



## Notice of Meeting and Meeting Agenda Capital Regional District Board

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Wednesday, November 8, 2023

1:00 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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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. CALL TO ORDER
2. TERRITORIAL ACKNOWLEDGEMENT
3. ELECTION OF CRD BOARD CHAIR
4. ELECTION OF CRD BOARD VICE CHAIR
5. RECESS FOR MEETING OF THE CAPITAL REGION HOUSING CORPORATION BOARD AND THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD
6. INAUGURAL ADDRESS OF THE CHAIR
7. APPROVAL OF THE AGENDA
8. ADOPTION OF MINUTES

- 8.1. [23-841](#) Minutes of the October 11, 2023 and the minutes of the October 25, 2023 Capital Regional District Board meetings

**Recommendation:** That the minutes of the Capital Regional District Board meetings of October 11, 2023 and October 25, 2023 be adopted as circulated.

**Attachments:** [Minutes - October 11, 2023](#)  
[Minutes - October 25, 2023](#)

- 8.2. [23-843](#) Minutes of Previous Committee and Commission Meetings

**Recommendation:** That the minutes of the of the Committee of the Whole meeting of October 25, 2023 be adopted as circulated.

**Attachments:** [Minutes - October 25, 2023](#)

## 9. 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](http://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](mailto:crdboard@crd.bc.ca).*

## 10 CONSENT AGENDA

### 10.1. [23-804](#) Appointment of Officers

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Michael Simard and Dania Vivash, be appointed as Assistant Bylaw Enforcement Officers.  
(NWA)

**Attachments:** [Staff Report: Appointment of Officers](#)

### 10.2. [23-828](#) Community Emergency Preparedness Fund Grant: Volunteer & Composite Fire Department Training & Equipment 2023 Application

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.  
(NWA)

**Attachments:** [Staff Report: CEPF Grant: Vol & Composite Fire Dpt Train & Equip](#)  
[Appendix A: UBCM Vol & Composite Fire Dpt Training & Equip't](#)

- 10.3.**     [23-829](#)     British Columbia Active Transportation Network Planning Grant Application - Active Transportation Network Plan for Juan de Fuca
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
- 1) That an application to the British Columbia Active Transportation Network Planning Grant Program for the purpose of developing an Active Transportation Network Plan for the Juan de Fuca Electoral Area, be supported;
  - 2) That the funding provided through the British Columbia Active Transportation Network Planning Grant Program will be matched by an equal amount from the Juan de Fuca Electoral Area Parks and Recreation service; and
  - 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Network Planning Grant funds and overseeing grant management for the proposed project.  
(NWA)
- Attachments:**     [Staff Report: Active Transport'n Infrastructure Grant App](#)  
                          [Appendix A: Policies & Objectives from the OCPs](#)  
                          [Appendix B: Policies & Object's from 2023 Comm Parks & Rec Strat Plan](#)  
                          [Appendix C: Grant Program Application Form](#)  
                          [Appendix D: JdFEA Parks & Rec Adv Commiss Sep 26/23 mtg mins](#)
- 10.4.**     [23-818](#)     British Columbia Active Transportation Infrastructure Grant Application - Schooner Way School Trail for Southern Gulf Islands
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
- 1) That an application to the British Columbia Active Transportation Infrastructure Grant Program for the purpose of constructing the shovel-ready, priority Schooner Way School Trail on North Pender Island be supported;
  - 2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Southern Gulf Islands Electoral Area, Pender Island Parks and Recreation service; and
  - 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.  
(NWA)
- Attachments:**     [Staff Report: BC Active Transportation Infrastructure Grant Application](#)  
                          [Appendix A: Grant Program Application Form](#)  
                          [Appendix B: SGI Active Transportation Plan](#)
- 10.5.**     [23-851](#)     Salt Spring Island Candidate Disqualification (Elections BC)
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: SSI Candidate Disqualification \(Elections BC\)](#)  
                          [Appendix A: Notice of Failure to File \(Elections BC\)](#)  
                          [Appendix B: Campaign Financing & Candidate Disclosure Forms](#)

**10.6.**     [23-713](#)     Implications of Regulating Curbside Organics Collection

**Recommendation:** [At the October 18, 2023 Environmental Services Committee meeting, the recommendation was amended directing staff to report back on pathways to mandatory separation as follows:]

That the Environmental Services Committee recommends to the Capital Regional District Board:

That staff continue implementing the organics diversion strategy as currently outlined in the new Solid Waste Management Plan, and evaluate and report to committee on pathways to mandatory separation of curbside collection and diversion of organics. (NWA)

**Attachments:**     [Staff Report: Implications of Regulating Curbside Organics Collection](#)  
                          [Appendix A: Collection by Municipality by Material Type and Sector](#)

**10.7.**     [23-649](#)     Capital Regional District External Grants Update

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

**Attachments:**     [Staff Report: CRD External Grants Update](#)  
                          [Appendix A: 2023 External Grants Dashboard](#)  
                          [Appendix B: 2023 Grant Alerts](#)

**10.8.**     [23-526](#)     2024 Budget for the Royal Theatre Service and the McPherson Playhouse Service

**Recommendation:** The Royal and McPherson Theatres Services Advisory Committee recommends to the Finance Committee to recommend to the Capital Regional District Board:

1. That the maximum allowable contribution amount of \$580,000 be approved for the Royal Theatre service; and
2. That the maximum allowable contribution amount of \$750,000 be approved for the McPherson Playhouse service.

(WP - Oak Bay, Saanich, Victoria)

**Attachments:**     [Staff Report: 2024 Budget Royal Theatre & McPherson](#)  
                          [Appendix A: 2022 Financial Stmts Royal & McPherson](#)  
                          [Appendix B: 2024 Budget for Royal Theatre](#)  
                          [Appendix C: 2024 Budget for McPherson](#)  
                          [Appendix D: CRD Community Needs Summary Arts & Rec](#)

**10.9.**     [23-584](#)     2023/24 B.C. Active Transportation Infrastructure Grant Application - Merchant Mews Pathway

**Recommendation:** The Salt Spring Island Local Community Commission recommends to the Capital Regional District Board:

That approval be given to submit a 2023/24 Active Transportation Infrastructure grant application for the Salt Spring Island Merchant Mews pathway project in the amount of \$160,000; and further that the project proceed as soon as project funding is approved and local weather conditions allow.

