



2024 Annual Report

District of Lantzville

British
Columbia
Canada



District of Lantzville

British Columbia

2024 Annual Report

Fiscal year ended December 31, 2024



This report has been prepared by the Financial Services Department

Telephone: 250.390.4006

Fax: 250.390.5188

lantzville.ca



TABLE OF CONTENTS

| <u>Introductory Information</u> | | <u>Financial Statements</u> | |
|--|----------|--|---------|
| Message from the Mayor | Page 6 | Statement of Responsibility | Page 31 |
| 2024 Officials | Page 7 | Auditor Report | Page 32 |
| 2024 Elected Officials | Page 8 | Statement of Financial Position | Page 34 |
| Organizational Structure | Page 9 | Statement of Operations | Page 35 |
| Report from Director of Financial Services | Page 10 | Statement of Change in Net Financial Assets | Page 36 |
| Strategic Priorities for 2023-2026 | Page 11 | Statement of Cash Flows | Page 37 |
| Mission Statement | Page 13 | Notes to the Financial Statements | Page 38 |
| | | Schedule of Tangible Capital Assets | Page 53 |
| <u>Departmental Reports</u> | | Schedule of Statutory Segment Disclosures | Page 54 |
| General Government | | Schedules D-F Grants | Page 56 |
| Administration | Page 15 | | |
| Corporate Administration | Page 17 | <u>Permissive Tax Exemptions Report</u> | Page 59 |
| Financial Services | Page 20 | | |
| Protective Services | Page 22 | | |
| Fire Suppression, Prevention, & Rescue | Page 22 | | |
| Planning & Community Services | Page 24 | | |
| Planning | Page 24 | | |
| Economic Development | Page 24 | | |
| Building Inspection | Page 25 | | |
| Bylaw Enforcement | Page 25 | | |
| Engineering, Public Works, & Parks | Page 26x | | |
| Emergency Management | Page 28 | | |



INTRODUCTORY INFORMATION



MESSAGE FROM THE MAYOR



On behalf of Council, I am pleased to present the District of Lantzville's 2024 Annual Report. This report contains valuable information related to the District's operations, including the 2024 financial statements, accomplishments, and objectives aimed at helping Council achieve its 2023-2026 strategic priorities. On the following pages, learn more about what is happening now and in the future in our beautiful seaside community.

The District of Lantzville made progress on several capital projects in 2024, including watermain replacement on Harby Road East/Joy Way/Rossiter Avenue, Phase II of the Village Commercial Core Improvement Plan – Landscape Implementation Project; Design and Award of the Dickinson Road culvert replacement (scheduled to start July 14, 2025); Designed and Implemented Jack's Road Beach Ends, Installed bike racks at Eby and Harper and opened Pierce Woods Marine Park to name a few. As well, Council amended its Zoning Bylaw as required by Provincial legislation and now continues with the preparation of the associated amendments to the Official Community Plan which are legislatively required to be adopted by December 31, 2025. The District also developed a Tree Management and Protection Bylaw, enhancing tree canopy and biodiversity, and established Future Old Growth (FOG) zones.

The Local Area Service Petition Against process of the Winds Residential Area Water System Expansion project was completed, and the residents voted against the project. Although it was anticipated that the project would be approved by the residents, the contribution of so many members in this community to the process demonstrated the value of a democratic process. This is the purpose of a Petition Against process, and it is helpful to now have the decision finalized. The District is now exploring other opportunities, including working with other stakeholders. The \$5.9M water infrastructure grant funds are very important to our community and were the result of considerable work on the part of the District to receive. It is critical to ensure that these funds are used in our community to improve water security for residents currently on wells, as well as improving fire protection with the addition of fire hydrants. These discussions are ongoing, and once a decision is made, an update will be communicated. Plans are also in the works to complete the Legion Plaza located in front the Legion Branch 257 adjacent to Lantzville road in addition to extending the trail along Lantzville Road to Tweedhope Road.

The legislative changes introduced by the Province in 2024 with respect to zoning continue to require considerable time to implement. The District of Lantzville was required to develop housing targets to meet these requirements, as was every other community in British Columbia. The Provincial government introduced Bill 44: Housing Statutes (Residential Development) Amendment Act on November 1, 2023, with a view to enabling more affordable housing throughout British Columbia. A considerable investment of time has continued to be invested by Council to ensure that the District of Lantzville meets the needs of its residents and to listen to concerns about the changes and how they will affect our neighbourhoods. This work is ongoing and will continue well into 2025 and beyond as these changes continue to be implemented in our community.

The District purchased two properties located at 7099 Lantzville Road and 6852 Wiles Road for \$922,245.02 and \$324,205.06, respectively, using grant funds from the Growing Communities Fund to avoid any tax impact. The properties will be developed in a way that adds to the character and beauty of our community while preserving a natural public park space in perpetuity.

The addition of a public health care facility in Lantzville was initiated in 2024. A major project will be started in our community, which is the construction of a Long Term Care Facility to be located at 6910 Lantzville Road. The lack of such services in our region has been an issue, and we look forward to the completion of this project. The project was announced in late 2023, as a joint effort of the Vancouver Island Health Authority, the Province of British Columbia, the Nanaimo Regional Hospital District and the District of Lantzville. Updates will be provided throughout 2025 as the project continues to develop.

On behalf of the District of Lantzville Council, we are honoured to serve the people of Lantzville and appreciate all contributions that residents undertake to make our community better. Your Council is working hard to ensure Lantzville will forever remain a great place to live for generations to come.

It is an honour and privilege to serve as your Mayor. Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark Swain'.

Mark Swain Mayor
District of Lantzville

DISTRICT OF LANTZVILLE

2024 OFFICIALS

MAYOR

Mark Swain

COUNCIL

Ian Savage
Joan Jones

Jonathan Lerner
Rachelle Mundell

MANAGEMENT

Chief Administrative Officer
Acting, Chief Administrative Officer
Interim Chief Administrative Officer
Director of Financial Services
Interim Director of Financial Services
Director of Corporate Administration
Director of Public Works
Director of Planning Services
Fire Chief

Ronald Campbell, CLGM
Glenn Morphy
Sundance Topham
Rose Liu, CPA, CMA, MBA, PCP
Ken Bjorgaard
Delcy Wells
Glenn Morphy
George Robinson, MCIP, RPP
Neil Rukus

AUDITORS

MNP LLP

PRIMARY BANKERS

Coastal Community Credit Union
National Bank

PRIMARY SOLICITORS

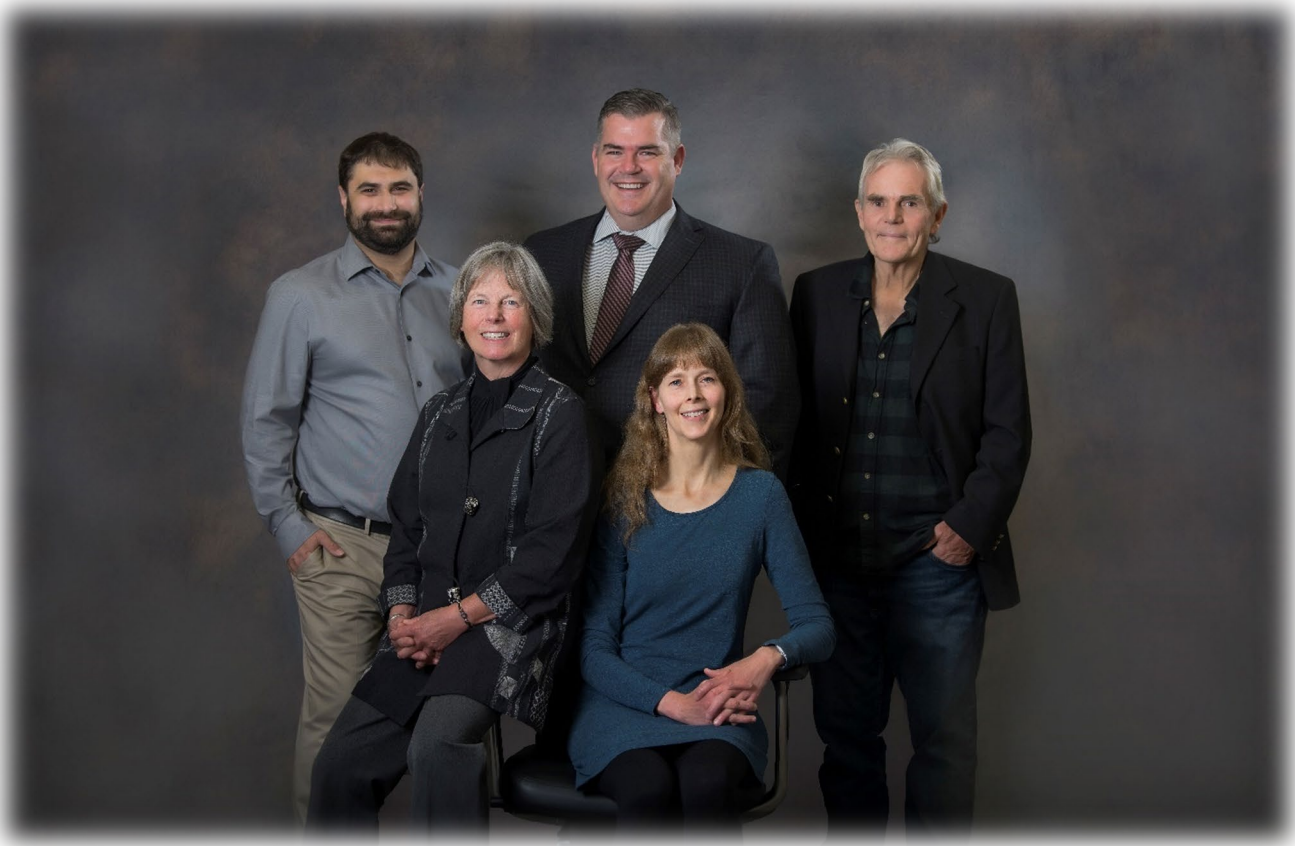
Lidstone & Company

DISTRICT OF LANTZVILLE

ELECTED OFFICIALS

The Municipal Council is Lantzville's governing body. Lantzville's Municipal Council is comprised of a Mayor and four Councillors. The District's 5-member Council is serving a term expiring November 4, 2026. Under the *Community Charter*, their role is to provide good governance, serve its citizens' needs and wants, stewardship for its public assets as well as positive economic, social and environmental climate. Council is responsible for setting budgets, levy taxes, adopt bylaws, establishing policies and making decisions that guide the growth, development and operation of the District of Lantzville. District staff are responsible for day-to-day operations, implementing Council decisions and policies, and providing advice to elected officials.

