District of Lantzville

Agenda for the Meeting of the Parks and Trails Select Committee to be held on Thursday, July 10, 2025, at 6:00 pm, in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

Page No.

1. CALL TO ORDER

1-2 **2. ADOPTION OF THE AGENDA**

THAT the July 10, 2025, meeting agenda be adopted, as presented.

3. PUBLIC INPUT PERIOD *(Persons recognized by the Chairperson to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless the Committee resolves otherwise), and are limited to providing comment regarding items listed on the Committee agenda for this meeting.* ***Comments must be directed to the Chair, are not to be directed to individual Council members, staff or the audience and must not include personnel issues.***

4. APPROVAL OF THE MINUTES

3-9 THAT the June 19, 2025, meeting minutes of the Parks and Trails Committee Meeting be approved, as presented.

5. BUSINESS ARISING – Nil

6. PRESENTATIONS, DELEGATIONS, PETITIONS – Nil

7. CORRESPONDENCE – Nil

8. STATUS OF COMMITTEE RECOMMENDATIONS TO COUNCIL/ COUNCIL MOTIONS/CHAIRPERSON'S GENERAL UPDATES

(1) Chairperson's General Updates

(2) Chairperson's Verbal Report: Update Regarding Motions From June 19, 2025, Meeting Noted Below

(a) MOVED AND SECONDED, THAT the Parks and Trails Select Committee recommend that Council direct staff to add a new pathway called "hiking trail" and its design guidelines to Bylaw 175 [reference Table 2 as per the report provided by the Parks and Trails Select Committee as attached]
CARRIED UNANIMOUSLY

(b) MOVED AND SECONDED THAT the report for Council be approved with the amended Table 2 design guidelines.
CARRIED UNANIMOUSLY

(c) MOVED AND SECONDED, THAT the Parks and Trails Select Committee recommend that Council direct staff to add signage to the E & N multi use trail, located from Clark Drive to Ware Road, and to the multi use trail located on the north side of Lantzville Road, from Tweedhope Road to Dickinson Road, to indicate that multi use trails may be used by pedestrians and cyclists
CARRIED UNANIMOUSLY

(d) MOVED AND SECONDED, THAT the Parks and Trails Select Committee recommend that Council direct staff to add signage to the Tweedhope Crosswalk to indicate that it is used by pedestrians and cyclists
CARRIED UNANIMOUSLY

9. UNFINISHED BUSINESS

(1) Continue to focus on the Council motion dated March 20, 2024, as noted below:

THAT Council directs the Parks and Trails Committee to review the 2010 Lantzville Trails & Journeyways Strategy and the 2008 Parks and Trails Plan and provide recommended edits to Council.

10. NEW BUSINESS

(1) Chairperson Update on July 8, 2025, Working Group Walk

11. INTRODUCTION OF LATE ITEMS

12. PUBLIC CLARIFICATION/INPUT PERIOD

(*Persons recognized by the Chairperson to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless the Committee resolves otherwise), are limited to asking clarification questions or providing comment regarding business discussed by the Committee at this meeting.* ***Comments or clarification questions must be directed to the Chair, are not to be directed to individual Committee members, staff or the audience and must not include personnel issues.***

13. MOTION TO CLOSE THE MEETING TO THE PUBLIC – Nil

14. ADJOURNMENT

THAT the Parks and Trails Select Committee meeting be adjourned**.**

DRAFT

Minutes of the District of Lantzville Parks and Trails Select Committee Meeting held on Thursday, June 19, 2025, at 6:00 pm, in the Council Chamber, Municipal Hall, 2nd Floor – 7192 Lantzville Road, Lantzville, BC

PRESENT: Members: Joan Jones, Member Councillor/Chairperson

Susan Cormie, Member at Large
Valerie Jenkins, Member at Large
Matt Foster, Member at Large
Katrina Barnes, Member at Large
Claire Belanger, Member at Large

Absent: John Dunn, Member at Large
Becky Sanders, Member at Large

Staff: Delcy Wells, Director of Corporate Administration

CALL TO ORDER

The Chairperson, Councillor Joan Jones, called the meeting to order at 6:03 pm.

