



DISTRICT OF LANTZVILLE SERVICE AGREEMENTS 2022 TO 2026

RECOMMENDATIONS

1. That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for GIS and Mapping Services continuing effective January 1, 2022 and ending December 31, 2026, be approved.
2. That the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning continuing effective January 1, 2022 and ending December 31, 2026, be approved.

BACKGROUND

In accordance with the provisions of the *Local Government Act*, the District of Lantzville is requesting that the Regional District of Nanaimo continue to provide Emergency Planning and GIS/Mapping services on behalf of the municipality. The attached agreements for the delivery of these services for a five-year term from January 1, 2022 to December 31, 2026 are provided for approval of the Board.

Sections 263 and 334 of the *Local Government Act* allow a Regional District to enter into an agreement with a municipality to provide services that are within the powers of a municipality and to recover the cost of providing the services. The Regional District has been providing contract services to Lantzville in a number of areas since the incorporation of the municipality in 2003. The District of Lantzville has requested that the Regional District continue to provide contract services in support of GIS and Mapping Services and Emergency Planning for a further five-year period (see Attachment 1 – Letter of request).

Although the agreements are for a five-year term, termination provisions are included to permit either party to cancel with six months of notice. This will ease administrative burdens faced with renewing the agreements each calendar year.

In accordance with the service agreements (see Attachments 2 and 3), staff resources will be allocated to administer the agreements and provide the specified services to the District of Lantzville. To continue providing these services, it is proposed that the service agreements, as attached to this report, be approved for a period of five years beginning January 1, 2022 and ending December 31, 2026.

Although the agreements have expired, the services have continued to be provided based on the terms noted in each agreement. Renewal of these agreements retroactive to January 1, 2022 lines up with the start of our fiscal year, which is why we have made it retroactive.

FINANCIAL IMPLICATIONS

Service agreements are being continued that will maintain a contractual relationship between the RDN and the District of Lantzville to provide specific services and enforce designated bylaws within the incorporated boundaries of the District of Lantzville until the end of 2026. Each service agreement provides a cost recovery mechanism consistent with the assessed value (property) formulas used in establishing the cost of delivering the services in the Electoral Areas. Current RDN resource levels are sufficient to deliver the services and the related costs and revenues are factored into the 2022 - 2026 budget.

For 2022, the amounts payable for these services were \$36,475 for Emergency Planning and \$18,252 for GIS and Mapping.

STRATEGIC PLAN ALIGNMENT

Providing contract services to the District of Lantzville aligns with the Board's Strategic Plan to partner with other local governments to advance our region, and to improve communication with communities and partners within the Regional District.

ATTACHMENT(S)

1. Attachment 1 – Letter of Request from the District of Lantzville
2. Service Agreement for GIS and Mapping
3. Service Agreement for Emergency Planning

REVIEWED BY:

Catherine Morrison, Manager, Emergency Services

Gary Jurasek, Manager, Information Services

Douglas Holmes, CAO