Council usually holds two meetings each month, which are open to the public unless a portion is closed to the public in accordance with the *Community Charter*. In person public attendance is permitted in the Council Chamber. Meetings can also be viewed on the District's live stream. Meeting agendas, schedules, minutes and video archives, are available on the District's website at lantzville.ca.



Elected council from left to right: Councillor Jonathan Lerner, Councillor Joan Jones, Mayor Mark Swain, Councillor Rachelle Mundell and Councillor Ian Savage

DISTRICT OF LANTZVILLE ORGANIZATIONAL STRUCTURE



REPORT FROM THE DIRECTOR OF FINANCIAL SERVICES

Mayor and Council
District of Lantzville

Your Worship and Members of Council,

I am pleased to present the District of Lantzville's 2024 Annual Report for the fiscal year ended December 31, 2024.

This report, as required by Section 98 of the *Community Charter*, includes the audited 2024 financial statements, performance objectives and supplementary information for the District of Lantzville.

The financial statements for the year ended December 31, 2024, were prepared by District staff in accordance with generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The District maintains a system of internal accounting controls designed to safeguard the assets of the District and to provide reliable financial information. We confirm and test these systems on an annual basis through contracted audit services.

The audit firm MNP LLP, as appointed by Council, is responsible for expressing an opinion as to whether the consolidated financial statements fairly present the financial position of the District of Lantzville and the results of its 2024 operations.

The 2024 audited financial statements were presented and approved by Council on May 7, 2025. At that meeting, MNP LLP presented the results of the audit. They have issued an unmodified opinion for the year then ended.

As at December 31, 2024, the District had an accumulated surplus of \$78.8 million, an increase of \$1.3 million for the year. Accumulated surplus is comprised of equity in tangible capital assets \$65.6M (land, park infrastructure, buildings, roads and utility assets), reserves \$10.8M, restricted operating surplus \$0.6M and unrestricted funds \$1.8M. The District currently holds \$3.8 million of debenture debt for the Sanitary Sewer - Phase III capital project.

The District of Lantzville continues to remain in a strong financial position with all liabilities being fully funded by current cash and investment holdings. The 2024-2028 Financial Plan has been approved by Council and continues to focus on asset management and reserve fund contributions to ensure long term financial stability of the District's infrastructure.

Respectfully,

Ken Bjorgaard
Interim Director of Financial Services

Council Strategic Priorities 2023-2026

PLANNING & DEVELOPMENT

High-quality neighbourhood planning:
innovative/green technology (build a show case house or building); fire smart; energy efficient; social cohesion; sustainable growth.

Environment first:
acquisition of parkland and greenspace; green infrastructure; environmental asset management.

Affordable housing:
develop responsible housing policy (i.e. subsidized housing, co-op housing, tiny homes, small single-family homes for young families and seniors).

OCP / zoning review:
develop neighbourhood plans for Future Study Areas.

Acquire as much land as possible through development.

Energy Step Code as advanced as possible.

INFRASTRUCTURE GREEN & GREY

Ensure adequate water standard for municipal connections:
protect the municipal aquifer and develop a resilient well field system; keep water affordable.

Road upgrades:
review of bylaw and road standards: engage residents to assess needs.

Drainage:
develop a bylaw; high environmental standards to mitigate effects of development.

Water expansion: implement the \$6M grant for Winds water expansion and expand service to other unserved neighbourhoods.

Promote Rainwater Harvesting.

PARKS & ENVIRONMENT

Trees for future generations:
develop a Tree Management and Protection Bylaw; enhance tree canopy and biodiversity; establish Future Old Growth (FOG) zones.

Pierce Woods Marine Park:
open to the public in 2024 and form a Waterfront Park Committee.

Beach Road Ends:
design and complete Harper, Lavender and Jack's Roads.
Invasive plants: removal on all District owned land including parks and road ends.

Local food production enhancement.

Develop a Parks, Trails, Green Space and Active Transportation Plan.

Regional District of Nanaimo:
Lantzville Foothills "Regional Park".

RESIDENT ENGAGEMENT

Continuance of monthly Community Update:
add 'Council Corner' highlighting workshops or municipal services to the community.

Promotion of open and transparent communication with residents:
round table meetings; town hall meetings; explore and engage in new and innovative methods to collect resident input on key issues.

Volunteer built bus shelters:
develop a process including funding.

Rest areas on walking routes:
artisan benches and greenery.

Redesign of District of Lantzville website.

Establish a Volunteer in Parks Program.

Council Strategic Priorities 2023-2026

GOVERNANCE & FINANCES

Continuance of Committees:

Community Safety; Parks and Trails.

Establish new committees/working groups:

Pierce Woods Marine Park; Foothills Park; Green Foreshore Management and Biodiversity; Executive Committee of Council

Asset Management:

inclusion of natural assets.

Continuance of Lantzville / Snaw-Naw-As joint council meetings.

Financial Planning:

Council develop a financial master plan and minimize tax burden to residents.

SERVICES

Community amenities for pets:

dog park; public water bowls.

Fire Safety Rebate Program

(i.e., reflective street numbers).

Beach Fires:

pilot community fire pits.

Community Library:

bring library outreach services and opportunities to Lantzville residents.

Memorial Posts:

a legacy program to dedicate a plaque as a way to pay tribute to an individual or group.

MISSION STATEMENT STRATEGIC PRIORITIES



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

SUMMARY OF MUNICIPAL SERVICES 2023

General Government

- Administration
- Corporate Administration
- Financial Services

Protective Services

- Fire Suppression
- Fire Prevention
- Rescue
- Bylaw Enforcement
- Animal Control
- Emergency Services

Community Planning

- Planning
- Economic Development
- Building Inspection

Public Works

- Transportation Services (roads and drainage)
- Waterworks
- Sewer Collection
- Parks and Trails

Emergency Management and Geographic Information System (GIS) services are contracted from the Regional District of Nanaimo. In 2020, the District of Lantzville began delivering building inspection, bylaw enforcement and animal control through Municipal Hall using part-time contract services.

In 2023, the District of Lantzville continued to contract engineering and some public works services. The contracting of these services is reviewed on an annual basis to ensure best value for service.



DEPARTMENTAL REPORTS

General Government

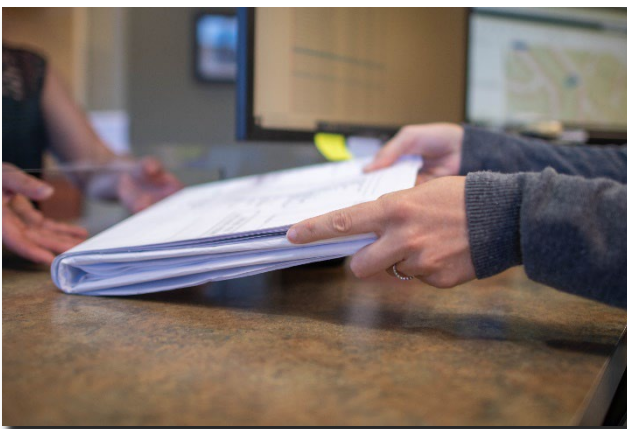
ADMINISTRATION

The Chief Administrative Officer (CAO) is responsible for the overall management of the operations of the municipality, as well as implementation of Council Strategic Priorities, policies, objectives and directions. The CAO also holds the position of Deputy Statutory Approving Officer.

Duties of the CAO include:

- Ensuring that the policies, programs, and other directions of Council are implemented.
- Advising and informing Council on the operation and affairs of the municipality.
- Being a support for Mayor and Councillors in providing clear, factual, non-biased information so that Council can make good decisions on matters within the control and purview of the Council.
- Providing support and direction to senior staff in the day-to-day operations of the municipality.
- Implementing Council's strategic priorities.
- Fostering both a positive work environment and displaying commitment to community.

In addition to the management staff, the District has five staff at the Municipal Hall who assist with financial services, general government administration, planning, building and bylaw services. Complete with a force of six staff members carrying functions within the Public Works Department, and a fulltime Fire Chief who heads the District's volunteer Fire Department.



Progress on 2024 Objectives:

The 2024 Objectives were to implement Council's Strategic Priorities, subject to available resources. This is ongoing.

In addition to priorities highlighted in this report, staff provide monthly reports in open Council meetings, updating Council on the progress of ongoing initiatives.

Administration continued. . .

Objectives for 2024:

Council has updated the Strategic Priorities for 2023-2026 with adoption in 2024. The objective for 2024 is to implement the Council Strategic Priorities, subject to resources available, and deliver the other projects approved by Council by resolution since the 2022 election.

Performance Measures

- Degree of implementation of the Lantzville Council 2023-2026 Strategic Priorities.
- Health of the organization as a whole and staffing capacity to manage work volume.
- Community consultation, participation and outreach.



DEPARTMENTAL REPORTS

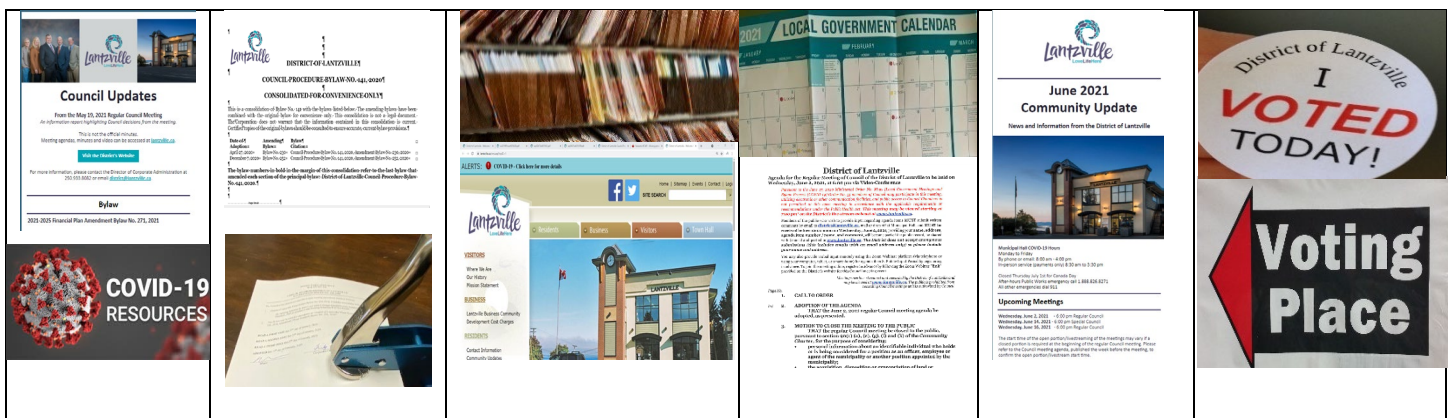
General Government

CORPORATE ADMINISTRATION

The Director of Corporate Administration is responsible for:

- Statutory duties of the corporate officer per section 148 of the *Community Charter*, including keeping the corporate seal and accepting service of notices and documents on behalf of the corporation, and acting as the Signing Officer.
- Receiving and distributing correspondence, including referrals to Council and/or staff.
- Developing the agenda for Council and committee meetings, ensuring accurate minutes of Council and committees are prepared and actions are tracked.
- Preparing reports, bylaws, and policies for the Chief Administrative Officer (CAO) and Council's consideration, research assignments and special projects.
- Providing procedural advice and administrative support to Council, committees, and the CAO.
- Maintaining and safeguarding minutes, bylaws, and other records and providing public access to records.
- Communications such as the community newsletter, website, and other publications, including publishing notices and advertisements, and assisting with special events and public relations.
- Administering oaths and taking affirmations, affidavits, declarations and certifying copies of bylaws and other documents.
- Organizing and conducting the District's elections and referendums.