(NWA)

**Attachments:**     [Staff Report: Merchant Mews Pathway Active Trans. Grant](#)

## 11. ADMINISTRATION REPORTS

- 11.1. [23-746](#) Bylaw No. 4572 - Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023
- Recommendation:** 1. That Bylaw No. 4572, "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023", be introduced and read a first, second and third time;  
(NWA)  
2. That participating area approval be obtained from two-thirds consent of participants;  
3. That Bylaw No. 4572 be forwarded to the local public health officer for comment; and  
4. That Bylaw No. 4572 be referred to the Inspector of Municipalities for approval.  
(NWA)
- Attachments:** [Staff Report: Bylaw No. 3478 - Onsite Service Bylaw Amendment](#)  
[Appendix A: Letter from North Saanich Re: Bylaw No. 3478](#)  
[Appendix B: Bylaw No 4572 Onsite Service Establishment Amendment No 1](#)  
[Appendix C: Bylaw No 3478 Onsite Service Establishment - Blackline Version](#)
- 11.2. [23-819](#) British Columbia Active Transportation Infrastructure Grant Application - Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A)
- Recommendation:** 1) That the Board support the application to the British Columbia Active Transportation Infrastructure Grant Program for the priority Regional Trestles Renewal, Trail Widening and Lighting Project (Section A, Phase A);  
2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Regional Parks service; and  
3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.  
(NWA)
- Attachments:** [Staff Report: BC Active Transportation Infrastructure Grant](#)  
[Appendix A: Map-Reg Trestles Renewal, Trails Widening & Lighting](#)  
[Appendix B: Grant Program Application Form](#)

## 12. REPORTS OF COMMITTEES

### Finance Committee

**12.1.**     [23-750](#)     Bylaw Nos. 4585, 4583 and 4584: Amendments to Operating Reserve Fund Bylaw Nos. 4102, 4144 and 4146.

- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4585 cited as the "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2023" be introduced and read a first, second and third time.  
(WA)
  2. That Bylaw No. 4585 be adopted.  
(WA, 2/3rds on adoption)
  3. That Bylaw No. 4583 cited as the "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2023" be introduced and read a first, second and third time.  
(WA)
  4. That Bylaw No. 4583 be adopted.  
(WA, 2/3rds on adoption)
  5. That Bylaw No. 4584 cited as the "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2023" be introduced and read a first, second and third time.  
(WA)
  6. That Bylaw No. 4584 be adopted.  
(WA, 2/3rds on adoption)

- Attachments:**     [Staff Report: Bylaw Nos. 4585, 4583 and 4584 Amendments to ORF](#)  
[Appendix A: Bylaw4585 - ORF Regional Services](#)  
[Appendix B: Bylaw 4583 - ORF Water Sewer](#)  
[Appendix C: Bylaw 4584 - ORF Electoral Areas](#)

**12.2.**     [23-744](#)     Bylaw No. 4577: Revenue Anticipation (General Purpose) Bylaw No. 1, 2023

- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4577, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2023" be introduced and read a first, second, and third time.  
(WA)
  2. That Bylaw No. 4577 be adopted.  
(WA, 2/3rds on adoption)

- Attachments:**     [Staff Report: Bylaw No. 4577 Revenue Anticipation](#)  
[Appendix A: Bylaw No. 4577](#)

## Planning & Protective Services Committee

**12.3.**      [23-696](#)      Canvas Local Governments for Participants in the Foodlands Access Service

**Recommendation:** [At the October 18, 2023 Planning and Protective Services Committee meeting, the recommendation was amended with the addition of cost apportionment based on full regional participation which has been attached as SUPPLEMENTAL:]  
The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That staff be directed to canvas local governments for interest in participation in a new Foodlands Access Service, receive feedback about the proposed service and draft a service establishment bylaw based on input, and that additional cost apportionment be a part of the package and available to municipalities and electoral areas based on full regional participation.  
(NWA)

**Attachments:**      [Staff Report: Canvas Local Govts Participants Foodlands Svc](#)  
[Appendix A: Bear Hill Farm Location Map](#)  
[Appendix B: Foodlands Access Service Information Package](#)  
[Supplemental: Regional Cost Share Estimate](#)

**13. BYLAWS****14. NOTICE(S) OF MOTION****14.1.**      [23-810](#)      Motion with Notice: Regional Growth Strategy Update (Director de Vries)

**Recommendation:** [At the October 18, 2023 Planning and Protective Services Committee meeting, the following notice of motion was read into the record to be discussed at the next Board meeting:]  
That staff report back on the timing and implications of the work required to consider an update to the Regional Growth Strategy in 2026.

**15. NEW BUSINESS****16. MOTION TO CLOSE THE MEETING****16.1.**      [23-728](#)      Motion to Close the Meeting

**Recommendation:**

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]
2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter. [1 item]
3. That the meeting be closed for Proposed Service in accordance with Section 90(1)(k) of the Community Charter. [1 Item]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]
5. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 Item]

**17. RISE AND REPORT**

**18. ADJOURNMENT**

**Voting Key:**

**NWA - Non-weighted vote of all Directors**

**NWP - Non-weighted vote of participants (as listed)**

**WA - Weighted vote of all Directors**

**WP - Weighted vote of participants (as listed)**

**Meeting Minutes**

**Capital Regional District Board**

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Wednesday, October 11, 2023

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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**PRESENT**

**DIRECTORS:** C. Plant (Chair), M. Tait (Vice Chair) (1:21 pm) (EP), M. Alto, P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson (EP), G. Holman, P. Jones, D. Kobayashi, M. Little, C. McNeil-Smith, K. Murdoch, D. Murdock, L. Szpak, D. Thompson (EP), S. Tobias (EP), A. Wickheim, K. Williams, R. Windsor

**STAFF:** T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; D. Elliott, Senior Manager, Regional Housing; M. MacIntyre, Manager, Park Planning and Development; C. Vrabel, Manager Emergency Programs; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 1:07 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

A Territorial Acknowledgement was provided in the preceding meeting.

