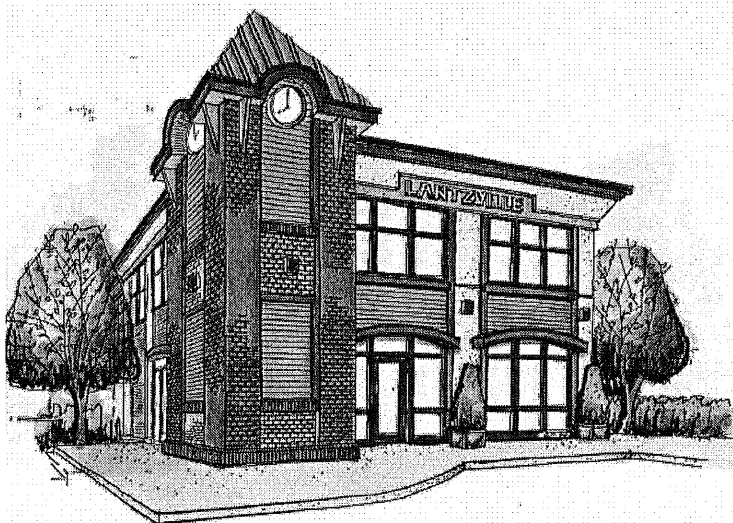


DISTRICT OF LANTZVILLE
BRITISH COLUMBIA, CANADA

ANNUAL REPORT

PRESENTED TO COUNCIL ON JUNE 26th, 2006



2006 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 objectives for the fiscal year ended December 31st, 2005. The second purpose is to inform readers about the District's goals and objectives met during 2005, report on current year projects goals and objectives, and identify priorities for future years.

LETTER FROM THE MAYOR

An Open Letter to the Citizens of the District of Lantzville

It is with pleasure that I take this opportunity to provide this information update to the residents of Lantzville regarding municipal services and operations of the District of Lantzville.

Since our incorporation, members of Council have been diligently working towards addressing the needs of the community.

Good governance begins with the identification of mission statement, values, identifying strategic priorities and developing an action plan to facilitate those priorities. I am pleased to report that Council adopted the following mission statement:

"provide a high level of affordable services in an environmentally sustainable fashion, while managing growth of the community and respecting the unique rural character and charm".

Along with this mission statement Council also adopted the following values:

*"Act in a professional manner at all times,
Have respect for: each other,
 the roles of Council & staff
 the decision making process,
 opinions of all of our constituents,
Carry out adequate research and thoughtfully consider the issues before us, while
serving and representing all our community"*

Council has participated in Strategic Planning Sessions as a means of identifying and establishing priorities in response to issues identified by both residents of the community and Council. Following the fall general local elections your newly elected Council met and identified the following strategic priorities for 2006 as follows:

- Parks & Open Spaces
- Communications
- Sewer
- Water
- Municipal Hall
- Community Amenities

Council continues to review municipal services which in itself are an incredible task. One must respect the desires of the community while recognizing that developing services for the community also have a financial impact.

Council strives to accommodate the desires of residents of the community and have taken advantage of funding opportunities in a number of initiatives. Of utmost importance is the need to address the provision of water and sewer services. The District of Lantzville made an application under the B.C. Community Water Improvement Program in February of 2005 for funding assistance relating to Phase 1, 2 & 3 of the District's proposed sanitary sewer collection system. The District was successful in our application and will be receiving \$2.4 million towards phase one of the District's proposed collection system. Other successful applications for funding include:

• Liquid Waste Management Plan	\$ 10,000
• Infrastructure Planning (study) grant	\$ 10,000
• Small Communities Grant	\$ 248,000
• Community Works Funding (Gas Tax)	\$ 53,826

A milestone was reached with the signing of a Memorandum of Understanding (MOU) on October 17th, 2005 with our neighbouring municipality the City of Nanaimo for the future consideration of the City providing the District of Lantzville with potable water. Recognizing that a number of issues need to be addressed prior to the District receiving water, the MOU does establish that the City will provide potable water on an emergency basis to the District of Lantzville should we find ourselves managing an extraordinary event.

Looking ahead Council will continue to identify a list of objectives and a means of how these objectives may be achieved through ongoing consultation with residents both formally and informally. In closing, I would like to take this opportunity to encourage residents of the community to continue to provide input and comment on our goals and objectives to ensure that we, as Council, continue to recognize and implement the desires of the community.

We thank you for your continued support.