In 2024, the Director of Corporate Administration is supported by the Deputy Director of Corporate Administration and the Administrative Assistant (Administration).



In addition to the above, the Director of Corporate Administration continues to: Act as the Freedom of Information and Protection of Privacy Head, Secretary to the Board of Variance and the staff liaison on the Community Safety Standing Committee; Acting CAO when required; provide the Human Resources functions; communications; purchasing; website management; property management (leases and licenses); and liaise with the public, elected officials, advisory bodies, Provincial ministries and other local governments.

Progress on 2024 Objectives:

- Completed the Petition Against process regarding the Water System Expansion (The Winds) Local Area Service
- Completed transition of Costin Hall operations to the District including the creation of two long-term leases for space in the building
- Assisted all departments with recruitment needed to fill vacant positions as well as filling three positions within Corporate Administration
- Supported Council with Chief Administrative Officer position vacancy decisions
- Reviewed Costin Hall operations and updated rates for 2025
- eScribe agenda management initiated
- Needs assessment completed regarding the need for a new web site design
- Provided support for Council, committee and Joint Working Group meetings
- Updated the bylaw index, consolidated bylaws, reviewed bylaws and provided recommendations
- Updated the Council Procedure Bylaw
- Updated the policy index, completed draft policies, reviewed policies and provided recommendations
- Continued to develop public education material and maintain improved corporate communications consistent with District policies on communication, engagement and transparency
- Updated agreement with the Seaside Community Society to arrange the Minetown Day celebrations

Objectives for 2025:

- Assist Public Works with amendments to Traffic & Parking Regulations Bylaw and Subdivision and Development Works and Services Bylaw updates
- Prepare to update the CUPE Collective Agreement which expires on December 31, 2025
- Begin preparations for the local government election to be held in October 2026
- Implement eScribe agenda management software
- Issue a RFP for a new web site design
- Provide support for Council, committee and Joint Working Group meetings
- Update bylaw index, consolidate bylaws, review bylaws and provide recommendations
- Update policy index, complete draft policies, review policies and provide recommendations
- Complete public education material and maintain improved corporate communications consistent with District policies on communication, engagement and transparency.
- Implement a Volunteer Program policy
- Transfer booking process for Costin Hall to the Regional District of Nanaimo
- Strengthen the Occupational Health and Safety Program
- Regular meetings of the Joint Working Group to continue communications with Snaw-naw-as Nation on items of mutual interest

Corporate Administration continued...

- Develop a Council Correspondence policy
- Successful, well attended Minetown Day event
- Update agreement with the Coast Emergency Communications Association to improve emergency communications in the region

Performance measures:

- Award RFP for web site redesign
- Improved consistency and efficiency with agenda management process resulting from eScribe agenda and document management software implementation
- New CUPE Collective Agreement negotiated
- Preparations for the local government election to be held in October 2026 begin
- Volunteer Program policy approved by Council and volunteer projects implemented
- Council consideration of bylaw amendments and policies.
- Public knowledge of District programs, procedures and meetings.
- Bookings at Costin Hall transfer smoothly to the Regional District of Nanaimo
- Employees have awareness of the Occupational Health and Safety Program and associated legislative requirements are met
- Relationship with the Snaw-naw-as Nation is positive and communication occurs regularly
- Council Correspondence policy approved by Council and implemented
- Minetown Day is well attended and runs smoothly
- Emergency communications system operates effectively throughout the region

DEPARTMENTAL REPORTS

General Government

FINANCIAL SERVICES

The mandate of the Financial Services Department is to provide operational efficiency, financial planning, and accountability through the application of sound accounting practices and internal control. Its powers, duties and functions include:

- Receiving all money paid to the municipality.
- Ensuring the safekeeping of all funds and securities of the municipality.
- Investing municipal funds, until required, in authorized investments.
- Expending municipal money in the manner authorized by Council.
- Ensuring the accurate records and full accounts of the financial affairs of the municipality are prepared, maintained, and kept safe.
- Exercising control and supervision over all other financial affairs of the municipality.

Financial Services support all departments with their financial analysis and coordinates the annual budgeting process and financial policy development as well as preparation of the annual financial statements, the Annual Report, and all grant funding applications and grant claim reports.

In addition, the Department seeks to achieve excellence in customer service through the efficient and effective use of technology and personal service.



Progress on 2024 Objectives:

- Supported the Winds Area Water Service Petition Against Process
- Completed the backup server installation to secure the storage and retrieval of data
- Pursue infrastructure grant funding opportunities from senior levels of government
- Review and update financial policies to reflect current best practices and standards (Reserves, Investments)
- Inter departmental support
- Long-Term Financial Planning: *Ongoing*. Efforts are underway to improve the quality of asset management information and develop a strategy or policy to address the annual infrastructure funding gap

Objectives for 2025:

- Review and revise procurement policy
- Review operational processes to ensure efficiency and effectiveness
- Complete software implementation for online tax certificates
- Update internal budget processes in preparation for the 2026-2031

Performance measures:

- Completion of policy review for Council approval that identifies stakeholder issues and addresses gaps, complies with legislation
- Efficient processing to reduce errors or rework incidents, smooth adoption of processes, productivity improvements, staff training where required
- Stakeholder satisfaction with new online portal for certificates, user adoption rate, system uptime
- Stakeholder satisfaction with new processes, removal of redundant steps, accuracy of forecasts, positive feedback from users regarding process clarity and ease of use

DEPARTMENTAL REPORTS

Protective Services

FIRE SUPPRESSION, PREVENTION AND RESCUE

The Fire Chief is responsible for:

- Overall fire safety of the municipality
- Training, education and equipment maintenance for fire personnel
- Ensuring budgets and operations are managed responsibly
- Acting as the Local Assistant to the Fire Commissioner
- Maintaining certifications and accreditations of fire personnel
- Completing fire inspections
- Overseeing fire ground operations
- Fire prevention, acting as local FireSmart representative and providing public education on fire safety

In addition to the above, Protective Services is working to update financial and administrative procedures and maintain a positive sound relationship with the community.

Progress on objectives for 2024:

- Promote FireSmart activities and programs in the community
- Install a new breathing air-filling system
- Complete wildland fire training
- Purchase and outfit a new duty officer vehicle
- Have an engine and crew be deployed to assist with the wildfires
- Purchase and train on a new lifting bag system
- Implement a reflective address post program



Objectives for 2025:

- Replace rescue tools for vehicle rescue
- Move the ladder truck into service
- Recruit and train 10 new members
- Replace aging fire hose and nozzles
- Complete more community FireSmart activities
- Work with the schools in the community to promote fire safety
- Bring back the successful reflective address program

Performance measures:

- Purchase new rescue tools and have them installed on the rescue engine
- Have all members trained and the new ladder truck fully equipped for service
- Recruit 10 new members and start them in the firefighter training program
- Purchase new hose and nozzles for the trucks
- Have members of the community participate in the FireSmart events we hold
- Have the children and staff of the schools understand fire safety principles
- See more members of the community order reflective address signs and install them at their homes in Lantzville



DEPARTMENTAL REPORTS

Planning & Community Services

Planning & Community Services provides planning, economic development, building inspection and bylaw enforcement services for the District of Lantzville.

PLANNING

Planning includes responding to bylaw and land development enquiries, processing planning applications, including Official Community Plan and Zoning Bylaw amendments, development permits, development variance permits, temporary use permits, subdivisions and Agricultural Land Commission proposals. Planning also facilitates long range planning initiatives.

ECONOMIC DEVELOPMENT

The primary function of economic development services is to implement the Economic Development Strategy (2018). This is delivered through the Planning and Community Services Department.



BYLAW ENFORCEMENT

In the Fall of 2020, the District began to provide bylaw enforcement services through a part-time private contractor to provide bylaw education and facilitate enforcement action where voluntary compliance cannot be achieved. Prior to October 2020, bylaw enforcement services were provided by contract by the Regional District of Nanaimo.

BUILDING INSPECTION

The District provides building permit review and inspection services using a part-time private contract Building Inspector. The District transitioned from its contract with the Regional District of Nanaimo to provide building permit and inspection services in Lantzville in 2020. This led to significantly reducing processing times from upwards of 4 months to issuing a Building Permit in 2-3 weeks.