**2. APPROVAL OF THE AGENDA**

**MOVED** by Director de Vries, **SECONDED** by Director Wickheim,  
That the agenda for the October 11, 2023 Session of the Capital Regional District Board be approved.  
**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1.**     [23-685](#)           Minutes of the September 13, 2023 Capital Regional District Board Meeting

**MOVED** by Director Kobayashi, **SECONDED** by Director de Vries,  
That the minutes of the Capital Regional District Board meeting of September 13, 2023 be adopted as circulated.  
**CARRIED**

#### 4. REPORT OF THE CHAIR

A belated happy Thanksgiving to you all. I hope you had some special time with your friends and family to reflect on the holiday and to create new memories. At my family's dinner table we talk about the things we are thankful for. One of the things I am thankful for is our continued collective commitment to work together for the betterment of the region. As we approach the end of our first year of our term as a Board, it is not lost on me (and I hope not lost on you) that we continue to have respectful meetings where we effectively make decisions together and having votes that are not always unanimous is not a sign of a divided Board. Our community has a wide array of opinions on issues facing us and it is reasonable that our table would have that same array of thought. It's how we make our decisions that I try to focus on as your Chair. If we are provided good information and have good debate and respect for each other's opinions and values, I think we will find ourselves acknowledging the efficacy of this Board. I am truly excited about our First Forum of Councils since 2019 being held this Saturday at the Songhees Wellness Centre. The purpose of this forum is to move beyond a commitment of reconciliation towards collaborative action. Please encourage your Councils to attend and RSVP if they have not done so already. In two weeks, we will be meeting to consider our 2024 provisional budget. I have appreciated how each committee has considered their service plans since our last Board meeting and have made recommendations for the Committee of the Whole meeting. I also want to thank staff for all their work in presenting this information to the committees and Board. It is a lot of work, most of which we do not see, and we appreciate it. It is a tribute to your hard work that you have been able to present a provisional budget that will address our strategic priorities and yet remain at a 3.5% requisition increase on our consolidated CRD budgets as per our budget guidelines. I also want to thank those jurisdictions that have already submitted their responses to the Transportation Workbook that will be considered next month. We will have our first test next month as we will face a choice of how to move forward based on the feedback we receive. I think it is important for us to recall that we have accepted a multi-year approach to dealing with regional transportation and we are now near our first step of how to move forward. I ask us to remain committed to working together to address regional transportation challenges.

#### 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

#### 6. CONSENT AGENDA

**MOVED by Director Windsor, SECONDED by Director Alto,  
That consent agenda items 6.1. through 6.9. be approved.  
CARRIED**

6.1. [23-699](#) Strategic Plan 2024-27: Review of Complete Document

**This report was received for information.**

- 6.2. [23-708](#) 2023 Technical and Community Advisory Committee and Core Area Liquid Waste Management Committee Terms of Reference Update
- That the updated Terms of Reference for the Core Area Liquid Waste Management Committee and Technical and Community Advisory Committee be approved as presented.**  
**CARRIED**
- 6.3. [23-698](#) Fire Services Governance Review Report
- That staff be directed to distribute the report and to engage the fire commissions and fire societies and to report back to the Committee with an implementation plan.**  
**CARRIED**
- 6.4. [23-663](#) Vancouver Island and Coastal Communities Climate Leadership Steering Committee - Funding Request
- That the CRD provide \$31,500 to the Community Energy Association to act as a secretariat and support priority initiatives of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee through 2024.**  
**CARRIED**
- 6.5. [23-656](#) Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy - Terms of Reference and CRD Appointment
- 1. That the Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy Terms of Reference be endorsed; and**  
**2. That the Environmental Services Committee Chair be appointed as the Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy as the Capital Regional District elected representative, with the Environmental Services Committee Vice-Chair as alternate.**  
**CARRIED**
- 6.6. [23-548](#) First Nations Relations Operational Update
- This report was received for information.**
- 6.7. [23-701](#) Motion with Notice: CRD Rural Housing Strategy (Director Holman)
- That the proposed CRD rural housing strategy include specific measures to address homelessness in electoral areas, including the focus of programs funded or administered by CRD.**  
**CARRIED**

- 6.8. [23-661](#) Provision of Park Land for the Subdivision of Rem. Parcel A (DD 143426I) of Section 97, Renfrew District, Except Plans 15462, VIP77871, EPP24972 and EPP104826 (PID: 009-592-423)

That in accordance with Section 510 of the Local Government Act, park dedication in the amount of 5% be required for the 1.38 ha land area proposed by the subdivision of Parcel A (DD 143426I) of Section 97, Renfrew District, except plans 15462, VIP77871, EPP24972 and EPP104826 (PID: 009-592-423), except that a lesser amount may be acceptable where the owner agrees to dedicate land and construct a roadside trail to JdF Community Parks and Recreation Standards on that portion of the subject property and amending the Capital Regional District Statutory Right-of-Way CB96336 registered on the affected and new title certificates prior to subdivision approval.

CARRIED

- 6.9. [23-680](#) Road Sign Renewal - SEAPARC

That the 2023 SEAPARC Capital Plan be amended to include \$45,000 for road sign replacement, funded by capital reserves.

CARRIED

## 7. ADMINISTRATION REPORTS

- 7.1. [23-731](#) CAO Quarterly Progress Report No. 3, 2023

T. Robbins presented Item 7.1. for information.

Director Tait joined the meeting electronically at 1:21 pm.