Sincerely

Colin Haime
Mayor
District of Lantzville

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

OBJECTIVES & MEASURES FOR 2006 & 2007

Background

The District of Lantzville was incorporated on June 25th, 2003. Much of Council's efforts continue to focus on establishing a form of governance that residents of the community are looking for in addition to establishing the District's independence where possible.

STRATEGIC DIRECTION FOR 2006, 2007 & 2008

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

Council is provided with a report on the District's progress in implementing the strategic plan. This allows Council the opportunity to review its goals and objectives to address the changing needs of the community.

Shortly after the 2005 general local elections (November 19th, 2005) Council undertook a strategic planning session and determined its priorities for 2006 and future years as follows:

1. Parks & Open Space

Prior to Lantzville's incorporation a Committee had been formulated and developed what is known as the 'Foothills to Foreshore Parks Plan'. Council recognizes the importance of parks and open space to residents of the community and given the potential of acquiring 900 acres of parkland from a proposed development in the 'Foothills', Council established this as a priority. A review of the Foothills to Foreshore Parks Plan will require the assistance of a parks planner who, upon establishment of a committee will consist of various representatives of Council, members of the Community, etc., which will be tasked with the review of the plan. The review will encompass Lantzville Foothills Estates, recognize our new municipal boundary, the new regional trail links and the changing demographics and community expectations post-incorporation.

2. Communications

Council, respecting the constituents, neighbouring jurisdictions and staff, wish to establish a communication system that addresses both internal and external communications in an exemplary manner. Included with creating a policy that will facilitate this objective, development of a logo for the District is a top priority. A logo will assist in creating an identity for the District.

3. Municipal Services

- a. Water – Given the depletion of the District's aquifer it is Council's priority to continue to pursue and obtain an additional water source for residents of the District. Council of the District of Lantzville reached a milestone with the execution of a Memorandum of Understanding between the District and our neighbour municipality the City of Nanaimo. The MOU outlines the potential provision of water to the District in addition to providing the District with potable water on an emergency/temporary basis.
- b. Sewer – Given the District's success in our grant application and receipt of \$2.4 million towards phase one of the District's proposed sewage collection system. Council and staff continue to focus resources on achieving this objective.

4. Municipal Hall

Not unlike the provision of water and sewer an improved municipal hall has also been a priority of Council. In order for the District to establish its independence and expand on service provision, improvements to the existing hall are a necessity. This project began in April 2006 and is expected to be completed at the end of August 2006.

5. Community Amenities

Recognizing the importance of community amenities, Council has elected to focus on items such as a museum, library, and seniors housing. This, in all likelihood will not result in any tangible benefits in this Council's term, rather it will be a foundation building exercise and like anything when being initiated and/or established will not be without its challenges.

MUNICIPAL SERVICES & OPERATIONS FOR 2005 - OVERVIEW OF SERVICES

The District currently provides the following services:

1. General Government
 - Administration
 - Corporate Services
 - Financial Services
2. Protective Services
 - Fire Suppression, Fire Prevention, Rescue
 - Emergency preparedness
 - Bylaw Enforcement
3. Community Planning
 - Development Planning
 - Land Development and Subdivision
 - Building Inspections
4. Engineering & Public Works
 - Transportation, Roads and Drainage
 - Waterworks

The District continues to establish itself following incorporation in 2003. In 2005, the District continued to contract from the Regional District of Nanaimo Building Inspection Services, Bylaw Enforcement, Animal Control, and Mapping services.

In the following section, the service is described and information on specific objectives and results of operations is presented.

DEPARTMENTAL REPORTS

1. General Government

• Administration

The Chief Administrative Officer is responsible for the overall administration of the District's departments. The duties of this office include developing 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 providing advice to Council.

Goals & Related Progress (2005):

Facilitate the OCP process: an extensive public consultation process commenced in the spring of 2004 and continued throughout the remainder of the year and well into 2005. Council of the District of Lantzville adopted the District's first Official Community Plan on September 26th, 2005.

Explore Options for Increasing the Supply of Water: Council of the District of Lantzville and Council of the City of Nanaimo have entered into a Memorandum of Understanding for the supply of water from the City of Nanaimo. Recognizing that supply of water is contingent on the District meeting a number of conditions, the MOU does acknowledge that the City will provide the District with an emergency supply/connection if needed. This MOU was executed in October 2005.

Facilitate the Renovations of the Municipal Hall: Since Lantzville's incorporation discussions around a solution regarding the existing municipal hall has been pursued. The existing office space was not adequate to conduct the business of the municipality and needed to be addressed. Renovations to the existing hall commenced on April 3rd, 2006, and are scheduled to complete Mid September.

