 THAT Council gives second reading to “District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016”.
 THAT Council gives third reading to “District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016”.

11. NEW BUSINESS, MOTIONS & NOTICES OF MOTIONS

- 40-43 a) Minetown Day 2016 Budget and Parade Road Closure September 10, 2016
 THAT Council authorizes the closure to traffic of that portion of Lantzville Road from the intersection at Ware Road and Lantzville Road to Huddlestone Road, from 9:45 am to 11:00 am on Saturday, September 10, 2016 to facilitate the Minetown Day parade.
 THAT Council instructs staff to increase the budget for Minetown Day 2016 from \$10,000 to \$13,000 to be funded by donation revenue; AND FURTHER THAT Council directs staff to prepare a Financial Plan amendment reflecting this change.
- 44-46 b) Disposal of E-1 (1956 Chevrolet) to the Lantzville Volunteer Firefighters Association
 THAT Council transfers ownership of E-1 (1956 Chevrolet) to the Lantzville Volunteer Firefighters Association for the sum of \$1.00 and authorizes staff to complete the vehicle transfer documents.

12. PUBLIC PARTICIPATION *(For questions or comments regarding business discussed by Council at this meeting except public hearings topics – speakers must first state their name and street address)*

13. SPECIAL BUSINESS (IN CAMERA) MOTION TO CLOSE - Nil

14. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED COUNCIL MEETING:

Regular Meeting, Monday September 12, 2016 @ 7:00 pm

Minutes of the Regular Meeting of Council of the District of Lantzville held on Monday, July 11, 2016 at 7:00 pm at the District of Lantzville Office, 2nd Floor, 7192 Lantzville Road, Lantzville, BC

PRESENT: **Council:** Mayor Colin Haime
 Councillor Bob Colclough
 Councillor John Coulson
 Councillor Denise Haime
 Councillor Dot Neary
 Councillor Mark Swain

 Absent: Councillor Will Geselbracht

 Staff: Brad McRae, Chief Administrative Officer
 Trudy Coates, Director of Corporate Administration
 Frank Limshue, Community Planner
 Fred Spears, Director of Public Works
 Rob Chatton, Fire Chief

The Mayor called the meeting to order at 7:00 pm.

AGENDA ADDITIONS AND/OR DELETIONS

ADOPTION OF THE AGENDA

Councillor Colclough MOVED and Councillor Swain SECONDED, THAT Council adopts the July 11, 2016 regular Council meeting agenda, as amended with the addition of the following items:

- 3a) the July 11, 2016 Committee of the Whole meeting minutes for approval and 6e) for consideration of the recommendation;
- 8a) Bylaw No. 75.3 re: Sanitary Sewer Collection System – Phase 2 Local Area Service Enlargement to include 7468 Lantzville Road;
- 9d) a motion re: prohibiting audio and/or video recording of in-camera Council meetings; and
- 9e) community engagement.

Councillor Neary MOVED and Councillor Colclough SECONDED, THAT Council closes the meeting to the public, pursuant to section 90(1)(n) of the *Community Charter*, for the purpose of considering whether the Council meeting should be closed to consider an item under a provision of section 90.

CARRIED

MEETING CLOSED TO THE PUBLIC: 7:10 pm

MEETING REOPENED TO THE PUBLIC: 7:20 pm, with all of Council, except Councillor Geselbracht, and B. McRae, CAO, in attendance.

T. Coates, F. Spears, F. Limshue and R. Chatton, and the public joined the meeting at 7:20 pm.

MOTION ON THE FLOOR

THAT Council adopts the July 11, 2016 regular Council meeting agenda, as amended with the addition of the following items:

- 3a) the July 11, 2016 Committee of the Whole meeting minutes for approval and 6e) for consideration of the recommendation;
- 8a) Bylaw No. 75.3 re: Sanitary Sewer Collection System – Phase 2 Local Area Service Enlargement to include 7468 Lantzville Road;
- 9d) a motion re: prohibiting audio and/or video recording of in-camera Council meetings; and
- 9e) community engagement.

CARRIED

APPROVAL OF MINUTES

Councillor Neary MOVED and Councillor Colclough SECONDED, THAT Council approves the June 20, 2016 special Council meeting minutes, as presented.

CARRIED

Councillor Colclough MOVED and Councillor Swain SECONDED, THAT Council approves the June 27, 2016 regular Council meeting minutes, as presented.

CARRIED

Councillor Colclough MOVED and Councillor Swain SECONDED, THAT Council approves the July 11, 2016 Committee of the Whole meeting minutes, as presented.

CARRIED

PRESENTATIONS, DELEGATIONS & PETITIONS - Nil

CORRESPONDENCE

1. **Jacquie Hill, Manager of Administrative Services (4 Jul 2016) re: Consent for Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.02, 2016**

C16 – 117 Councillor Colclough MOVED and Councillor Haime SECONDED, THAT the Council of the District of Lantzville consents to the Board of the Regional District of Nanaimo's adoption of the "Southern Community Search and Rescue Contribution Service Amendment Bylaw No. 1552.02, 2016"; AND FURTHER directs staff to notify the Regional District of Nanaimo accordingly.

CARRIED

REPORTS

1. **Mayor & Councillors – Verbal Updates**

- Councillor Haime commented on reporting of the vandalism to the porta-potties installed for use during the recently completed repair of the washroom in Huddlestone Park

2. **Chief Administrative Officer's 2016 – 2nd Quarter Report**

Councillor Colclough MOVED and Councillor Neary SECONDED, THAT Council receives, for information, the Chief Administrative Officer's 2016 – 2nd Quarter Report.

CARRIED

3. **Fire Chief's 2016 – 2nd Quarter Report**

Councillor Colclough MOVED and Councillor Neary SECONDED, THAT Council receives, for information, the Fire Chief's 2016 – 2nd Quarter Report.

CARRIED

4. **Parks and Recreation Commission June 23, 2016 Meeting Minutes**

Councillor Colclough MOVED and Councillor Haime SECONDED, THAT Council receives, for information, the draft June 23, 2016 Parks and Recreation Commission meeting minutes.

CARRIED

Pursuant to section 100 of the *Community Charter*, Councillor Coulson declared that he was unable to speak or vote on the next item as it is about Development Cost Charges and there are potential actions he may yet take, on a request previously considered by Council for a refund of a water DCC charged for property that he owns; he immediately left the meeting at 7:40 pm.

5. **Committee of the Whole July 11, 2016 Meeting Recommendation**

C16 – 118 Councillor Neary MOVED and Councillor Colclough SECONDED, THAT Council approves the budget of \$14,000 for the purpose of completing the Development Cost Charges Bylaw review.

CARRIED

Councillor Coulson returned to the meeting at 7:43 pm.

UNFINISHED BUSINESS - Nil

BYLAWS

Pursuant to section 100 of the *Community Charter*, Mayor Haime declared that he was unable to speak or vote on the next item as he has a business relationship with the petitioner; he immediately left the meeting at 7:44 pm.

Pursuant to section 100 of the *Community Charter*, Councillor Haime declared that she was unable to speak or vote on the next item as she has a business relationship with the petitioner; she immediately left the meeting at 7:44 pm.

Councillor Bob Colclough assumed the Chair.

1. Bylaw No. 75.3

- C16 – 119 Councillor Neary MOVED and Councillor Swain SECONDED, THAT Council receives the property owner's Petition for Local Area Service and Enlargement of the Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service to include 7468 Lantzville Road and the Corporate Officer's Certificate of Sufficiency.

CARRIED

- C16 – 120 Councillor Swain MOVED and Councillor Neary SECONDED, THAT Council gives first reading to District of Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service Bylaw No. 75, 2009, Amendment (7468 Lantzville Road) Bylaw No. 75.3, 2016.

CARRIED

- C16 – 121 Councillor Neary MOVED and Councillor Coulson SECONDED, THAT Council gives second reading to District of Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service Bylaw No. 75, 2009, Amendment (7468 Lantzville Road) Bylaw No. 75.3, 2016.

CARRIED

- C16 – 122 Councillor Neary MOVED and Councillor Swain SECONDED, THAT Council gives third reading to District of Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service Bylaw No. 75, 2009, Amendment (7468 Lantzville Road) Bylaw No. 75.3, 2016.

CARRIED

At 7:48 pm Mayor Haime and Councillor Haime returned to the meeting, and Mayor Haime resumed as the Chair.

NEW BUSINESS, MOTIONS & NOTICES OF MOTIONS

1. Official Community Plan Review and Update 2016 Contract Award

- C16 – 123 Councillor Colclough MOVED and Councillor Swain SECONDED, THAT Council approves awarding Lanarc 2015 Consultants Ltd. the contract to conduct an Official Community Plan Review and Update for the District of Lantzville.

CARRIED

2. Water Master Plan 2016 Contract Award

- C16 – 124 Councillor Colclough MOVED and Councillor Neary SECONDED, THAT Council approves awarding Lanarc 2015 Consultants Ltd. the contract to prepare a Water Master Plan for the District of Lantzville.

CARRIED

3. District of Lantzville Harby Road Wellfield Rehabilitation

C16 – 125 Councillor Colclough MOVED and Councillor Swain SECONDED, THAT Council directs staff to provide an update on the rehabilitation within the District's Harby Road Wellfield; AND FURTHER THAT staff contact the owners of Well #11 and invite them to include (at their cost) Well #11 during pump testing of the District's Harby Road Wellfield once the well rehab is complete.

CARRIED

4. Prohibiting Audio and/or Video Recordings of In-camera Meetings

Councillor Swain MOVED and Councillor Colclough SECONDED, THAT Council authorizes staff to develop a policy prohibiting audio and/or video recording of in-camera meetings.

Councillor Haime MOVED and Councillor Coulson SECONDED, THAT Council amends the motion on the floor striking "prohibiting" and inserting "that staff" and striking "recording of" and inserting "record".

In Favour: Mayor Haime, Councillors Coulson, Haime and Swain

Opposed: Councillors Colcough and Neary

CARRIED

MAIN MOTION AS AMENDED

C16 – 126 THAT Council authorizes staff to develop a policy that staff audio and/or video record in-camera meetings.

In Favour: Mayor Haime, Councillors Colclough, Coulson, Haime, and Swain

Opposed: Councillor Neary

CARRIED

5. Community Engagement

Councillor Coulson MOVED and Councillor Haime SECONDED, THAT Council requests staff to contact OneFeather to arrange for a presentation at a Committee of the Whole meeting on OneFeather's Community Engagement/ Election/ Mobile Voting Software.

In Favour: Councillors Coulson and Haime

Opposed: Mayor Haime, Councillors Colcough, Neary and Swain

MOTION FAILED

PUBLIC PARTICIPATION

- John Halliwell, 7186 Lancrest Terrace, commented on referring consultants to staff; public attendance at meetings and transparency of meetings; Well #11 ownership, location, use, and availability of water; use of technology vs attending meetings; and redundancy
- Graham Savage, 6885 Harwood Drive, commented on governance and management, and the standard process for consultants to approach staff with proposals.

SPECIAL BUSINESS (IN CAMERA) MOTION TO CLOSE

Councillor Swain MOVED and Councillor Neary SECONDED, THAT Council closes the meeting to the public, pursuant to section 90(1) (a) of the *Community Charter*, for the purpose of considering:

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

CARRIED

MEETING CLOSED TO THE PUBLIC: 8:55 pm

MEETING REOPENED TO THE PUBLIC: 9:02 pm, with all of Council, except Councillor Geselbracht, in attendance. Also in attendance: Brad McRae, CAO.

ANNOUNCEMENT OF CLOSED MEETING MOTION

March 30, 2016 Motion:

THAT Council authorizes the position of Director of Financial Services to be a full time position commencing immediately for a two year term.

ADJOURNMENT

Councillor Colclough MOVED and Councillor Swain SECONDED, THAT Council adjourns the meeting.