ADOPTION OF THE AGENDA

MOVED AND SECONDED, THAT the June 19, 2025, meeting agenda be adopted, as amended, with the addition of: dates for future meetings; beach closure update; working group report from June 17; review working group edits to Map A; review template document; and FOG Zone update.
CARRIED UNANIMOUSLY

PUBLIC INPUT PERIOD *(Persons recognized by the Chairperson to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless the Committee resolves otherwise), and are limited to providing comment regarding items listed on the Committee agenda for this meeting.* ***Comments must be directed to the Chair, are not to be directed to individual Council members, staff or the audience and must not include personnel issues. - NIL***

APPROVAL OF THE MINUTES

MOVED AND SECONDED, THAT the May 15, 2025, meeting minutes of the Parks and Trails Select Committee meeting be approved, as amended, by removing the words "trail could be on the golf course property" under the Status of Committee Recommendations to Council/Council Motions/Chairperson Verbal Reports on Working Group Activities section.
CARRIED UNANIMOUSLY

STATUS OF COMMITTEE RECOMMENDATIONS TO COUNCIL/COUNCIL MOTIONS/CHAIRPERSON VERBAL REPORTS ON WORKING GROUP ACTIVITIES

Chairperson Verbal Report: Leland to Village Core Pathway

Continue Huddlestone to Walk of Honour; Continue to Tweedhope with raised island and flashing beacon with an estimated cost of $40K; June 11, 2025, Council meeting motions were discussed

UNFINISHED BUSINESS

Continue to focus on the Council motion dated March 20, 2024, as noted below:

THAT Council directs the Parks and Trails Committee to review the 2010 Lantzville Trails & Journeyways Strategy and the 2008 Parks and Trails Plan and provide recommended edits to Council.

NEW BUSINESS

Walking Trail Standard

Compared to Schooner Cove, City of Nanaimo and District of Squamish trail standards; table reviewed in working document; discussion about various trail standards and how trails get started took place; types of users was discussed; Lantzville's trails are not at the level where a trail needs to be limited to certain uses; added stream crossings; remove example of under the power lines; vegetation definition reviewed; horizontal curves; slope and drainage reviewed; level of maintenance ok; maintenance was reviewed; cliffs in close proximity to the trail and at view points; level of difficulty

MOVED AND SECONDED, THAT the Parks and Trails Select Committee recommend that Council direct staff to add a new pathway called "hiking trail" and its design guidelines to Bylaw 175 [reference Table 2 as per the report provided by the Parks and Trails Select Committee below]

Table 2: Hiking Trail: Design guidelines

Hiking Trail: Design guidelines	
Level of Use	Low-high. May be seasonal use.
Types of Use	Hiking, trail running, dogs, may be suitable for mountain bikes
Surface and material	Natural terrain and native soil that may have roots, rocks, sand and steep sections.
Width	Varying: singletrack, doubletrack and wider.
Vegetation clearance	Natural. Usually not cut. Clearance varies.
Horizontal curves	Yes especially when the trail has been constructed to manage steep sections with switchbacks or to meander around large trees.

Slope and drainage	Terrain may be steep. Materials for erosion and drainage control are usually sourced near the trail (ex: mineral soil in roots of fallen trees, rocks for firming wet surfaces and managing flow of rain water.
Level of Maintenance	None to Low
Barriers	Riparian areas. May have cliffs in close proximity to the trail and at viewpoints.
Comments	Level of difficulty: easy to difficult. Be prepared. Expect wildlife (ex: bears, cougars). Cell service questionable.

Report:
Hiking trails are frequented by users looking to get out in nature.

Trails may be frequently used or rarely used.

Most of the hiking trails in the Lantzville area are not sanctioned or maintained by the District of Lantzville. Users should expect to find natural terrain that can vary depending on weather conditions. Users may come across blowdowns blocking the trail and wet areas caused by heavy rains.

Users should come prepared and respect the wildlife and nature.

References:

Cowichan Valley Trail Standards and Guidelines:hJps://www2.gov.bc.ca/assets/gov/driving-and-transporta@on/transporta@on-infrastructure/contrac@ng-with-the-province/documents/04529-0001/schedule_t3_-_13_-_cvrd_trail_standards_and_guidelines_2014.pdf

District of Squamish: hJps://squamish.ca/assets/4eb318a9e3/Trail-Standards-Manual-0411.pdf

CARRIED UNANIMOUSLY

MOVED AND SECONDED THAT the report for Council be approved with the amended Table 2 design guidelines.

CARRIED UNANIMOUSLY

Chairperson Update on June 4, 2025, Working Group Walk: Fernmar, Aulds, Golf Course and Woodlot

Councillor Jones updated the group about the working group activities.

June 12 Working Group Update

Susan, Valerie, Claire and Councillor Jones worked on revisions to Map A.

June 17 Working Group Update

Valerie, Susan and Councillor Jones continued edits to Map A

Revisions to Map A were explained by Councillor Jones [updated format of Map A in the 2010 Lantzville Trails & Journeyways Strategy to add in new subdivisions, etc., for the Committee to work on]; Claire asked about a location where there is a road but there is no road in that location; Valmar Road area was questioned; Councillor Jones offered to bring any questions about the map to staff; FOG zone location needed

Councillor Jones asked to add Late Items to address motions to go to Council. The Committee agreed to add these items.

