



Notice of Meeting and Meeting Agenda Regional Parks Committee

Wednesday, March 22, 2023

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

C. McNeil-Smith (Chair), J. Brownoff (Vice Chair), C. Coleman, S. Goodmanson, G. Holman,
L. Szpak, M. Tait, S. Tobias, K. Williams, R. Windsor, C. Plant (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [23-242](#) Minutes of the February 22, 2023 Regional Parks Committee Meeting

Recommendation: That the minutes of the Regional Parks Committee meeting of February 22, 2023 be adopted as circulated.

Attachments: [Minutes - February 22, 2023](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [23-224](#) Capital Regional District Regional Parks - Entrance Signage

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That staff proceed with the replacement of the regional parks entrance signs using the 2021 Corporate Signage Guidelines, with the exception of the legacy entrance (log) sign at Thetis Lake Regional Park.

Attachments: [Staff Report: CRD Regional Parks Entrance Signage](#)
 [Appendix A: CRD Signage Guidelines](#)
 [Appendix B: CRD Board Staff Report: CRD Signage Guidelines](#)
 [Appendix C: CRD Signs Developed under the Signage Guidelines](#)

6.2. [23-223](#) Capital Regional District Regional Parks - 2023 Capital Plan Update

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: CRD Regional Parks - 2023 Capital Plan Update](#)
 [Appendix A: Provisional Approval – 2023 Capital Projects](#)
 [Appendix B: Five-Year Capital Expenditure Plan Summary 2023-2027](#)

6.3. [23-229](#) Bylaw No. 4545: Amendment to the CRD Parks Services and Facilities Fees and Charges Bylaw No. 3675

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4545, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 10, 2023", be introduced and read a first, second and third time; and
2. That Bylaw No. 4545 be adopted.

Attachments: [Staff Report: Bylaw No. 4545: Amdt of CRD Parks Services Bylaw No. 3675](#)
 [Appendix A: New Bylaw No. 4545](#)
 [Appendix B: CRD Bylaw No. 3675, Schedule A – redlined](#)

7. Notice(s) of Motion**8. New Business****9. Adjournment**

The next meeting is April 26, 2023.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Regional Parks Committee

Wednesday, February 22, 2023

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT

Directors: C. McNeil-Smith (Chair), C. Coleman, S. Goodmanson, G. Holman (EP),
L. Szpak, M. Tait, S. Tobias, K. Williams (EP), R. Windsor, C. Plant (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and
Environmental Services; M. MacIntyre, Acting Senior Manager, Regional Parks (for J. Leahy); M. Lagoa,
Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director J. Brownoff

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Chair McNeil-Smith provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Goodmanson, **SECONDED** by Director Tait,
That the agenda for the February 22, 2023 Regional Parks Committee meeting be
approved.
CARRIED

3. Adoption of Minutes

3.1. [23-140](#) Minutes of the June 22, 2022 Regional Parks Committee Meeting

MOVED by Director Tait, **SECONDED** by Director Tobias,
That the minutes of the Regional Parks Committee meeting of June 22, 2022 be
adopted as circulated.
CARRIED

4. Chair's Remarks

Chair McNeil-Smith noted that he is excited to be serving as chair to this
committee and he is looking forward to the work to be done this year.
The Chair also acknowledged the great work that staff continue to do in
providing residents with a remarkable regional parks and trails network.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-167](#) 2023 Regional Parks Committee Terms of Reference

L. Hutcheson presented Item 6.1. for information.

6.2. [23-141](#) Island View Beach Regional Park - Ditch Maintenance

M. MacIntyre presented Item 6.2. for information.

Discussion ensued on the following:

- the different data captured in the two reports when referencing the condition of the ditch system being due to time of year
- the monitoring system in place to assess the situation
- whether the flapper gates are functioning properly
- the surrounding non-CRD lands contributing to the mosquito population
- putting into practice the recommendations from contractors
- commitment from staff to report back to this committee at the end of this summer
- public engagement regarding the mosquito abatement plan for Island View Beach Regional Park and its status

Motion Arising

MOVED by Director Windsor, SECONDED by Director Szpak,

The Regional Parks Committee recommends to the CRD Board:

That a comparison of ditch depth differences between the baseline data in 2012 and 2022 work be brought forward as soon as possible through the Regional Parks Committee.

CARRIED

Motion Arising

MOVED by Director Windsor, SECONDED by Director Tait,

The Regional Parks Committee recommends to the CRD Board:

To authorize, if possible, to capture aerial drone footage of the ditch system to capture the foliage patterns.

CARRIED

Motion Arising

MOVED by Director Plant, SECONDED by Director Windsor,

The Regional Parks Committee recommends to the CRD Board:

That the CRD convene a meeting with participants (including the TSAWOUT, Central Saanich and FOIVB "Friends of Island View Beach") to discuss the mosquito abatement program at Island View Beach Regional Park and report back to the March or April Regional Parks Committee.

MOVED by Director Plant, SECONDED by Director Windsor,

That the motion arising be amended to add the wording "present and" before the word "discuss".

CARRIED

MOVED by Director McNeil-Smith, **SECONDED** by Director Windsor,
That the motion arising be further amended to remove the wording "March or"
after the wording "report back to the".

CARRIED

The question was called on the main motion as amended.

The Regional Parks Committee recommends to the CRD Board:

That the CRD convene a meeting with participants (including the TSAWOUT,
Central Saanich and FOIVB "Friends of Island View Beach") to present and
discuss the mosquito abatement program at Island View Beach Regional Park
and report back to the April Regional Parks Committee.

CARRIED

Motion Arising

MOVED by Director Windsor, **SECONDED** by Director Szpak,
That the Central Saanich staff be invited by CRD staff to all meetings pertaining
to the update work being done by Greater Pacific & Aqua-Tex.

CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Coleman, **SECONDED** by Director Tait,
That the February 22, 2023 Regional Parks Committee meeting be adjourned at
10:56 am.

CARRIED

CHAIR

RECORDER

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MARCH 22, 2023**

SUBJECT **Capital Regional District Regional Parks – Entrance Signage**

ISSUE SUMMARY

To seek direction on the Capital Regional District (CRD) Regional Parks entrance signage.

BACKGROUND

CRD Regional Parks has a robust sign program that includes regulatory, wayfinding, visitor information, interpretive, warning and temporary signage.

In 2021, the CRD developed Corporate Signage Guidelines to provide a consistent approach in the identification of CRD facilities and spaces. At the time of its development, CRD Regional Parks had a large portfolio of existing sign standards that met the Corporate Signage Guidelines, with the exception of the park entrance (portal) signs. As such, the Corporate Signage Guidelines (Appendix A) identified a new standard for all park entrance signs.

At the February 8, 2023 CRD Board meeting, staff brought forward a report on corporate signage (Appendix B). At that meeting, the CRD Board directed staff to proceed with implementing the CRD signage guidelines, with the exception of the regional parks entrance signs, which were to be brought to the Regional Parks Committee for further consideration.

ALTERNATIVES

Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board:
That staff proceed with the replacement of the regional parks entrance signs using the 2021 Corporate Signage Guidelines, with the exception of the legacy entrance (log) sign at Thetis Lake Regional Park.

Alternative 2

That staff bring back a revised design guideline for the regional parks primary entrance signs, with consideration for leaving in place the legacy entrance (log) sign at Thetis Lake Regional Park.

IMPLICATIONS

Intergovernmental Implications

The primary entrance sign design includes a dedicated space for an Indigenous park name that would result from engagement and collaboration with Nations on whose Traditional Territory the park is located, as per the Regional Parks naming policy and as set out in the 2022-2032 Regional Parks and Trails Strategic Plan (interim).

Social Implications

In January, a social media post on the CRD Facebook page noted that a new sign was scheduled to replace the current hand-carved log entrance sign at Thetis Lake Regional Park. The post garnered significant community attention and most comments requested that the legacy sign at Thetis Lake Regional Park remain in place. If Alternative 2 is preferred, staff will consider how public engagement could inform a revised design guideline for entrance signs.

Financial Implications

The Board-approved CRD Regional Parks capital plan included \$137,000 for 2022 and \$117,000 per subsequent year over the four-year budget to initiate the installment of the new entrance signs. Change in design may require a review of the existing resources allocated.

A current contract is underway to replace two primary entrance signs (one at Thetis Lake Regional Park and one at Elk/Beaver Lake Regional Park), one secondary entrance sign at Thetis Lake Regional Park, and one tertiary entrance sign at East Point Regional Park. From this contract, two regional parks signs have already been installed prior to the CRD Board decision to review the matter (Appendix C).

Service Delivery Implications

There are currently 38 existing park entrance signs in the system of varying age and condition. The majority of the signs are a standard grey and blue entrance sign. The log sign at Thetis Lake Regional Park is a legacy sign predating the CRD's acquisition of the park in 1993 and is estimated to be around 40 years old. This legacy sign contains surface decay and areas of more substantial rot. It is regularly painted to maintain its current appearance, but without further refurbishment the sign has about five to ten years of life remaining.

As there are many park entrances that currently do not have any welcome signage, 58 locations total have been identified that will eventually require signage. Only nine of these high-visitation park locations will require primary entrance signs that would be established based on the CRD Corporate Signage Guidelines. New signs will help park visitors better identify these entrances as official trailheads and as CRD regional parks.

Due to the sheer number of signs in the system, careful consideration of cost, durability and maintenance were taken into consideration in the design. The sign panels are treated with an anti-graffiti coating, and are UV, burn and corrosion resistant. It is anticipated that regular maintenance of the signs will be limited, but should the graphic panel need to be amended or replaced, the designs offer ease of removal with the appropriate tamper-resistant fittings.

CONCLUSION

At the February 8, 2023 Capital Regional District Board meeting, staff brought forward a report on the corporate signage project. At that meeting, the Board directed staff to proceed with implementing the CRD signage guidelines, except for the regional parks entrance signs due to the significant community attention received about the legacy log sign at Thetis Lake Regional Park.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That staff proceed with the replacement of the regional parks entrance signs using the 2021 Corporate Signage Guidelines, with the exception of the legacy entrance (log) sign at Thetis Lake Regional Park.

Submitted by:	Jeff Leahy, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: CRD Signage Guidelines
Appendix B: CRD Board Staff Report: CRD Signage Guidelines
Appendix C: CRD Signs Developed under the Signage Guidelines

CRD Signage Guidelines

Comprehensive standards for CRD signage applications

VERSION 1.0 – JANUARY 2021



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Making a difference...together

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Executive Summary

Signage within the Capital Regional District is an important tool for users to identify and navigate through facilities and spaces. The design, materials and consistency of the signage, speaks to the integrity of the CRD identity.

This document provides applications, inventory for design, colour, and materials. It is essential that this document is used for all expressions of signage in order to maintain the integrity of the signage program and consistent brand image.

Implementing a corporate signage strategy will better inform and direct visitors and residents to and around the region. This strategy aims to meet the needs of visitors and residents, whether traveling as a pedestrian, cyclist or in a vehicle. Other goals of this strategy include:

- **To develop a region-wide sign strategy that will meet the needs of residents, visitors and staff.**
- **To create a strategy that is scalable and varied, addressing the needs of residents and visitors using and visiting CRD buildings and operational sites. Authenticity, sustainability, legibility, brand application, safety, maintenance are important considerations.**
- **To present a strategy that applies the existing graphic standards to ensure and promote a cohesive and coherent brand that conveys quality, sustainability and authenticity in its design and construction.**
- **To promote a strategy that elevates the CRD presence and recognition across the region.**

All aspects of the signage program are coordinated by CRD Communications Staff and the department GM. They are responsible for overseeing corporate signage within the CRD.

This signage strategy applies to all departments that fall under the CRD, CRHC and CRHD brand. Regional Parks will continue to use their specific existing parks and trails signage guidelines.



Section 1 | Signage Components

General Logo Use

The consistent use of branding elements on signage helps establish the corporate recognition, connection, and authority of the corporation as a whole within a given location or space.

The CRD logo is used on all facility Identification, Information, and Regulatory signage. It is also used on all Primary Park Portal IDs. The CRHC and CRHD logos may be used in place of the CRD logo when the signage is used on their respective facilities or properties.

The logo is always reversed either on a corporate colour (CRD Teal, CRHC Blue, and Grey) or in Black on one-colour applications. It always appears on either a rectangular band/field of colour on the top of identification signs, or on a wave band on information and regulatory signs. Always organize spacing as per layout guide shown on this page.

Affiliate Logo Usage

When the CRD logo is used along with an affiliate/partner logo within a signage context, it always appears as shown in either horizontal or vertical applications.

All logos should consistently appear in either one-colour (positive or reverse depending on background for best contrast) or full-colour applications. In colour applications, the CRD logo appears on a CRD Teal panel as shown.