CARRIED

MEETING ADJOURNED: 9:06 pm

Trudy Coates, Director of Corporate Administration

Confirmed this day of , 2016.

Colin Haime, Mayor

PRESENT: **Council:** Mayor Colin Haime, Acting Mayor
Councillor Bob Colclough
Councillor Denise Haime
Councillor Dot Neary
Councillor Mark Swain

Absent: Councillor John Coulson
Councillor Will Geselbracht

Staff: Brad McRae, Chief Administrative Officer
Trudy Coates, Director of Corporate Administration

AGENDA ADDITIONS AND/OR DELETIONS

Councillor Colclough MOVED and Councillor Swain SECONDED, THAT the Committee of the Whole adopts the July 18, 2016 meeting agenda, as presented.

APPROVAL OF MINUTES

Councillor Neary MOVED and Councillor Haime SECONDED, THAT Council approves the June 6, 2016 Committee of the Whole meeting minutes, as presented.

Councillor Haime MOVED and Councillor Colclough SECONDED, THAT Council approves the June 20, 2016 Committee of the Whole meeting minutes, as presented.

COUNCIL PROCEDURE BYLAW

The Committee of the Whole (COTW) reviewed the second edition of the Draft Council Procedure Bylaw by section noting the changes highlighted by staff indicating changes from the first edition, proposed changes, and the additional information regarding electronic meetings, for further input to staff into the final draft of the District of Lantzville Council Procedure Bylaw No. 118, 2016.

Staff confirmed proposed additional edits and received the following input on the draft Procedure Bylaw, including amending:

- the table of contents to update with additional sections
- Clause 4(2) by adding reference to other media and locations
- To correct minor grammatical errors and spacing
- To add may post to the website and other media and locations
- Clause 12(2)(b), by adding “or Acting Mayor”
- Clause 17 (1) Declaration of Conflict, by adding “if known at that time” after “announce”
- Clause 22 (1)(g), by adding “the name(s) of those members opposed and”
- The order of clauses to move Clause 22 Delegations to after Clause 17 Declaration of Conflict
- Delegations Clause 23(2) by striking “two thirds vote of the Council” and replacing with “an affirmative vote of the Council members present.”
- Clause 26, by moving the last sentence in Clause 1 to a new Clause 2 and add wording about recording the names of members opposed and not recording motions that are withdrawn, and renumber the clauses
- Clause 44, by adding “COTW” to the heading

- Clause 49(2), by adding “, including the names of members opposed”
- Clause 61 Voting at Meetings, by adding wording about the presiding member announcing the vote
- To add a new clause regarding electronic meetings to be permitted for a Special meeting, open portion only, during an emergency only and when a quorum is not otherwise available, and with no limit on the number of members participating electronically except that the Mayor is not permitted to participate electronically. Staff confirmed this option would require the purchase of a new type of phone.

Councillor Colclough MOVED and Councillor Swain SECONDED, THAT the Committee of the Whole recommends that staff amend the July 18, 2016 draft District of Lantzville Council Procedure Bylaw No. 118, 2016 as discussed July 18, 2016 and provide an updated draft Bylaw No. 118 at a future Committee of the Whole meeting.

CARRIED

Councillor Swain MOVED and Councillor Neary SECONDED, THAT the Committee of the Whole schedules Committee of the Whole meetings for Monday, September 12, 2016 and September 19, 2016, at 6:00 pm at the District Office.

CARRIED

PUBLIC PARTICIPATION - Nil

ADJOURNMENT

Councillor Neary MOVED and Councillor Swain SECONDED, THAT the Committee of the Whole adjourns the meeting.

CARRIED

MEETING ADJOURNED: 7:08 pm

Certified Correct:

Trudy Coates, Director of Corporate Administration

Confirmed this day of , 2016.

Colin Haime, Mayor

District of Lantzville

REPORT TO CAO

Regular Council Agenda Item

July 25, 2016

File: 3060-20-DP16-004

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AUTHOR: Frank Limshue, Community Planner

SUBJECT: Development Permit Application No. 3060-20-DP16-004
7144 Eby Road (Applicant: JE. Anderson on behalf of Marston)
Lot 1, District Lot 53, Nanoose District, Plan 22717

RECOMMENDATION

1. **THAT** Council approve Development Permit Application No. 3060-20-DP16-004 to accommodate a new dwelling on the property located at 7144 Eby Road, legally described as Lot 1, District Lot 53, Nanoose District, Plan 22717 and located within Development Permit Area I – Watercourse Protection and Development Permit Area IV – Coastal Protection, and including the following variances to:
 - i. Section 3.4.61 Maximum Number and Size of Buildings and Structures – Height, District of Lantzville Zoning Bylaw No. 60, 2005, from 8m to 9.8m; and
 - ii. Section 3.3.8. a) i) Setback – Watercourses, excluding the Sea, District of Lantzville Zoning Bylaw No. 60, 2005, from 15m to 10m.

ALTERNATIVES

1. **THAT** Council not approve Development Permit Application No. 3060-20-DP16-004 as submitted.
2. **THAT** Council request the applicant of Development Permit Application No. 3060-20-DP16-004 to provide further information or documentation.

ATTACHMENTS:

1. Location Map and Site Plan of existing buildings as shown on Attachment No.1;
2. Site Plan of proposed dwelling as shown on Attachment No. 2;
3. Elevation drawings for proposed dwelling as shown on Attachment No.3;
4. Proposed planting plan with the SPEA as shown on Attachment No. 4;
5. Proposed shoreline restoration plan as shown on Attachment No.5; and
6. Development Permit No. 3060-20-DP16-004 (Schedules 1- 5)

PURPOSE

To consider an application to construct a new dwelling within the DPA I - Watercourse Protection and DPA IV- Coastal Protection Development Permit Area pursuant to the “District of Lantzville Official Community Plan Bylaw No. 50, 2005”, and to grant variances for:

- i. The proposed building height from 8 m to 9.8m and
- ii. The watercourse setback from 15m to 10m.

BACKGROUND

The subject property (shown on Attachment 1), zoned Residential 1 (RS1) pursuant to the “District of Lantzville Zoning Bylaw No. 60, 2005”, is located at 7144 Eby Road and legally described as Lot 1, District Lot 53, Nanoose District, Plan 22717. The intent of this application is to construct a new dwelling and attached garage on the property (see Attachments No. 2 and 3).

The property is a relatively flat, low elevation property bounded by Nanoose Bay to the north, Eby Road to the west, Shangri-La Road to the south and residential homes to the east. The lower third (to the south) of the property is bisected by Knarston Creek. The existing residential structures and other accessory use buildings will be demolished with the exception of an existing garage which is to be retained with only renovations contemplated.

There are two development permit areas (DPA) applicable to this property, DPA I – Watercourse Protection and DPA IV – Coastal Protection pursuant to “District of Lantzville Official Community Plan Bylaw No. 50, 2005”.

DPA I – Watercourse Protection designation is intended to minimize the impact of the built environment on fish habitat and fish supportive watercourses, as well as to minimize the effect of seasonal flooding on the built environment.

DPA IV – Coastal Protection designation is intended to ensure that potentially hazardous conditions are avoided and that the integrity of the slopes and shorelines are maintained. The area covered by this designation extends a distance of 15m inland from the natural boundary of the property.

DISCUSSION

Watercourse Protection:

The owners have retained Aquaparian Environmental to complete Riparian Areas Regulation (RAR) assessment. The RAR assessment is required for the proposed redevelopment of the parcel to determine the buildable area, protective stream setbacks and mitigation/restoration measures for the riparian area.

The RAR assessment recommends a 10m streamside Protection and Enhancement Area (SPEA) on both sides of Knarston Creek. The SPEA is considered a no-build area and is considered as sensitive habitat to support fish and fish habitat. That said, a portion of the existing garage (which is grandfathered) is located within the 10m SPEA on the south side of the creek and will be renovated.

Aquaparian is recommending intensive riparian restoration of approximately half of the SPEA to compensate for the setback reduction (see Attachment No. 4). The result will double the existing vegetation zone adjacent to the creek and replace invasive species with native plants resulting in an improvement over the existing conditions. The development permit shall include the

recommendations outlined the Vegetation Management Plan, Installation Recommendations, and Environmental Protection Plan as stated in the report prepared by Aquaparian Environmental Consulting Ltd. dated May 19, 2016 and titled “Environmental Services – Development Permit Area Riparian Restoration Knarston Creek”.

Coastal Protection:

Both Aquaparian Environmental Consulting Ltd. and Simpson Geotechnical Ltd. have been retained by the owners to prepare a shoreline protection and habitat restoration plan to support the proposed development.

The shorelines of the all the properties along this stretch of the foreshore have been armored; some with concrete retaining walls and others with rip. The existing shoreline of the subject parcel is in poor condition and constructed of old wood retaining wall with poorly placed armor rock in front that is located 1.5m to 2.0m beyond the surveyed property line.

Naturalizing the shoreline of the subject property presents a challenge (risk of erosion) due to the fact that both adjacent properties are hardened. In addition, storm frequency and energy are expected to increase due to climate change. Thus, a hybrid approach of hard and soft erosion control design has been recommended.

Simpson Geotechnical Ltd. has provided a plan for reconstruction of the shoreline slope and rock armouring to support a hybrid approach for the shore line treatment as shown on Attachment No. 5. Aquaparian has provided the vegetation plan required to achieve the habitat component of this approach. The intent is to prevent erosion of the shoreline while retaining some of the natural features a shoreline provides to the aquatic environment.

Flood Construction Level:

While the proposed new dwelling is 7.8 metres tall, it will need to be constructed to meet the flood construction level as defined by the Section 4.2.2(2) of the District of Lantzville Official Community Plan, which means an elevation 2.0 metres above the high water level of the Georgia Strait.

A variance from 8m to 9.8m is required as height is measured from the natural grade as per the definition within the District of Lantzville Zoning Bylaw No. 60, 2005.

PUBLIC CONSULTATION IMPLICATIONS

As the application does include a request to vary the Zoning Bylaw requirements for building height from 8m to 8.95m and to vary the setback from a watercourse from 15m to 10m, notifications were sent to the neighboring properties located within 60m of the subject property. The notification identifies the subject property and the purpose of the requested variance.

To date, we have received one letter expressing concern over the removal of a mature Douglas Fir used as a perch tree for eagles. It was explained to the concern citizen that there are currently no legislation to protect perch trees – only nesting trees are protected. In addition, the arborist report dated June 21, 2016 prepared by Branching Out Urban Forestry stated that the trees show signs internal decay and recommends removal of the trees as they present a potential hazard.

FINANCIAL IMPLICATIONS

Costs to process this application are considered to be within the fees prescribed by the “District of Lantzville Land Use and Development Procedures and Fee Bylaw No. 37, 2005” and any amendments thereto. It is not anticipated that additional costs will be incurred on this application.

COMMUNICATION STRATEGY

None.

STRATEGIC PLAN ALIGNMENT

None.

SUMMARY

The applicant is requesting Council to consider approving a development permit within the DPA I - Watercourse Protection and DPA IV- Coastal Protection Development Permit Area pursuant to the “District of Lantzville Official Community Plan Bylaw No. 50, 2005”, and to grant variances for:

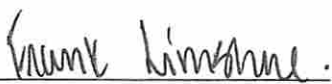
- i. The proposed building height from 8 m to 9.8m and
- ii. The watercourse setback from 15m to 10m

for the purpose of accommodating a proposed new dwelling.


Staff supports the proposed development permits with variances to the maximum building height and watercourse setback.

Staff have reviewed the reports and plans provided by both the Environmental and Geotechnical consultants and concur with the recommendations provided. It is recommended that Development Permit Application No. 3060-20-DP16-004 be approved, subject to the general requirements outlined in Schedule No. 1 attached.