## 8. REPORTS OF COMMITTEES

### Electoral Areas Committee

- 8.1. [23-650](#) Bylaw No. 4573: Tax Exemption (Permissive) Bylaw, 2023

MOVED by Director Brent, SECONDED by Director Holman,

1. That Bylaw No. 4573, "Tax Exemption (Permissive) Bylaw, 2023", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brent, SECONDED by Director Holman,

2. That Bylaw No. 4573 be adopted.

CARRIED

### Environmental Services Committee

**8.2. [23-676](#) 2022 Regional Greenhouse Gas Inventory**

Discussion ensued regarding:

- ultra light rail initiative
- emissions issues around the region

**MOVED by Director Desjardins, SECONDED by Director Caradonna,  
Given an increase in CRD emissions, staff to present new, innovative, and  
ambitious options, and measures to reduce this trend in future years, and  
achieve our existing 2038 emissions target.**

**CARRIED**

**Hospitals & Housing Committee****8.3. [23-692](#) Alliance to End Homelessness in the Capital Region - Funding Increase**

Discussion ensued regarding:

- outcomes for the core funding
- assessment on return on investment
- changing needs regarding homelessness
- resources to support homelessness

**MOVED by Director Murdoch, SECONDED by Director de Vries,**

**1. That staff be directed to negotiate a one-time increase of \$120,000 from  
\$225,000 to \$345,000 in 2024;**

**2. That staff be directed to amend the 2024 Financial Plan to reflect the increase  
in funding; and**

**3. That staff work through the 2025 service planning cycle to revisit the allocation  
of resources between the Alliance and those dedicated directly to advancing the  
CRD Board and Corporate priorities.**

**CARRIED**

**8.4. [23-693](#) Aboriginal Coalition to End Homelessness - Funding Extension**

**MOVED by Director Murdoch, SECONDED by Director de Vries,**

**1. That the Capital Regional District commits to three years of annual funding to  
support the Aboriginal Coalition to End Homelessness starting at \$155,250 (2024)  
and increased annually based on the consumer price index for Victoria; and**

**2. That staff be directed to amend the Financial Plan to reflect the extended  
Service Agreement funding commencing in 2024.**

**CARRIED**

**Regional Parks Committee**

**8.6. [23-671](#) CRD Regional Parks & Trails - Non-Tax Revenue Options**

**MOVED by Director Caradonna, SECONDED by Director Holman,**

- 1. That staff initiate a gradual implementation of parking fee changes over three years, including the expansion of seasonal paid parking to nine additional regional parks in 2024 to generate additional funds through non-tax revenue for the Regional Trestles Renewal, Trails Widening and Lighting Project; and**
- 2. That staff bring back an amendment to the Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 4545 in 2024.**

Discussion ensued regarding:

- historical rationale for pay parking
- parking demand management
- use of revenues generated from pay parking
- operational requirements to re-direct funds

Referral Motion:

**MOVED by Director de Vries, SECONDED by Director Szpak,**

**Refer this item back to the Parks Committee and have staff provide an updated report focused on parking demand management and the revenue generated being directed toward parks maintenance.**

Discussion ensued regarding:

- revenues benefiting park users
- political and social impact of raising fees
- criteria for determining which parks would have pay parking

**MOVED by Director Murdoch, SECONDED by Director Alto,**

**That the referral motion be amended by replacing the words "focused on" with the word "including".**

**CARRIED**

The question was called on the referral motion as amended:

**Refer this item back to the Parks Committee and have staff provide an updated report including parking demand management and the revenue generated being directed toward parks maintenance.**

**DEFEATED**

**Opposed: Alto, Brent, Brice, Brownoff, Desjardins, Goodmanson, Jones, Kobayashi, Little, Plant, Tait, Thompson, Wickheim**

**MOVED by Director de Vries, SECONDED by Director Holman,**

**That the main motion be amended by replacing the words "the Regional Trestles Renewal, Trails Widening and Lighting Project" with the words "parks maintenance".**

**MOVED by Director Thompson, SECONDED by Director Caradonna,**

**That the amendment be amended by adding the following words "including parking costs and other Parks Services costs" after "parks maintenance".**

**DEFEATED**

**Opposed: Alto, Brice, Brent, Brownoff, Coleman, de Vries, Desjardins, Holman, Jones, Kobayashi, Little, McNeil-Smith, Murdock, Murdoch, Plant, Szpak, Tait, Tobias, Wickheim, Williams, Windsor**

The question was called on the amendment:

**That the main motion be amended by replacing the words "the Regional Trestles Renewal, Trails Widening and Lighting Project" with the words "park maintenance".**

**DEFEATED**

**Opposed: Brice, Brownoff, Coleman, Brent, Desjardins, Jones, Kobayashi, Little, Plant, Tobias, Wickheim, Williams, Windsor**

**MOVED by Director Windsor, SECONDED by Director Williams,  
That the question on the main motion be called.**

**CARRIED**

**Opposed: Alto, Brice, Caradonna, Coleman, de Vries, Holman, Jones, Little, Thompson**

The question was called on the main motion:

- 1. That staff initiate a gradual implementation of parking fee changes over three years, including the expansion of seasonal paid parking to nine additional regional parks in 2024 to generate additional funds through non-tax revenue for the Regional Trestles Renewal, Trails Widening and Lighting Project; and**
- 2. That staff bring back an amendment to the Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 4545 in 2024.**

**DEFEATED**

**Opposed: Brent, Brownoff, Coleman, Desjardins, Brice, Jones, Kobayashi, Little, McNeil-Smith, Murdoch, Murdock, Plant, Szpak, Tait, Tobias, Wickheim, Williams, Windsor**

**Motion Arising**

**MOVED by Director McNeil-Smith, SECONDED by Director Jones,  
That the Board reaffirms the appropriateness of the property tax requisition as the primary revenue source for Regional Parks operating costs and that staff report during the 2025 budget process on possible parking rate increases for Thetis Lake and Sooke Potholes Regional Parks.**