Facilitate the Establishment of a Parks & Open Space Function: it is the desire of Council to establish a parks and open space function. Main objective will be the establishment of a parks committee to review the Foothills to Foreshore Parks Plan.

Goals for 2006/2007

1. Facilitate the completion of the renovations to the Municipal Hall
2. Facilitate the establishment of a Parks & Open Space Function
3. Establish a communications policy
4. Establish the building inspection function
5. Oversee the drafting of a Building Bylaw
6. Continue to pursue new water supply with City of Nanaimo
7. Implementation of Phase 1 of the Sewage Collection System
8. Investigate feasibility of community amenities

Performance Measures

- ✓ degree of implementation of the above projects
- ✓ community feedback and employee retention

- **Corporate Services**

The main objective of the corporate services department is to continue to develop, enhance and build on communications between other levels of government, various agencies, Council, staff, and residents of the community.

Goals for 2005 & Progress:

Facilitate the 2005 General Local Elections: 2005 marked the year of general local municipal elections. Given that this was the first time the District of Lantzville participated in the fall local elections the procedures/functions surrounding election procedures had to be established.

Continue to Develop a Communications Policy: A website for the District of Lantzville was created to provide another means of providing the residents of the community with current information on an ongoing basis. Additional information was provided to residents in the form of mail outs, advertisements, and columns in the community newspaper.

Goal for 2006/2007:

- ✓ continue to enhance and encourage communication with Lantzville residents
- ✓ continue to work on establishing a formal policy that will address both internal and external communications to the satisfaction of all who access/require information

Performance Measures

- ✓ a process that facilitated the general local elections pursuant to legislation
- ✓ increased community feedback and involvement in District decision-making processes

- **Financial Services**

The Finance Department's responsibilities include:

- levying and collecting municipal taxes and utility rates
- expending municipal money in the manner authorized by Council
- 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

Goals for 2005 & Progress:

Undertake a Municipal Services Review: Expansion of water supply services would be desirable and is being explored as noted above. The possibility of providing a municipal liquid waste collection system is also being investigated, as noted above.

Develop a Capital Plan: Based on Council's strategic plan, a five year capital plan was drafted and presented to Council in April 2005.

Goals for 2006/2007:

- ✓ enhance the financial health of the District through the use of thoughtful, long-term budgeting and inventory strategy
- ✓ develop a financial strategy to achieve the short and long term goals described in the OCP (this will include the development of a DCCs bylaw)
- ✓ promote community understanding of the District's financial plan by presenting financial information in a user-friendly format
- ✓ increase customer self-help opportunities by developing a new online customer account access
- ✓ consider adjusting the current utility billing system and establishing utility billings on a semi-annual basis

Performance Measures

- ✓ adequate cash position to conduct planned municipal business
- ✓ increased community feedback and participation in developing the financial plan
- ✓ number of new on-line applications introduced and the use thereof
- ✓ quarterly financial progress reports prepared and made available to Lantzville residents
- ✓ establishment of a new semi-annual utility billing system

2. PROTECTIVE SERVICES

- **Fire Suppression, Fire Prevention and Rescue**

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

Goals for 2005 & Progress:

Ensure Effective Fire Suppression Capability by Implementing the Equipment Configuration Recommendations of the 2002 Fire Underwriters Survey (FUS): A new triple-combination pumper-tanker fire engine was purchased in accordance with the equipment configuration recommendations outlined in the survey.

Conduct Negotiations with Various Agencies for Potential Relocation of the Fire Hall: Negotiate terms in favour of the District to assist with the possible construction and relocation of a new fire hall given the lease expiry of 2012 (existing location) and the potential reconfiguration of the Hwy 19 and Superior Road intersection.

Goals for 2005/2006:

- ✓ ensure effective fire suppression capability by assessing current fire hall inventory and facilities in relation to the recommendations outlined in the FUS survey
- ✓ retain sufficient volunteer member levels
- ✓ ensure adequate training of volunteer membership
- ✓ negotiate new location for fire hall

Performance Measures

- ✓ degree of compliance with Fire Underwriters' Survey recommendations
- ✓ effective and efficient responses to fire, accident, and health emergency events
- ✓ construction of a new fire hall with nominal financial impact to the District

- **Emergency Preparedness**

For the 2005 calendar year the District of Lantzville terminated their contract with the Regional District of Nanaimo for the provision of an emergency program coordinator given the retention and appointment of the District's own EPC.