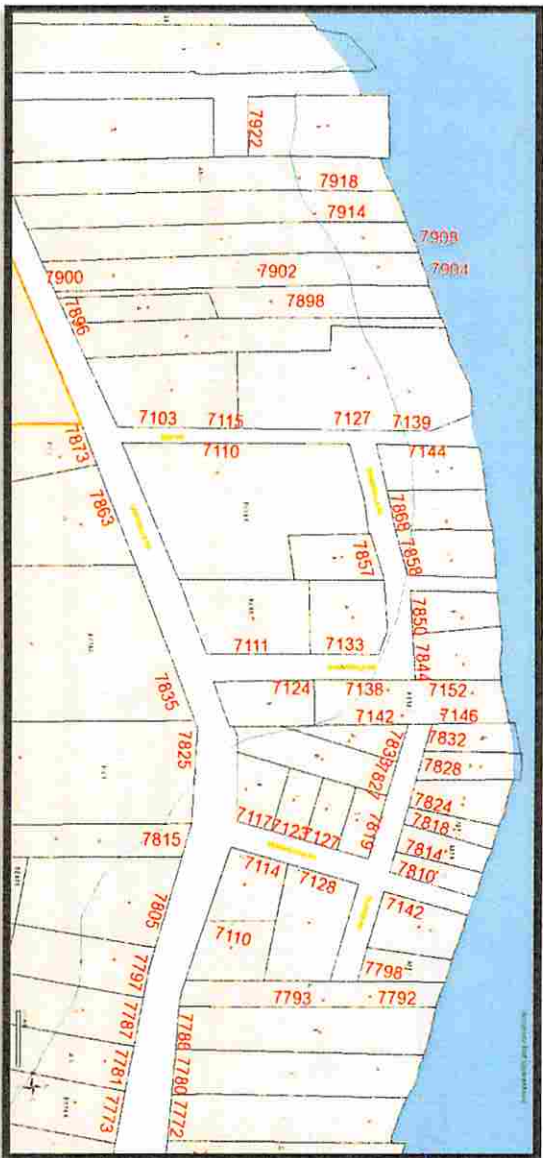
Respectfully submitted,


Frank Limshue
Community Planner, District of Lantzville

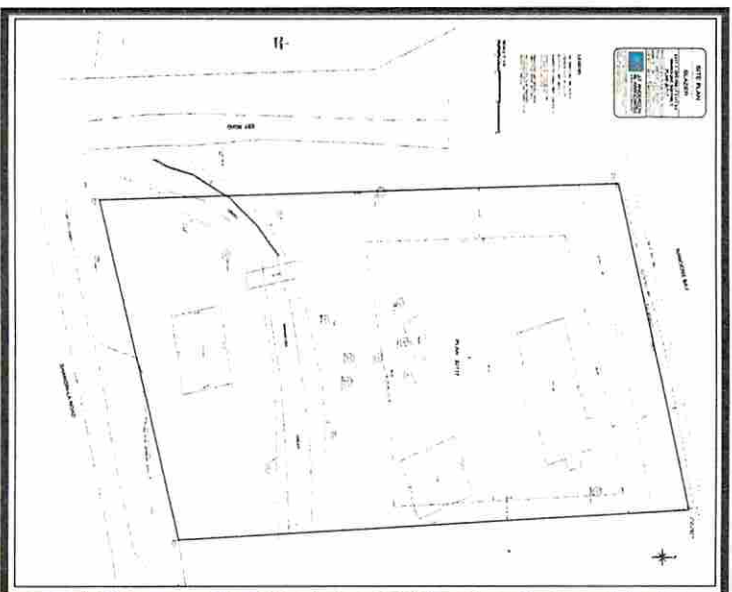
Reviewed By:

CAO		Dir. Finance		Director of PW		DDCA	
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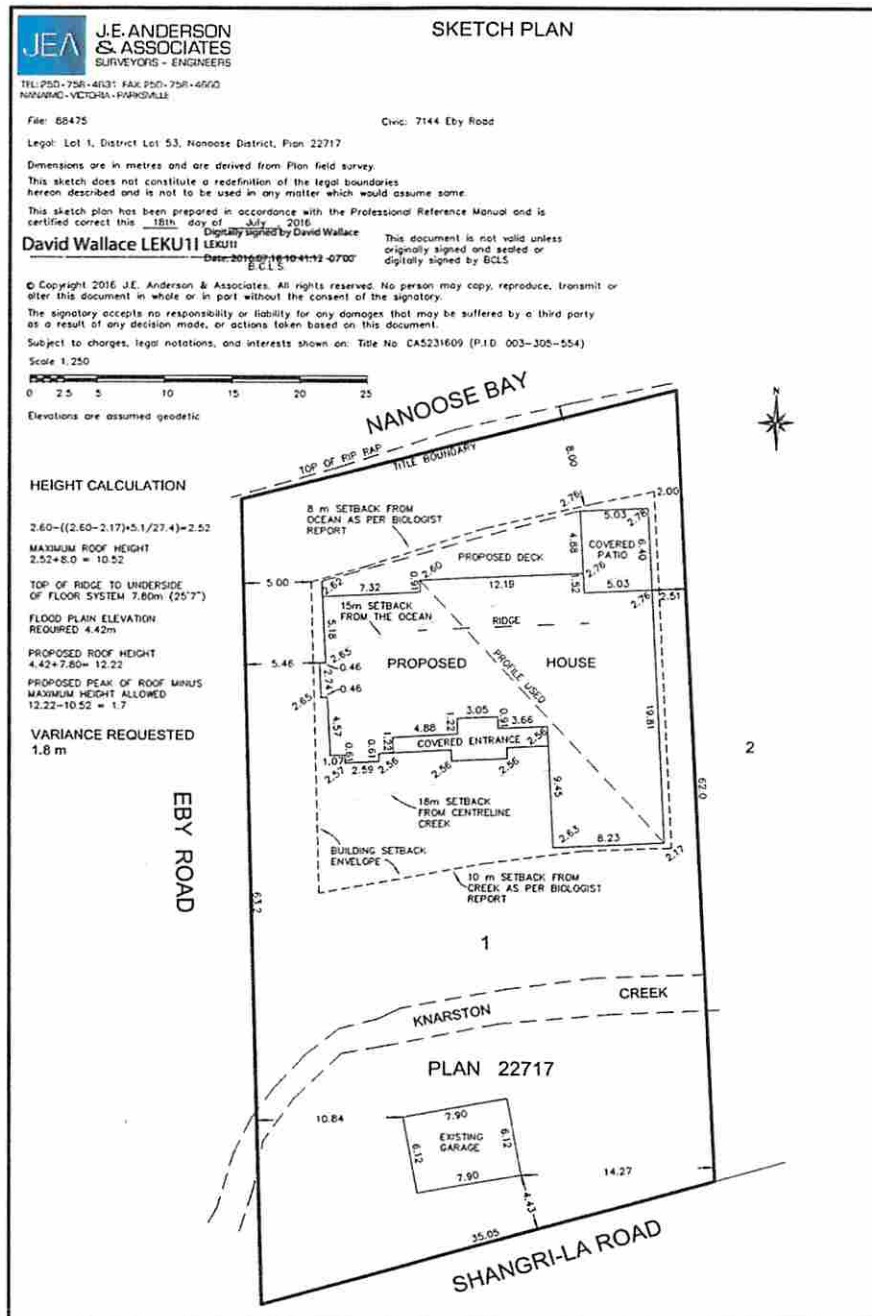
Attachment No. 1
Subject Property
Development Permit Application No. 3060-20-DP16-004
Lot 1, District Lot 53, Nanoose District, Plan 22717



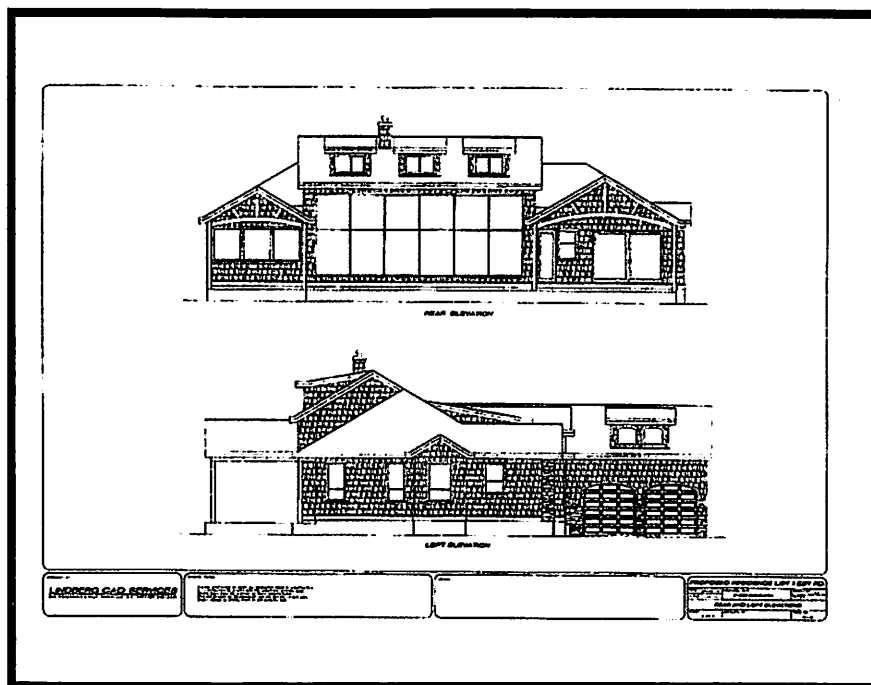
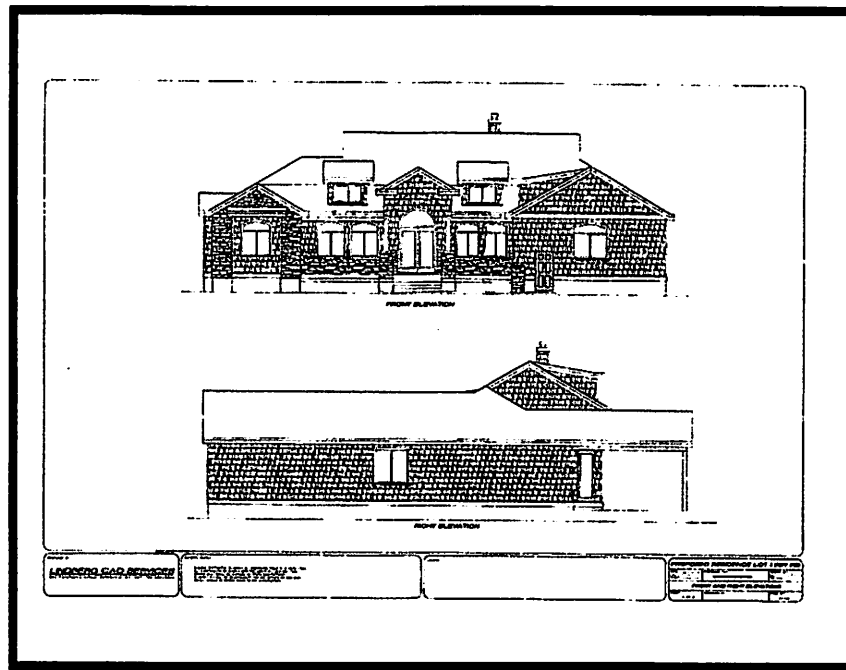
Site for Existing House



Attachment No. 2
Proposed Site Plan for New House
Development Permit Application No. 3060-20-DP16-004
Lot 1, District Lot 53, Nanoose District, Plan 22717



Attachment No. 3
Elevation Drawings for Proposed Dwelling
Development Permit Application No. 3060-20-DP16-004
Lot 1, District Lot 53, Nanoose District, Plan 22717