Progress on 2024 Objectives:

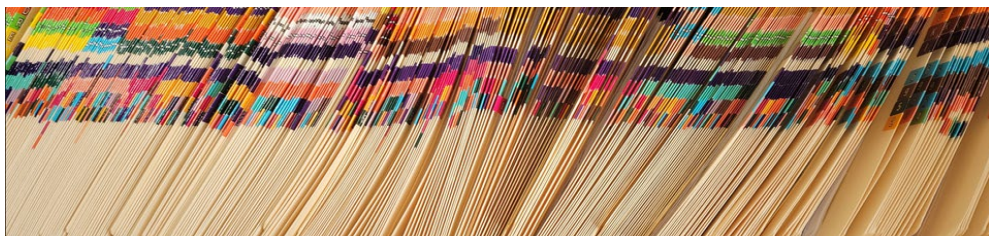
- Continue to improve planning processes, response times to building and bylaw enquiries. – Ongoing, cleared backlog of 2024 bylaw enforcement complaints
- Expand digitization efforts to Planning applications to improve processes, response times, and records retention. Rolled out CloudPermit software to digitize building permit applications and planning applications. Success in tracking documents and improving records
- Continue to process planning and building applications. - Ongoing
- Reviewed and updated bylaws as required. Tree Bylaw, Building Bylaw (Energy Step Code), and Zoning Bylaws updated in 2024
- Works and Services Bylaw and Development Cost Charges Bylaw amendments in progress. - Ongoing

Objectives for 2025:

- Continue to process planning and building applications
- Review and update bylaws as required, including Works and Services Bylaw and Development Cost Charges Bylaw
- Complete provincially mandated Official Community Plan (OCP) updates by end of year deadline

Performance Measures:

- Community satisfaction with planning and bylaw enforcement processes
- Applicant and Developer satisfaction with planning and building processes



DEPARTMENTAL REPORTS

Engineering, Public Works & Parks

The District has six full-time employees in the Public Works Department, who support the safe and efficient operation of the District's waterworks, sanitary sewer collection systems, storm drainage systems, parks, municipal buildings, signage and other related facilities and equipment. In addition, a casual on-call employee provides services on an as-needed basis.

ENGINEERING SERVICES

Public Works oversees and manages the District's professional engineering agreement with Koers & Associates Engineering Ltd as the service provider.

TRANSPORTATION SERVICES (ROADS AND DRAINAGE)

The District of Lantzville is responsible for maintaining local roads within its boundaries except for Provincial Highways. The Public Works Department provides limited road maintenance activities such as pothole repairs, signage, and other minor road repair items and manages contract work. Windley Contracting Ltd. are under contract to support the Public Works Departments in road maintenance activities.

WATERWORKS

The District supplies and distributes water for household use, commercial and fire suppression purposes to 957 properties in 2023. And, responsible for the communities' water certainty by ensuring the water it supplies meets strict drinking water quality guidelines including maintaining and improving equipment and infrastructure related to this supply and distribution system.

SEWER COLLECTION

The District provides sewer collection services for approximately 600 properties by maintaining and improving the District-owned equipment and infrastructure related to this system within federal and provincial regulations.

PARKS AND RECREATION

The Public Works Department are responsible for the overall maintenance of 12 parks, 3 playgrounds, 1 community gathering place, 6 facility maintenance and 11 road ends within the District.

Progress on 2024 Objectives:

- Dickinson Road Improvements Project, add sidewalks and landscaping. *Rescoped (See 2025).*
- Expand Water System to the Northwind and Southwind area, grant funding required. *Ongoing.*
- Replace Water Main on Harby Road East, Joy Way and Rossiter Avenue. Completed
- Phase II of Lantzville Commercial Core Revitalization Project (Dickinson Road to Tweedhope Road) – Landscaping plan Implementation Project. Complete
- Replace Water Main on Harby Road East, Joy Way and Rossiter Avenue. Complete

Engineering, Public Works & Parks continued

- Expand water system to the Northwind and Southwind area, subject to local area service bylaw adoption. Adoption bylaw failed. Investigating other options. On-going
- Upgrade crosswalk at Lantzville School Road. On-going
- Purchase a dump truck. Complete
- Rumming Road Culvert and Embankment Stabilization Project. Ongoing
- Legion Plaza Beautification Project. Ongoing
- Replacement of 6 Slip Gate Fire Hydrants Project. Ongoing
- Water Valve and Flush Out Replacement Program. Ongoing
- Pierce Woods Marine Park Soft Opening, Ph1, Completed
- Lantzville Road Multi-use Pathway from Huddlestone Road to Leland Road. On-going
- Lavender and Jacks Roads Beach Ends Initiative. Ongoing
- Harper Road Bike Rack Installation Project. Completed
- Eby Road Bike Rack Installation Project. Completed
- Community Use Building B – Building Assessment. Ongoing
- Update the Districts Water and Sewer mapping. On-going
- Wellfield Capacity Review. Ongoing

Objectives for 2025:

- Replace Water Main on Millard Dr, Lynn Dr and Lantzwood Ave
- Expand water system to the Northwind and Southwind area, subject to local area service bylaw adoption
- Upgrade crosswalk at Lantzville School Road
- Dickinson Road Improvements Project – Ph1 Culvert Replacement and asphalt repair west of Jack's Road
- Procure a new pickup truck and life cycle the old vehicle
- Rumming Road Culvert and Embankment Stabilization Project
- North Road, roadway failure – Geotechnical Report
- Lantzville Road at Blood's Creek, culvert failure – Geotechnical report
- Legion Plaza Beautification Project
- Replacement of 6 Slip Gate Fire Hydrants Project
- Water Valve and Flush Out Replacement Program
- Pierce Woods Marine Park Opening, Ph2
- Lantzville Road Multi-use Pathway from Huddlestone Road to Leland Road
- Lavender and Harper Roads Beach Ends Improvements
- Peterson/Lantzville Road – Traffic Safety Corridor Study

Performance Measures:

- Completion of capital and operating projects within the 2024-2029 Financial Plan parameters
- Increase of Fire Flow capacity
- Decreased number of general public works service-related complaints from residents
- Continue to improve community safety, including pedestrian safety
- Complete 2024 project carry overs

DEPARTMENTAL REPORTS

Emergency Management

The District of Lantzville contracts with the Regional District of Nanaimo (RDN) for the provision of emergency preparedness, response, and recovery services. This contractual arrangement has the RDN providing the District of Lantzville with an Emergency Program Coordinator (EPC) on a permanent basis. The Director of Corporate Administration liaises with the RDN Manager, Emergency Services, who is appointed as the District of Lantzville Emergency Program Coordinator.

Progress on 2024 Objectives:

- As noted below, items related to Emergency Management are continual but, subject to new opportunities or challenges
- The EPC's continuing attendance at conferences/workshops and participation in the Mid-Island Emergency Coordinators and Managers Society and the BC Association of Emergency Managers. *Ongoing.*
- Ongoing recruitment, orientation, and training of local Emergency Support Services (ESS) volunteers for operational readiness. *Ongoing.*
- Coordinate and provide ongoing support to ESS volunteers during responses. *Ongoing*
- Ongoing establishment of Neighbourhood Emergency Preparedness (NEPP) groups and participation in public education and preparedness. *Ongoing.*
- Coordinate continuing emergency response training and exercises for District staff and elected officials, as needed. *Ongoing.*
- Annual participation in Emergency Preparedness Week. *Ongoing.*
- Promoting personal, neighbourhood and organizational emergency preparedness throughout the District including participation at outreach events and workshops, input on websites and monthly newsletters. *Ongoing.*
- Apply for and manage Emergency Preparedness Grants. *Ongoing.*
- Inventory all Emergency Operation Centre (EOC) and ESS supplies and materials and replace as required. *Ongoing.*
- Regional Emergency Management Agreement (EMA): Finalizing the Emergency Management Agreement Review which includes the RDN, District of Lantzville, City of Parksville, Town of Qualicum Beach, and Snuneymuxw, Snaw-naw-As and Qualicum First Nations. The five-year term of the agreement expired May 1, 2021 and has now transitioned to a month to month agreement until the parties have an opportunity to discuss renewal. *Ongoing.*
- Developing evacuation route brochures. *Ongoing*
- Return to in-person training and events. *Ongoing*
- Voyent Alert training for District staff. *Ongoing*
- Participation in the modernization of the *Emergency Program Act* engagement and implementation planning.

Emergency Management continued. . .

Objectives for 2025:

- The objectives for 2025 are ongoing requirements from the 2024 objectives, but are subject to new opportunities or challenges.
- Continue the Next Generation 911 grant requirements with the RDN's assistance.
- Support implementation of the Indigenous Engagement Requirements in the Emergency and Disaster Management Act, further to the receipt of a grant from the Province.
- Implement changes to the Emergency Response Program as per the introduction of new Provincial legislation this year.

Performance Measures:

- Education and training that facilitates EPC, staff, and Council competencies to effectively respond to and recover from an emergency or disaster.
- Retention, recruitment, and active engagement of NEPP groups and ESS volunteers.
- Emergency Operations Centre and reception centres are operational.
- EOC supplies are current and emergency communications capacity is sufficient.
- Increased users registered for Voyent Alert and community participation in virtual events.





FINANCIAL SECTION



DISTRICT OF LANTZVILLE

STATEMENT OF RESPONSIBILITY

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

STATEMENT OF RESPONSIBILITY

The accompanying financial statements of the District of Lantzville (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies is described in the notes to the financial statements. The preparation of financial statements involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to Council's approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted auditing standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the financial statements are free of material misstatement and present fairly the financial position and results of the District in accordance with Canadian public sector accounting standards.

Sundance Topham
Interim Chief Administrative Officer
May 7, 2025

To the Mayor and Council of the District of Lantzville:

Opinion

We have audited the financial statements of the District of Lantzville (the "District"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

MNP LLP

400 MNP Place, 345 Wallace Street, Nanaimo B.C., V9R 5B6

T: 250.753.8251 F: 250.754.3999



MNP.ca

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

May 7, 2025

MNP LLP
Chartered Professional Accountants

MNP
LLP

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

STATEMENT OF FINANCIAL POSITION

| | 2024 | 2023 Restated Note 14 |
|--|----------------------|-----------------------------|
| Financial Assets: | | |
| Cash | \$ 1,094,873 | \$ 4,118,848 |
| Investments (Note 3) | 18,166,088 | 14,472,467 |
| Accounts receivable | 413,944 | 871,636 |
| Taxes receivable | 357,811 | 289,170 |
| MFA debt reserve deposit (Note 8) | 47,929 | 46,317 |
| | \$ 20,080,645 | \$ 19,798,438 |
| Liabilities: | | |
| Accounts payable and accrued liabilities | 2,220,939 | 1,645,679 |
| Deposits | 378,394 | 822,956 |
| Deferred revenue (Note 4) | 498,271 | 304,161 |
| Restricted revenue (Note 5) | 3,104,352 | 2,582,200 |
| Prepaid property taxes | 424,262 | 395,455 |
| Employee future benefit obligations (Note 6) | 85,500 | 116,412 |
| Debt (Note 8) | 3,847,461 | 3,963,556 |
| Asset retirement obligations (Note 9) | 112,790 | 112,790 |
| | \$ 10,671,969 | \$ 9,943,209 |
| Net financial assets: | \$ 9,408,676 | \$ 9,855,229 |
| Non-financial assets: | | |
| Tangible capital assets (Schedule A) | 69,404,640 | 67,688,130 |
| Inventory of supplies | - | 21,504 |
| Prepaid expenses | 20,206 | 21,694 |
| | \$ 69,424,846 | \$ 67,731,328 |
| Accumulated Surplus (Note 17) | \$ 78,833,522 | \$ 77,586,557 |

Commitments and contingencies (Note 13)

The accompanying notes are an integral part of these financial statements.

