
District of Lantzville

REPORT TO CHIEF ADMINISTRATIVE OFFICER

Meeting Date: October 8, 2025

SUBJECT: District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025

PURPOSE

The purpose of this report is to provide information regarding amending the Official Community Plan Bylaw No. 150, 2019 in relation with motions previously approved by Council at the December 4, 2024, January 8, 2025, March 19, 2025, and September 10th, 2025 Council meetings in relation to Provincial legislative requirements. Staff have prepared District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025 for Council consideration.

RECOMMENDATIONS

THAT "District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025" be given first reading.

THAT "District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025" be given second reading.

THAT a public hearing for Official Community Plan Amendment Bylaw No. 416 be scheduled.

ALTERNATIVES AND IMPLICATIONS

1. DEFEAT THE AMENDING BYLAWS

THAT "District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025" be defeated.

Implications: Provincial law requires that the District updates the Official Community Plan (OCP) to incorporate housing needs by December 31, 2025. The Province has indicated that municipalities that do not meet the minimum standards as outlined in the legislation and regulations will be subject to ministerial orders that will be legally binding.

2. AMEND THE AMENDING BYLAWS

When the following motion is on the floor:

THAT "District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025" be given second reading.

Options include amending by motion:

THAT the motion on the floor be amended by adding "as amended [insert specific wording of amendment]".

Vote on the main motion as amended:

THAT "District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025" be given second reading" be given second reading, as amended [insert preceding amendment].

Implications: The implications are unknown until the amendments are known. Provincial law requires that the District updates the Official Community Plan (OCP) to incorporate housing needs by December 31, 2025.

BACKGROUND/RELEVANT HISTORY

In the fall of 2023, the provincial government passed Bill 44 – Housing Statutes (Residential Development) Amendment Act. The passing of this bill required municipalities to update their Housing Needs Report, Zoning Bylaw and Official Community Plans.

The District updated both the Zoning Bylaw and Housing Needs Report (HNR) in 2024 and started work on the Official Community Plan (OCP) update in January of 2025. The HNR prepared by Deloitte which was presented at the December 4th 2024 regular Council meeting comprehensively reviewed the required legislated items, methodology, and gives a detailed description of the housing needs. Work started on the minimum required updates following Council direction from the January 8th Regular Council Meeting.

Amendments and an update to the OCP are required to align with the Zoning Bylaw amendments passed in June 2024 to implement Small Scale Multi Unit Housing requirements (Bylaw 369, 2024) and incorporate Provincial requirements in the HNR. The Province requires OCPs to be updated by December 31, 2025.

In May 2025, two summer students were hired to assist with the work on the OCP update from May 1 – August 29. During this time background work was done in preparation to bring draft changes to the community through a project website, and two public open houses on July 22 and July 24. A public engagement report has been published (included in the September 10th 2025 Committee of the Whole agenda) with the findings from the open houses, and staff have taken the feedback into consideration, finalized the drafts, and presented the drafts to Council for review at the September 10th 2025 Committee of the Whole meeting.

A key portion of the background work included a zoned capacity review to ensure the District is meeting the housing needs indicated in the housing needs report. As per Bill 44 regulations, small scale multi-unit housing typologies are allowed on parcels hooked up to water and sewer. This is the reasoning for the review being within the water and sewer catchment area.

Zoned Capacity Review

The District is exceeding the required Zoned Capacity to meet the 20-year housing need of 840 additional units. Within the residentially zoned areas connected to municipal water and sewer, there are 874 parcels. These parcels are now zoned to allow up to 4 units, as per the Small Scale Multi Unit Housing (SSMUH) requirements in Bylaw 369, 2024 which came into effect in June 2024. This brings the total Zoned Capacity within the residentially zoned areas connected to water and sewer to 3496 units.

$874 \text{ (parcels connected to water and sewer)} \times 4 \text{ (potential dwelling units allowed on a parcel)} = 3496$

We can subtract the number of existing dwelling units from the Zoned Capacity to determine how much the District is exceeding the 20-year need by. Since there are single-family dwellings on these 874 parcels, we can subtract 874 from 3496.

$874 - 3496 = 2622$

Within these 874 parcels, the District has issued 28 building permits for carriage homes or secondary suites.

$2622 - 28 = 2594$

In summary, when the units that currently exist on these 874 parcels are subtracted from the Zoned Capacity, this leaves a remainder of 2594 units within the Zoned Capacity that have not been developed. Therefore, the District is exceeding the 20-year housing need of 840 units by 3 times.

These calculations do not take into account all secondary suites, carriage homes and other SSMUH typologies that exist in Special Plan Areas or other Residentially zoned areas outside the water and sewer catchment areas.

This capacity review does not include the various subdivisions that the District has approved zoning for but have not received final subdivision approval to actually create the lots (for example Clark-Medd or later phases of the Foothills).