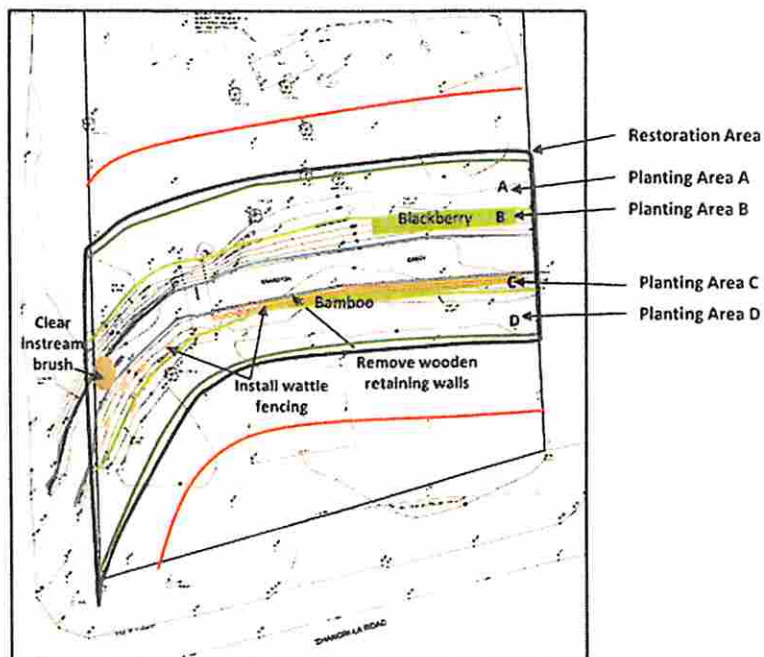
Attachment No. 4
Proposed Plan within the SPEA
Development Permit Application No. 3060-20-DP16-004
Lot 1, District Lot 53, Nanoose District, Plan 22717

7144 EBY ROAD LANTZVILLE BC
STREAM VEGETATION MANAGEMENT PLAN DRAWING

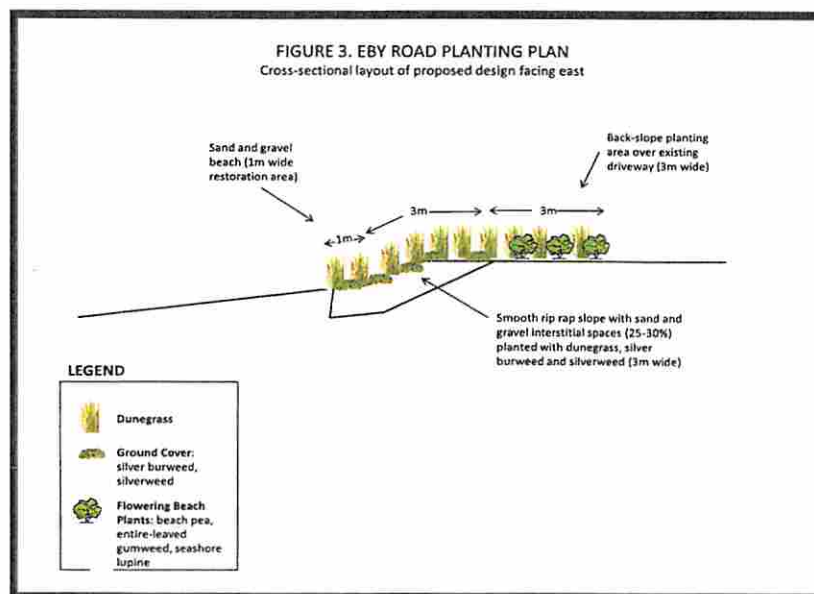
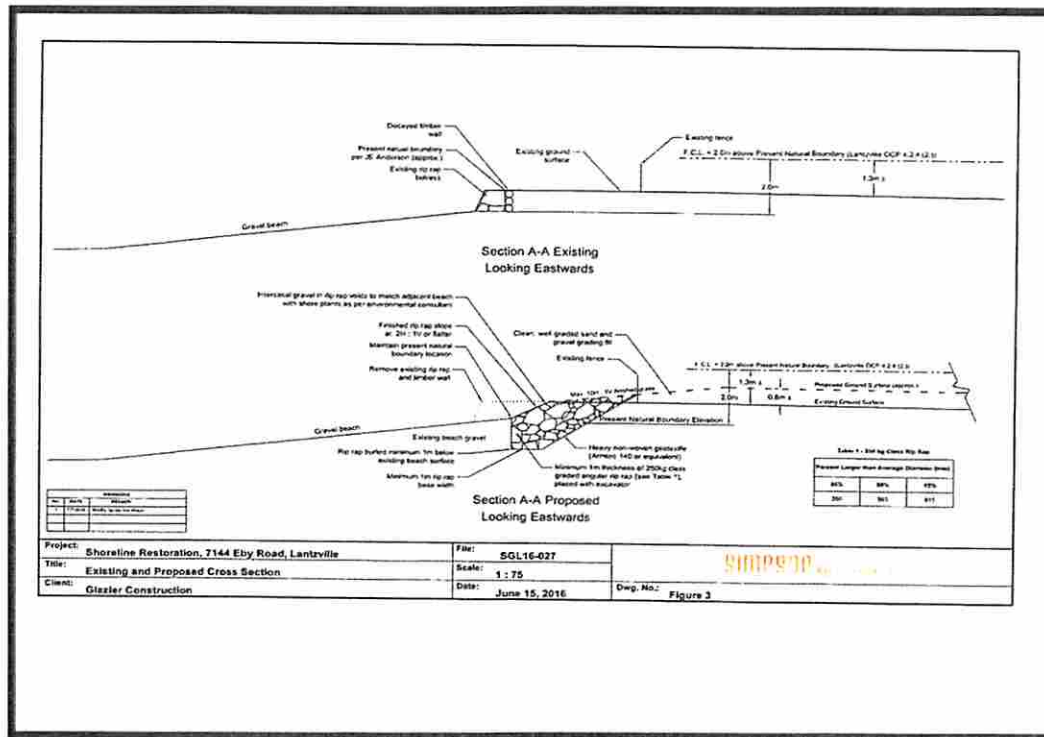
Area A: 3x40m – remove invasive species, plant native species. Retain trees if possible/stable.
Area B: 2x40m – remove invasive species, interplant native species. Retaining wall stays.
Area C: 1x45m – remove plank retaining wall, remove bamboo. Install wattle fences, topsoil.
Area D: 4x50m – remove invasive species, plant native species.

LEGEND:

-  High Water Mark
-  Streamside Protection & Enhancement Area 10m
-  Wattle Fence
-  Wood Retaining Wall
-  Restoration Area 5m each side of stream & full width of parcel



Attachment No. 5
Proposed Shoreline Restoration Plan
 Development Permit Application No. 3060-20-DP16-004
 Lot 1, District Lot 53, Nanoose District, Plan 22717



**Schedule No. 1
Marston
Conditions of Approval
Development Permit No. 3060-20-DP16-004**

Proposed Development within Lantzville Official Community Plan No. 50, 2005 *DPA I: Watercourse Protection and DPA IV: Coastal Protection*

This Development Permit applies to all lands specified as Watercourse Protection and Coastal Protection lands in Sections 11.2 and 11.5, respectively, of the Official Community Plan contained within:

1. **PARCEL IDENTIFIER:** 003-305-554 Lot 1, District Lot 53, Nanoose District, Plan 22717

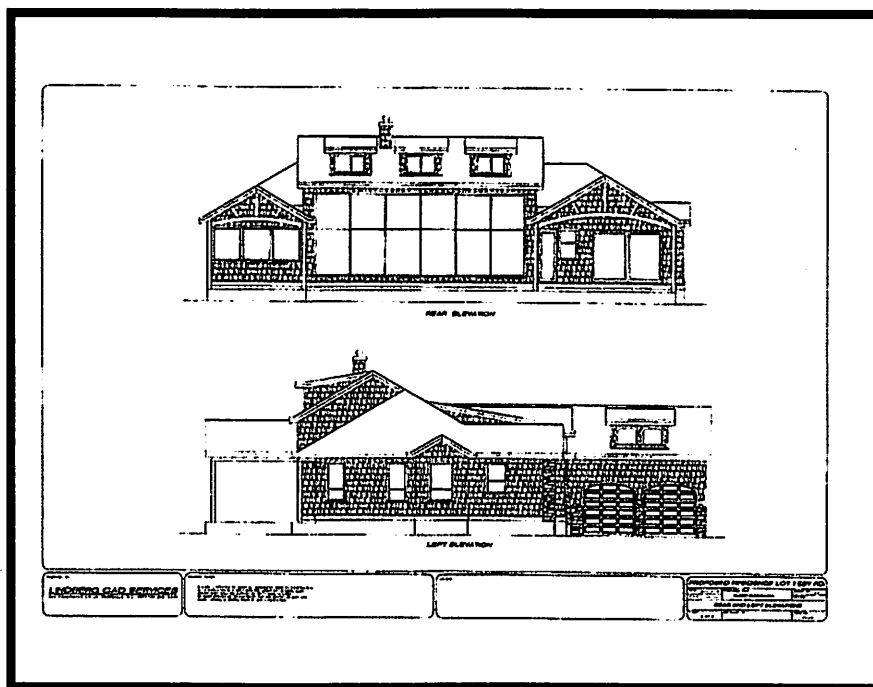
for the purpose of constructing a new single-family dwelling.

General Requirements

1. The subject property shall be developed in accordance with Schedule Nos. 1 through 5, attached to and forming part of this permit.
2. The proposed development shall be conducted in accordance with the provisions of the “*District of Lantzville Zoning Bylaw No. 60, 2005*”.
3. Notwithstanding item 2 above, this development permit varies “*District of Lantzville Zoning Bylaw No. 60, 2005*” by relaxing the following:
 - i) Section 3.4.61 Maximum Number and Size of Building and Structures – Height, from 8 metres to 9.8 metres; and
 - ii) Section 3.3.8 a) i) Setbacks – Watercourses, excluding the Sea, from 15m to 10m.
4. There shall be no further alteration of land within the subject Development Permit Areas established by the “*District of Lantzville Official Community Plan Bylaw No. 50, 2005*” other than as permitted by this Development Permit, without written approval by the District of Lantzville.
5. The streamside protection and enhancement area for the portion of Knarston Creek running through the property shall be developed in accordance with the design and recommendations outlined in the Environmental Services – Development Permit Area Riparian Restoration Knarston Creek Report for the parcel legally described as Lot 1, District Lot 53, Nanoose District, Plan 22717 and located at 7144 Eby Road, prepared by Aquaparian Environmental Consulting Ltd., dated May 19, 2016.
6. The shoreline of the property shall be developed in accordance with the design and recommendations outlined in the Shoreline Erosion Protection and Habitat Enhancement Plan for the parcel legally described as Lot 1, District Lot 53, Nanoose District, Plan 22717 and located at 7144 Eby Road, prepared by Aquaparian Environmental Consulting Ltd. and Simpson Geotechnical Ltd. dated July 11, 2016.
7. The shoreline of the property shall be developed in accordance with the design and recommendations outlined in the Geotechnical Report for the parcel legally described as Lot 1, District Lot 53, Nanoose District, Plan 22717 and located at 7144 Eby Road, prepared by Simpson Geotechnical Ltd. and dated June 15th, 2016.

8. The new dwelling shall be constructed to meet the flood construction level as indicated in the Geotechnical Report for the parcel legally described as Lot 1, District Lot 53, Nanoose District, Plan 22717 and located at 7144 Eby Road, prepared by Simpson Geotechnical Ltd. and dated June 15th, 2016.
9. Typical residential landscaping to shape lawn and establish garden beds will be permitted for areas outside of the SPEA.
10. The applicant shall comply with the conditions imposed by the RDN Building Inspection Department as part of any future Building Permit process.
11. The applicant is required to obtain all necessary provincial and federal approvals; the issuance of this Development Permit in no way provides the assurance of meeting the specific requirements of provincial or federal authorities.