Capital Regional District logo



Capital Regional Housing Corporation logo



Capital Regional Hospital District logo



Typical Logo Applications



Height of logo = X

Rectangular band



Height of logo = X

Wave band

Affiliate Logo Usage

Horizontal Application (Full colour)



Height of logo = X

Vertical Application (One-colour, Positive)



1 | Colour Schedule & Typographic Styling

Colour Schedule

In order to create a cohesive signage program, it is imperative that the sign family colours remain consistent throughout all applications. The colour schedule provided has been selected specifically for the signage program, providing high legibility and making areas of information easily discernible.

All painted applications, powdercoating, vinyl, and digital outputs for the signage program are to match the Pantone Matching System (PMS) numbers shown. Variations or substitutions are not permitted.

Typographic Styling

All signs are typeset in DaxOT Font Family upper and lower case. This is the official font for the signage program. Only three weights are used in the program - Regular, Medium, and Bold - limiting the hierarchy of emphasized information to only 3 levels to keep content succinct.

Temporary signs may use the Arial font, common to computers used by CRD.

In lieu of the colors shown you may use the specified PANTONE® equivalent, the standard for which can be found in the current edition of the PANTONE Color Formula Guide.

The colors shown on this page and throughout these guidelines have not been evaluated by Pantone, Inc. for accuracy and may not match the PANTONE Color Standards Guide.

PANTONE® is a registered trademark of Pantone, Inc.

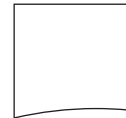
PRIMARY

CRD TEAL



Pantone 361 C
Vinyl: 3M Teal
7725-96

WHITE



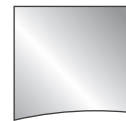
White
Vinyl: 3M White
7725-10

GREY



Pantone Cool Gray 11 C
Vinyl: 3M Nimbus
Gray 7725-101

SILVER



Pantone 877 C
Vinyl: 3M Satin
Aluminum 7725-120
Paint: MP 18082 Brightray
Silver Metallic

REGULATORY

RED



Pantone 1797 C
Vinyl: 3M Tomato
Red 7725-13

YELLOW



Pantone 124 C
Vinyl: 3M Sunflower
7725-25

ORANGE



Pantone 165 C
Vinyl: 3M Bright
Orange 50-34

BLACK



Black
Vinyl: 3M Black
7725-12

HOUSING

CRHC BLUE



Pantone 292 C
Vinyl: 3M Peacock
Blue 7725-77

CRHC GREY



Pantone 445 C
Vinyl: 3M Matte
Black 7725-22

NATURAL ELEMENTS

WOOD



Exterior grade
western red
cedar with
eco-wood
treatment

STONE



ECOSTONE
Natural –
Mt. Assiniboine
(or equivalent)

Dax Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz0123456789

Dax Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz0123456789

Dax Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz0123456789

Wayfinding Signage

- Set in title case
- In most cases, letter-spacing/tracking is set to 20
- Secondary body copy, that is in complete sentences, is set in typical sentence case

Not permitted:

- No periods unless a period improves readability, for example, when there are two or more sentences following the other
- No variations or substitutions are permitted to these elements

1 | Graphic Elements

Pictograms

A cross-section of approved pictograms are shown on this page. All pictograms have been selected to conform to international standards (SEGD/AIGA/DOT) and to express a consistent visual style across the CRD signage program.

- No variations or substitutions are permitted to these elements
- Other desired pictograms need to be designed in keeping with the international symbol style
- Only use approved pictograms by the communications department
- Pictograms are occasionally updated when required. For the complete, up-to-date inventory of approved artwork, please contact the communications department.

Pictograms



Restricted Pictograms



Arrows

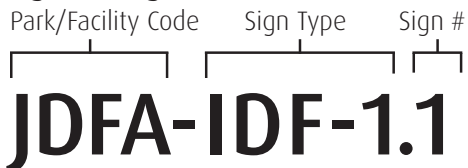


1 | Sign Types by Category

The list of sign types shown here represents the complete inventory of the CRD signage program.

Each sign type is designed to fulfill a unique function and utilize design elements in a specific manner. The program is built on the consistent use of typography, symbols, colour, shape, size, materials, and fabrication methods.

Sign Naming Convention



Park/Facility Codes

Unique two to four letter codes for each Park or Facility in the CRD based on the park name, facility name, or location, assigned by the Project Manager.

For example, use:

JDFA = JDF Administration Bldg

SBA = Saanich Bylaw & Animal

EBL = Elk/Beaver Lake Regional Park

IWS = Integrated Water Services

Sign Types

- As shown at right

Sign Numbers

- A running number of signs within the sign type
- Always start from 1 for each sign type

Identification Signage

- IDHQ-1** Headquarters ID
- IDF-1** Primary Free Standing Facility ID
- IDF-2** Secondary Free Standing Facility ID
- IDF-3** Tertiary Free Standing Facility ID
- IDF-4** Wall Mounted Facility ID
- IDF-5** Storefront Facility ID
- IDP-1** Primary Park Portal ID
- IDP-2** Secondary Park Portal ID
- IDP-3** Tertiary Park Portal ID
- IDH-1** Free Standing Housing ID

Information Signage

- IN-1** Large Information Sign
- IN-2** Small Information Sign

Regulatory Signage

- R-1** Large Regulatory Sign
- R-2** Small Regulatory Sign

Directional Signage

- D-1** Free Standing Directional Sign
- D-2** Wall Mounted Directional Sign

Interior Signage

- ININ-1** Directory Information Sign
- ININ-2** Insert Information Sign
- INID-1** Hanging ID Sign
- INID-2** Room ID Sign
- INID-3** Work Station ID Sign
- IND-1** Hanging Directional Sign

Section 2 | Signage Categories

2 | Identification Signage

IDHQ-1 • Headquarters ID

The headquarters identification signage is unique to the 625 Fisgard Street location and function as stand-alone designs for this facility.

Additional signage needed for the headquarters should follow the same look, feel, and fabrication method as the existing signage on site. No other facility should copy these designs.

Should the headquarters move to a different location or have renovations done that affect the existing signage, an overall design realignment with the rest of the signage program may be considered.



Photos of existing signage



2 | Identification Signage

Free Standing Facility ID Signs

Free standing facility IDs are the first representations of the CRD identity at its facilities and properties, making its use important as a visual marker of arrival or entry to a CRD location.

It should typically contain the following information and content: The CRD logo, Facility name, and the address with the number shown larger than the street or highway name.

These signs are located facing major roadways with a clear view for approaching traffic. Use a reflected back side if back side graphics are visible and can be useful for the opposite lane traffic.

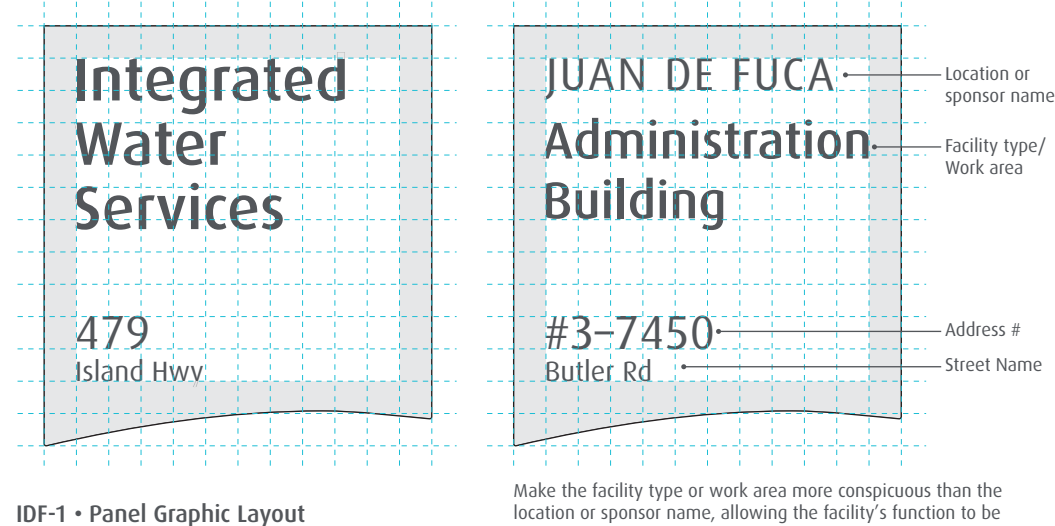
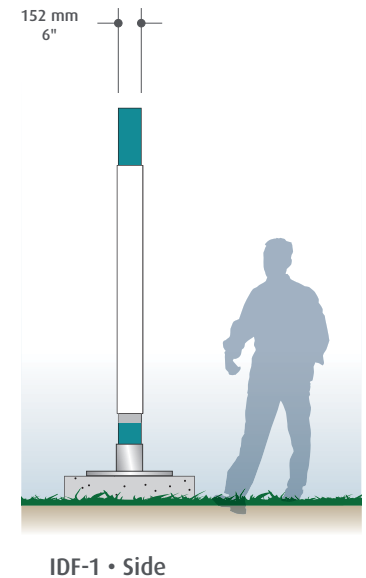
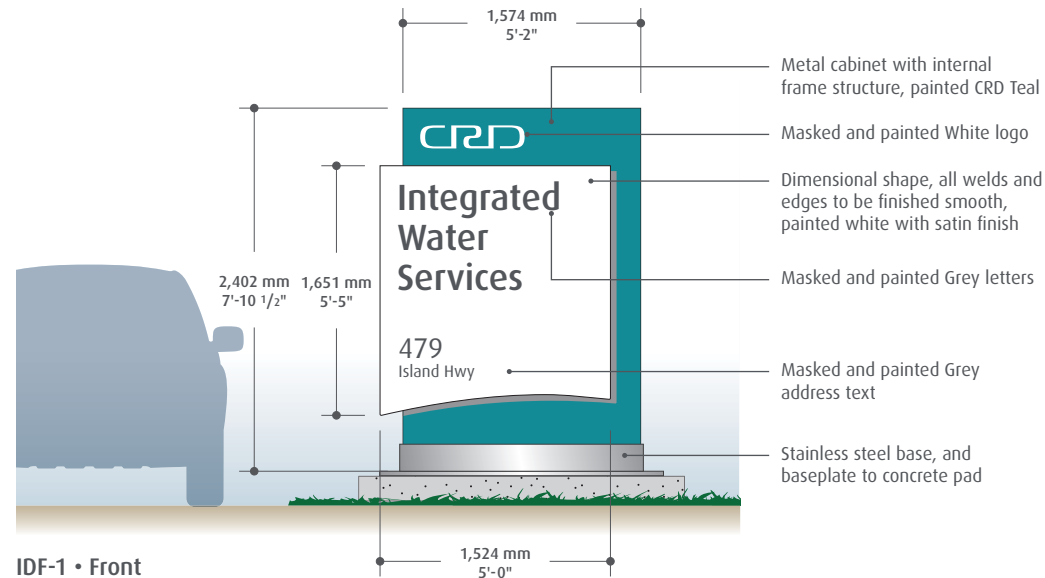
These signs are vertical to occupy a smaller footprint and to maximize height for visibility. If a horizontal version is desired, use the layout and proportion as shown on Park Portal IDs.

IDF-1 • Primary Free Standing Facility ID

The IDF-1 Primary Facility ID is the largest and most robust option, making it ideal for larger corporate facilities and sites that have frequent public use or interaction.

Follow the layout grid as shown when applying content, maximizing facility name text size when possible.

Use front face flood lighting where illumination is needed.



Make the facility type or work area more conspicuous than the location or sponsor name, allowing the facility's function to be clearer and more identifiable. This also makes the representation of all facility names more consistent throughout the region and creates a hierarchy of information needed for quick retention.



NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

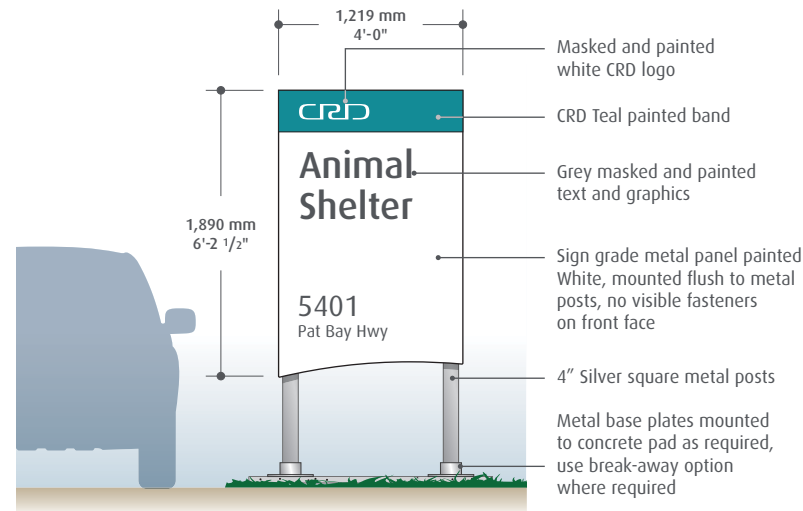
2 | Identification Signage

IDF-2 • Secondary Free Standing Facility ID

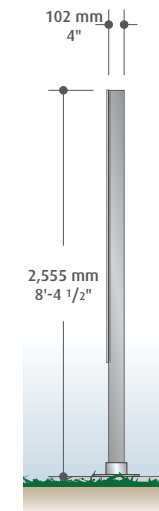
Less robust than the Primary ID, IDF-2 is the most commonly used option. This is ideal for medium-sized public facilities. This can also be used for large facilities that have little to no public interaction, with mostly only employees and contractors using the site.