Approved by:

Ken Bjorgaard, CPA, MBA
Interim Director of Financial Services

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

STATEMENT OF OPERATIONS

| | 2024 Budget (Note 10) | 2024 | 2023 Restated Note 14 |
|---|--------------------------|----------------------|-----------------------------|
| Revenue: | | | |
| Taxation, net (Note 11) | \$ 3,953,500 | \$ 3,889,550 | \$ 3,786,144 |
| Sales of services | 1,639,214 | 1,534,984 | 2,041,489 |
| Government grants and transfers | 6,858,639 | 1,046,358 | 3,927,926 |
| Investment income | 220,000 | 753,243 | 735,589 |
| Other revenue | 683,514 | 158,199 | 194,757 |
| | \$ 13,354,867 | \$ 7,382,334 | \$ 10,685,905 |
| Expenses: | | | |
| General government services | \$ 1,831,907 | \$ 1,690,276 | \$ 1,858,686 |
| Building inspection services | 167,679 | 148,965 | 91,906 |
| Bylaw enforcement | 90,836 | 86,770 | 82,024 |
| Community and development services | 427,276 | 303,946 | 229,873 |
| Protective services | 828,014 | 752,138 | 697,286 |
| Environmental services | 282,500 | 287,809 | 251,462 |
| Public works and transportation | 1,262,799 | 1,203,562 | 1,207,639 |
| Recreation and cultural services | 318,304 | 307,934 | 274,953 |
| Sewer | 599,100 | 417,363 | 214,365 |
| Water | 942,000 | 936,606 | 772,161 |
| | \$ 6,750,415 | \$ 6,135,369 | \$ 5,680,355 |
| Annual Surplus | \$ 6,604,452 | \$ 1,246,965 | \$ 5,005,550 |
| Accumulated surplus, beginning of year | 77,586,557 | 77,586,557 | 72,581,007 |
| Accumulated surplus, end of year | \$ 84,191,009 | \$ 78,833,522 | \$ 77,586,557 |

The accompanying notes are an integral part of these financial statements.

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

| | 2024 Budget (Note 10) | 2024 | 2023 Restated Note 14 |
|--|--------------------------|---------------------|-----------------------------|
| Annual surplus | \$ 6,604,452 | \$ 1,246,965 | \$ 5,005,550 |
| Acquisition of tangible capital assets | (10,960,247) | (2,944,349) | (2,422,176) |
| Amortization of tangible capital assets | 1,130,500 | 1,324,327 | 1,332,097 |
| Net tangible capital asset adjustments | - | (96,487) | - |
| Loss on disposal of tangible capital assets | - | - | 8,520 |
| Proceeds on disposal of tangible capital assets | - | - | 17,480 |
| Write-off of tangible capital assets | - | - | 96,490 |
| | (3,225,295) | (469,544) | 4,037,961 |
| Consumption and (acquisition) of inventory of supplies | - | 21,504 | (6,813) |
| Consumption of prepaid expenses | - | 1,487 | 1,042 |
| | - | 22,991 | (5,771) |
| Change in net financial assets | (3,225,295) | (446,553) | 4,032,190 |
| Net financial assets, beginning of year | 9,855,228 | 9,855,229 | 5,823,039 |
| Net financial assets, end of year | \$ 6,629,933 | \$ 9,408,676 | \$ 9,855,229 |

The accompanying notes are an integral part of these financial statements.

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

STATEMENT OF CASH FLOWS

| | 2024 | 2023 Restated Note 14 |
|--|---------------------|-----------------------------|
| Operating activities: | | |
| Annual surplus | \$ 1,246,965 | \$ 5,005,550 |
| Items not involving cash: | | |
| Amortization of tangible capital assets | 1,324,327 | 1,332,097 |
| Net changes in reserves and deferred revenue | - | (652,889) |
| Net tangible capital asset adjustments | (96,487) | - |
| Loss on the disposal and write-down of tangible capital assets | - | 8,520 |
| Write-off on capital work-in-progress | - | 96,490 |
| Change in non-cash operating assets and liabilities: | | |
| Accounts receivable | 457,692 | (515,131) |
| Taxes receivable | (68,641) | (47,832) |
| MFA debt reserve deposit | (1,612) | (1,397) |
| Accounts payable and accrued liabilities | 575,259 | 612,782 |
| Deposits | (444,562) | (492,814) |
| Deferred revenue | 194,112 | 22,385 |
| Restricted revenue | 522,151 | 646,707 |
| Prepaid property taxes | 28,807 | 59,234 |
| Employee future benefit obligations | (30,912) | 24,417 |
| Inventory of supplies | 21,504 | (6,817) |
| Prepaid expenses | 1,488 | 1,041 |
| | 3,730,091 | 6,092,343 |
| Financing activity: | | |
| Repayment of borrowing | (116,096) | (114,099) |
| Investing activity | | |
| Increase in investments | (3,693,621) | (2,571,927) |
| Capital activities: | | |
| Acquisition of tangible capital assets | (2,944,349) | (2,309,386) |
| Proceeds on disposal of tangible capital assets | - | 17,480 |
| | (2,944,349) | (2,291,906) |
| Increase (decrease) in cash | (3,023,975) | 1,114,411 |
| Cash, beginning of year | 4,118,848 | 3,004,437 |
| Cash, end of year | \$ 1,094,873 | \$ 4,118,848 |

The accompanying notes are an integral part of these financial statements.

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

NOTES OF THE FINANCIAL STATEMENTS

The District of Lantzville (the "District") is a municipality that was incorporated on June 25, 2003 pursuant to the issue of Letters Patent dated April 3, 2003. The District operates under the provisions of the *Local Government Act* and *Community Charter* of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area. These services include general government, building inspection, bylaw enforcement, community and development, protective (fire protection and emergency preparedness), environmental (waste, recyclables and food waste collection), public works and transportation, parks and recreation, sewer collection and conveyance, and water supply and distribution services.

1. Significant Accounting Policies

The District prepares its financial statements in accordance with Canadian Public Sector Accounting Standards ("PSAS"), which includes the following significant accounting policies:

(a) Basis of presentation:

The financial statements present the resources and operations including all accounts and funds of the Village. All inter-fund transactions have been eliminated.

(b) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of goods and services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(c) Tangible capital assets:

Tangible capital assets are initially recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

| Assets | Useful life - years |
|-----------------------------|---------------------|
| Land | Indefinite |
| Land Improvements | 10 to 50 |
| Buildings and facilities | 15 to 80 |
| Equipment | 5 to 10 |
| Roads infrastructure | 10 to 75 |
| Vehicles | 10 to 30 |
| Roads and sidewalks | 5 to 25 |
| Sewer infrastructure | 10 to 100 |
| Water system infrastructure | 10 to 100 |

Annual amortization is charged commencing when the asset is available for use. Assets under construction are not amortized until the asset is put into productive use.

When events or circumstances indicate that a tangible capital asset no longer has any long-term service potential, the net carrying amount is written down to the residual value of the asset.

For the year ended December 31, 2024, with comparative information for 2023

1. Significant Accounting Policies (Continued)

(c) Tangible capital assets (Continued):

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(d) Non-financial assets:

(i) Works of art and heritage assets:

Works of art and heritage assets are not recorded as assets in these financial statements as stipulated by PSAS.

(ii) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

(iii) Leased tangible capital assets:

Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(iv) Inventories held for consumption:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

(e) Debt:

Debt is recorded net of related sinking fund balances held by the Municipal Finance Authority of BC ("MFA").

(f) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. The Municipal Pension Plan is a multi-employer contributory defined benefit pension plan. These contributions are expensed as incurred.

The District also accrues non-vested sick leave. The liability relating to these benefits is actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liability under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn future benefits.

(g) Revenue recognition:

Revenue is recognized when the performance obligation is satisfied and measurable. Unearned amounts are reported on the statement of financial position as deferred revenue, performance bonds, or deposits.

Annual taxation revenues are recognized in the year they are levied and are calculated using the approved tax rates in the annual tax rates bylaw.

Property taxes imposed by other taxing authorities are not included as taxes for municipal purposes.

For the year ended December 31, 2024, with comparative information for 2023

1. Significant Accounting Policies (Continued)

(h) Expense recognition:

Expenses are recorded on an accrual basis and are recognized upon the receipt of goods or services. Interest expense on debt is recorded on an accrual basis in accounts payable and accrued liabilities.

(i) Government transfers:

Government transfers are recognized as revenue when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized as revenue as the stipulation liabilities are settled.

(j) Use of accounting estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts as at the dated of the financial statements, and that affect the reported amount of related revenues and expenses during the reporting period. As such, actual results could differ from the estimates. Areas requiring the greatest degree of estimation include employee future benefit obligations, asset retirement obligations, the estimated useful lives of tangible capital assets and the assessment of contingent liabilities.

(k) Segment disclosures:

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives in PSAS. The District has provided definitions of segments as well as presented financial information in segmented format (Note 12 and Schedules B & C).

(l) Contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water, or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. A liability for contaminated sites is recognized net of any expected recoveries when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The District is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

For the year ended December 31, 2024, with comparative information for 2023

1. Significant Accounting Policies (Continued)

(l) Contaminated sites (Continued):

The liability is recognized as management's estimate of the cost of remediation and post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. The District has no liability for contaminated sites as at year-end.

(m) Financial instruments:

The Village's financial instruments include cash, investments, receivables, accounts payable and accrued liabilities and debt.

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market and derivatives are subsequently recorded at fair value as at the reporting date. All other financial instruments are subsequently recorded at cost or amortized cost unless the District elects to carry the instruments at fair value. The District has not elected to carry any financial instruments at fair value.

Unrealized changes in fair value are recognized on the statement of remeasurement gains and losses. They are recorded in the statement of operations when they are realized. There are no unrealized changes in fair value as at December 31, 2024 and December 31, 2023. As a result, the District does not have a statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred. Investment transactions are recorded on the trade date.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

2. Adoption of New Accounting Standards

(a) PS 3400 *Revenue*:

On January 1, 2024, the District adopted Canadian public sector accounting standard PS 3400 *Revenue*. The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. Pursuant to this standard, the change was applied prospectively, and prior periods have not been restated. There was no material impact on the financial statements from the prospective application of the new accounting standard.