Schedule No. 3
Elevation Drawings for Proposed Dwelling
Development Permit Application No. 3060-20-DP16-004
Lot 1, District Lot 53, Nanoose District, Plan 22717








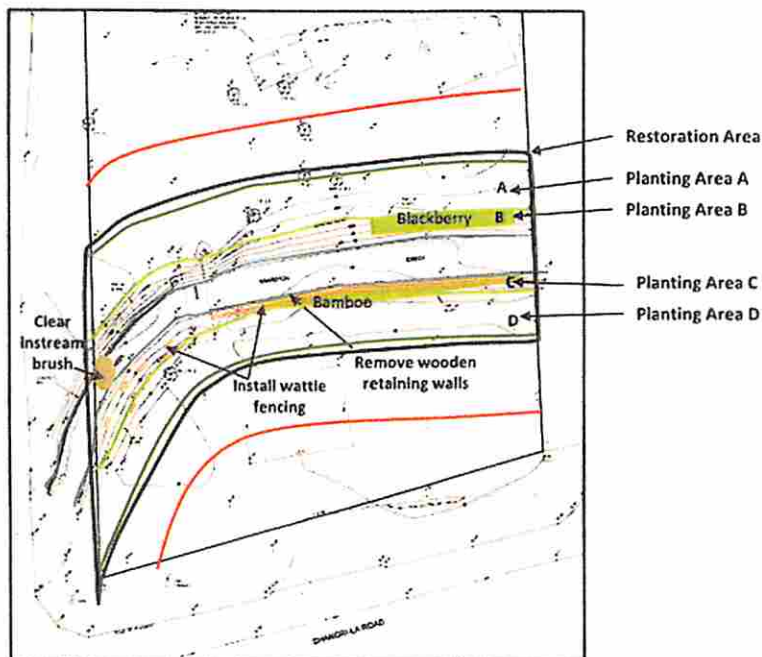
Schedule No. 4
Proposed Plan within the SPEA
Development Permit Application No. 3060-20-DP16-004
Lot 1, District Lot 53, Nanoose District, Plan 22717

7144 EBY ROAD LANTZVILLE BC
STREAM VEGETATION MANAGEMENT PLAN DRAWING

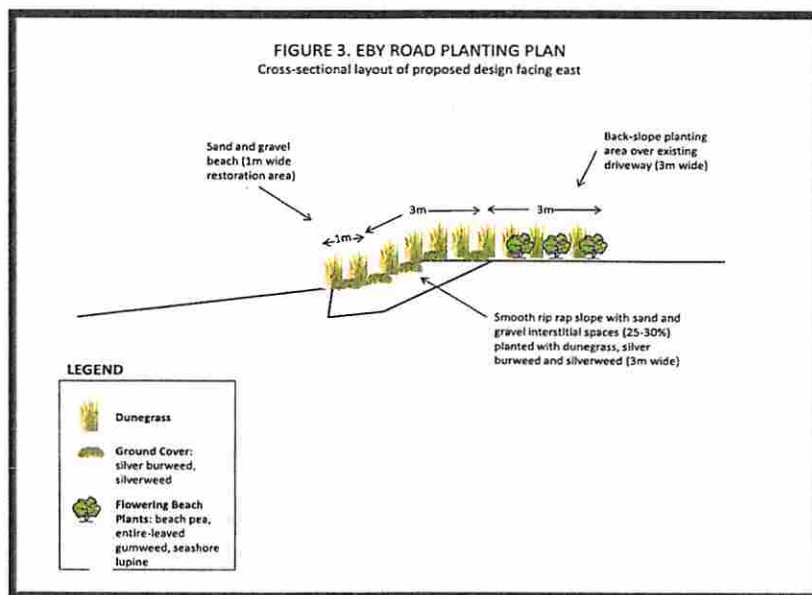
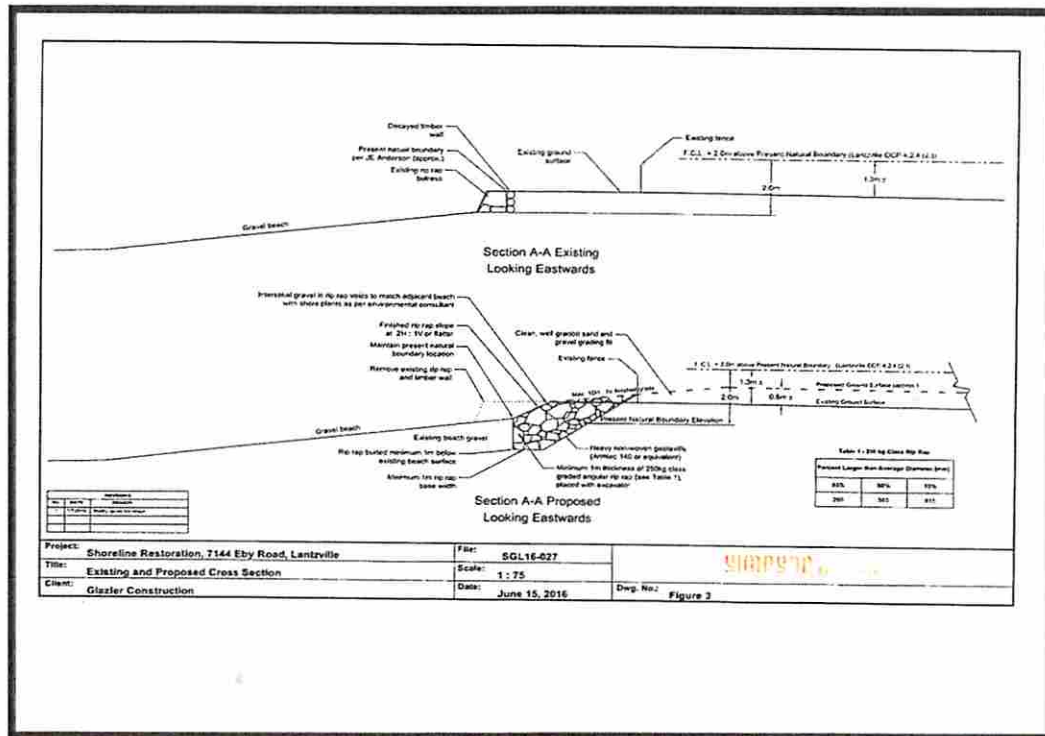
Area A: 3x40m – remove invasive species, plant native species. Retain trees if possible/stable.
Area B: 2x40m – remove invasive species, interplant native species. Retaining wall stays.
Area C: 1x45m – remove plank retaining wall, remove bamboo. Install wattle fences, topsoil.
Area D: 4x50m – remove invasive species, plant native species.

LEGEND:

-  High Water Mark
-  Streamside Protection & Enhancement Area 10m
-  Wattle Fence
-  Wood Retaining Wall
-  Restoration Area 5m each side of stream & full width of parcel



Schedule No. 5
Proposed Shoreline Restoration Plan
 Development Permit Application No. 3060-20-DP16-004
 Lot 1, District Lot 53, Nanoose District, Plan 22717





Royal Canadian Legion:
Branch #257, PO Box 209
Lantzville BC V0R 2H0
Tel: 250-390-2108

email: secretary257@shaw.ca

July 19, 2016

District of Lantzville
7192 Lantzville Rd.
Lantzville, B.C. V0R 2H0



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Circ To Staff
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> C.A.O.	<input checked="" type="checkbox"/> Planning
<input checked="" type="checkbox"/> Director of Finance	<input checked="" type="checkbox"/> Fire Dept.
<input checked="" type="checkbox"/> Corp. Admin.	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Agenda	

July 25, 2016
Regular Council Agenda
0230.20 RCL

Dear Sir/Madam,

Re: Remembrance Day, Friday, November 11, 2016

We are seeking approval for the closure of Lantzville Road from Tweedhope Road to the Cenotaph in Huddlestone Park from 10:00 am to Noon on Friday, November 11, 2016 and to permit the Royal Canadian Legion Branch #257 to conduct both a parade and Remembrance Day Service.

We are also seeking approval to use Huddlestone Park for the Remembrance Day service, and plan to use a local traffic control company to monitor the traffic.

The parade will form up at the Legion on School House Road at 10:15 hours then march off at 10:30 hours.

Thank you in advance for your permission and support in assisting our efforts to recognize this important and special day for our members and the community. Would you please notify me at 250-390-2108 or email me at secretary257@shaw.ca at your earliest convenience if these arrangements meet with your approval.

Yours in Comradeship

Anne Marie Smith

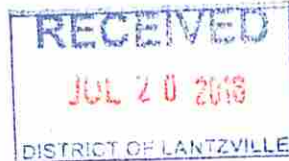
Anne Marie Smith
President

AMS:pg



July 19, 2016

Mayor Colin Haime
District of Lantzville
Box 100, 7192 Lantzville Rd
Lantzville, BC V0R 2H0



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Circ. To Staff
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> C.A.O.	<input checked="" type="checkbox"/> Planning
<input checked="" type="checkbox"/> Director of Finance	<input checked="" type="checkbox"/> Fire Dept.
<input checked="" type="checkbox"/> Corp. Admin.	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Agenda	<u>July 25, 2016 Regular Council</u>
	<u>2280.20.9</u>

Dear Mayor Haime:

Re: Water Supply Strategic Plan

I acknowledge receipt of your letter dated June 28, 2016 requesting a formal response within thirty (30) days to your request to amend the Water Agreement between the City of Nanaimo and the District of Lantzville dated September 8, 2014.

Recently, Snuneymuxw First Nation notified the City it wishes to engage on important issues such as water supply in accordance with an existing protocol between the parties and as part of our joint work on a framework for the planning and development of resources and lands within the City boundaries and SFN lands. This is not the first time that neighbouring communities have wished to engage the City on water supply.

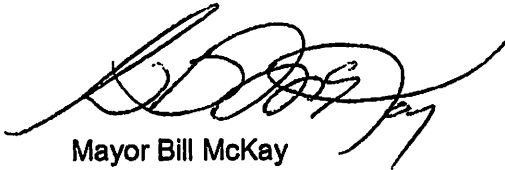
The City will be updating the Water Supply Strategic Plan in 2016-2017. We believe it is critically important to run scenarios to understand the impacts of climate change, and where we see significant development throughout Nanaimo's boundaries and adjacent communities such as Lantzville and Snuneymuxw prior to making any decisions to amend the Water Agreement.

As you know, in 2004 the Greater Nanaimo Water District was dissolved, and this function was transferred authorities over the supply of water to the City of Nanaimo. The Act required City to adopt Bylaw No. 7088, A Bylaw to Establish Terms of Reference for the Water Supply Advisory Committee. The mandate of that committee is to garner opinions of the governing bodies of the users outside the jurisdiction of the City of Nanaimo on all issues related to the services and supply of the City of Nanaimo water supply that would impact those users outside the City.



Accordingly, we would like to invite the District to a meeting with the City, SFN and elected representatives from South West Extension in the near future to discuss our respective views on water and water supply. We believe this is a necessary step before we proceed with any decisions about amendments to our water agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill McKay', with a stylized flourish extending from the end.

Mayor Bill McKay

vb

G:\Agreements\20160715_WaterSupplyStrategicPlan.docx

District of Lantzville

REPORT TO COUNCIL

Regular Council Agenda Item
July 25, 2016

File: 1705-20

Q:\DISTRICT OF LANTZVILLE\Reports to Council\2016\2016 07 18 Q2 Capital Project
Update.docx

AUTHOR: Jeannie Beauchamp, Director of Financial Services

SUBJECT: Q2 Capital Project Update

RECOMMENDATION

THAT Council receives the July 25, 2016 Q2 Capital Project Update report for information.