**Chair left the meeting at 3:03 pm and Director Murdoch assumed the role of Chair.**

**Chair Plant returned to the meeting at 3:06 pm and assumed the role of Chair.**

**MOVED by Director Tait, SECONDED by Director Szpak,  
That the main motion be amended by after the words "operating costs" add a period, and that all other words following be deleted.**

**CARRIED**

**Opposed: Brice, Caradonna, de Vries, Holman, Jones, McNeil-Smith, Murdock, Murdoch, Windsor**

**MOVED by Director Brent, SECONDED by Director Windsor,  
That the question be called.**

**CARRIED**

**Opposed: Alto, Coleman, Caradonna, de Vries, Holman, Thompson**

The question was called on the motion arising as amended:

**That the Board reaffirms the appropriateness of the property tax requisition as the primary revenue source for Regional Parks operating costs.**

**CARRIED**

Opposed: Alto, Caradonna, Coleman, de Vries, Little, Murdoch, Thompson, Windsor

**Motion Arising**

**MOVED** by Director Desjardins, **SECONDED** by Director Kobayashi,  
That we refer the decision on the continuance of parking fees at Thetis Lake and Sooke Potholes to the Regional Parks Committee.

**CARRIED**

Opposed: Alto, Caradonna, de Vries, Holman, Murdock, Murdoch

**Motion Arising**

**MOVED** by Director de Vries, **SECONDED** by Director Caradonna,  
To direct staff to report back to the Regional Parks Committee on barriers to equitable access to regional parks for CRD residents.

**CARRIED**

## 9. BYLAWS

There were no bylaws for consideration.

## 10. NOTICE(S) OF MOTION

- 10.1. [23-739](#) Motion with Notice: Secondary Suite Incentive Program in Electoral Areas Advocacy (Director Holman)

**MOVED** by Director Holman, **SECONDED** by Director Brent,  
That the CRD Board request the BC Housing Minister to include CRD electoral areas in the Secondary Suite Incentive Program.

**CARRIED**

- 10.2. [23-745](#) Motion with Notice: Drake Road Supported Housing Advocacy (Director Holman)

**MOVED** by Director Holman, **SECONDED** by Director Brent,  
That the CRD Board urge the BC Housing Minister to expedite completion of their Drake Road supported housing project, originally proposed by BC Housing in 2019.

**CARRIED**

## 11. NEW BUSINESS

There was no new business.

## 12. MOTION TO CLOSE THE MEETING

12.1. [23-726](#)

Motion to Close the Meeting

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter.

**CARRIED**

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter.

**CARRIED**

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.

**CARRIED**

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

4. That such disclosures could reasonably be expected to harm the interests of the Regional District.

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

5. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.

**CARRIED**

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

6. That the meeting be closed for proposed Contract Negotiations in accordance with Section (90)(1)(k) of the Community Charter.

**CARRIED**

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

7. That such disclosures could reasonably be expected to harm the interests of the Regional District.]

**CARRIED**

**MOVED** by Director de Vries, **SECONDED** by Director Murdoch,

8. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter.

**CARRIED**

The Capital Regional District Board moved to the closed session at 4:00 pm.

**13. RISE AND REPORT**

The Capital Regional District Board rose from the closed session at 4:41 pm and reported on the following:

- In accordance with Bylaw No. 3166 that the following be appointed to the Juan de Fuca Land Use Committee for a term to expire December 31, 2026: Les Herring

- In accordance with Bylaw No. 2397 that the following be appointed to the Peninsula Recreation Commission for a term to expire December 31, 2024: Karen Frost

- In accordance with Bylaw No. 3427 that the following be appointed to the Saanich Peninsula Wastewater Commission for a term to expire December 31, 2024: Carys Pinches

- In accordance with the Technical and Community Advisory Committee Terms of Reference, that the following be appointed to the Technical and Community Advisory Committee for a term to expire December 31, 2024: Josh Andrews, Joel Clary, Brenda Donald, Michael Engelsjord, Greg Gillespie, Lesley Hatch, Ivan Leung, Don Monsour, Jas Paul, Winona Pugh, Claire Remington, Steve Rennick, John Roe, Caterina Valeo, Katie Wilson.

**14. ADJOURNMENT**

MOVED by Director Murdoch, SECONDED by Director de Vries,  
That the October 11, 2023 Capital Regional District Board meeting be adjourned at 4:42 pm.  
CARRIED

\_\_\_\_\_  
CHAIR

CERTIFIED CORRECT:

\_\_\_\_\_  
CORPORATE OFFICER

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**

**Meeting Minutes**

**Capital Regional District Board**

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Wednesday, October 25, 2023

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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**Special Meeting - Provisional Budget**

**PRESENT**

**DIRECTORS:** C. Plant (Chair), P. Brent (EP), S. Brice, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, J. Grant (for A. Wickheim)(EP), C. Harder (for L. Szpak)(EP), G. Holman, P. Jones, S. Kim (for M. Alto)(EP), D. Kobayashi, M. Little, C. McNeil-Smith, K. Murdoch, D. Murdock (EP), J. Rogers (for S. Tobias), D. Thompson, K. Williams

**STAFF:** T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; G. Harris, Acting General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; R. Lachance, Senior Manager Financial Services; F. Lopez, Manager, Strategic Planning; C. Neilsen, Senior Manager, Human Resources; B. Semmens, Manager, Financial Planning & Performance; E. Sinclair, Senior Manager, Regional and Strategic Planning; R. Smith, Senior Manager, Environmental Resource Management; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, J. Brownoff, L. Szpak, M. Tait, S. Tobias, A. Wickheim, R. Windsor

The meeting was called to order at 3:31 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

A Territorial Acknowledgement was provided in the preceding meeting.

**2. APPROVAL OF THE AGENDA**

**MOVED** by Director Coleman, **SECONDED** by Director Kobayashi,  
That the agenda for the October 25, 2023 Session of the Capital Regional District Board be approved.