Key Updates

Updates to Section 5 policies on the Rural Residential, Estate Residential, and Residential designations have been drafted to incorporate Bill 44 Small Scale Multi Unit Housing (SSMUH) legislation (already brought into the Zoning Bylaw), including permitted uses, and clarification on base density and maximum gross density.

A new sub section within DPA 8 Form and Character guidelines has been drafted to address specific housing typologies which pertain to SSMUH such as duplexes, townhouses, rowhouses, and apartments (2-4 units). These tailored guidelines for SSMUH should provide better clarity for residents and provide faster review times.

Additional amendments to the Official Community Plan to align with other District Bylaws have been drafted concurrently with the OCP update process. Housekeeping changes were kept to a minimum as per direction from Council.

There are a number of dated references that include statistics from census and population projections that were up to date when the OCP was last updated in 2019. These have now been updated to reflect the most recent census data and population projections. Section 3.2 of the OCP has also been updated to reflect references to the most recent Regional Growth Strategy (2024).

ATTACHMENTS

1. Red-line changes to the Official Community Plan
2. District of Lantzville Official Community Plan Bylaw 150, 2019, Amendment (Housing and Housekeeping) Bylaw No. 416, 2025

ANALYSIS/RATIONALE

Amendments to the Official Community Plan (OCP) are required to align with the Zoning Bylaw amendments adopted in June 2024 (Bylaw 369, 2024), which implemented the Province's Small-Scale Multi-Unit Housing (SSMUH) requirements.

Under provincial legislation, all local governments must update their OCPs by **December 31, 2025**. Municipalities that do not comply may be subject to a ministerial order.

The District has already updated its Zoning Bylaw to reflect the new requirements, introducing changes to density provisions and permitted housing typologies. Updating the OCP is now necessary to ensure consistency between the OCP and the Zoning Bylaw.

Amending the OCP will:

- Ensure compliance with provincial legislation;
- Align the OCP with the District's Zoning Bylaw; and
- Provide clear, cohesive design policies to guide small-scale multi-unit housing in a manner consistent with Lantzville's community character.

Financial/Budget Implications

On December 21, 2023, the District received a letter from the Ministry of Housing detailing the capacity funding to assist in implementing recent legislative changes. The District of Lantzville received \$167,793 from the Province in early 2024. Council has allocated this grant funding towards several projects including an updated Development Cost Charge (DCC) bylaw, Works and Services Bylaw, and updating the OCP. The intent is to use all of the capacity grant funding by the end of 2025, as stipulated by the Province.

The District hired two summer students from May 1 – August 29, 2025, to administer the work required for the OCP update. These two positions cost approximately \$17,686 each and were paid out of the Ministry of Housing capacity funding.

Public Consultations

At the Committee of the Whole meeting on March 19th, 2025, Committee voted to proceed with community consultation as required in provincial legislation including a public hearing, two public open houses, and required notices in the District's community update, and required notices in the newspaper and the website.

The District of Lantzville hosted Open Houses for the community on July 22nd and 24th 2025 regarding the changes proposed in the 2025 Official Community Plan (OCP) Update. A summary of these meetings was included in the Sept. 10th 2025 Committee of the Whole agenda (Attachment 4).

On August 5, 2025, the District of Lantzville sent out the draft sections of the Official Community Plan updates to the following organizations:

- Agricultural Land Commission
- BC Hydro
- City of Nanaimo
- Island Health
- Ministry of Housing & Municipal Affairs
- Ministry of Transportation & Transit
- Nanoose First Nation
- Regional District of Nanaimo
- Regional District of Nanaimo Transit Services
- School District #68

We received meeting requests from both the Ministry of Housing and Municipal Affairs and School District 68, to which staff met with and provided clarification on the scope of the updates. The City of Nanaimo reached out over email for some more information regarding the form and character guidelines and more information was provided to their satisfaction. Both the Agricultural Land Commission and the Ministry of Transportation and Transit responded by saying that they had no concerns with the proposed updates. The Regional District of Nanaimo responded with minor text suggestions to the Regional Context Statement (Section 3.2 of the OCP), which were included in the final drafts presented to Council at the September 10th Committee of the Whole meeting.

There was no further response received from the rest of the organizations who were contacted.

Prepared by:



George Robinson, Director of Planning

Date: October 8, 2025

REVIEWED WITH:			
<input checked="" type="checkbox"/> Corporate Administration	<input type="checkbox"/> Fire Rescue	<input type="checkbox"/> Public Works/Engineering	<input type="checkbox"/> RCMP
<input checked="" type="checkbox"/> Financial Services	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Solicitor	<input type="checkbox"/> Committee:
<input type="checkbox"/> Other:			

COUNCIL AGENDA INFORMATION:		
Meeting Type	Date	Agenda Item #
Regular	October 8, 2025	
Closed (In-Camera)		