ALTERNATIVES

THAT Council not receives the July 25, 2016 Q2 Capital Project Update report for information.

ATTACHMENT(S)

1. 2016 Q2 Capital Project Detail.

PURPOSE

To provide Council with information regarding the 2016 capital project expenditures and projected completion dates.

BACKGROUND

On April 25, 2016 Council adopted District of Lantzville 2016 – 2020 Financial Plan Bylaw No. 120, 2016. The bylaw includes \$1,424,500 of capital expenditure in 2016.

DISCUSSION

\$123,422 of the \$1,424,500 budget has been expended to June 30, 2016.

COMMUNICATION STRATEGY

This report will be available for review by the public in the July 25, 2016 Council meeting agenda package and available on the District of Lantzville website.

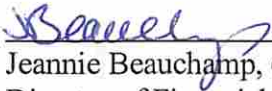
STRATEGIC PLAN ALIGNMENT

This report is in line with the 2015-2018 Strategic Priorities Chart: Communication, engagement and transparency.

SUMMARY

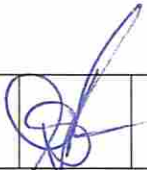
THAT Council receives the July 25, 2016 Q2 Capital Project Update report for information.

Respectfully submitted,



Jeannie Beauchamp, CPA, CGA, MBA
Director of Financial Services
District of Lantzville

Reviewed By:

Chief Administrative Officer		Director of Financial Services		Director of Public Works		Director of Corporate Administration	
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District of Lantzville
2016 Q2 Capital Project Detail

New G/L	Cost Centre	Project	Funding Source	Projected Completion Date	2016 Actual (to June 30)	2016 Budget	Variance
GENERAL FUND							
GENERAL GOVERNMENT							
06-5-10-527	119	Council Meeting AV	Surplus	July 2016		15,000	15,000
06-5-10-527	120	Asset Mgmt Software	Asset Replacement Reserve	August 2016		21,400	21,400
					-	36,400	36,400
PROTECTIVE SERVICES							
06-5-20-527	105	Radio Repeater	Asset Replacement Reserve	Dec 2016		9,000	9,000
06-5-20-527	106	Thermal Cameras	Asset Replacement Reserve	Sept 2016		8,500	8,500
06-5-20-527	108	Fire Hall Upgrades	Capital Works Reserve	Nov 2016	13,450	16,300	2,850
					13,450	33,800	20,350
TRANSPORTATION							
ROADS							
06-5-55-527	100	Road Replacement - Patching on Lorenzen/Sebastion	Capital Works Reserve	Oct 2016		36,000	36,000
			75% Capital Works Reserve; 25%				
06-5-55-527	121	Manhattan / Bayview Park Drive Road Replacement	Highways DCC	Oct 2016	546	355,300	354,754
					546	391,300	390,754
PARKS							
06-5-40-527	102	Rotary Park Playground Equipment	Parks Development Reserve	Oct 2016		37,000	37,000
06-5-40-527	107	Huddlestone Washroom	Parks Development Reserve	July 2016	920	5,000	4,080
06-5-40-527	118	Mountain Bike Skills Park	Surplus	Oct 2016		39,000	39,000
					920	81,000	80,080
TOTAL GENERAL FUND							
					14,916	542,500	527,584
SEWER FUND							
60-5-50-527	110	Sewer Ph 3	2/3rd grant; 1/3rd debt	Dec 2016	-	500,000	500,000
TOTAL SEWER FUND							
					-	500,000	500,000
WATER FUND							
76-5-70-527	114	Well #6 Replacement	Waterworks Reserve	Sept 2016	81,223	250,000	168,777
			Water DCC-\$115k, Waterworks Reserve - \$420K, Gastax - \$215k				
76-5-70-527	113	Nanaimo Water Interconnection		March 2016	6,649	7,000	351
76-5-70-527	115	Well #12 Redevelopment	Waterworks Reserve	Dec 2016	887	25,000	24,113
76-5-70-527	116	Well #9 Redevelopment	Waterworks Reserve	August 2016	18,860	50,000	31,140
76-5-70-527	117	Well #4 Redevelopment	Waterworks Reserve	Dec 2016	887	50,000	49,113
TOTAL WATER FUND							
					108,506	382,000	273,494
TOTAL DISTRICT							
					123,422	1,424,500	1,301,078

District of Lantzville

REPORT TO COUNCIL

Regular Council Agenda Item

July 25, 2016

File: 5600.08

Q:\DISTRICT OF LANTZVILLE\Reports to Council\2016\WellfieldRehabCouncilUpdate

AUTHOR: Fred Spears, Director of Public Works

SUBJECT: Wellfield Rehabilitation Update for Council

RECOMMENDATION

THAT Council receives this report for information.

ALTERNATIVES

N/A

ATTACHMENTS

N/A

PURPOSE

To update Council on the results of the works carried out to date on the District's Wellfield.

BACKGROUND

At the regular Council meeting held on July 11, 2016, Council passed the following motion:

THAT Council directs staff to provide an update on the rehabilitation within the District's Harby Road Wellfield; AND FURTHER THAT staff contact the owners of Well #11 and invite them to include (at their cost) Well #11 during pump testing of the District's Harby Road Wellfield once the well rehab is complete.

DISCUSSION

On October 15, 2014, Lowen Hydrogeology Consulting Ltd. produced the Phase 1 of Stage 1 Wellfield Management Plan for the Harby Road Wellfield. The Plan provided several recommendations on how to increase the capacity of the wells within the Harby Road Wellfield. One of those recommendations was to carry out an estimation of the well efficiencies at the Harby Road Wellfield. On March 31, 2015 Lowen Hydrogeology Consulting Ltd. provided the District with the Harby Road Wellfield, Estimation of Well Efficiencies Report. From that report came the recommendation to replace Well #6 with a new well.

Staff have been working on the replacement of Well #6 and to date the following works have been carried out:

- A new well was drilled to a maximum depth of 24.68 meters;
- The well tested at 186 US gallons per minute (USgpm) (1,014 cubic meters per day (m³ pd)) over a 24-hour period;
- Piping design has been completed and forwarded to Island Health with an application for construction permit;
- The pump and piping for the well has been ordered;
- Quotes for the materials to finish the connection of the new well to the system are expected to be in soon.

As stated above, the new well (Well #6a), has a yield of 186 USgpm (1014 m³ pd). As a comparison, the original Well #6 produced only 100 USgpm (543 m³ pd); that provides an additional 86 USgpm (469 m³ pd). Staff are hoping to have Well #6a online by the end of August.

Another recommendation that came out of the March 31, 2015, Lowen Hydrogeology Consulting Ltd. Harby Road Wellfield, Estimation of Well Efficiencies Report was the rehabilitation of District Well #9.

Drillwell Enterprises Ltd. was hired to carry out works on the Well #9 rehabilitation. The works consisted of removing the pump and piping, placing a plunging tool within the Well and using the water within the Well to flush the screen vigorously. Prior to the works being done Well #9 was producing 35 USgpm (190 m³ pd). After works were complete, Well #9 is now producing 95 USgpm (518 m³ pd) exceeding its original design.

The final recommendations from the March 31, 2015, Lowen Hydrogeology Consulting Ltd. Harby Road Wellfield, Estimation of Well Efficiencies Report were regarding the rehabilitation of District Wells #4 and #12. Works on Wells #4 and #12 have not begun as Well #6a and Well #9 need to be connected and actively producing prior to taking Wells #4 and #12 offline.

Currently Well #4 is producing 142 USgpm (775 m³ pd) and Well #12 is producing 102 USgpm (556 m³ pd) and are expected to increase in capacity by 26% and 44% respectively, as per the 2015 Lowen Hydrogeology Consulting Ltd. Harby Road Wellfield, Estimation of Well Efficiencies Report.

Once Well #6a and Well #9 are connected and producing, the total water available to the District, prior to the rehabilitation of Wells #4 and #12, will be 525.2 USgpm (2,863 m³ pd).

It should be noted that the capacities for both Well #6a and Well #9 have been verified by a Professional Hydrogeologist. It is expected that once works are completed on all of the District Wells, the Wellfield capacity will then be re-evaluated with a 24-hour pump test of all wells simultaneously.

Currently, the District has 892 connections. Using the current standard per connection, the District requires 3,032.8 m³ pd to supply its current connections.

Staff has asked the owner of Well #11 if they wish to be included in the pump test at their own costs; the owner has indicated they would like to have Well #11 included into the testing once the Wellfield rehab is complete.

FINANCIAL IMPLICATIONS

The table below identifies the original 2016 budget, costs to date, and remaining funds within the budget.

Well	2016 Budget	To Date	Funds Remaining
Well 6a	\$250,000	\$81,222.53	\$168,777.47
Well 9	\$ 50,000	\$26,749.89	\$ 23,254.11
Well 12	\$ 25,000	\$ 887.26	\$ 24,112.74
Well 4	\$ 50,000	\$ 887.26	\$ 49,112.74

STRATEGIC PLAN ALIGNMENT

Within the 2016-2018 Strategic Priorities Chart, under the Operational Strategies, the Wellfield Rehabilitation Program was identified as Number 2 on the list for the Director of Public Works.

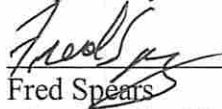
SUMMARY

As stated above, once Wells #6a and #9 are up and running, the amount of water available to the District, prior to the rehabilitation of Wells #12 and #4, is expected to be 2,863 m³ pd. The amount required by the current standards for the 892 connections is 3,032.8 m³ pd.

Once Wells #6a and #9 are back online, staff will begin works on Wells #4 and #12. The current capacity noted above has exceeded the expectations of the Wellfield Management Plan for the Harby Road Wellfield without the rehabilitation of Wells #4 and #12, therefore, retesting the capacity of the Wellfield once the rehabilitation works are complete is recommended.


Council has requested an update on the rehabilitation of the Harby Road Wellfield and staff requests that Council receive this report for information.

Respectfully submitted,



Fred Spears
Director of Public Works

Reviewed By:

CAO		Dir. Fin Serv		Dir. of PW		Dir Corp Adm	
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**DISTRICT OF LANTZVILLE
BYLAW NO. 75.3, 2016**

**A BYLAW TO ENLARGE LANTZVILLE SANITARY SEWER COLLECTION SYSTEM –
PHASE 2 LOCAL AREA SERVICE WITHIN THE DISTRICT OF LANTZVILLE FOR THE
PURPOSE OF ESTABLISHING, CONSTRUCTING, OPERATING, MAINTAINING AND
REPLACING A LOCAL SERVICE FOR THE COLLECTION, CONVEYANCE, TREATMENT
AND DISPOSAL OF SEWAGE**

WHEREAS Council established a local area service under the provisions of Section 211 of the *Community Charter* known as “District of Lantzville Sanitary Sewer Collection System – Phase 2”;

AND WHEREAS the Council of the District of Lantzville may, by bylaw, enlarge a local service area under the provisions of Section 218 of the *Community Charter*;

AND WHEREAS Section 211 of the *Community Charter*, states that the requirements under section 211 (1) (requirements for establishing a local area service) apply only in relation to the area to be included or excluded from the local service area and not to the rest of the local service area;

AND WHEREAS Council has been petitioned to enlarge the Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service to include 7468 Lantzville Road;

AND WHEREAS the Corporate Officer has certified that the petition received for the works does constitute a sufficient petition signed by a majority of the owners, representing at least half of the value of the parcels that are liable to be specially charged;

AND WHEREAS it is deemed expedient to grant the request of the petitioners in the manner hereinafter provided and proceed with the works;

NOW THEREFORE BE IT RESOLVED that the Council of the District of Lantzville in open meeting assembled, enacts as follows:

1. That the boundaries of the Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service shall be enlarged by the following property:

Civic Address: 7468 Lantzville Road
Legal Description: Lot 1, District Lot 54, Nanoose District, Plan 4929
 PID 006-020-160

as shown, shaded and outlined in heavy black line, on Schedule ‘A’ attached to and forming part of this bylaw.