**CARRIED**

**3. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**4. SPECIAL MEETING MATTERS**

4.1. [23-802](#) Service Planning 2024 - Community Need Summaries

This report was received for information.

4.2. [23-654](#) Capital Regional District 2024 Financial Plan Provisional Approval

Discussion ensued regarding capacity of buildings to maintain staffing levels.

**MOVED** by Director Murdoch, **SECONDED** by Director de Vries,

1. That the Capital Regional District 2024 Financial Plan be given provisional approval with specific direction on amendments:

a) Amendments from the Electoral Areas Committee on October 23, 2023.

2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required with specific directions on amendments;

3. That the new initiatives and capital identified in Appendix H for January 1, 2024, implementation be approved with specific directions on amendments;

4. That the 2024 Community Need Summaries be approved as presented with specific directions on amendments; and

5. That the Staff Establishment Chart as attached in Appendix L be approved with specific directions on amendments.

**CARRIED**

4.3. [23-803](#) Award of Contract for Construction Services for Hartland Landfill - Cell 4 Liner

G. Harris spoke to Item 4.3.

**MOVED** by Director Desjardins, **SECONDED** by Director Murdoch,

That Contract 30.22.06, Construction Services for Hartland Landfill Cell 4 Liner, be awarded to Hall Constructors in the amount of \$10,867,860.

**CARRIED**

## 5. Adjournment

**MOVED** by Director Thompson, **SECONDED** by Director Murdoch,

That the October 25, 2023 Capital Regional District Board meeting be adjourned at 3:37 pm.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**

## Meeting Minutes

### Committee of the Whole

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Wednesday, October 25, 2023

1:05 PM

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

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#### Special Meeting - Provisional Budget

#### PRESENT

DIRECTORS: C. Plant (Chair), P. Brent (EP), S. Brice, J. Brownoff (EP), J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, J. Grant (for A. Wickheim)(EP), C. Harder (for L. Szpak) (EP), G. Holman, P. Jones, S. Kim (for M. Alto)(EP), D. Kobayashi, M. Little, C. McNeil-Smith, K. Murdoch, D. Murdock (EP), J. Rogers (for S. Tobias), D. Thompson, K. Williams

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; G. Harris, Acting General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; R. Lachance, Senior Manager Financial Services; F. Lopez, Manager, Strategic Planning; C. Neilsen, Senior Manager, Human Resources; B. Semmens, Manager, Financial Planning & Performance; E. Sinclair, Senior Manager, Regional and Strategic Planning; R. Smith, Senior Manager, Environmental Resource Management; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, L. Szpak, M. Tait, S. Tobias, A. Wickheim, R. Windsor

The meeting was called to order at 1:49 pm.

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

**MOVED** by Director Little, **SECONDED** by Director Thompson,  
That the agenda for the October 25, 2023 Session of the Committee of the Whole  
be approved.

**CARRIED**

#### 3. Presentations/Delegations

There were no presentations.

#### 3.1. Delegations

- 3.1.1. [23-813](#) Delegation - Lyndsey Smith; Representing Coastal Douglas-Fir Conservation Partnership: Re: Agenda Item 4.1. Service Planning 2024 - Community Need Summaries

The delegation did not participate.

#### 4. Special Meeting Matters

- 4.1. [23-802](#) Service Planning 2024 - Community Need Summaries

K. Lorette presented Item 4.1. for information.

- 4.2. [23-654](#) Capital Regional District 2024 Financial Plan Provisional Approval

T. Robbins and N. Chan spoke to Item 4.2.

Discussion ensued regarding:

- regional and provincial employment growth
- impact of regional growth on availability of skilled labour
- clarification of funds attributed to the community needs summaries related to arts and recreation, people, climate action, and local government
- providing context for debt servicing benchmarks in future reports
- operational requirements due to increased climate action planning
- clarification of line items allocated to other services, rentals and other revenue, and surplus as identified in table 5 of the staff report
- aging water and wastewater infrastructure
- public engagement strategies related to mitigating impacts of inflation
- impacts of regional average of apportionment, taxable folios and board directed initiatives
- risks related to requisition forecasting
- impact of housing demands from the Province

Director Brownoff left the meeting at 3:01 pm.

**MOVED** by Director Murdoch, **SECONDED** by Director de Vries,

**The Committee of the Whole recommends to the Capital Regional District Board:**

**1. That the Capital Regional District 2024 Financial Plan be given provisional approval with specific direction on amendments:**

**a) Amendments from the Electoral Areas Committee on October 23, 2023.**

**2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required with specific directions on amendments;**

**3. That the new initiatives and capital identified in Appendix H for January 1, 2024, implementation be approved with specific directions on amendments;**

**4. That the 2024 Community Need Summaries be approved as presented with specific directions on amendments; and,**

**5. That the Staff Establishment Chart as attached in Appendix L be approved with specific directions on amendments.**

**CARRIED**

4.3. [23-805](#) Motion to Report to the Board

**MOVED** by Director Goodmanson, **SECONDED** by Director Coleman,  
That the Committee of the Whole report to the Capital Regional District Board at  
the October 25, 2023 special meeting regarding Items 4.1. and 4.2.  
**CARRIED**

5. Adjournment

**MOVED** by Director Murdoch, **SECONDED** by Director Caradonna,  
That the October 25, 2023 Committee of the Whole meeting be adjourned at 3:30  
pm.  
**CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 08, 2023**

**SUBJECT**     Appointment of Officers

**ISSUE SUMMARY**

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District Bylaw and Animal Care Services Division.

**BACKGROUND**

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, the Electoral Areas Committee must from time to time make resolutions for persons in new positions.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Michael Simard and Dania Vivash, be appointed as Assistant Bylaw Enforcement Officers.

*Alternative 2*

That the Appointment of Officers report be referred back to staff for further information based on Electoral Areas Committee direction.

**IMPLICATIONS**

*Service Delivery Implications*

These appointments ensure consistent bylaw enforcement in the Capital Regional District Bylaw and Animal Care Services Division.