Follow the layout grid as shown when applying content, maximizing facility name text size when possible.

Use front face flood lighting where illumination is needed. Optional add-on tab may be used to show operation hours.



IDF-2 • Front (Back side may have same graphics if needed)



IDF-2 • Side



Instead of Hours of Operation, consider use of a hinged panel to indicate if the facility is open or closed. This is a quicker way to absorb info for motorists, while achieving the same intent as the hours of operation. Side A graphics with panel flipped down shown. Side B position dotted.

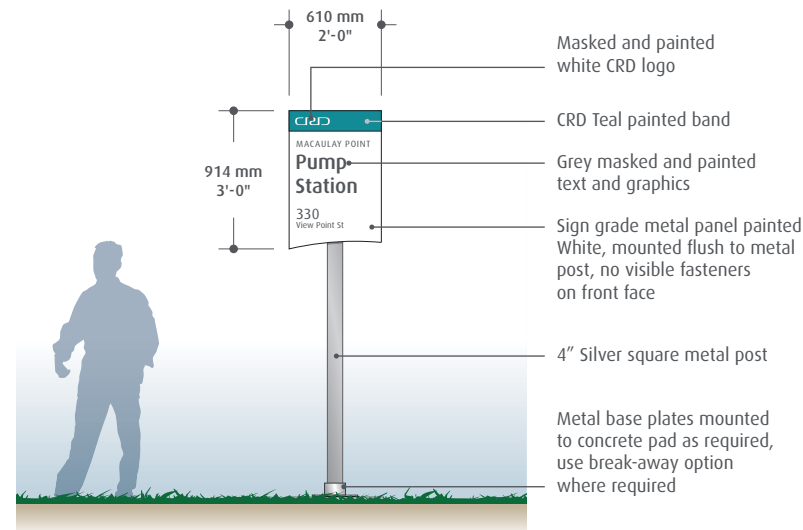
Side B graphics with panel flipped up, locking mechanism to be incorporated by sign fabricator

IDF-2 • Hartland-Specific Sign

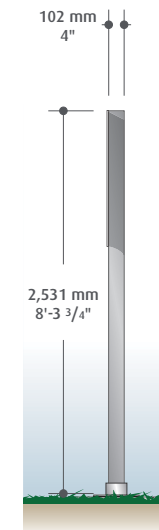
IDF-3 • Tertiary Free Standing Facility ID

This option is for smaller facilities with little to no public interaction. This sign can also be mounted directly to the exterior wall of a small stand-alone office or structure, where appropriate.

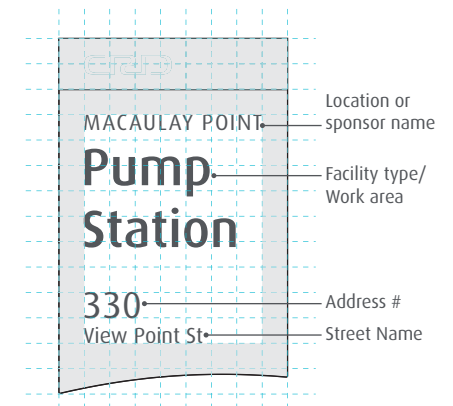
Follow the layout grid as shown when applying content, maximizing facility name text size when possible.



IDF-3 • Front (Back side may have same graphics if needed)



IDF-3 • Side



IDF-3 • Panel Graphic Layout

NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

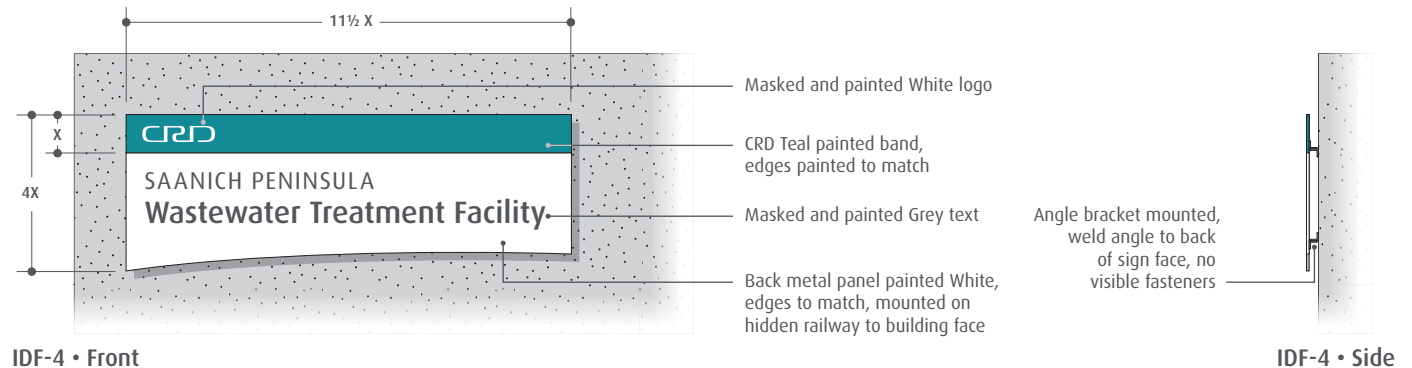
2 | Identification Signage

IDF-4 • Wall Mounted Facility ID

The Wall Mounted Facility IDs confirm the arrival to the facility itself. This sign is typically located on an area of the building that fulfills at least one of the following requirements:

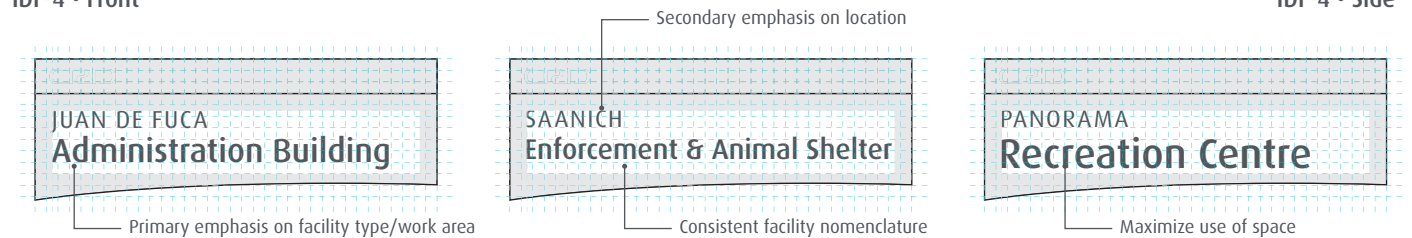
- Best visibility from the adjacent road of entry, parking lot, or pedestrian path
- Close to main entry point of building

Scale sign as required for optimal viewing while keeping proportions intact as shown. Sign area should fall between 5%–10% of overall building face area. However, each application needs to be assessed on a case by case basis.



IDF-4 • Front

IDF-4 • Side



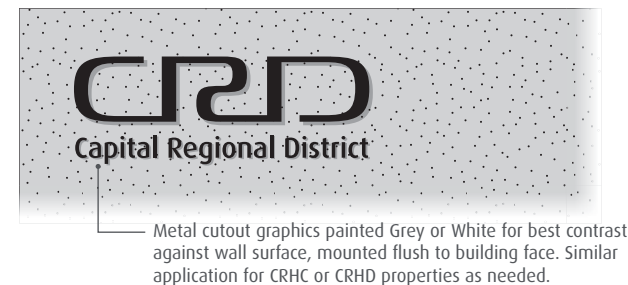
IDF-4A • Stand-alone Logo

Application for unique instances such as the headquarters, main lobby wall, or podiums where required, to be approved by Communications or General Manager.

IDF-4 • Panel Graphic Layout – Potential Variations

IDF-4B • Affiliate/Partnership Logo

For facilities with partnered or sponsored operations. Scale proportionately as shown in Section 1 - Brand Strategy.



IDF-4A • Stand-alone Logo (if needed)



IDF-4B • Affiliate/Partnership Logo (if needed) – Full Colour Application Shown

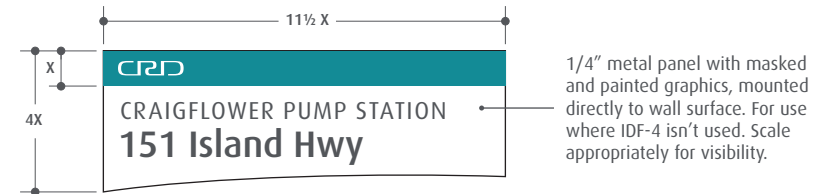
All logos should consistently appear in either one-colour or full-colour applications. Positive, full-colour application shown for reference.

IDF-4C • Address Sign

Use for identifying the address number on the building, located near building entry.



IDF-4C • Address Sign – Address Only Option



IDF-4C • Address Sign – Panel Option

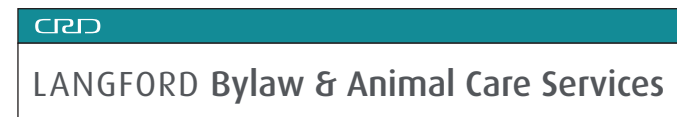
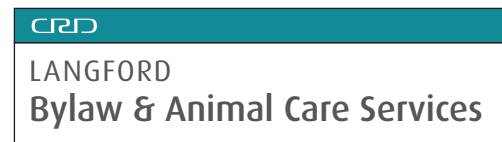
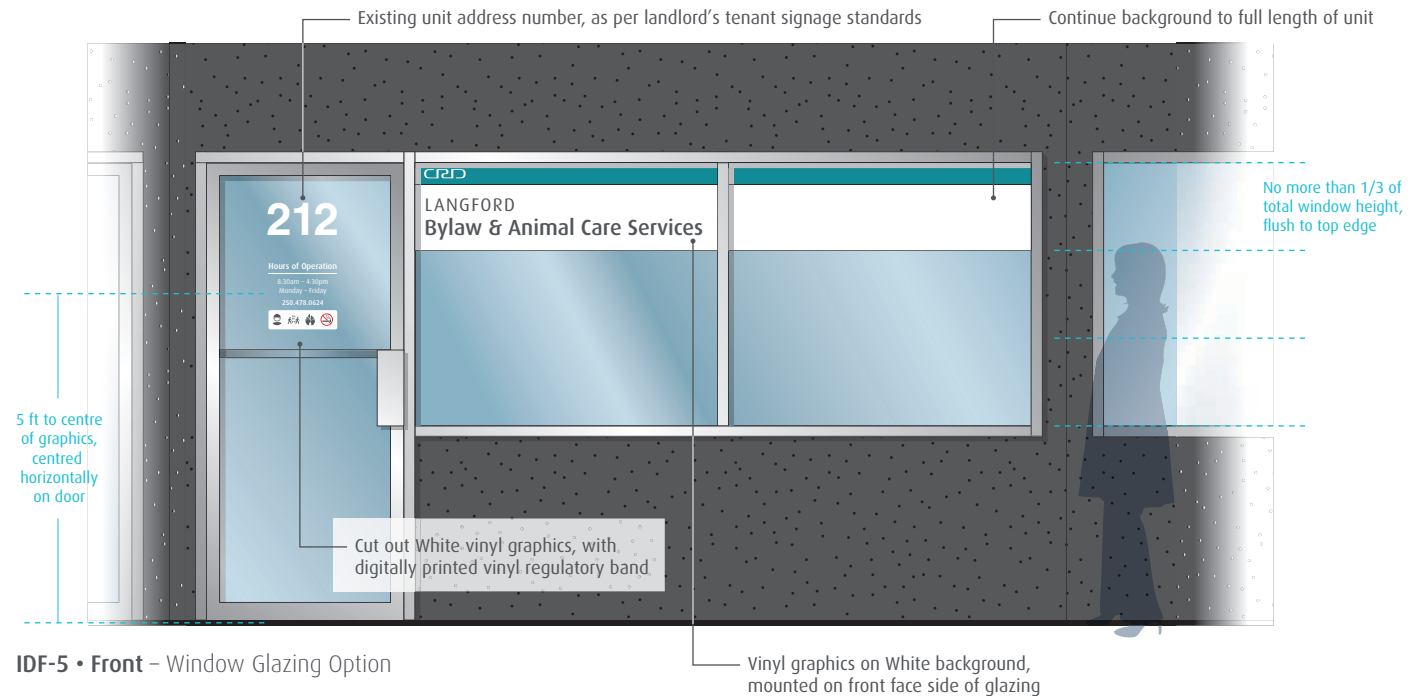
NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

2 | Identification Signage

IDF-5 • Storefront Facility ID

Use this sign type for locations found within a mixed-use complex. Though signage space and provisions may vary, maintain general layout standard with teal band and logo on top, with facility name in grey on a white background below.