(b) PSG-8 *Purchased Intangibles*:

On January 1, 2024, the District adopted Canadian public sector accounting guideline PSG-8 *Purchased Intangibles*. The new accounting guideline permits recognition of purchased intangibles that are acquired through an arm's length exchange transaction between willing parties provided the purchased intangible meets the recognition criteria for an asset. The adoption of this new guideline did not have an impact on the amounts presented in these financial statements.

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

2. Adoption of New Accounting Standards (Continued)

(c) PS 3160 *Public Private Partnerships*:

On January 1, 2024, the District adopted Canadian public sector accounting standard PS 3160 Public Private Partnerships. The new accounting standard includes requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. The adoption of this new standard did not have an impact on the amounts presented in these financial statements.

3. Investments

| | 2024 | 2023 |
|--------------------------------------|----------------------|----------------------|
| | | Restated Note 14 |
| MFA short-term bond fund | \$ 1,846,544 | \$ 1,791,863 |
| MFA money market fund | 420,419 | 401,124 |
| MFA pooled mortgage fund | 347,473 | 334,385 |
| High interest savings account | - | 8,026,809 |
| Cashable GICs | - | 1,967,551 |
| Pooled high interest savings account | 15,551,652 | 1,950,735 |
| | \$ 18,166,088 | \$ 14,472,467 |

Investments are comprised of funds invested in the Municipal Finance Authority of British Columbia (MFA) short term bond, money market and mortgage funds, as well as a Pooled High Interest Savings Account (PHISA) through a partnership with the Municipal Finance Authority of British Columbia and a financial institution. The PHISA offers a convenient way to invest excess cash and offers a highly competitive interest rate, secured principal, and the ability to move funds at any time without penalty regardless of the amount invested.

The annual return on the MFA short-term bond, money market and mortgage funds were 5.53%, 4.83% and 6.13%, respectively, in 2024. The weighted average rate of return on the PHISA funds in 2024 was 5.15%.

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

4. Deferred Revenue

Deferred revenue is comprised of the following as at December 31:

| | 2023 | Receipts | Transfers | Revenue Recognized | 2024 |
|---|-------------------|-------------------|------------------|-----------------------|-------------------|
| Development Works | \$ 278,350 | \$ - | \$ 35,200 | \$ (54,029) | \$ 259,521 |
| Next Generation 911 | 22,500 | - | - | - | 22,500 |
| Local Gov't Housing Initiatives (Schedule E) | - | 167,793 | - | (33,363) | 134,430 |
| Planning/Development Revenue | - | 79,659 | - | - | 79,659 |
| Other | 3,311 | - | - | (1,150) | 2,161 |
| | \$ 304,161 | \$ 247,452 | \$ 35,200 | \$ (88,542) | \$ 498,271 |

5. Restricted Revenue

Restrict revenue is comprised of the following as at December 31:

| | 2023 | Receipts | Interest Earned | Revenue Recognized | 2024 |
|----------------------|---------------------|-------------------|--------------------|-----------------------|---------------------|
| DCC – Water | \$ 683,733 | \$ 209,372 | \$ 44,703 | \$ - | \$ 937,808 |
| DCC – Sewer | 601,538 | 32,164 | 35,018 | - | 668,720 |
| DCC – Drainage | 527,899 | 38,100 | 30,279 | (25,847) | 570,431 |
| DCC – Roads | 239,774 | 61,458 | 15,337 | - | 316,569 |
| DCC – Parkland | 468,299 | 40,338 | 27,696 | - | 536,333 |
| Parkland Acquisition | 60,957 | 45,000 | 3,734 | (35,200) | 74,491 |
| | \$ 2,582,200 | \$ 426,432 | \$ 156,767 | \$ (61,047) | \$ 3,104,352 |

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

6. Employee Future Benefit Obligations

The District provides sick leave benefits to its employees. The accrued liability related to these benefits is as follows:

| | 2024 | 2023 |
|--|-----------|------------|
| Accrued benefit liability, end of year | \$ 85,500 | \$ 116,412 |

An actuarial valuation of the District's accrued sick leave benefit liability was completed for the first time as at December 31, 2024, with extrapolations for each year to December 31, 2027. The actuarial assumptions used to determine the Village's accrued benefit for 2024 were as follows:

| | 2024 | 2023 |
|---|----------|------|
| Discount rate | 4.1% | n/a |
| Expected wage and salary range increases | n/a | n/a |
| Expected average remaining service period | 14 years | n/a |

7. Pension Plan

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2024, with results available in 2025.

The District paid \$117,048 (2023 - \$99,191) for employer contributions to the plan in 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

8. Debt

The District issues debt instruments through Municipal Finance Authority (MFA) pursuant to security issuing bylaws under authority of the *Community Charter* to finance certain capital expenditures.

The District obtained a 25-year debt instrument through the MFA in 2021 for \$4,300,000, pursuant to a security issuing bylaw under authority of the *Community Charter*, to finance capital expenditures for its Sewer Phase III Expansion Project.

| Bylaw Number | Maturity Date | Interest Rate | Authorized | Principal payments & actuarial adjustments | 2024 | 2023 |
|-----------------|---------------|---------------|--------------|---|--------------|--------------|
| 152 | 2050 | 0.91% | \$ 4,300,000 | \$ 116,096 | \$ 3,847,461 | \$ 3,963,556 |

Future principal and interest payments on the outstanding debt over the next five years and thereafter are as follows:

| | |
|--------------|---------------------|
| 2025 | \$ 149,338 |
| 2026 | 149,338 |
| 2027 | 149,338 |
| 2028 | 149,338 |
| 2029 | 149,338 |
| Future years | 3,136,097 |
| | \$ 3,882,787 |

The total interest expense on the debt for the year was \$39,130 (2023 – \$39,130).

This debt will be refinanced in October of 2025 by the MFA, at which time both the actuarial and interest rates will change. It is anticipated there will be an overall increase in the District's annual servicing costs as a result of this refinancing, as the rates are expected to increase.

As a condition of this borrowing, a portion of the debt proceeds is withheld by the MFA in a debt reserve deposit. The District has also executed a demand note in connection with the debt. The demand note is contingent in nature and is not reflected in the financial statements. The details of the debt reserve deposit and contingent demand note at December 31 are as follows:

| | 2024 | 2023 |
|----------------------|-----------|-----------|
| Debt reserve deposit | \$ 47,929 | \$ 46,317 |
| Demand note | \$ 31,669 | \$ 31,669 |

For the year ended December 31, 2024, with comparative information for 2023

9. Asset Retirement Obligations

Remediation Assets with Asbestos

The District owns assets that are known to have asbestos and lead paint, which represents a health hazard upon demolition of the asset. There is a legal obligation to remove and dispose of the hazardous materials. Following the adoption of PS3280 Asset Retirement Obligations (ARO), the District recognized an obligation of \$37,790 relating to the removal of the hazardous materials related to these assets as estimated in December 2023. It is highly likely that this ARO asset will be removed in a short period of time; therefore, the net present value method is not used to estimate the ARO asset and liability as the time value of money is negligible.

Well Decommissioning Obligation

The Groundwater Protection Regulation provides specific guidelines for decommissioning wells which give rise to a retirement obligation. The District recognized an ARO of \$75,000 related to ten wells owned by Lantzville that will require decommissioning at the end of their useful lives. Again, the net present value method is not used to estimate the ARO asset and liability as the time value of money is projected to be negligible.

Total estimated costs of \$112,790 have been added to the District's assets as Asset Retirement Obligations with a corresponding liability, and the ARO capital assets are being amortized on a straight-line basis over their remaining expected useful lives.

| | 2024 | 2023 |
|---|------------|------------|
| Opening asset retirement obligations | \$ 112,790 | \$ - |
| Initial recognition of expected discounted cash flows | - | 112,790 |
| Closing asset retirement obligation | \$ 112,790 | \$ 112,790 |

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

10. Budget

The budget figures reported in the statement of operations and statement of change in net financial assets represents the 2024 component of the District of Lantzville's 5-Year (2024 – 2028) Financial Plan Bylaw No. 360, 2023, adopted by Council on February 21, 2024. No amendments subsequent to this date have been included. The following is a reconciliation of the budget presentation in the financial statements and the annual financial plan bylaw:

| | 2024 |
|---|--------------|
| Annual Budgeted Surplus – Statement of Operations | \$ 6,604,452 |
| Adjust for: | |
| Capital expenditures | (10,960,247) |
| Proceeds from borrowing | 2,727,312 |
| Debt principal payments | (136,200) |
| Transfer from reserves/surplus | 2,448,890 |
| Transfers to reserves/surplus | (1,717,207) |
| Internal borrowing repayment | (97,500) |
| Amortization | 1,130,500 |
| Net 2024 Budget – as approved by Council | \$ - |

11. Taxes Available for Municipal Purposes

The District is required to collect taxes on behalf of the other government bodies or agencies as shown below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

| | 2024 | 2023 |
|--|----------------------|---------------------|
| Taxes: | | |
| Property/parcel taxes | \$ 10,053,726 | \$ 8,767,364 |
| Payments in lieu of taxes | 65,823 | 36,469 |
| 1% utility taxes | 58,348 | 61,226 |
| 3% utility taxes | 20,953 | 23,774 |
| | \$ 10,198,850 | \$ 8,888,833 |
| Less taxes levied by and for other authorities: | | |
| School District | \$ 3,295,689 | \$ 2,912,712 |
| Policing | 412,587 | 368,870 |
| Regional Hospital District | 945,913 | 739,923 |
| Regional District of Nanaimo | 1,280,238 | 757,654 |
| BC Assessment Authority | 75,421 | 73,026 |
| Vancouver Island Regional Library | 299,033 | 250,085 |
| Municipal Finance Authority | 419 | 419 |
| | 6,309,300 | 5,102,689 |
| Net taxes available for municipal purposes | \$ 3,889,550 | \$ 3,786,144 |

12. Expenses by Object and Segment

The District provides a wide range of municipal services. These services have been grouped into related departmental functions or service areas for segment reporting purposes. The District's expenditures by object are reported in Schedule B, which shows the associated revenue and expenses for each segment. The various segments and the associated departmental functions or services are as follows:

General government services:

General government services include all administrative functions of the District including corporate administration, finance, human resources and legislative services.