**CONCLUSION**

The bylaw enforcement appointments reflect staff changes in the Capital Regional District Bylaw and Animal Care Services Division.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with Capital Regional District Bylaw No. 2681, Michael Simard and Dania Vivash, be appointed as Assistant Bylaw Enforcement Officers.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 08, 2023**

**SUBJECT     Community Emergency Preparedness Fund Grant: Volunteer & Composite Fire Department Training & Equipment 2023 Application**

**ISSUE SUMMARY**

The Capital Regional District (CRD) is applying to the Union of British Columbia Municipalities (UBCM) for grant funding for fire department training and equipment under the Community Emergency Preparedness Fund program. The CRD operates six eligible Electoral Area (EA) fire departments. UBCM requires that all grant applications be accompanied by a motion of support from the local government.

**BACKGROUND**

UBCM provides funding for a range of community-based projects, including volunteer-based fire departments. A 2023 grant opportunity is available to support training and equipment for volunteer and composite (mixed paid and volunteer) fire departments. The CRD administrates six eligible fire departments through delegated-authority commissions. Improvement district and society-operated departments are eligible to apply directly to UBCM. As part of the application process, UBCM requires a motion of support to receive and manage grant funding.

Protective Services staff coordinated this grant application with six fire departments: Port Renfrew, Shirley, Otter Point, East Sooke, Willis Point, and North Galiano. Grant funds would permit departments to upgrade equipment such as personal protective gear and facilitate training courses to meet the new Provincial Minimum Training Standards.

The grant request breakdown by fire service area is below. Grant funding may be pooled between fire departments to increase efficiency and reduce overhead costs.

<b>Fire Service Area</b>	<b>Funding Proposal</b>
Port Renfrew	\$29,848.98
Otter Point	\$29,960.47
North Galiano	\$29,958.93
East Sooke	\$29,848.97
Shirley	\$29,981.40
Willis Point	\$29,841.23
<b>Total</b>	<b>\$179,439.98</b>

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board: That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

*Alternative 2*

That staff be directed to rescind the grant application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Fire Department Training and Equipment program.

**IMPLICATIONS**

*Financial Implications*

The Volunteer and Composite Fire Departments Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00. The applications presented propose 100% funding and do not include local cost sharing. Additionally, the grant will not be used to fund operational budgets but rather will be used to fund one-time projects that increase fire department capacity and resident safety.

Grants will be awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

**CONCLUSION**

The CRD supports fire prevention and response in its Electoral Areas. The UBCM Fire Department Training & Equipment funding stream is an important resource to build fire department capacity in the capital region. If supported by the Board, UBCM will consider the CRD's grant application.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:  
That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

Submitted by:	Shawn Carby, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: UBCM Volunteer & Composite Fire Department Training & Equipment 2023 Application

## Community Emergency Preparedness Fund Volunteer and Composite Fire Departments Equipment and Training 2023 Application Form

Please complete and return the application form by **October 20, 2023**.

Applicants will be advised of the status of their application within 90 days of the application deadline.

Please complete and return the application form in advance of the deadline. All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.

<b>SECTION 1: Applicant Information</b>	_____ (for administrative use only)
Name of Applicant (Local Government, First Nation or Fire Department): Capital Regional District	Date of Application: October 17, 2023
Primary Contact Person*: Chris Vrabel Phone: 250-415-1472	Position: Fire Services Coordinator E-mail: cvrabel@crd.bc.ca
Secondary Contact Person*: Shawn Carby Phone: 250-360-3186	Position: Senior Manager, Protective Services E-mail: scarby@crd.bc.ca

\* Contact persons must be an authorized representative of the applicant (i.e. staff member or elected official)

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 4 in the <i>Program and Application Guide</i> for eligibility.</p> <p>N/A</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

**SECTION 3: Project Summary**

- 3. Project Information**
- a. Project Title: Capital Regional District Fire Department Training & Equipment Project 2024
  - b. Proposed start and end dates. Start: Jan 1, 2024 End: Dec 31, 2024

- 4. Project Cost and Grant Request:**
- a. Total proposed project budget: \$179,439.98
  - b. Total proposed grant request: \$179,439.98
  - c. Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.  
No

**5. Project Summary.** Provide a summary of your project in 150 words or less.

The CRD operates six fire departments in the Juan de Fuca and Southern Gulf Islands Electoral Areas. The project would ensure minimum structural firefighter training and equipment is available for all volunteers. Significant investments in training are required to implement full adoption of the BC Structure Firefighter Minimum Training Standard starting March 2024.

**SECTION 4: Detailed Project Information**

- 6. Requirement to be Volunteer or Composite Fire Department.** For each eligible fire department that is included in this application:
- a. Name of each fire department: See Below
  - b. Composition (volunteer or composite) of each department: See Below
  - c. Declared level of service of each department: See Below
  - d. East Sooke Volunteer Fire Department - Volunteer - Interior
  - e. North Galiano Volunteer Fire Department - Volunteer - Exterior
  - f. Otter Point Volunteer Fire Department - Volunteer - Interior
  - g. Shirley Volunteer Fire Department - Volunteer - Interior
  - h. Willis Point Volunteer Fire Department - Volunteer - Exterior
  - i. Port Renfrew Volunteer Fire Department - Volunteer - Exterior

Copies or extracts of the available evidence of declared level of service is required to be submitted with the application.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation, and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

## 7. Operating Budget(s).

- a. Please indicate the annual operating budgets of each fire department included in this application.

East Sooke - \$526,359

North Galiano \$241,634

Otter Point \$542,138

Shirley \$193,332

Willis Point \$141,074

Port Renfrew \$161,476

- b. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or obtain training.

Due to the rural nature and small size of the service areas there is limited opportunity to purchase essential equipment and comply with minimum levels of training. As seen above, most departmental budgets do not permit significant paid positions or volunteer compensation. The overwhelming majority of budgets go towards training, equipment, overhead, and capital (apparatus and hall) costs

## 8. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 4, 5 and 6 of the *Program and Application Guide* for eligibility.