2. This Bylaw may be cited as "District of Lantzville Sanitary Sewer Collection System – Phase 2 Local Area Service Bylaw No. 75, 2009, Amendment (7468 Lantzville Road) Bylaw No. 75.3, 2016”.

READ A FIRST TIME this 11th day of July, 2016.

READ A SECOND TIME this 11th day of July, 2016.

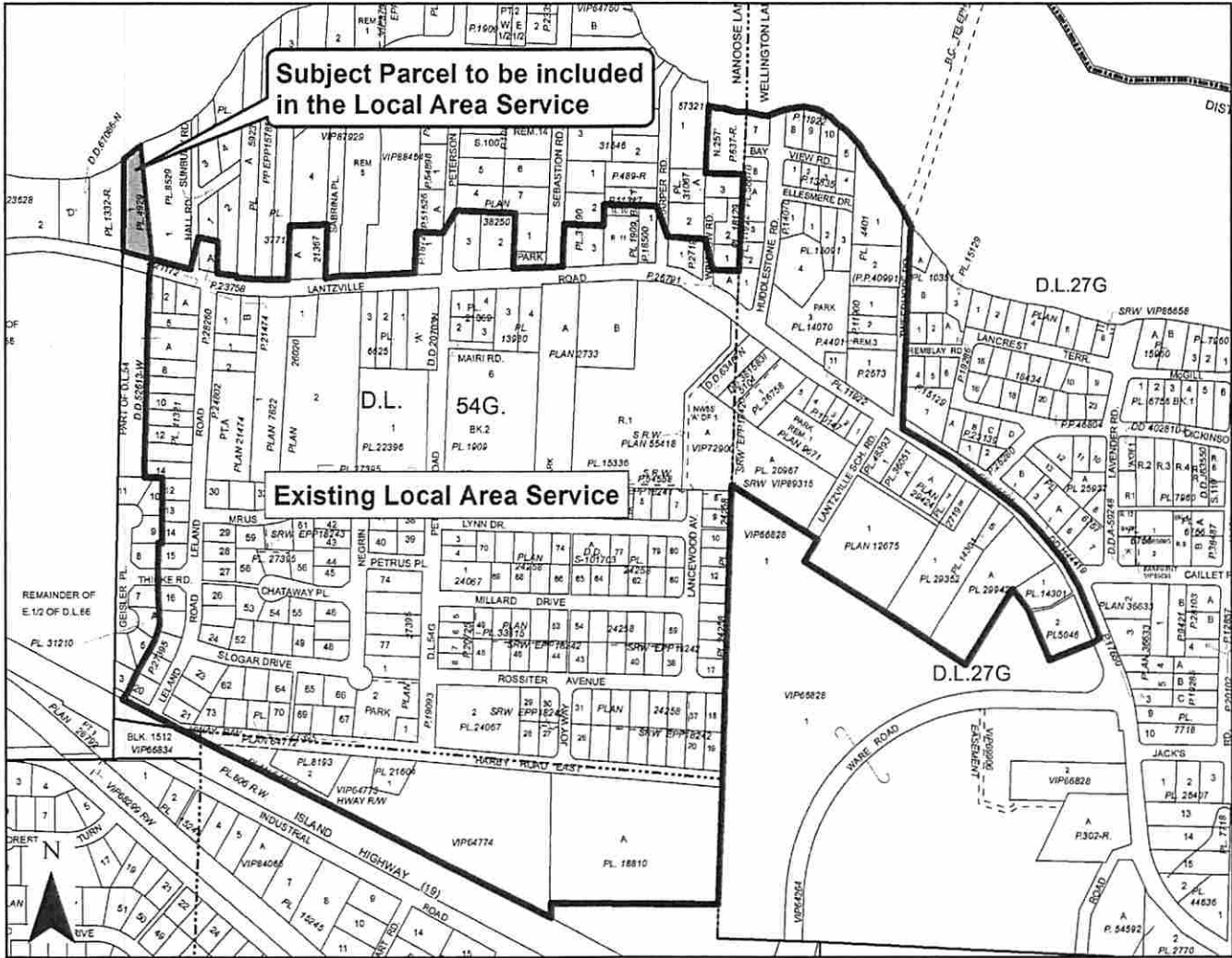
READ A THIRD TIME this 11th day of July, 2016.

ADOPTED this day of , 2016.

Mayor

Director of Corporate Administration

Schedule "A" to Bylaw No. 75.3, 2016



District of Lantzville

REPORT TO COUNCIL

Regular Council Agenda Item
July 25, 2016

File: 3900-20-129

Q:\DISTRICT OF LANTZVILLE\Reports to Council\2016\2016 07 25 District of Lantzville Water
Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016.docx

AUTHOR: Jeannie Beauchamp, Director of Financial Services

SUBJECT: District of Lantzville Water Asset Replacement Reserve Fund
Transferring Bylaw No. 129, 2016

RECOMMENDATION

THAT Council gives first reading to District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016.

THAT Council gives second reading to District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016.

THAT Council gives third reading to District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016.

ALTERNATIVES

THAT Council receive the July 25, 2016 District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016 report for information.

ATTACHMENT(S)

1. District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016

PURPOSE

To provide Council District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016 for consideration of first three readings.

BACKGROUND

The District currently holds two capital reserves relating to water assets: Waterworks Replacement Reserve Fund and Water Asset Replacement Reserve Fund.

DISCUSSION

The District established the Waterworks Replacement Reserve Fund in 2003 through the adoption of “Waterworks Replacement Reserve Fund Bylaw No. 2003-7.” The bylaw stipulates that money set aside, and interest earned on it, may only be used for purchase of property, development, expansion, upgrading, replacement or renewal of water system assets.

The District also holds a Water Asset Replacement Reserve Fund. The District has no record of a bylaw establishing this reserve fund. It is believed that the reserve fund was established by the old Lantzville Improvement District and transferred to the District upon incorporation. An establishment bylaw in the Lantzville Improvement District records could not be located. The reserve establishment bylaws stipulate specifically what the funds can be used for. Section 189 (1) of the *Community Charter* states that “Subject to this section, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established.” Without the establishment bylaw, the funds cannot be expended.

The legislation does allow for one reserve fund to be transferred to another reserve fund if the function of the first reserve fund is fulfilled by the second reserve fund. It is believed that the intention and function of the Water Asset Replacement Reserve Fund is to utilize the funds for the purchase of water capital assets. This function is captured in the District’s Waterworks Replacement Reserve Fund. Transferring of the funds in the Water Asset Replacement Reserve Fund to the Waterworks Replacement Reserve Fund would facilitate for the expenditure of the funds currently held in the Water Asset Replacement Reserve Fund.

As at July 25, 2016 the Waterworks Replacement Reserve Fund contained a balance of \$874,932 and the Water Asset Replacement Reserve Fund contained a balance of \$137,543. Both figures exclude interest earned in 2016.

FINANCIAL IMPLICATIONS

The Water Asset Replacement Reserve Fund currently contains a balance of \$137,543, excluding 2016 interest. Transferring this balance to the Waterworks Replacement Reserve Fund would facilitate the expenditure of these funds. Under the *Community Charter* the funds cannot currently be expended as the reserve establishment bylaw cannot be located.

COMMUNICATION STRATEGY

This report will be available for review by the public in the July 25, 2016 Council meeting agenda package and available on the District of Lantzville website.

STRATEGIC PLAN ALIGNMENT

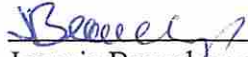
This report is in line with the 2015-2018 Strategic Priorities Chart: Finance System Review

SUMMARY

The District currently has funds in the Water Asset Replacement Reserve Fund. An establishment bylaw for this reserve fund cannot be located, and without said bylaw, the funds cannot be expended per the


Community Charter. District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016 will transfer the funds to the District's Waterworks Replacement Reserve Fund, which has the same function as the Water Asset Replacement Reserve Fund. This will allow the District to expend the funds currently held in the Water Asset Replacement Reserve Fund.

Respectfully submitted,



Jeannie Beauchamp, CPA, CGA, MBA
Director of Financial Services
District of Lantzville

Reviewed By:

Chief Administrative Officer		Director of Financial Services		Director of Public Works		Director of Corporate Administration	
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**DISTRICT OF LANTZVILLE
BYLAW NO. 129, 2016**

**A BYLAW AUTHORIZING THE DISTRICT OF LANTZVILLE TO TRANSFER
THE WATER ASSET REPLACEMENT RESERVE FUND TO THE
WATERWORKS REPLACEMENT RESERVE FUND**

WHEREAS the District of Lantzville considers the function of the Water Asset Replacement Reserve Fund to be the same as that as the Waterworks Replacement Reserve Fund; and,

WHEREAS Section 189 (4) of the *Community Charter* authorizes Council to permanently transfer all or part of the amount of a reserve fund established for a capital purpose to another reserve fund establish for a capital purpose; and,

WHEREAS the District of Lantzville will transfer the funds from the Water Asset Replacement Reserve Fund, which it considers to be a reserve fund established for a capital purpose into the Waterworks Replacement Reserve Fund, which it also considers to be a reserve fund established for a capital purpose;

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

1. Funds in the Water Asset Replacement Reserve Fund, in the amount of \$137,542.87 at July 25, 2016, plus any interest owing, will be permanently transferred to the Waterworks Replacement Reserve Fund.
2. This Bylaw may be cited for all purposes as "District of Lantzville Water Asset Replacement Reserve Fund Transferring Bylaw No. 129, 2016"

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Mayor

Director of Corporate Administration

District of Lantzville

REPORT TO CAO

Regular Council Agenda Item

July 25, 2016

File: 8100-20-MTD

Q:\DISTRICT OF LANTZVILLE\Reports to Council\2016\Minetown Day 2016 Parade Road Closure.doc

AUTHOR: Trudy Coates, Director of Corporate Administration

SUBJECT: Minetown Day 2016 Budget and Parade Road Closure September 10, 2016

RECOMMENDATION

THAT Council authorizes the closure to traffic of that portion of Lantzville Road from the intersection at Ware Road and Lantzville Road to Huddlestone Road, from 9:45 am to 11:00 am on Saturday, September 10, 2016 to facilitate the Minetown Day parade.

THAT Council instructs staff to increase the budget for Minetown Day 2016 from \$10,000 to \$13,000 to be funded by donation revenue; AND FURTHER THAT Council directs staff to prepare a Financial Plan amendment reflecting this change.

ALTERNATIVES

1. **THAT Council not authorize any road closures on Saturday, September 10, 2016, to facilitate the Minetown Day parade. Impact: No parade.**
THAT Council not authorize a budget increase for Minetown Day 2016 to reflect expenditure of up to \$3,000 in donations. Impact: Event expenses would need to be reduced to within the \$10,000 budget in the Financial Plan.
2. **THAT Council authorizes a different route and road closures on Saturday, September 10, 2016, to facilitate the Minetown Day parade.**
3. Other action as directed by Council.

ATTACHMENT(S)

1. Saturday, September 10, 2016 Minetown Day Parade Route and Marshalling Area Map

PURPOSE

To obtain Council's authorization for the closure of a portion of Lantzville Road for the parade, and authorization for additional expenditure of Minetown Day in the amount of donations received annually (estimated at \$3,000) for the Minetown Day to be held on Saturday, September 10, 2016.