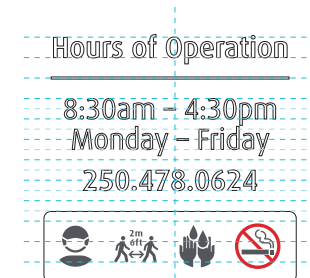
If independent sign cabinets are allowed for each tenant within the complex, use IDF-4 wherever possible.



IDF-5 • Front – Potential Cabinet Options



IDF-5A • Graphic Layout



IDF-5B • Graphic Layout

NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

2 | Identification Signage

Park Portal ID Signs

Park portal IDs are among the most important manifestations of the Park's identity. These are landmark signs that are intended for approaching vehicular and pedestrian traffic. They are located at the primary and secondary entrances to a Park and are available in three sizes.

They can be single or double sided, depending on the position of the sign and if the back is visible to the public.

The unique features of the park portal identification signs are the size, shape, bottom wave cutout, wood posts, Park name, and the CRD logo against a CRD Teal band background.

IDP-1 • Primary Park Portal ID

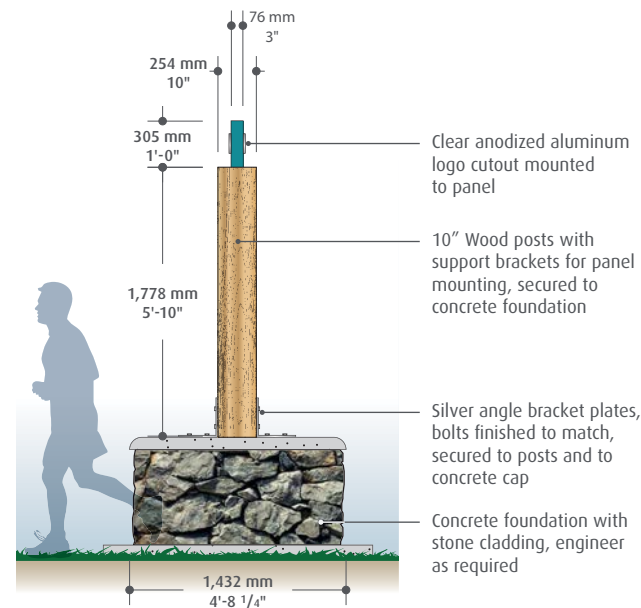
The Primary Portal ID is used for larger flagship parks. It is generally single sided, with some landscaping allowed around the sign, provided growth is managed and plant life does not obscure the sign.

Follow the layout grid as shown when applying content, maximizing park name text size when possible.

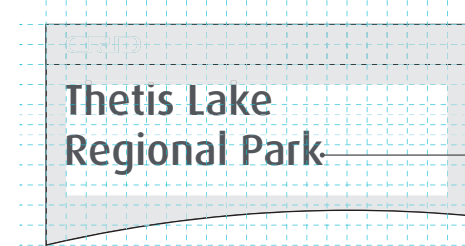
In the event that inclusion of the First Nations park name is required, follow panel graphic layout as shown. Replace panel and graphics only as required, keeping posts and base as is.



IDP-1 • Front (Back side may have same graphics if needed)

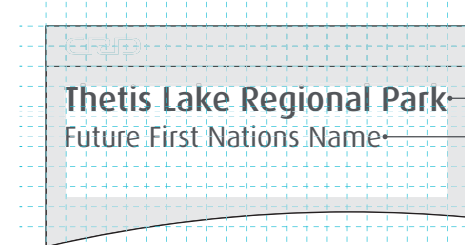


IDP-1 • Side



English Park Name Only

Maximize size of park name, in Dax Medium



Future First Nations Name Inclusion

Primary emphasis on English name, in Dax Medium

When First Nations name is included, use Dax Regular, approximately 80-85% of English name cap height

IDP-1 • Panel Graphic Layout – Potential Variations

NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

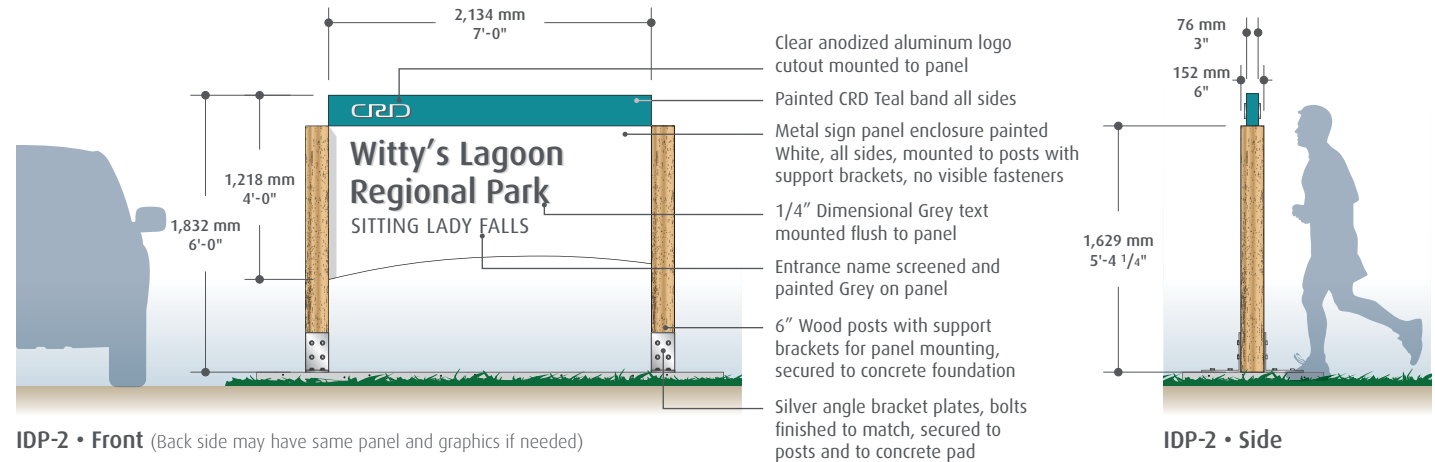
2 | Identification Signage

IDP-2 • Secondary Park Portal ID

Secondary Portal IDs are used for smaller parks (as designated by CRD) or as secondary entrance signs to flagship parks.

These signs do not have stone clad bases and are mounted to concrete pads directly. Otherwise, all other fabrication is consistent to the Primary Portal Identification sign.

Follow the layout grid as shown when applying content, maximizing park name text size when possible.

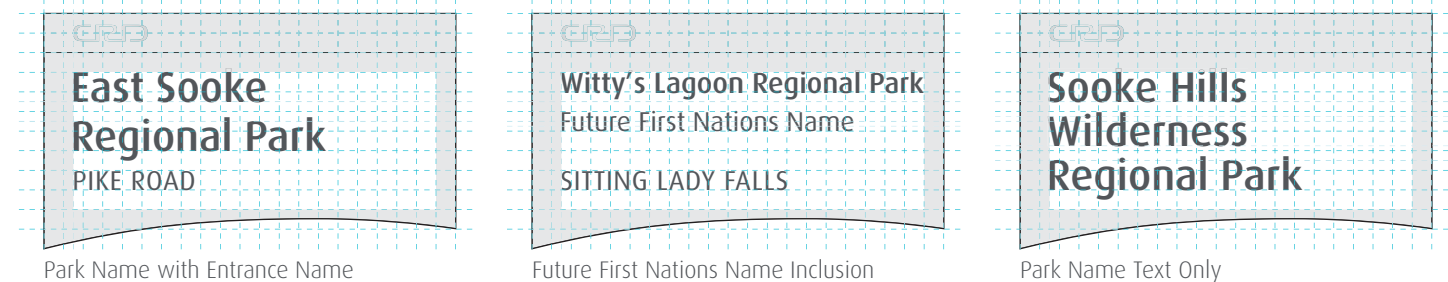


IDP-3 • Tertiary Park Portal ID

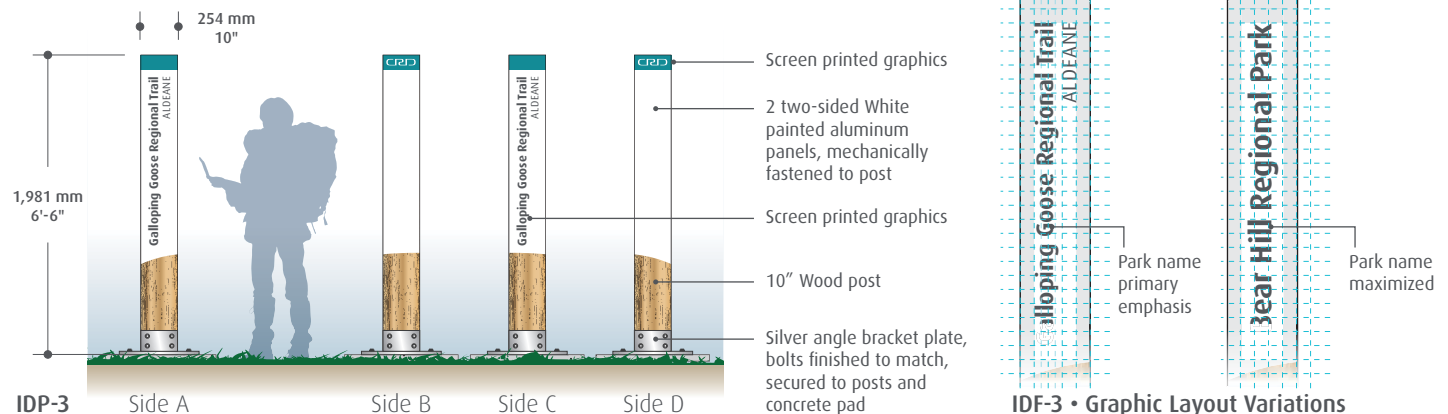
Tertiary Portal IDs are used for minor parks, green spaces, or trails. They can also be used for secondary pedestrian or trail entrances to larger parks.

These signs have graphics on all four sides, with a curve shape along the bottom edge.

Follow the layout grid as shown when applying content, maximizing park name text size when possible.



IDP-2 • Panel Graphic Layout – Potential Variations



NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

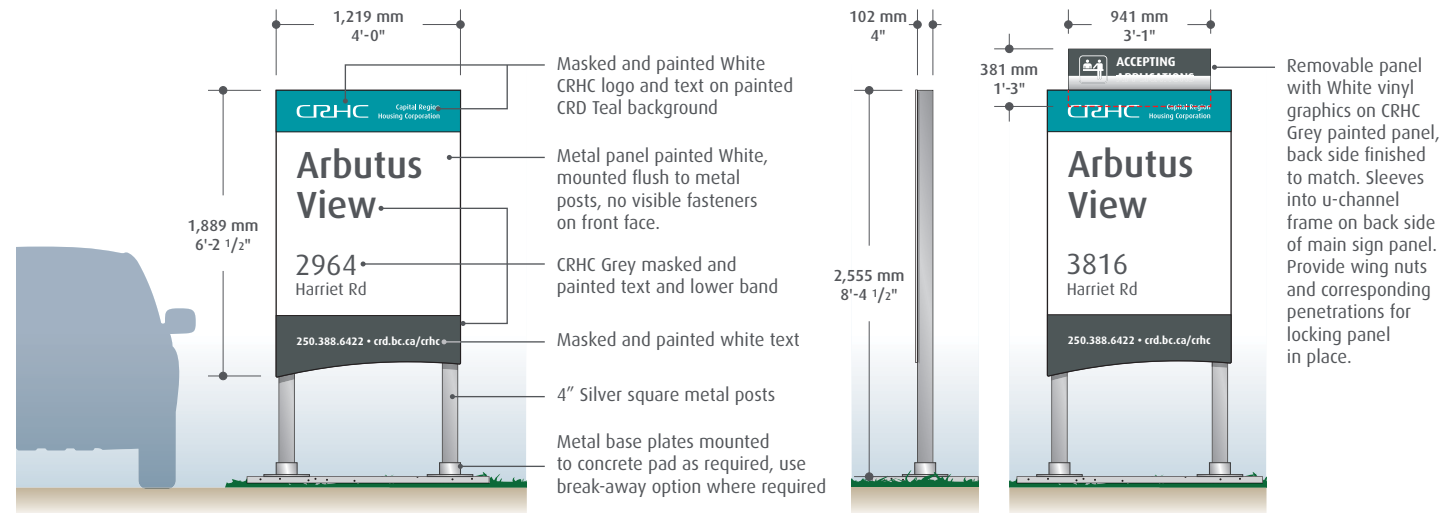
2 | Identification Signage

IDH-1 • Housing ID

Similar to IDF-2, the Housing ID sign is used to identify CRHC properties throughout the region. These signs are typically single sided, with a removable add-on tab panel noting unit availability.

These signs use the CRD colour palette and always include the following info: CRHC logo with text, housing name, address, phone number, and website.