Goal for 2005 & Progress:

Pursue Emergency Preparedness Funding: Apply for and receive funding for the purpose of establishing an emergency response plan as it pertains to tsunamis. These funds resulted in signage being implemented throughout strategic locations within the municipality.

Facilitate Training of the EPC: Given the appointment of a volunteer member of the community to fulfill the role and responsibilities of the District's own Emergency Program Coordinator, training is required. The EPC coordinator has made a priority of both attending and participating at various meetings and emergency training exercises.

Goals for 2006/2007:

- ✓ additional grant monies to assist the District in establishing our own emergency response plan however, ultimately to become part of the "Regional" emergency plan
- ✓ EPC's attendance at various conferences/workshops and participating in the Mid-Island Emergency Program Coordinators function
- ✓ achieve efficiencies in an emergency situation by co-coordinating the provision of manpower and equipment between neighbouring municipalities, Mid-Island Emergency Program Coordinators and the Provincial Emergency Plan system

Performance Measures

- ✓ education & training that facilitates EPC competencies to deal with an emergency
- ✓ establish the District's own emergency response manual
- ✓ database facilitating easy access to community information that would provide the District with assistance in the case of an emergency

- **Bylaw Enforcement**

The District has a contract 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 animals, noise control, land use and traffic violations. The Bylaw Enforcement Officer takes the necessary steps to resolve the issue and will attend Court on behalf of the District where necessary.

Although there were no specific goals or objectives set for this service it is the District's desire to terminate the contract with the Regional District of Nanaimo for this service and in turn, establish the District's own Bylaw Enforcement function. Discussions are in the preliminary stages as to how the District will accomplish this task with minimal impact on taxpayer dollars.

3. 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. The District took the initiative of establishing this function effective July 1st, 2005. Planning services are now provided by contract on a cost recovery basis.

Goals for 2005 & Progress:

Develop a process that is User Friendly: Establishing a procedure that will have the most minimal impact to residents/developers of the community when utilizing a contract planner who has regulated 'office' hours. To date, the Planning Consultant is in the District Office on a set day, one day per week. Telephone calls are handled on a daily basis. User feedback to date, including Planner feedback is, on the most part, positive. The District however is aware that development may increase as a result of potential infrastructure services and will have to continue to reassess this function to ensure positive results.

Develop Internal Procedures that will Facilitate the Planning Function in a Cost Effective Fashion: Given that this is the first time the District is dealing with the planning function, office structure is still being identified. Policies and procedures regarding application processing continue to be redefined and amended to encourage applications being processed in a timely, accurate fashion.

Re-classify Job Duties & Responsibilities to Allow for Planning Assistant Function: Although the District of Lantzville has minimal new development given the lack of services ie., water & sewer, the planner is extremely busy addressing DP, DVP, rezoning applications etc. It is the District's intention to re-classify the position of Accounts Receivable Clerk to allow this position time to assist the planner in processing the various land use applications.

Goals for 2006/2007:

- ✓ continue to assess land use application process (ie., time)
- ✓ establish procedures that will facilitate land use applications in a timely manner
- ✓ re-classify job responsibilities to facilitate assistance to the planning consultant in the processing of land use applications

Performance Measures

- ✓ applicant satisfaction
- ✓ developer satisfaction
- ✓ accommodate applications in a timely fashion

- **Land Development and Subdivision**

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

Although there were no specific goals or objectives established for this particular function, the District has retained the services of a retired Approving Officer via contract. To mitigate costs and unnecessary demands of the Approving Officers time, accommodations have been made, on the part of the District, to establish a reporting structure which results in no direct residential contact with the Approving Officer. Contact is facilitated through the District office by way of the Director of Public Works and the Planning consultant.

Goal for 2006/2007:

- ✓ subdivision applications/approvals are done in a timely manner
- ✓ subdivision applications/approvals are given subject to legislative requirements and that adhere to District's low impact development standards

Performance Measures

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

- **Building Inspections**

By scrutinizing buildings and structural drawings, Building Inspectors enforce the Building Code and regulatory bylaws governing building, heating, plumbing, and zoning. The District has contracted the Regional District of Nanaimo to provide Building Inspection services to the residents of Lantzville.

Although there were no specific goals or objectives set for this service it is the District's desire to terminate the contract with the Regional District of Nanaimo and in turn, establish the District's own Building Inspection function, this to establish a higher more efficient level of service to residents of the community. Discussions are in the preliminary stages as to how the District will accomplish this task with minimal impact to taxpayer dollars but also, to provide this service at a level that is expected. Further, establishment of this function will be done on a cost recovery basis.