Building inspection services:

Building inspection services ensure the health, safety, and protection of persons and property by confirming that buildings and their systems generally conform to the BC Building Code and other applicable standards.

Bylaw enforcement:

Bylaw enforcement services include the enforcement of regulatory bylaws.

Community and development services:

Community and development services includes land use planning, subdivision, development, and mapping.

Protective services:

Protective services includes fire protection, emergency preparedness or planning and emergency response.

Environmental services:

Environmental services includes garbage, recyclables and food waste curbside collection services which are contracted to and provided by the Regional District of Nanaimo.

Public works and transportation services:

Public works and transportation services provides for the maintenance and upkeep of the District's infrastructure including its roads, bridges, storm drainage systems, and pedestrian walkways and trails, including the fleet of vehicles required to provide these services.

Recreation and cultural services:

Recreation and cultural services provides for the maintenance and development of all parks and green spaces within the District, as well as the cultural activities which enhance the community.

Sewer:

The sewer function includes the management and maintenance of the sanitary sewer collection system, with the wastewater being conveyed to the Regional District of Nanaimo's sewer treatment plant.

Water:

The water function includes the management and maintenance of the water collection and distribution systems including reservoirs, wells, and hydrants.

For the year ended December 31, 2024, with comparative information for 2023

13. Commitments and Contingencies

- (a) The Regional District of Nanaimo (RDN) debt, under provisions of the *Local Government Act*, is a direct, joint and several liability of the RDN and each member municipality within the RDN, including the District of Lantzville.
- (b) The District is a defendant in various lawsuits. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, are recorded when a liability is likely and determinable. The District is insured through membership in the Municipal Insurance Association (MIA) of British Columbia. Under this program, member municipalities share jointly for general liability claims against any member. Should the MIA pay out claims in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute towards the deficit.

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

14. Prior Period Adjustments

The following prior period adjustments have been made for the 2023 fiscal year, as a result of the reclassification of specific surplus, deferred revenue and reserve accounts, and because of the method of classifying and valuing investments. Changes in accounting policies included treating community works funds as a reserve fund as opposed to deferred revenue, treating the parkland acquisition funds as restricted revenue as opposed to a reserve fund, treating development cost charges as restricted revenue as opposed to deferred revenue and valuing investments at book value as opposed to market value.

| | As Previously Reported in 2023 | Adjustments | 2023 Restated |
|---|--------------------------------------|-------------|------------------|
| Statement of Financial Position: | | | |
| Financial assets | 19,704,084 | 94,354 | 19,798,438 |
| Liabilities | 11,352,737 | (1,409,528) | 9,943,209 |
| Net financial assets | 8,351,347 | 1,503,882 | 9,855,229 |
| Tangible capital assets | 67,832,291 | (144,161) | 67,688,130 |
| Accumulated surplus | 76,226,836 | 1,359,721 | 77,586,557 |
| Statement of Operations: | | | |
| Revenue | 10,375,972 | 309,933 | 10,685,905 |
| Annual surplus | 4,695,617 | 309,933 | 5,005,550 |
| Accumulated surplus, beginning of year | 71,625,573 | 955,434 | 72,581,007 |
| Accumulated surplus, end of year | 76,321,190 | 1,265,367 | 77,586,557 |
| Statement of Changes in Net Financial Assets: | | | |
| Annual surplus | 4,695,617 | 309,933 | 5,005,550 |
| Remeasurement gain | 39,764 | (39,764) | - |
| Change in net financial assets | 3,762,020 | 270,170 | 4,032,190 |
| Net financial assets, beginning of year | 4,589,327 | 1,233,712 | 5,823,039 |
| Net financial assets, end of year | 8,351,347 | 1,503,882 | 9,855,229 |
| Statement of Cash Flows: | | | |
| Annual surplus | 4,695,617 | 309,933 | 5,005,550 |
| Unrealized gain attributable to investments | 39,764 | (39,764) | - |
| Non-cash changes reserves/deferred revenue | - | (652,889) | (652,889) |
| Net changes in non-cash working capital ¹ | (40,381) | 342,956 | 302,575 |
| Investment activity: Increase in investments ¹ | (2,195,526) | (376,401) | (2,571,927) |
| Increase in cash | 1,530,575 | (416,164) | 1,114,411 |
| Cash, beginning of year ^{1 & 2} | 10,505,387 | (7,500,950) | 3,004,437 |
| Cash, end of year ^{1 & 2} | 12,035,962 | (7,917,114) | 4,118,848 |

¹ Investment activity has been separated from change in non-cash working capital, and cash equivalents are now treated as investments

² As reclassified and restated including treatment of cash equivalents as investments

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

15. Comparative Figures

Certain comparative figures for 2023 have been reclassified to conform to the 2024 financial statement presentation.

16. Canada Community-Building Reserve

The Canada Community-Building (CCB) or Community Works funding (formally known as Gas Tax funding) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District of Lantzville and the Union of British Columbia Municipalities. Canada CommunityBuilding funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. The funds are recorded on the consolidated financial statements as a reserve fund

| | 2024 | 2023 |
|--|--------------|--------------|
| Opening balance of unspent funds | \$ 1,470,485 | \$ 1,825,439 |
| Add: Amounts received during year | 237,214 | 226,338 |
| Interest earned | 64,885 | 83,595 |
| Less: Funds utilized: | (889,431) | (664,887) |
| Closing balance unspent funds, December 31 | \$ 883,153 | \$ 1,470,485 |

District of Lantzville



For the year ended December 31, 2024, with comparative information for 2023

17. Accumulated Surplus

| | 2024 | 2023 | Increase (decreased) |
|---|----------------------|----------------------|-------------------------|
| Unrestricted Operating Surplus (a) | \$ 1,873,901 | \$ 1,648,439 | \$ 225,462 |
| Restricted Operating Surplus: (b) | | | |
| Climate action program | 311,271 | 134,164 | 177,107 |
| Covid recovery (Schedule D) | - | 295,568 | (295,568) |
| One-time projects | 171,547 | 101,647 | 69,900 |
| Tax stabilization | 70,713 | 57,413 | 13,300 |
| Total Restricted Operating Surplus | 553,531 | 588,792 | (35,261) |
| Reserve Funds (b): | | | |
| Community amenities | 231,961 | 216,595 | 15,366 |
| Community works (Note 16) | 883,153 | 1,470,485 | (587,332) |
| Financial stabilization | 104,666 | 99,051 | 5,615 |
| General capital | 1,666,501 | 1,951,017 | (284,516) |
| Growing communities (Schedule F) | 783,050 | 1,967,551 | (1,184,501) |
| Property acquisition | 50,080 | 46,030 | 4,050 |
| Parkland capital infrastructure | 22,303 | 14,976 | 7,327 |
| Transportation infrastructure | 2,599,586 | 2,020,714 | 578,872 |
| Vehicles and equipment | 575,205 | 706,304 | (131,099) |
| Sewer capital | 1,471,980 | 1,151,914 | 320,066 |
| Water capital | 1,018,461 | 730,593 | 287,868 |
| Community water expansion | 54,454 | 51,532 | 2,922 |
| Lantzville / Nanaimo Water Agreement | 1,387,512 | 1,197,990 | 189,522 |
| Total Reserve Funds | 10,848,912 | 11,624,752 | (775,840) |
| Investment in Tangible Capital Assets: | | | |
| Tangible capital assets | 69,404,639 | 67,688,130 | 1,716,509 |
| Less debt | (3,847,461) | (3,963,556) | 116,095 |
| Total Investment in Tangible Capital Assets | 65,557,178 | 63,724,574 | 1,832,604 |
| Total Accumulated Surplus | \$ 78,832,522 | \$ 77,586,557 | \$ 1,246,965 |

(a) Unrestricted operating surplus is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants etc.) are received, or for other operating or capital purposes as determined by Council, to the extent that it is available.

(b) The District of Lantzville undertook a reorganization of its restricted surplus, deferred revenue and reserve funds in 2024 which resulted in the reclassification of specific reserve funds and restricted surplus accounts.

District of Lantzville



SCHEDULE A - TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2024

| | Land | Land Improvements | Buildings | Vehicles | Equipment | Roads | Sewer | Water | Assets Under Construction | 2024 | 2023 Restated Note 14 |
|-----------------------------------|----------------------|---------------------|-------------------|---------------------|-------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|-----------------------|
| HISTORICAL COSTS | | | | | | | | | | | |
| Opening Balance | \$ 20,516,698 | \$ 2,022,249 | \$ 2,093,153 | \$ 2,447,416 | \$ 824,972 | \$ 19,349,524 | \$ 17,067,290 | \$ 17,714,840 | \$ 291,737 | \$ 82,327,879 | \$ 80,362,527 |
| Additions | | 63,881 | 11,131 | 172,968 | 149,274 | - | - | 885,162 | 1,661,933 | 2,944,349 | 2,309,386 |
| Additions due to ARO | - | - | - | - | - | - | - | - | - | - | 112,790 |
| Net Adjustments | - | - | - | - | - | 96,488 | - | - | - | 96,488 | (144,161) |
| Disposals | - | - | - | - | - | - | - | - | - | - | (312,663) |
| Transfers | - | - | - | - | 19,240 | - | - | 44,555 | (63,795) | - | - |
| Closing Balance, Dec 31 | \$ 20,516,698 | \$ 2,086,130 | \$ 2,104,284 | \$ 2,620,384 | \$ 993,486 | \$ 19,445,012 | \$ 17,067,290 | \$ 18,644,557 | \$ 1,889,875 | \$ 85,368,716 | \$ 82,327,879 |
| ACCUMULATED AMORTIZATIONS: | | | | | | | | | | | |
| Opening Balance | - | 633,702 | 1,212,599 | 889,253 | 472,357 | 6,547,397 | 1,790,185 | 3,094,256 | - | 14,639,749 | 13,497,820 |
| Amortization Expense | - | 73,857 | 45,358 | 132,657 | 89,914 | 488,295 | 196,967 | 297,279 | - | 1,324,327 | 1,332,097 |
| Disposals | - | - | - | - | - | - | - | - | - | - | (190,168) |
| Closing Balance, Dec 31 | - | 707,559 | 1,257,957 | 1,021,910 | 562,271 | 7,035,692 | 1,987,152 | 3,391,535 | - | 15,964,076 | 14,639,749 |
| NET BOOK VALUE | \$ 20,516,698 | \$ 1,378,571 | \$ 846,327 | \$ 1,598,474 | \$ 431,215 | \$ 12,457,993 | \$ 15,080,138 | \$ 15,253,022 | \$ 1,889,875 | \$ 69,404,640 | \$ 67,688,130 |