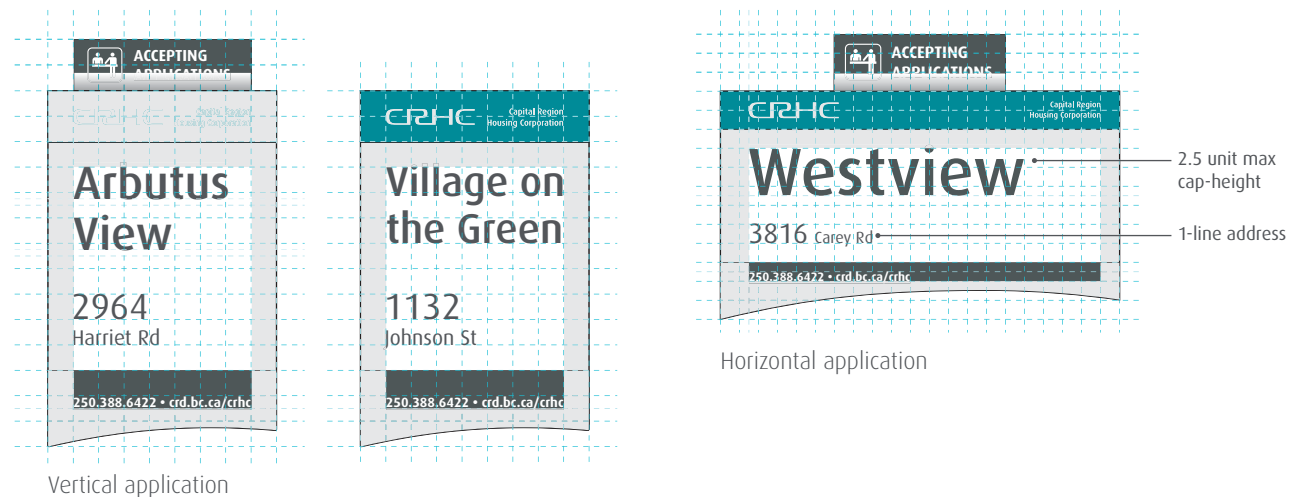
Use vertical application wherever possible. If horizontal application is desired, use layout as shown.



IDH-1 • Front (Back side may have same graphics if needed)

IDH-1 • Side

IDH-1 • With Add-on Tab Option



IDH-1 • Panel Graphic Layout – Potential Variations

NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

2 | Information Signage

Information Signs

Information signs are used to convey corporate messages to all users of CRD facilities and properties. It is important to use a consistent layout and design that delivers the message instantly while establishing the information as an official message from CRD.

Signs include a CRD Teal band with White text noting the primary message of the sign, a White body area for the main content, and the Teal wave with a White CRD logo sign-off at the bottom.

Keep the message direct and succinct. Use pictograms to represent information as much as possible for quicker retention.

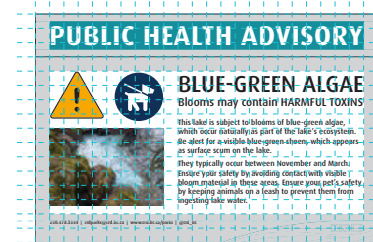
IN-1 • Large Information Sign

Used for messages meant for a larger amount of users or for more urgent messaging. May be mounted on two posts, a movable frame, or on a wall or fence.



IN-1 • Front

Direct digital print on White sign grade metal panel or substrate suitable for exterior application, with clear laminate overlay to protect graphics, mounted as required to posts, wall, or surface



IN-1 • Panel Graphic Layout – Potential Variations

IN-2 • Small Information Sign

Used for messages meant for a smaller amount of users or for less urgent messaging. May be mounted on a single post or directly onto the wall.

IN-2b • Sandwich Board Insert

For temporary movable messaging. Use artwork template provided.

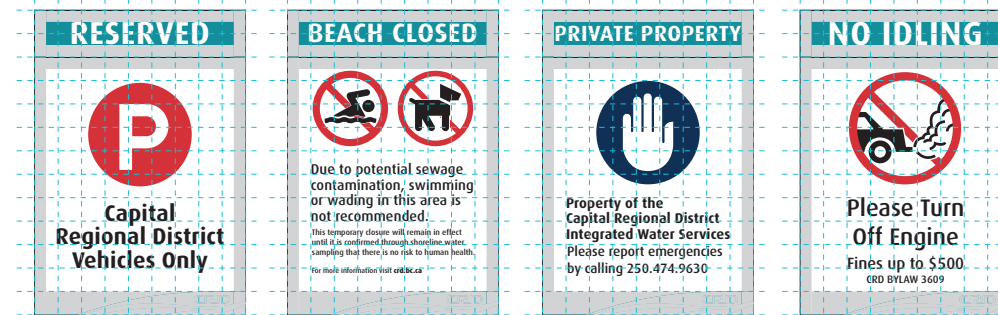


IN-2 • Front

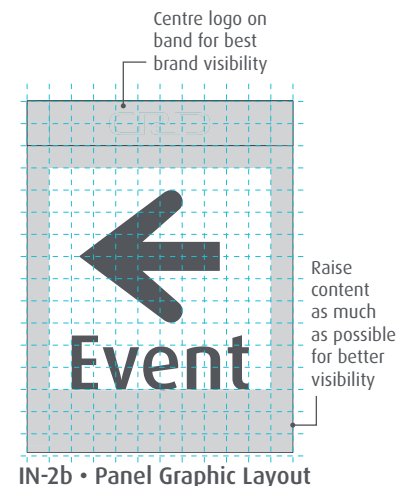
Direct digital print on White sign grade metal panel or substrate suitable for exterior application, with clear laminate overlay to protect graphics, mounted as required to posts, wall, or surface

IN-2b • Front

Direct digital print on insert, applied to sandwich board/A-frame insert sign as required



IN-2 • Panel Graphic Layout – Potential Variations



IN-2b • Panel Graphic Layout

NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

2 | Regulatory Signage

Regulatory Signs

Regulatory signs are used to convey safety and restriction messages to all users of CRD facilities and properties. It is important to use a consistent layout and design that draws more attention than regular information signs and delivers the message instantly while establishing the information as an official safety regulation imposed by CRD.

It consists of a top coloured band with text noting the primary message, a White body area for the main content, and the CRD Teal wave with a White CRD logo sign-off at the bottom. Use **RED** to restrict actions, **ORANGE** for construction awareness, and **YELLOW** for cautionary or safety messaging.

Keep message direct and succinct. Use pictograms to represent information as much as possible for quicker retention.

R-1 • Large Regulatory Sign

Used for messages meant for a larger amount of users or for more urgent messaging. May be mounted on two posts, a movable frame, or on a wall or fence.

R-2 • Small Regulatory Sign

Used for messages meant for a smaller amount of users or for less urgent messaging. May be mounted on a single post or directly onto the wall.



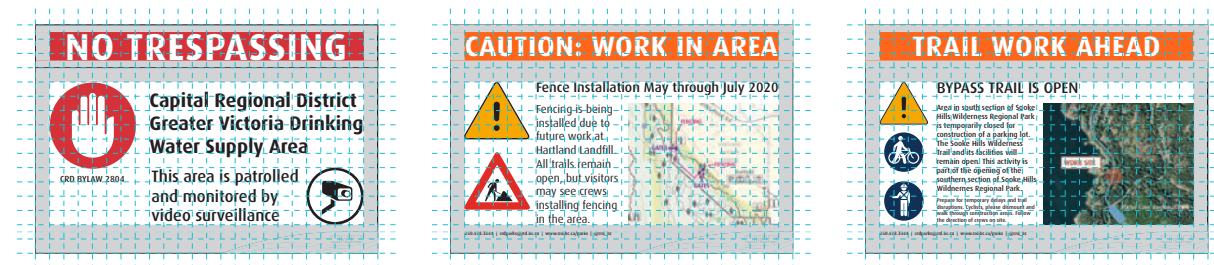
R-1 • Front

Direct digital print on White sign grade metal panel or substrate suitable for exterior application, with clear laminate overlay to protect graphics, mounted as required to posts, wall, or surface



R-2 • Front

Direct digital print on White sign grade metal panel or substrate suitable for exterior application, with clear laminate overlay to protect graphics, mounted as required to posts, wall, or surface



R-1 • Panel Graphic Layout – Potential Variations



R-2 • Panel Graphic Layout – Potential Variations

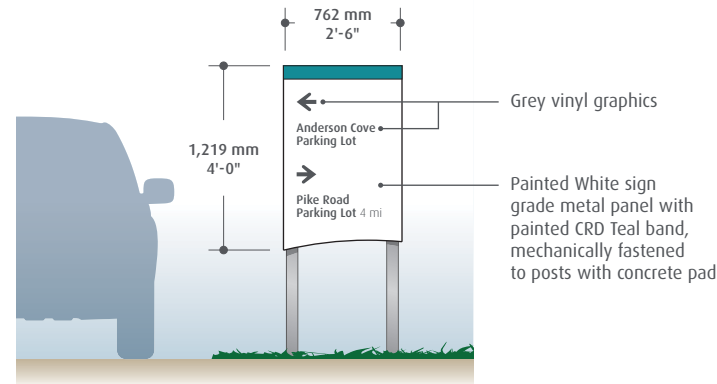
NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

2 | Directional Signage

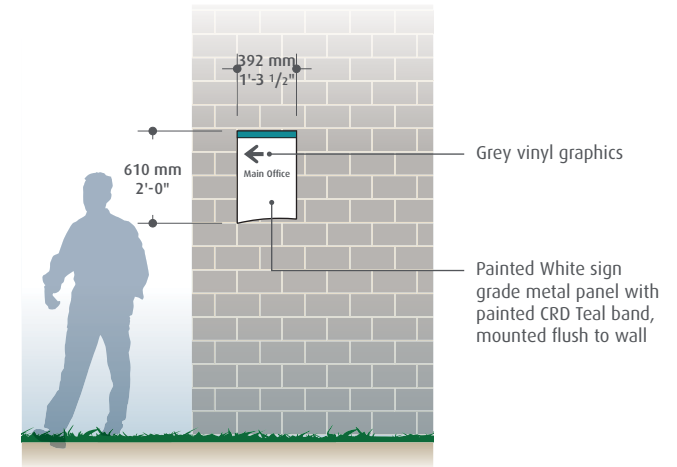
Directional signs are required to direct public users through CRD facilities and properties to major destinations. They are located at major decision points and are oriented perpendicular to the major traffic flow for maximum visibility.

Do not use ID signs for directional information. Instead, consider placing a directional sign at turns until facility ID sign is visible from the vehicle.

Unique features of these signs include a top CRD Teal band, White background panel with Grey text and graphics, and curved bottom edge. With the ID signs establishing the site as a CRD property, the logo is not needed on these signs..



D-1 • Front



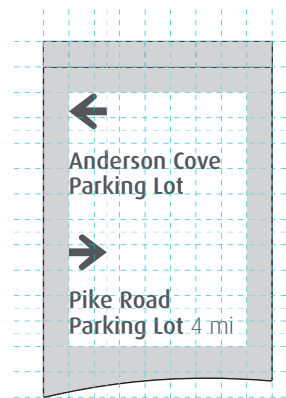
D-2 • Front

D-1 • Free Standing Directional Sign

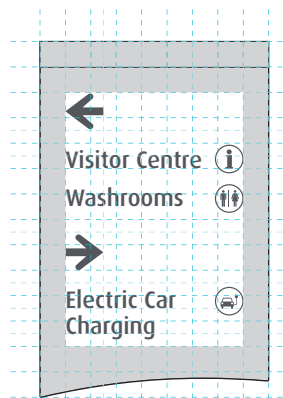
Used primarily for vehicular traffic, these signs can be mounted onto wooden or metal posts, depending on location.

D-2 • Wall Mounted Directional Sign

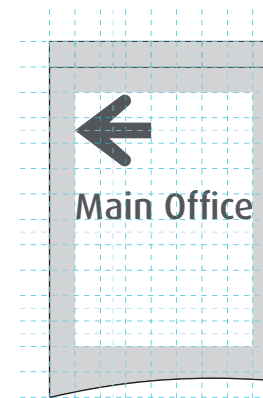
Used primarily for pedestrian traffic, these signs can be mounted onto a post or directly onto the wall.



Multiple Destinations



D-1 and D-2 • Panel Graphic Layout – Potential Variations



Single Destination



NOTE: GRAPHIC LAYOUTS SHOW CLEAR BORDER AREA IN GREY

2 | Interior Signage

Interior signs use a pre-built modular insert system. Coordinate insert sizes, modular signage pieces, and content needed with Communications.

The following sign types are examples of potential layouts needed. Follow the layout grid as shown when applying content. Use the CRD logo only on directories and personal workstation/office ID signs.

ININ-1 • Directory Information Sign

Lists destinations per floor, typically found at elevator lobbies or main stairways.

ININ-2 • Insert Information Sign

In-house, temporary signs with corporate messaging. Use templates provided.

INID-1 • Hanging ID Sign

Identifies departments or service desks. Use pictograms wherever possible.

INID-2 • Room ID Sign

Identifies room # and name.