4. ENGINEERING AND PUBLIC WORKS

The District has three full-time staff in this particular department, a Director of Public Works Maintenance Technician, and Utility/Equipment Operator to ensure the safe and efficient operation of the District's waterworks, Pebble Beach Sanitary Sewer System, parks, buildings and other related facilities and equipment. In addition, a summer student is hired to assist with the maintenance of parks.

- **Transportation, Roads and Drainage**

A municipality is responsible for maintaining local roads within its boundaries. As part of Lantzville's incorporation, the Province of British Columbia has provided a five year transition period during which it is paying the contractor for this service. The

transition period expires in June 2008. However, any new road construction is either the responsibility of the District or the developer.

Goals for 2005 & Progress:

Establish Road Network Plan: Respecting that the District will assume responsibility for the roads by mid-2008, it is imperative that the District establish a road networks plan. This plan is currently being developed by the Director of Public Works and the District's engineers Koers & Associates Engineering.

Identify a Proposed Sanitary Sewer Collection System for the District: In February 2005, the District of Lantzville identified and submitted a request for funding to facilitate the implementation of a sanitary sewer collection system. The District was successful in obtaining monies for Phase 1 of the collection system. To date, the District's engineers are designing the system and preparing for tender. The design stage is nearing completion.

Goals for 2006/2007:

- ✓ develop a road construction and maintenance strategy consistent with the community goals of livability and rural atmosphere
- ✓ implementation of phase 1 of the proposed sanitary sewer collection system
- ✓ to promote safe travel for pedestrians and cyclists identify, where appropriate, future trails/linkages

Performance Measures

- ✓ degree of completion of roads strategy
- ✓ degree of trail identification and potential implementation where not cost prohibitive

• **Waterworks**

The District supplies and distributes water for household use, commercial and fire suppression purposes to roughly 860 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.

Goals for 2005 & Progress:

Continue with the Water Quality and Storage Infrastructure Construction Project: In early 2004, the District's engineering consultants completed their design work related to this project to improve water distribution and to build a large new reservoir complete with treatment and monitoring facilities. The first phase of construction commenced in November of 2004. Construction continues on this water storage facility and completion is scheduled for August 2006.

To enhance the District's water supply, negotiations continue with our neighbouring municipality the City of Nanaimo for the provision of water. As indicated earlier in this report the District of Lantzville and the City of Nanaimo signed a Memorandum of Understanding which have established the 'playing field' for the two parties.

Further, and of more importance is that this MOU does allow for an emergency water connection immediately.

Continue to provide programs to promote and conduct Water

Conservation: The District established a low-flush toilet rebate program. The District staff will review applications and if residents qualify i.e., provide receipt of CSA approved low flush toilet, proof of installation and photograph of the old, destroyed toilet, the District will rebate the property owners. The program was established in late 2005 and to date twenty-five rebates have been issued. These twenty-five toilets alone equal a savings of approximately 400,000 imperial gallons of water per year.

Goals for 2006/2007:

- ✓ continue to negotiate with the City of Nanaimo on the provision of water
- ✓ ensure that the District provides safe reliable water for drinking purposes
- ✓ ensure that the District system operates with adequate flows for fire protection purposes
- ✓ complete the Water Quality and Storage Infrastructure Construction Project
- ✓ protect the community aquifer through water conservation strategies such as public education, watering restrictions, tiered water consumption rates
- ✓ continue to promote the low-flush toilet rebate program

Performance Measures

- ✓ a new water supply source is identified and an implementation strategy is developed
- ✓ degree of completion of Water Quality and Storage Infrastructure Construction Project
- ✓ 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

STATEMENT OF 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

<i>Legal Description</i>	<i>Civic Address</i>	<i>Organization</i>	<i>Value of Permissive Exemption</i>
<u>Lot 2, Plan 2913</u> DL27G Wellington Land District	7113 Lantzville Road	Anglican Synod Diocese of B.C.	\$3,316
<u>Lot 11, Plan 11922</u> DL27G Wellington Land District	7244 Lantzville Road	The Lantzville Heritage Church of the Reformed Church in Canada	\$ 575
<u>Lot 1, Plan 9671</u> DL27G Wellington Land District	School Road	The District of Lantzville / Old Age Pensioners' Organization	\$ 815
<u>Lot 1, Plan 2573</u> DL27G Wellington Land District	7232 Lantzville Road	The District of Lantzville / Old Age Pensioners' Organization	\$2,547