MOVED AND SECONDED, THAT the Parks and Trails Select Committee recommend that Council direct staff to add signage to the E & N multi use trail, located from Clark Drive to Ware Road, and to the multi use trail located on the north side of Lantzville Road, from Tweedhope Road to Dickinson Road, to indicate that multi use trails may be used by pedestrians and cyclists

Report:

Awareness of usage is needed for safety reasons. (Users have complained to cyclists incorrectly claiming they are not permitted to cycle on these routes.)

The photo below is an example from a crosswalk on Hammond Bay road in Nanaimo, BC



CARRIED UNANIMOUSLY

Discussion occurred indicating that "Share the Road" signage will be placed in the Village Core where the road is very narrow; 30km is the typical speed for a shared road

MOVED AND SECONDED, THAT the Parks and Trails Select Committee recommend that Council direct staff to add signage to the Tweedhope Crosswalk to indicate that it is used by pedestrians and cyclists

Report:

Drivers, pedestrians and cyclists need to be aware that this crosswalk may be used by pedestrians and cyclists who dismount to walk the crosswalk. The signs will improve safety.

Cyclists riding on Lantzville road and approaching from the west of the Village Core may use the crosswalk to access the multi-use path located between Tweedhope Rd and Dickinson Rd on the north side of Lantzville Road. Note: more experienced road cyclists may cycling on Lantzville Rd between Tweedhope Rd and Caillet Rd as this section is narrowed and designated as a “Share the Road” route.

The photo below is an example from a crosswalk on Hammond Bay road in Nanaimo, BC



CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT the Parks and Trails Select Committee recommend that Council direct staff to add a new pathway called “on road cycling route” and its design guidelines to Bylaw 175 [reference Table 3 as per the report provided by the Parks and Trails Select Committee below]

Table 3: On-road Cycling Routes

On-road Cycling Routes: Design guidelines	
Level of Use	low-high
Types of Use	Road bikes. E-bikes.
Surface	Asphalt
Width	1.5m located to the right of a roads white line
Vegetation clearance	Maintained to be clear of the route: not encroaching
Horizontal curves	As road dictates
Slope and drainage	As road dictates

Level of Maintenance	None to Low
Barriers	In places the cycling route may not be fully constructed as an "On-road cycling Route". Cyclists may encounter sections where the road has been narrowed (ie: there is no white line with 1.5 m to the right of the line). The narrowed section should include signage that directs cyclists and vehicles to "Share the road".
Comments	Wearing a safety approved bike helmet is required by law. Level of difficulty: moderate to difficult. Roads may have steep hills and heavy traffic. Road biking experience is recommended. Should be able to ride in a straight line, shoulder check and use hands to signal your intent to turn, slow down or stop. Likely not suitable for young and inexperienced cyclists.

Report:



On-road cycling routes are not separated from the road. The route is the 1.5m asphalt surface to the right of a roads white line. Their level of safety is not as high as for routes that are dedicated to bikes or separated from the road. An on-road cycling route may be easy to construct when building and resurfacing roads. It is recommended that bike logos be painted to the right of the white line to show that this 1.5m space is used by cyclists. The second white line may be seen when there is additional space for parking to the right of the cycling route.

The photo to the left is an example of an on-road cycling route on Hammond Bay Rd. in Nanaimo, BC.

CARRIED UNANIMOUSLY

MOVED AND SECONDED THAT the report for Council be approved with the amended Table 3 design guidelines.
CARRIED UNANIMOUSLY

MOVED AND SECONDED, THAT the July meeting be moved from the 17th to the 10th
CARRIED UNANIMOUSLY

Future Working Group areas

Jenna Drive; Shale Road; road access from Jenna Road to the Crown Land OR

Foothills to log existing sidewalks and multi use paths OR

Two right of ways located between 7566 and 7678 Lantzville Road

The Foothills was chosen from the above for a working group; Thursday evenings were agreed on; June 26 at 6 pm; meet at Harwood and Copley Ridge Road at the top of the road

July 8 will be the next one at Jenna Drive; Shale Road; road access from Jenna Road to the Crown Land and meet at Owen Road

MOVED AND SECONDED, THAT the meeting be extended past 8 pm
CARRIED UNANIMOUSLY

Beach Closure Update

The Committee discussed the closure of Sebastion and Harper Road Beach Ends due to water testing results from Island Health. The Committee questioned why the beaches were closed as the issue is in the water, not on the beach. Further, the Committee questioned whether the District has the authority to close the beaches because the beaches are not District property. Director Wells advised the Committee that the Director of Public Works made these decisions and that he could be contacted for further information.

Fog Zone

Matt asked about the Fog Zone and how it came about; Councillor Jones advised that Councillor Savage initiated it via a Council motion

ADJOURNMENT

MOVED AND SECONDED, THAT the Parks and Trails Select Committee meeting be adjourned.
CARRIED UNANIMOUSLY

The meeting was adjourned at 8:14 pm.