District of Lantzville



SCHEDULE B – 2024 SEGMENT DISCLOSURES

For the year ended December 31, 2024

| | General Government Services | Building Inspection Services | Bylaw Enforcement | Community & Development Services | Protective Services | Environmental Services | Public Works & Transportation Services | Recreation & Culture Services | Sewer | Water | Total 2024 |
|-------------------------------------|-----------------------------------|------------------------------------|----------------------|--|------------------------|---------------------------|--|-------------------------------------|-------------------|-------------------|---------------------|
| REVENUE | | | | | | | | | | | |
| Taxation (including grants-in-lieu) | \$ 3,303,298 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 205,692 | \$ 380,560 | \$ 3,889,550 |
| Sales of services | 7,798 | 27,581 | - | 33,555 | 40,126 | 302,035 | - | - | 456,411 | 667,478 | 1,534,984 |
| Government transfers and grants | 944,566 | - | - | 33,363 | 5,725 | - | - | - | - | 62,704 | 1,046,358 |
| Investment income | 557,046 | - | - | - | - | - | - | - | 73,948 | 122,249 | 753,243 |
| Other revenue | 72,470 | - | 550 | 3,000 | 3,000 | - | 25,847 | 30,036 | 12,572 | 10,724 | 158,199 |
| | 4,885,178 | 27,581 | 550 | 69,918 | 48,851 | 302,035 | 25,847 | 30,036 | 748,623 | 1,243,715 | 7,382,334 |
| EXPENSES | | | | | | | | | | | |
| Salaries, wages, and benefits | 1,068,051 | 69,611 | 1,043 | 228,028 | 299,910 | - | 145,334 | 201,077 | 54,931 | 259,461 | 2,327,446 |
| Contracted services | 464,644 | 69,142 | 85,727 | 64,168 | 86,678 | 272,309 | 233,490 | 3,725 | 296 | 20,362 | 1,300,541 |
| Materials and supplies | 138,947 | 10,212 | - | 4,109 | 146,495 | - | 251,012 | 28,523 | 40,990 | 184,945 | 805,233 |
| Debt Servicing | - | - | - | - | - | - | - | - | 39,130 | - | 39,130 |
| Amortization | 76,196 | - | - | - | 148,187 | - | 542,605 | 52,644 | 196,967 | 307,728 | 1,324,327 |
| Other | 175,038 | - | - | 7,641 | 70,868 | - | 31,121 | 21,965 | 10,049 | 22,010 | 338,692 |
| Cost recoveries | (232,600) | - | - | - | - | 15,500 | - | - | 75,000 | 142,100 | - |
| | 1,690,276 | 148,965 | 86,770 | 303,946 | 752,138 | 287,809 | 1,203,562 | 307,934 | 417,363 | 936,606 | 6,135,369 |
| SURPLUS / (DEFICIT) | \$ 3,194,902 | \$ (121,384) | \$ (86,220) | \$ (234,028) | \$ (703,287) | \$ 14,226 | \$ (1,177,715) | \$ (277,898) | \$ 331,260 | \$ 307,109 | \$ 1,246,965 |



District of Lantzville

SCHEDULE C – 2023 SEGMENT DISCLOSURES

For the year ended December 31, 2023

| | General Government Services | Transportation | Protective Services | Bylaw Enforcement | Solid Waste Collection | Recreational and Cultural Services | Community Development Services | Building Inspection | Sewer | Water | 2023 Restated Note 14 |
|---------------------------------|-----------------------------------|--------------------|------------------------|----------------------|---------------------------|--|--------------------------------------|------------------------|----------------|------------------|-----------------------------|
| Revenue | | | | | | | | | | | |
| Taxation | 3,217,339 | - | - | - | - | - | - | - | 197,481 | 371,324 | 3,786,144 |
| Sales and services | 126,269 | - | 4,045 | - | 271,900 | 1,788 | 345,904 | 107,250 | 455,809 | 728,524 | 2,041,489 |
| Grants and government transfers | 3,856,779 | - | - | - | - | - | - | - | - | 71,147 | 3,927,926 |
| Investment Income | 713,728 | - | - | - | - | - | - | - | 21,861 | - | 735,589 |
| Other revenue from own sources | 109,899 | - | 62,179 | - | 4,616 | - | - | - | 6,972 | 11,091 | 194,757 |
| Revenue Total | 8,024,014 | - | 66,224 | - | 276,516 | 1,788 | 345,904 | 107,250 | 682,123 | 1,182,086 | 10,685,905 |
| Expense | | | | | | | | | | | |
| Salaries, wages and benefits | 1,083,174 | 204,872 | 251,522 | 2,841 | - | 183,128 | 204,805 | 33,125 | 57,426 | 240,731 | 2,261,624 |
| Materials & Supplies | 357,551 | 222,774 | 189,492 | 54 | - | 54,941 | 10,392 | 65 | 50,577 | 221,760 | 1,107,606 |
| Contracted Services | 279,207 | 187,039 | 154,442 | 79,129 | 251,462 | - | 14,676 | 58,716 | - | - | 1,024,671 |
| Loss on disposal of TCA | - | 500 | 8,020 | - | - | - | - | - | - | - | 8,520 |
| Other | 26,699 | 267 | 2,260 | - | - | - | - | - | 125,519 | - | 93,293 |
| Amortization | 109,055 | 592,187 | 91,550 | - | - | 36,884 | - | - | 192,751 | 309,670 | 1,332,097 |
| Debt Servicing | - | - | - | - | - | - | - | - | 39,130 | - | 39,130 |
| Expense Total | 1,858,686 | 1,207,639 | 697,286 | 82,024 | 251,462 | 274,953 | 229,873 | 91,906 | 214,365 | 772,161 | 5,680,355 |
| Surplus/(deficit) | 6,165,328 | (1,207,639) | (631,062) | (82,024) | 25,054 | (273,165) | 116,031 | 15,344 | 467,758 | 409,925 | 5,005,550 |

District of Lantzville

SCHEDULE D – COVID-19 SAFE RESTART GRANT (Unaudited)

COVID Recovery Funding:

In 2020, the Province of British Columbia provided COVID-19 Safe Restart Grants for Local Governments. The District received \$1,220,000 at that time to assist with increased operating costs and lower revenue due to COVID-19. The following outlines how the remaining funds were allocated during the year:

| | 2024 | 2023 |
|-------------------------------------|-------------|-------------------|
| Balance forward, December 31 | \$ 295,567 | \$ 425,734 |
| Eligible costs incurred: | | |
| Information technology requirements | (74,500) | (19,189) |
| Facility safety | (21,200) | (41,955) |
| Wages & benefits | - | (88,519) |
| Reserve fund contributions | (199,867) | - |
| Interest earned | - | 19,496 |
| Balance, December 31 | \$ - | \$ 295,567 |

District of Lantzville

SCHEDULE E – LOCAL GOVERNMENT HOUSING INITIATIVES GRANT (Unaudited)

Local Government Housing Initiatives Grant

The Local Government Housing Initiatives ("LGHI") grant received from the Province of BC in 2024 under the LGHI program is a one-time grant provided to all British Columbia Local Governments, including the District of Lantzville. This grant has been provided to support local government planning capacity to adopt LGHI requirements for small-scale multi-unit housing, proactive planning and transit-oriented development areas, as well as adopt development finance tools, which are part of the Province's new legislative requirements.

The Province has provided a list of eligible expenditures for which the LGHI grant can be used.

| | 2024 | 2023 |
|------------------------------|-------------------|-------------|
| Balance forward, December 31 | \$ - | \$ - |
| Funds received: | 167,793 | - |
| Funds utilized: | | |
| Capacity funded projects | (33,363) | - |
| Balance, December 31 | \$ 134,430 | \$ - |

District of Lantzville

SCHEDULE F – GROWING COMMUNITIES FUND GRANT (Unaudited)

Growing Communities Fund Grant

The Growing Communities Fund ("GCF") grant received from the Province of BC under the GCF program is a one-time grant provided to all British Columbia communities, including the District of Lantzville. The Province has provided a list of eligible expenditures for which the GCF grant can be used.

As a condition of this funding, the GCF grant has been placed in a segregated reserve fund established by bylaw and the District reports annually on the grant received, the use of the grant and the unused year-end grant balance.

| | 2024 | 2023 |
|------------------------------------|-------------------|---------------------|
| Balance forward, December 31 | \$ 1,967,551 | \$ - |
| Funds received and utilized: | | |
| Funds received | - | 1,910,000 |
| Purchase of land for park purposes | (1,260,330) | - |
| Interest earned | 75,829 | 57,551 |
| Balance, December 31 | \$ 783,050 | \$ 1,967,551 |

DISTRICT OF LANTZVILLE

PERMISSIVE TAX EXEMPTIONS REPORT

2024 PERMISSIVE TAX EXEMPTIONS

Amount of Municipal Property Taxes that would have been imposed if there were no tax exemption 2024.

| Roll # | Civic Address | Owner | Lessee - Occupant | 2024 Assessed Value Exemption | General Municipal Taxes |
|---------------|---|---|--|-------------------------------|-------------------------|
| 350 07917.000 | 7113 Lantzville Road | Anglican Synod Diocese of BC | St. Phillip's by the Sea Anglican Church | 1,353,500 | \$3,303 |
| 350 07945.100 | 7244 Lantzville Road (Community Use Building B) | District of Lantzville | Seaside Community Society | 636,000 | 1552 |
| 350 07906.500 | 7225 Lantzville Road | Seaview Centennial Branch #257 of the Royal Canadian Legion | | 862,700 | 3,776 |
| 350 07919.500 | 7232 Lantzville Road (Community Use Building A) | District of Lantzville | Seaside Community Society | 1,269,000 | 6,637 |
| 351 19458.008 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 172,900 | 6,293 |
| 350 19459.009 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 25,400 | 925 |
| 350 19459.012 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 18,000 | 655 |
| 350 19459.014 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 161,000 | 5,860 |
| 350 19459.017 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 128,000 | 5,751 |
| 350 19459.018 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 216,000 | 7,862 |
| 350 19459.019 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 214,000 | 7,789 |
| 350 19460.003 | Railways within District boundaries | Island Corridor Foundation | Island Corridor Foundation | 48,400 | 1,762 |
| | | | | | \$52,166 |



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