INID-3 • Workstation ID Sign

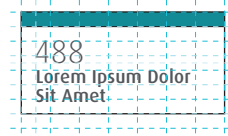
Identifies employee name, position, and department.

IND-1 • Hanging Directional Sign

Directs to one direction only. Group destinations towards the same direction. Use separate signs for different directions.

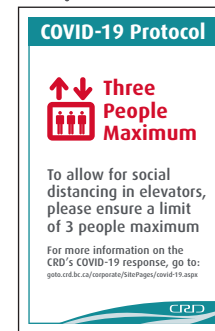
CRD
1st Floor
Building Inspection
Regional & Strategic Planning
Protective Services
2nd Floor
Information Technology & GIS
Parks & Environmental Services
3rd Floor
Arts & Culture
Health & Capital Planning
Engineering Services & Facilities Management
Asset Management
Risk & Insurance
Real Estate Services

ININ-1 • Directory Sign

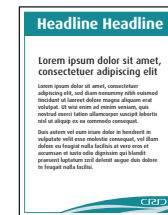


INID-2 • Room ID Sign

Use same content guide as exterior information signs



11x17 Insert



8.5x11 Insert

ININ-2 • Insert Information Sign

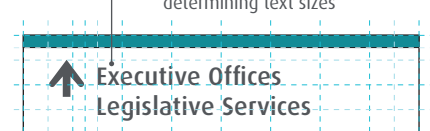


INID-3 • Workstation ID Sign

Use icons where possible, especially for public-facing service desks



INID-1 • Hanging ID Sign



IND-1 • Hanging Directional Sign

Consider viewing distance when determining text sizes

Section 3 | Implementation & Evaluation

This section covers signage planning, design, development, implementation priorities, phasing, and budget estimates. Designing effective signage requires careful coordination and planning of the entire process, from pre-planning through to installation.

1. **Developing New Signage**
2. **Replacing Existing Signage**
3. **Sign Maintenance**

Signage Process

The following process should be followed when developing new signage. It is provided in a sequence of phases that will ensure the proper steps have been taken prior to signage production.

Phase 1 - Planning

- ☐ **A. Project charter or proposal:** In the development of project charters and capital projects, identify early on if signage is required. Is one sign required or a series of signs? Interior or exterior signage? Is this a new sign(s) or replacement sign(s). The charter or proposal should identify and demonstrate the priority and if necessary a phasing plan. Identify if budget is available or if an IBC is required.
- ☐ **B. Priorities and phasing:** Each area with signage needs should prepare a project proposal or detailed master plan outlining priority sign requirements and a schedule for installation.
- ☐ **C. Team organization:** The project team should be organized according to required expertise, including: communications staff, facility management, content developers/writers, interpreters/educators, graphic designers and contractors. Determine who is responsible for sign design, fabrication, installation and maintenance. Are external contractors for design, fabrication and installation required?
- ☐ **D. Planning meeting:** The project team should meet to discuss objectives and distribute pre-planning data and discuss what type of sign(s) are needed for the project.
- ☐ **E. Site documentation:** Site visits, aerial and digital photographs, identify potential locations.
- ☐ **F. Locate existing signage, site barriers, utilities and rights-of-way.**
- ☐ **G. Cross reference collected data for potential site locations and rank locations according to suitability.**
- ☐ **H. Is a permit required? Are you in compliance with site regulations? Are there any visual obstructions to existing elements? Does the signage location create any hazards?**

Phase 2 - Design

- ☐ **A. Determine what sign type(s) are required** (ex. Facility building mount)
- ☐ **B. Content development:** The project team should collaborate to develop the primary, secondary and tertiary messages.
- ☐ **C. Image development:** Relevant photographs, historical images, maps and illustrations should be planned and created alongside text development.
- ☐ **D. Graphic design:** Once draft content development has been undertaken, the provided signage templates should be used to develop the graphic layout for the sign. Content should be carefully edited for brevity, composition and layout so as to fit within the overall design strategy for the chosen typology.

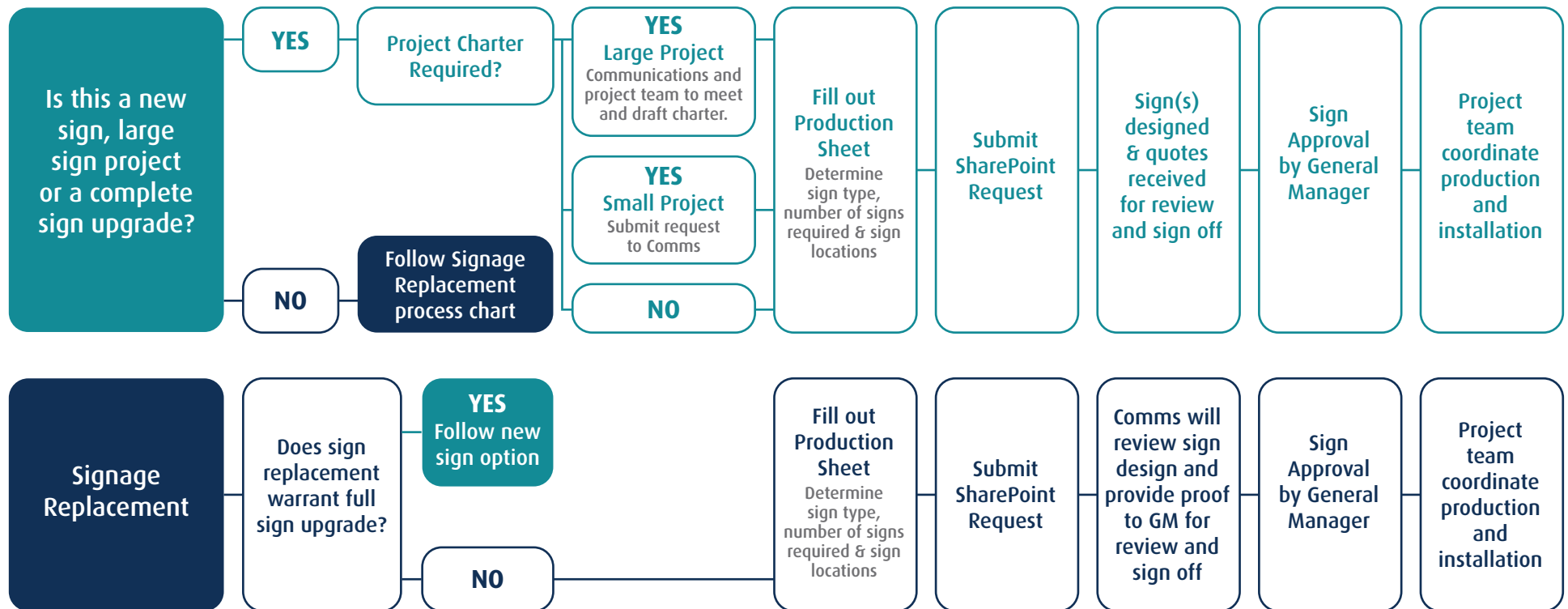
Phase 3 - Development

- ☐ **A. After the graphic layout has been created according to the specified template for the sign type, the final design should be converted to the necessary software file formats for manufacturing.** This may include the creation of CAD drawings, the conversion of text to outlines to ensure proper typography details, and the development of site-specific installation details.
- ☐ **B. Final site planning:** A final site plan should be developed showing the chosen location and installation details for new signage. Installation locations should be accurately dimensioned and georeferenced for locating final site location using GPS.
- ☐ **C. Drawing review and approval:** Once the drawing set has been completed by the signage designers, the project team should review all the drawings for omissions and errors. If no revisions are required, the lead individual on the project team should provide written authorization that the drawings are ready for production.
- ☐ **D. Prior to fabrication, physical samples of materials and finishes should be approved by the project team lead.**
- ☐ **E. Signs should be reviewed post installation to ensure quality control (finishes, hardware) and any deficiencies or revisions noted for future sign production.**

Phase 4 - Plan Finalization

- ☐ **A. After all necessary approvals have been made, all drawings should be collected into a cohesive set and prepared for distribution to contractors/sign shop staff for production.**
- ☐ **B. Once installation is complete, the construction documents should be archived for future reference and the signage location and details added to existing GPS data for inventory purposes.**

Sign Process All new signs require both Communications and designated GM approval.



3 | Project Maintenance Considerations

All proposed sign types within this Comprehensive Signage Strategy have been designed to require as little maintenance as possible, and except in the event of extreme deliberate vandalism, should provide many years of trouble free use. Two scenarios where maintenance may be required involve damage to the graphic signage panels or significant damage to the structural component.

All sign types incorporating graphic panels have been specified to be treated with an anti-graffiti coating. All panels are to be UV, graffiti, burn and corrosion resistant. Should the graphic panel need to be amended or replaced, the designs offer ease of removal with the appropriate tamper resistant fittings. Panel replacement requires unbolting the damaged or outdated panel and attaching the replacement panel.

All sign types have been designed to resist high levels of structural stress; component durability and vandalism resistance have been key priorities throughout the design process. In the event of significant structural damage, the sign should be evaluated by a qualified structural engineer and components should be replaced as recommended.

Regular maintenance of the signs should be limited. However, signs that accumulate grime should be cleaned using the following method:

- **Flush surface with clean water to remove any loose dirt and soften accumulated grime.**
- **Concrete and masonry stone can be pressure washed with a non-abrasive biodegradable detergent that will not damage surrounding vegetation.**
- **Graphic elements should be washed with a soft brush, rag or sponge. Use a mild, non-abrasive biodegradable detergent that will not harm surrounding vegetation. A list of appropriate cleaners is available from the signage manufacturer.**
- **Wash from the top down, taking care not to “over scrub” and abrade the sign surface - doing so lessens the effectiveness of the anti-graffiti coating.**
- **When finished, rinse entire sign with clean water and allow to dry.**

Over time, some signs may display efflorescence, a leaching of minerals displayed on the surface as a whitish tint. Although this should not detract from their readability, restoration is possible with an acid wash and re-application of the anti-graffiti coating.

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, FEBRUARY 08, 2023**

SUBJECT Capital Regional District Signage Guidelines

ISSUE SUMMARY

To seek direction on the Capital Regional District (CRD) corporate sign guidelines implementation.

BACKGROUND

As a local government, the CRD delivers over 200 services to ensure a sustainable, livable and vibrant capital region. These services have diverse signage requirements, including facility, entrance, wayfinding, educational, safety and amenity signage. In addition, consistent CRD signage throughout the region is required as an important tool to present an immediate and recognizable brand to support the needs of visitors and residents, whether travelling as a pedestrian, cyclist or in a vehicle.

Through the 2020 Service Planning process, an Initiative Business Case (IBC) was put forward and approved to develop and implement corporate signage guidelines. In January 2021, the corporate signage guidelines were approved by the Executive Leadership Team – see Appendix A. An update to the Board was included in the 2021 quarter one Priorities Dashboard under the Corporate Priority of Accountability, as well as the rolling Priorities Dashboard in quarterly updates for the remainder of the previous Board term.

As identified in the IBC, the strategy for implementation focused on replacing signs at end-of-life or as signage needs emerge, such as when new facilities are built. Since the sign strategy was finalized in January 2021, five public signs have been installed (see Appendix B).

As part of the signage implementation, the 2022 Regional Parks budget includes \$137,000 to replace three portal (entry) signs at Thetis Lake Regional Park and Elk/Beaver Lake Regional Park, and one tertiary portal sign at East Point Regional Park. In January, a social media post on the CRD Facebook page noted that a new sign was scheduled to replace the current 35+-year-old hand-carved log entry sign at Thetis Lake Regional Park.

The post garnered significant community attention, and most comments requested that the original legacy log sign at Thetis Lake Regional Park remain in place. Key themes of public feedback included strong sentiment toward keeping the existing sign, dislike of the proposed sign design for a park, work with Indigenous communities and local artists for input into the design, and concern over the new signage expenditures.

Given the strong public sentiment, the decision to replace the Thetis Lake entry sign was paused until staff brought the CRD guidelines to the CRD Board for discussion and consideration.

ALTERNATIVES

Alternative 1

1. That staff be directed to proceed with implementing the CRD signage guidelines, with the exception of the Regional Parks entry signs (portal signs); and
2. That staff be directed to bring the matter of Regional Parks entry signs to the Regional Parks Committee for further consideration.

Alternative 2

That this report be referred back to staff with direction.

IMPLICATIONS

Financial Implications

The cost of developing the CRD corporate sign guidelines was approximately \$15,000. Funding of signage is the responsibility of each CRD service area and, in some instances, requires additional budgeting requirements beyond regular core annual budget amounts.

Regional Parks capital plan, which was approved by the Board 2022, included \$137,000 for 2022 and \$117,000 per subsequent year over the four-year budget to initiate the installment of the new portal signs. Change in design may require a review of the existing resources allocated.

The Capital Region Housing Corporation capital replacement budget has approximately \$200,000 for new and replacement signage for 2023, which may be carried forward.