BACKGROUND

The *Motor Vehicle Act* and the *Community Charter* authorize Council, by bylaw, to regulate traffic on highways, including access to and from highways. In October, 2004, Council adopted District of Lantzville Traffic and Parking Regulations Bylaw No. 28, 2004, which includes a definition of 'Parade', authorizes the Bylaw Enforcement Officer (BEO) to place temporary 'no parking' signs or other traffic control devices along the route of any Parade (except on Arterial Highways), authorizes the BEO to temporarily close a highway or restrict or divert traffic if it is unsafe or unsuitable for traffic, and prohibits unauthorized persons from travelling upon a highway that is temporarily closed. Bylaw No. 28 includes specified officials and employees of the District in the definition of Bylaw Enforcement Officer for the purpose of that Bylaw, e.g. CAO, Corporate Administrator, Superintendent of Public Works.

Minetown Day has been an annual District event in Lantzville for many years, delivered through the Parks and Recreation Commission and community volunteers, with assistance from District staff. The purpose of Minetown Day is to celebrate Lantzville's coal mining heritage and to bring the community together for a day of family fun in an outdoor, fair-like setting. The activities include a parade. As the road closure for the parade is a planned event, the practice has been to have Council authorize the road closure.

The District of Lantzville Parks & Recreation Commission Bylaw states that the Commission is responsible for organizing, budgeting and conducting the annual Minetown Day event, including: fund raising, booking appropriate venues, scheduling activities, promoting, as well as seeking community volunteers and sponsorship. It goes on to provide that all revenues and expenditures be accounted in the District's financial records, monies received deposited in the District's general revenue account, and expenditures to be provided for in the Financial Plan, and authorized by the Director of Financial Services. In prior years, donations received have been expended for Minetown Day, in addition to the \$10,000 in the Financial Plan.

DISCUSSION

A road closure for the parade route will be required during the approximately one ¼ hour period that the parade is marshalling, taking place and disbanding (9:45 am – 11:00 am). The Parade Marshall this year (Councillor Mark Swain) and the Director of Public Works report that participants will marshal along Jack's Road and along Caillet Road, with the parade starting on Lantzville Road north of Ware Road, travel north on Lantzville Road, turn right on Huddlestone Road, and disband at Huddlestone Park. A road closure is not required for the marshalling area. The road closure for the parade route does allow for emergency vehicle access; however, vehicular traffic will be restricted to local traffic only during the time outlined in the recommendation. In consideration of training, liability and insurance requirements, a traffic control service has been contracted to provide traffic control during the event. The RCMP traffic section motorcycle detail will again be invited to participate; however, attendance is always subject to policing demands at the time.

As some of the donations for Minetown Day are known at this time, the Director of Financial Services recommends Council authorizing the expenditure of donation revenue (with the District expending the budgeted amount plus the donations received as in the past) and instructing staff to include the funds (revenue and expenditure) in the next housekeeping amendment of the Financial Plan. Expenditures exceeding the budget total of \$10,000, will only be authorized after and up to the amount of donations received to a total maximum of \$13,000. Currently, only \$10,000 is included in the Financial Plan and authorized as the available budget to spend on Minetown Day.

FINANCIAL IMPLICATIONS

Parade financial implications include staff time to prepare, publish and deliver road closure notices as in prior years (funded through the District's Operating Budget) and, new for 2016, traffic control services (estimated at \$400 to be funded through the District's Minetown Day Budget).

COMMUNICATION STRATEGY

If the temporary road closure is approved by Council, staff will, as in the past, hand-deliver letters to affected residents and businesses along the route advising of the road closure. Staff will also notify the District of Lantzville Fire Rescue Department, BC Ambulance, RCMP and Regional District of Nanaimo's Transit Services of the road closure. A notice advising of the road closure will also be placed in the August and September issues of the Community Update as well as on the District's website, bulletin board and through social media.

STRATEGIC PLAN ALIGNMENT

None.

SUMMARY

Members of the Parks and Recreation Commission along with numerous volunteers have planned the Minetown Day festivities, which will be held on Saturday, September 10, 2015 in Huddlestone Park beginning with a parade to the Park. To meet our obligations regarding authorization of the road closure to facilitate the parade, and to promote the event, staff recommend that Council pass the motion recommended in this report. To ensure expenditures are authorized in accordance with District bylaws, staff recommend Council authorizing the expenditure of donations received to a maximum of \$3,000 and instruct staff to include these funds in a housekeeping Financial Plan Bylaw amendment:

THAT Council authorizes the closure to traffic of that portion of Lantzville Road from the intersection at Ware Road and Lantzville Road to Huddlestone Road, from 9:45 am to 11:00 am on Saturday, September 10, 2016 to facilitate the Minetown Day parade.


THAT Council instructs staff to increase the budget for Minetown Day 2016 from \$10,000 to \$13,000 to be funded by donation revenue; AND FURTHER THAT Council directs staff to prepare a Financial Plan amendment reflecting this change.

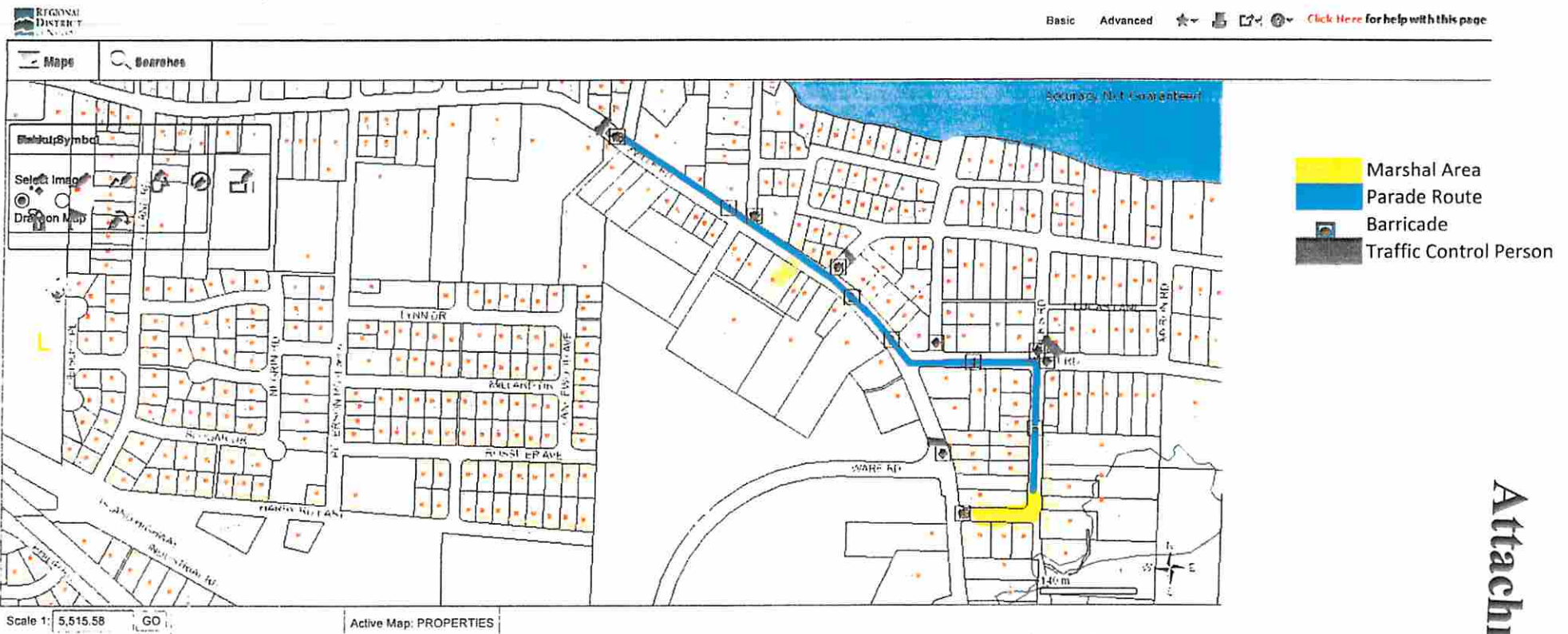
Respectfully submitted,



Trudy Coates
Director of Corporate Administration
District of Lantzville

Reviewed By:

CAO		Dir. Financial Services		Dir. of Public Works		Fire Chief	
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Attachment #1

District of Lantzville

REPORT TO COUNCIL

Regular Council Agenda Item

July 25, 2016

File: 7200.01.EQ

Q:\DISTRICT OF LANTZVILLE\Reports to Council\2016\Disposal of E-1 1956 Chevrolet Fire Truck July 25 2016.docx

AUTHOR: Brad McRae, Chief Administrative Officer
Rob Chatton, Fire Chief

SUBJECT: Disposal of E-1 (1956 Chevrolet) to the Lantzville Volunteer Firefighters Association

RECOMMENDATION

THAT Council transfers ownership of E-1 (1956 Chevrolet) to the Lantzville Volunteer Firefighters Association for the sum of \$1.00 and authorizes staff to complete the vehicle transfer documents.

ALTERNATIVES

THAT Council retain ownership of E-1 (1956 Chevrolet).

ATTACHMENT(S)

1. Email received on July 6, 2016 from Lantzville Volunteer Firefighters Association supporting receiving E-1 for the sum of \$1.00.

PURPOSE

The purpose of this report is to provide Council with a brief reasoning as to why E-1 (1956 Chevrolet) should be sold to the Lantzville Volunteer Firefighters Association.

DISCUSSION

The current Fire Chief has been working through both inventories of assets, as well as creating efficiencies within the Fire Department. E-1 has been identified as an asset which is no longer in use for firefighting actions that could be disposed of. The Fire Chief has approached the Lantzville Volunteer Firefighters Association about the possibility of accepting the apparatus for the sum of \$1.00. As the Association has put in countless hours restoring and maintain the apparatus, they were supportive in receiving this potential offer (Attachment #1).

FINANCIAL IMPLICATIONS

By releasing the apparatus to the Association, the District will save on insurance and maintenance costs. Insurance wise, this will save the District \$567.00 yearly. Maintenance costs would be based on issues arising and are somewhat difficult to estimate.

COMMUNICATION STRATEGY

Should Council choose to dispose of the apparatus to the Association, staff would recommend that Council acknowledge the disposal to the Association in the public. As well, staff will notify the public through social media sites and in the monthly newsletter.


STRATEGIC PLAN ALIGNMENT

The proposed action supports Council's Strategic Priority #2: *Communication, Transparency, and Engagement* as Council is responding to the wishes of an organization in an open forum.

SUMMARY

Staff respectfully recommend that Council dispose of E-1 (1956 Chevrolet) to the Lantzville Volunteer Firefighters Association.

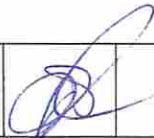


Respectfully submitted,



Brad McRae
Chief Administrative Officer

Rob Chatton
Fire Chief

Reviewed By:

Chief Administrative Officer		Director of Financial Services		Director of Public Works		Director of Corporate Administration	
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Attachment #1

Trudy Coates

From: Brad McRae
Sent: July-20-16 2:31 PM
To: Trudy Coates; Rob Chatton; Jeannie Beauchamp
Subject: FW: Lantzville Firefighters Association purchase of the 1956 Chevy (Old Engine 1)

Brad McRae (M.A.)
Chief Administrative Officer
Subdivision Approving Officer
District of Lantzville
PO Box 100, 7192 Lantzville Road
VOR 2H0
Ph.(250)390-4006
Brad@lantzville.ca

-----Original Message-----

From: blairpn22@gmail.com [<mailto:blairpn22@gmail.com>]
Sent: July-06-16 9:18 PM
To: Brad McRae
Cc: Rob Chatton
Subject: Fwd: Lantzville Firefighters Association purchase of the 1956 Chevy (Old Engine 1)

Dear CAO. McRea,

On behalf of the Lantzville Firefighters association I would like to thank you and the district staff for your considerate decision to sell the 1956 Chevy to the association for the sum of (\$1.00). The association would like to go through with the purchase. Once again thank you on behalf of the entire association. The truck holds significant historical value to the association and its members.

-Blair Neff, Lantzville Firefighters Association President.