Alignment with Board & Corporate Priorities

The CRD Board identified its strategic priorities for the 2019-2022 term in early 2019. Subsequently, staff prepared the 2019-2022 CRD Corporate Plan to align with this direction. The CRD Corporate Plan presents the work the CRD needs to deliver over the Board term to meet the region's 15 most important needs (Community Needs).

Annually, the operational adjustments and initiatives proposed through the service planning process are captured in the 15 Community Needs Summaries, which inform the Provisional Budget. Each summary provides an overview of the strategic context for service areas, core service levels associated with each service and a summary of the business model and performance metrics associated with targeted outcomes. It also provides details of the initiatives, associated staffing, timing and service levels required to advance the CRD's work in the coming year.

Board Priority: First Nations Reconciliation

The CRD has prioritized taking steps toward developing respectful government-to-government relationships and partnerships with First Nations to foster shared prosperity for all. The Parks' portal sign design includes a dedicated space for an Indigenous park name that would result from engagement and collaboration with Nations on whose Traditional Territory the park is located, as

per Regional Parks' naming policy and as set out in the 2022-2032 Regional Parks and Trails Strategic Plan (Interim).

Corporate Priority: Accountability

In efforts for greater signage consistency in approach and design, the CRD signage guidelines were developed to improve customer service and CRD identity. The previous CRD Board was informed of the development and approval of the corporate sign guidelines via the Priorities Dashboard.

CONCLUSION

The Capital Regional District Board approved the creation of new corporate signage guidelines as an initiative in 2019 as part of the 2020 service planning process. Implementation of the CRD signage guidelines is underway, with the most recent proposal to remove and replace the entry sign at Thetis Lake Regional Park. The CRD received significant opposition to the replacement of this sign and staff were asked to put this work on hold until the corporate sign guidelines could be brought forward to the Board for direction.

RECOMMENDATION

1. That staff be directed to proceed with implementing the CRD signage guidelines, with the exception of the Regional Parks entry signs (portal signs); and
2. That staff be directed to bring the matter of Regional Parks entry signs to the Regional Parks Committee for further consideration.

Submitted by:	Andy Orr, Senior Manager, Corporate Communications
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: CRD Signage Guidelines

Appendix B: CRD Signs Developed under the Signage Guidelines

CAPITAL REGIONAL DISTRICT SIGNS DEVELOPED UNDER THE SIGNAGE GUIDELINES

Since the CRD Signage Guidelines document was approved in January 2021, the following five public signs have been installed.

REGIONAL PARKS

- One primary portal sign at Elk/Beaver Lake Regional Park at the Beaver Beach Entrance – replacement sign installed January 12, 2023



- One new tertiary portal sign at East Point Regional Park due to a previous commitment to Parks Canada around jurisdictional confusion – installed the week of September 28, 2022



The following two signs are under a current contract for installation but have not been installed yet and are on hold pending Board direction.

- Primary sign at Thetis Lake Regional Park Main Entrance
- Secondary sign at Thetis Lake Regional Park Highlands Road entrance

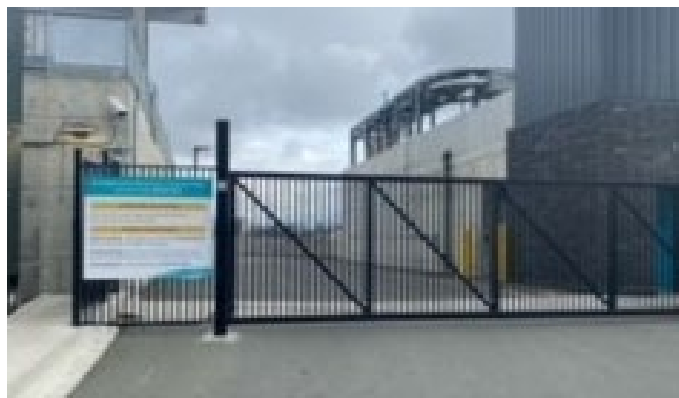
HOUSING

- 2782 Spencer – new sign installed January 5, 2023



WASTEWATER

- McLoughlin Point Wastewater Treatment Plant gate – new sign installed the week of April 11, 2022



ENVIRONMENTAL RESOURCE MANAGEMENT

- Port Renfrew Transfer Station – replacement sign – installed week of December 5, 2022



**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MARCH 22, 2023**

SUBJECT **Capital Regional District Regional Parks - 2023 Capital Plan Update**

ISSUE SUMMARY

To provide information on the Capital Regional District (CRD) Regional Parks planned 2023 capital projects, as identified in the CRD Regional Parks 2023-2027 Capital Plan.

BACKGROUND

The CRD's system of regional parks and trails is comprised of both natural assets and built facilities, including over 13,200 ha of land and 300 km of park trails in 33 regional parks, and approximately 100 km of paved and gravel regional trails. The total replacement value for the built infrastructure is estimated at \$126 million. The value of regional trails infrastructure makes up over 40% of the total asset replacement value.

Total asset replacement values are based on existing built infrastructure life-cycle cost valuations and condition profiles and do not include estimates for enhanced or expanded infrastructure needed to support a growing park system. The 2023-2027 Capital Plan focuses on addressing the replacement needs of aging critical infrastructure and addressing increased service delivery requirements, including amenities for new park staff positions, expanding park land base, and level of service enhancements within high-use sections of the regional trails. A more detailed staff report on funding options for widening and lighting of priority sections of the Galloping Goose and Lochside regional trails will be presented to the Transportation Committee in July.

The CRD Committee of the Whole provided provisional approval of the 2023 Financial Plan at the September 21, 2022 special budget meeting. The CRD's Regional Parks 2023-2027 Capital Plan was presented to the CRD Board for approval at its March 15 meeting.

Appendix A provides a brief description and budget for the CRD's Regional Parks 2023 capital projects that have received provisional authorization. A total of 18 projects are planned for 2023, with a total budget of \$15,750,360. Funding for the 2023 capital projects is provided through a combination of reserve (\$10,541,378), grant (\$4,517,682) and equipment replacement funds and existing capital funds (\$691,300).

Appendix B contains the Capital Expenditure Plan Summary – 2023 to 2027 – that has received provisional approval by the Committee of the Whole. Funding for the five-year plan is provided through a combination of revenue, grant and debt funding sources.

CONCLUSION

Each year, the CRD undertakes capital projects to develop new, or to replace existing, regional park facilities and to ensure public safety. Eighteen projects with an estimated budget of \$15,750,360 are identified for 2023. There are sufficient funds available in the CRD's Regional Parks budget to pay for the proposed infrastructure projects as detailed in Appendix A. All contracts will be let and awarded in accordance with CRD procurement policy.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jeff Leahy, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2023 Capital Project Descriptions and Budget

Appendix B: Five-Year Capital Expenditure Plan Summary – 2023 to 2027

**2023 CAPITAL PROJECT DESCRIPTIONS AND BUDGET
CRD REGIONAL PARKS**

No.	Project Title and Description	Budget
1.	Construct: Mayne Island Regional Trail – Phase 1 Development	\$2,970,000
	Construct a 2.3 km cycling and pedestrian trail extending between Village Bay to Miner’s Bay village on Mayne Island. The project is dependent on grant funding.	
2.	Replace: Kiosk Strategy	\$25,000
	Replace aging information kiosk structures in regional parks. The project is anticipated to continue through 2024.	
3.	Renew: Galloping Goose Regional Trail Bridges (5)	\$1,120,000
	Construct Veitch Creek, Bilsten (2), Charters and Interurban bridge repairs, critical infrastructure on the Galloping Goose Regional Trail.	
4.	Replace: Portal Signs	\$117,000
	Remove old signs and replace with portal signs that align with CRD Corporate Sign Strategy.	
5.	Construct: Site Development Plan – Mill Hill and 728	\$32,000
	Capital funds associated with new FTE positions. Determine and develop Regional Park staff office, parking, storage, electrical and operational works yard upgrades at Mill Hill work site, Elk Lake Nature Centre work site and Beaver Lake work site.	
6.	Purchase: Equipment (IT and Office Equipment)	\$120,000
	Capital funds associated with new FTE positions. Purchase of office furniture and IT equipment.	
7.	Upgrade: Elk Lake Site Septic	\$75,000
	Capital funds associated with new FTE positions. Elk Lake 728 work site septic upgrade.	
8.	Renovate: Office Space Parks HQ and 728	\$64,000
	Capital funds associated with new FTE positions. Determine and upgrade Regional Park staff office, parking, storage, electrical and operational works yard upgrades at Mill Hill work site, Elk Lake Nature Centre work site and Beaver Lake work site.	

**CRD Regional Parks
2023 Capital Project Descriptions**

No.	Project Title and Description	Budget
9.	Purchase: New Genset for Mt. McDonald	\$60,000
	Purchase a new backup power supply that is required for the emergency communications equipment located on Mt. McDonald.	
10.	Construct: Selkirk Trestle Phase 1 and 2	\$3,789,350
	Construct, repair and enhance (widening and lighting) the Selkirk Trestle. The project is dependent on grant funding.	
11.	Design: Galloping Goose Regional Trail (4 km widened, separated multi-use trail with lighting)	\$1,006,210
	Design a 2 km section of the Galloping Goose Regional Trail to include separated multi-use trail (widening with lighting). The project area starts at the Selkirk Trestle to the Switch Bridge (2 km). The project is dependent on grant funding.	
12.	Renew: Design Brett Trestle Replacement	\$126,500
	Design the replacement of the Brett Trestle, critical infrastructure on the Lochside Regional Trail, as identified in engineering report. The project is dependent on grant funding.	
13.	Replace: Vehicle Replacement	\$615,000
	Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life.	
14.	Replace: Equipment Replacement	\$44,300
	Regional Parks maintains an equipment replacement fund to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.	
15.	Potential Land Acquisition Transactions	\$5,000,000
	Funds allocated for potential land acquisition transactions estimated at \$5 million per year.	

CRD Regional Parks
2023 Capital Project Descriptions

No.	Project Title and Description	Budget
16.	Purchase: Staff Vehicles	\$540,000
	Capital funds associated with new FTE positions. Purchase of 7 vehicles to support new staff. 2 x electric half-tonne pickups (\$85k), 4 mid-size pickups (e.g., Chevy Colorado) (\$55k) (no electric option on mid-size), and a one-tonne dump truck (\$150k) (internal combustion).	
17.	Purchase: Skidsteer Grader Attachment	\$30,000
	Purchase a new Skidsteer Grader attachment for operating critical equipment.	
18.	Purchase: Water Quality Monitoring Equipment	\$16,000
	Purchase a data logger for the Elk/Beaver oxygenation system. The equipment will help reduce the sampling time and expenses required to monitor and effectively respond to changes in water quality when the system is turned on. The data logger will be connected to a buoy on the lake with solar and telemetry.	
2023 CAPITAL PROJECT BUDGET		<u>\$15,750,360</u>

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

1.280 Regional Parks	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
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EXPENDITURE

Buildings	\$96,000	\$96,000	\$95,000	\$480,000	\$0	\$45,000	\$716,000
Equipment	\$0	\$270,300	\$63,800	\$60,900	\$71,600	\$54,300	\$520,900
Land	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$25,000,000
Engineered Structures	\$0	\$9,229,060	\$3,848,436	\$4,751,734	\$7,801,894	\$6,095,000	\$31,726,124
Vehicles	\$0	\$1,155,000	\$575,000	\$270,000	\$305,000	\$120,000	\$2,425,000

\$96,000	\$15,750,360	\$9,582,236	\$10,562,634	\$13,178,494	\$11,314,300	\$60,388,024
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SOURCE OF FUNDS

Capital Funds on Hand	\$32,000	\$32,000	\$56,063	\$0	\$260,000	\$0	\$348,063
Debenture Debt (New Debt Only)	\$0	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$20,000,000
Equipment Replacement Fund	\$0	\$659,300	\$638,800	\$330,900	\$376,600	\$174,300	\$2,179,900
Grants (Federal, Provincial)	\$0	\$4,517,682	\$1,145,254	\$2,645,410	\$5,165,890	\$3,070,000	\$16,544,236
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$64,000	\$10,541,378	\$2,742,119	\$2,586,324	\$2,376,004	\$3,070,000	\$21,315,825

\$96,000	\$15,750,360	\$9,582,236	\$10,562,634	\$13,178,494	\$11,314,300	\$60,388,024
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**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MARCH 22, 2023**

SUBJECT **Bylaw No. 4545: Amendment to the CRD Parks Services and Facilities Fees and Charges Bylaw No. 3675**

ISSUE SUMMARY

To amend the Capital Regional District (CRD) Parks Services and Facilities Fees and Charges Bylaw No. 3675, Schedule A.

BACKGROUND

Schedule A of the CRD Parks Services and Facilities Fees and Charges Bylaw No. 3675 outlines the fees and charges for regional parks. As new services are introduced, or as fees are reviewed and revised, Schedule A is amended (Appendix A). Over the last decade, fees have been added for new services and administrative changes have been actioned; however, existing fees have not been adjusted to keep up with market changes. As a result, CRD Regional Parks fees are no longer comparable with similar charges in other regional and provincial protected area systems.

The following changes are proposed to the fee schedule at this time (Appendix B):

- update the fee schedule to reflect an adjustment to fair market value
- standardize the vehicle camping fee across all three regional parks' campgrounds for efficiency and clarity for visitor use
- add in a rate for electric vehicle charging
- add a fee for special request interpretive programs

A staff report on funding options for widening and lighting of priority sections of the Galloping Goose and Lochside regional trails will be presented to the Transportation Committee in July. The funding options may include further changes to the fee structure.

ALTERNATIVES

Alternative 1

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4545, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 10, 2023", be introduced and read a first, second and third time; and
2. That Bylaw No. 4545 be adopted.

Alternative 2

That Bylaw No. 4545, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 10, 2023" be referred to staff for changes.

IMPLICATIONS

Environmental & Climate Implications

The CRD's Climate Action Strategy includes a commitment to support a public electric vehicle charging network and to encourage uptake of zero-emission vehicles (3-10). In support of this, a charge rate for electric vehicle charging has been added in anticipation of future publicly accessible electric vehicle charging stations in regional parks.

The CRD's Regional Parks and Trails Strategic Plan 2022-2032 (interim approval) identifies a priority action to align implementation of parking fees where regional parks can be easily accessed by transit, walking or cycling – as a disincentive to motor vehicle use. This action supports the priority (4-2) to foster the development of complete and connected communities by improving access to regional parks by transit, electric vehicles, micro mobility, walking or cycling. Given this priority action item, parking fees at regional parks that meet this climate action criteria will be addressed through a separate report.

Social Implications

In the 2017 Regional Parks Resident Survey, respondents were asked to comment on levels of funding for operating regional parks and trails in the future. More than half of the participants (55%) were in favour of increasing funding. A similar outcome was reflected in the 2018 Regional Parks Funding Priorities Survey, where participants pointed out that currently not enough money is available for the maintenance and management of the regional parks and trails system. Such results show an understanding by the public of the need for additional funding to support service delivery within regional parks and trails. Fees and charges are in line with similar fees charged by other agencies and are focused on special-use and commercial activities.

Financial Implications

In 2022, non-tax revenue comprised approximately 3% of the annual budget for regional parks and trails. In 2022, tax requisition funded \$15.5 million towards the total annual operating budget of \$16.7 million. Non-tax revenue does provide a portion of the funding stream for regional parks and trails and is used for the direct delivery of regional park services and to offset the cost of special uses.

In 2020, staff undertook a market review to understand how fees relate to broader provincial revenue generation patterns. Fees were compared from other parks systems in the region and province and an average cost was calculated using the mean value for the comparative locations selected. These updated fees reflect the findings of that review.

Service Delivery Implications

The regional parks system has grown from just over 8,400 hectares in 2000 to more than 13,300 hectares in 2022. Visits to regional parks and trails have also increased by more than 54% since 2012, with over 8.7 million visits in 2021. This increase in visitation is coupled with a growing demand for special events, weddings, camping, filming and commercial services, which require staff time and draw on the regional parks core budget. Fees for these special uses help offset these costs.

Alignment with Existing Plans & Strategies

The interim Regional Parks and Trails Strategic Plan (2022-2032) identifies priority action 5-1d to “develop a Park Use Permit Policy that gives consideration to providing equitable access to programs, ensuring events and commercial activities align with the values in this Plan, and that fees reflect impacts on park facilities and users.”

CONCLUSION

Over the last decade, existing fees in CRD Regional Parks have not been adjusted to keep up with market changes. As a result, CRD Regional Parks fees are no longer comparable with similar charges in other regional and provincial protected area systems. In 2020, staff undertook a market review to understand how fees relate to broader provincial revenue generation patterns and have proposed adjustments based on that review. As new services are introduced, or as fees are reviewed and revised, Schedule A of the CRD Facilities Fees and Charges Bylaw is required to be amended.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4545, “Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 10, 2023”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4545 be adopted.

Submitted by:	Jeff Leahy, Senior Manager, Regional Parks
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, JD, Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4545: Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 10, 2023

Appendix B: CRD Bylaw No. 3675, Schedule A – redlined

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4545

A BYLAW TO AMEND BYLAW NO. 3675 WHICH PROVIDES FOR
PARK USE PERMIT FEES AND CHARGES PAYABLE FOR REGIONAL PARKS SERVICES
AND FACILITIES WITHIN THE CAPITAL REGIONAL DISTRICT

WHEREAS:

- A. Under Bylaw No. 3675, “Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010”, the Regional Board outlines the fees and charges for Regional Parks services and permits;
- B. As new services are introduced, or as fees are reviewed and revised, Schedule “A” of the Capital Regional District (CRD) Regional Parks Services and Facilities Fees and Charges Bylaw is amended to update fees and charges; and
- C. The Board wishes to amend Bylaw No. 3675 to confirm that it is a continuing fee schedule with no fixed end date and to remove transitional provisions for mid-year annual fee changes;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 3675, “Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010” is hereby amended by deleting Schedule “A” in its entirety and replacing it with the attached Schedule “A”.
- 2. This bylaw may be cited for all purposes as “Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 10, 2023”

READ A FIRST TIME THIS	22 nd	day of	March	2023
READ A SECOND TIME THIS	22 nd	day of	March	2023
READ A THIRD TIME THIS	22 nd	day of	March	2023
ADOPTED THIS	22 nd	day of	March	2023

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
PARK USE PERMIT FEES AND CHARGES

CAMPING AND PARKING	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
<p>1. Camping – in designated campsites at:</p> <p>Island View Beach Regional Park Campground</p> <ul style="list-style-type: none"> Overnight Recreational Vehicle or Tent Camping Additional Vehicle Cancellation fee for on-line reservation <p>Jordan River Regional Park Campground</p> <ul style="list-style-type: none"> Overnight Recreational Vehicle or Tent Camping Additional Vehicle <p>Sooke Potholes Regional Park Campground</p> <ul style="list-style-type: none"> Overnight Recreational Vehicle or Tent Camping Tent Pad for Cyclists Additional Vehicle Firewood 	<p>\$25.00/night</p> <p>\$10.00/night One night rate</p> <p>\$25.00/night</p> <p>\$10.00/night</p> <p>\$25.00/night</p> <p>\$15.00/night \$10.00/night \$9.00/bundle</p> <p>(includes applicable taxes)</p>
<p>2. Pay Parking – in designated areas at:</p> <p>Thetis Lake Regional Park (May 1 to September 30)</p> <p>Sooke Potholes Regional Park (May 1 to September 30)</p>	<p>\$2.25/daily rate \$20.00/seasonal pass</p> <p>(includes applicable taxes)</p>
<p>3. Electric Vehicle Charging - at designated charging stations in regional parks</p>	<p>\$1.00/hour</p>
PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
<p>4. Commercial Filming – motion picture, television and photography.</p>	<p>Filming Outdoor locations \$500/day</p> <p>Parking \$300/day</p> <p>Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour</p> <p>Indoor locations to be assessed on a case-by-case basis</p> <p>Filming more than 10 days to be assessed on a case-by-case basis</p>

5. Commercial Service or Activity* – such as guided programs or recreational training. <ul style="list-style-type: none"> • Single trip: 1 day • Seasonal: 4 month period • Annual: Jan 1 – Dec 31 inclusive 	\$80.00/permit \$215.00/permit \$320.00/permit
PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
6. Commercial Dog-Walking – Annual (Jan 1 – Dec 31 inclusive)	\$465.00/permit
7. Picnic Shelter – Use of group picnic shelters at Beaver Lake, Eagle Beach, Island View Beach or Aylard Farm.	\$50.00/permit
8. Research Activity* – Such as specimen collections, surveys, inventories and monitoring plots.	\$40.00/permit
9. Special Event or Activity* – Such as a festival, tournament, competition, show or outdoor ceremony that attracts participants and spectators.	\$145.00/permit Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour
10. Temporary Service Access* – access/occupancy through a regional park or trail for such purposes as accessing a private property, utility or public works.	\$360.00/permit
<p>*Fee Exemptions:</p> <p>Special Event or Activity: Fee exemption may be made when all participants are under 18 years of age.</p> <p>Research Activity and Temporary Service Access: Fee exemption may be made when the activity provides a benefit or improvement to the park or Regional Parks and Trails system.</p> <p>Commercial Service or Activity: No fees are applied to self-guided programs.</p>	
INTERPRETATION	FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
11. School Programs	\$70.00/class (non-taxable)
12. Enhanced Naturalist Programs – specialty programs with limited registration, or featuring guest experts	\$8.00/person
13. Special Request Program	\$100.00

**SCHEDULE “A”
PARK USE PERMIT FEES AND CHARGES**

CAMPING AND PARKING	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
<p>1. Camping – In designated campsites at:</p> <p>Island View Beach Regional Park Campground</p> <ul style="list-style-type: none"> • Overnight Recreational Vehicle Camping <u>Camping</u> • Overnight Tenting <u>Camping</u> • Additional Vehicle • Cancellation fee for on-line reservation <p>Jordan River Regional Park Campground</p> <ul style="list-style-type: none"> • Overnight Recreational Vehicle or Tent Camping April 1 to October 31 • Overnight Recreational Vehicle or Tent Camping November 1 to March 31 • Additional Vehicle <p>Sooke Potholes Regional Park Campground</p> <ul style="list-style-type: none"> • Overnight Recreational Vehicle Camping • Overnight Tenting • Tent Pad for Cyclists • Additional Vehicle • Firewood 	<p>\$250.00/night \$245.00/night \$10.00/night One night rate</p> <p>\$245.00/night \$10.00/night \$ 105.00/night</p> <p>\$25.00/night \$25.00/night \$15.00/night \$10.00/night \$ 79.00/bundle</p> <p>(includes applicable taxes)</p>
<p>2. Pay Parking – In designated areas at:</p> <p>Thetis Lake Regional Park (May 1 to September 30)</p> <p>Sooke Potholes Regional Park (May 1 to September 30)</p>	<p>\$2.25/daily rate \$20.00/seasonal pass</p> <p>(includes applicable taxes)</p>
<p><u>3. Electric Vehicle Charging - at designated charging stations in regional parks</u></p>	<p><u>\$1.00/hour</u></p>
PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
<p>4. Commercial Filming – Motion picture, television and photography.</p> <p><u>Short Term: Minimal set up, less than 5 days in park</u></p> <p>Long term: Elaborate set up, no more than 10 days in park</p>	<p>\$80.00/</p>

<p>Major commercial filming projects that are more than 10 days in a park are required to follow the Policy and Regulation for Filming in CRD Parks.</p>	<p>\$400.00/permit</p> <p>Filming Outdoor locations \$500/day</p> <p>Parking \$300/day</p> <p>Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour</p> <p>Indoor locations to be assessed on a case-by-case basis</p> <p>Filming more than 10 days to be assessed on a case-by-case basis</p> <p>As per filming policy</p>
<p>5. Commercial Service or Activity* – Such as guided programs or recreational training.</p> <ul style="list-style-type: none"> • Single trip: 1 day • Seasonal: 4 month period • Annual: Jan 1 – Dec 31 inclusive 	<p>\$4080.00/permit</p> <p>\$200215.00/permit</p> <p>\$320.00/permit</p>
<p>PARK USE PERMIT SPECIAL USE CATEGORIES</p>	<p>PERMIT FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)</p>
<p>6. Commercial Dog-Walking – Annual (Jan 1 – Dec 31 inclusive)</p>	<p>\$320465.00/permit</p>
<p>7. Picnic Shelter – Use of group picnic shelters at Beaver Lake, Eagle Beach, Island View Beach or Aylard Farm.</p>	<p>\$4050.00/permit</p>
<p>8. Research Activity* – Such as specimen collections, surveys, inventories and monitoring plots.</p>	<p>\$40.00/permit</p>
<p>9. Special Event or Activity* – Such as a festival, tournament, competition, show or outdoor ceremony that attracts participants and spectators.</p> <p>Frequent Users: 10 or less events/year</p>	<p>\$40145.00/permit</p> <p>\$160.00/permit</p> <p>Staff time for monitoring to be assessed on a case-by-case basis and charged at \$50/hour</p>

10. Temporary Service Access* – Access/occupancy through a regional park or trail for such purposes as accessing a private property, utility or public works.	\$ 80 <u>360</u> .00/permit
<p>*Fee Exemptions: Special Event or Activity: Fee exemption may be made when all participants are under 18 years of age. Research Activity and Temporary Service Access: Fee exemption may be made when the activity provides a benefit or improvement to the park or Regional Parks and Trails system. Commercial Service or Activity: No fees are applied to self-guided programs.</p>	
ENVIRONMENTAL INTERPRETATION	FEE (APPLICABLE TAXES NOT INCLUDED, UNLESS OTHERWISE NOTED)
11. School Programs	\$70.00/class (non-taxable)
12. Enhanced Naturalist Programs – specialty programs with limited registration, guided canoe programs or hikes featuring with guest experts	\$ 87 .00/person
<u>13. Special Request Program</u>	<u>\$100.00</u>