- a. Purchase of equipment.

Equipment for the six departments are based on individual need, and includes basic personal protective equipment and fire equipment.

- b. Training. Note: training is for fire department members only and not community members. All proposed training activities must include the name of course.

Training is for members of the six included departments only. All training is aimed at adopting and implementing the new BC Structure Firefighter Minimum Training Standards, particularly competencies for Apparatus Operator, Team Leader, and Incident Commander. CRD is working with the OFC and a contractor to confirm equivalencies. CRD Procurement policy requires the use of a competitive process to award the training contracts which will follow notification of success from UBCM. We will identify the contractor at that time.

**9. Resiliency.** Describe how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

East Sooke and Port Renfrew - This will bring our department up to the standards required for flows on initial attack lines. This in turn ultimately will result in the reduced use of water, faster extinguishment of fires and a safe fire ground for our members.

North Galiano - This project builds resiliency by providing training to members in Emergency Scene Management, Incident Safety and Command procedures, ensuring that incidents are responded to in the most effective manner using modern firefighting principles. The purchase of PPE will replace expired, ill-fitting and worn gear currently worn by members, and hose and wheel chocks will improve safe response on the incident scene.

Otter Point and Shirley Fire- The additional equipment will enable the department to not only have more resources to deal with larger incidents more efficiently, but also to restock apparatus in a timelier manner thus being ready for the next call sooner. Without the approved Turnout gear they are unable to respond appropriately to emergencies.

Willis Point - Structure protection bunker gear will keep our firefighters in up to date protective gear. Complete, quality, and full equipment will support training and response to fire emergencies.

**10. Physical and Mental Well-Being.** Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

As a volunteer department it is important for members to know they are valued enough to have the proper safety equipment to do their job. As we enter many highly stressful situations with members that may have minimal training it is very important for their mental health and well being to know that they have equipment that is up to the standard to properly protect them. Having old, hand me down gear or expired gear doesn't give the crew the confidence they need to psychologically do their job.

Improved response, PPE & training will improve the confidence and mental wellbeing of fire department staff and volunteers.

**11. Partnerships and Transferability.** Describe the extent to which the proposed project will provide partnerships, transferability or mutual aid to neighbouring jurisdictions.

Significant coordination will occur between the 11 Fire Services where CRD is Authority Having Jurisdiction. This project also benefits the Pacheedaht First Nation in that they provide 40% of funding for the Port Renfrew Fire Protection service area.

**12. Additional Information.** Please share any other information you think may help support your submission.

Thank you.

## **SECTION 5: Required Application Materials**

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:

- Evidence of declared service level (e.g. bylaw, resolution).
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.

First Nation, local government, or improvement district applicants must submit:

- Band Council resolution, Treaty First Nation resolution, local government Council or Board resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management.

Legally incorporated society-run fire department applicants must submit:

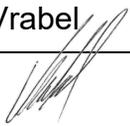
- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
- Current Certificate of Good Standing.

Regional project applicants are required to submit:

- Resolution or motion from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf. Resolutions or motions from partnering applicants must include this language.

**SECTION 6: Signature**

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Chris Vrabel 	Title: Fire Services Coordinator
Signature:  <i>An electronic or original signature is required.</i>	Date: October 18, 2022

*\* Signatory must be an authorized representative of the applicant (i.e. an employee or elected official)*

Submit applications to Local Government Program Services, Union of BC Municipalities  
 E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)



Making a difference...together

**REPORT TO THE ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 8, 2023**

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**SUBJECT**     **British Columbia Active Transportation Network Planning Grant  
Application – Active Transportation Network Plan for Juan de Fuca**

**ISSUE SUMMARY**

To seek a resolution of support from the Capital Regional District (CRD) Board for an application to the British Columbia Active Transportation Network Planning Grant Program to fund the development of an Active Transportation Network Plan (ATNP) for the Juan de Fuca (JdF) Electoral Area (EA), and to seek approval for staff to enter into an agreement to receive grant funds if successful.

**BACKGROUND**

There is an opportunity for the CRD to submit a grant application under the ATNP stream of the British Columbia Active Transportation Infrastructure Grants Program.

Active transportation refers to various inclusive modes of self-propelled movement including walking, skateboarding, scootering, wheelchair rolling, and cycling. Networks that provide active transportation opportunities are recognized as important community infrastructure that greatly influence local physical, mental, and socio-economic well-being in a positive way.

The Province is accepting applications to request equal share funding towards the development of an ATNP to identify infrastructure opportunities and guide development. Adoption of an ATNP by the JdF EA Parks and Recreation Advisory Commission (the Commission) is a pre-requisite for the submission of grants to the infrastructure stream of the Active Transportation Infrastructure Grant Program.

At its meeting of September 26, 2023, the Commission recommended that an application to the Grant Program be submitted. Goals identified by the Commission include improving public safety and access to active transportation opportunities within the communities of the JdF EA and along the Highway 14 corridor. The identification and construction of trail networks within the communities of the JdF EA is outlined in the combined goals of the various official community plans (OCPs) and the 2023 JdF Community Parks and Recreation Strategic Plan (the “Strategic Plan”) (Appendices A & B).

Applications to the Grant Program were to be submitted by October 27, 2023, and the submission of a supporting Board Resolution before December 1, 2023. Staff have submitted an application to the Grant Program (Appendix C) and recommend that CRD Board provide a resolution of support.

**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That an application to the British Columbia Active Transportation Network Planning Grant Program for the purpose of developing an Active Transportation Network Plan for the Juan de Fuca Electoral Area, be supported;
- 2) That the funding provided through the British Columbia Active Transportation Network Planning Grant Program will be matched by an equal amount from the Juan de Fuca Electoral Area Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation

Network Planning Grant funds and overseeing grant management for the proposed project.

#### *Alternative 2*

That staff be instructed not to proceed with an application to the Active Transportation Network Infrastructure Grant Program.

### **IMPLICATIONS**

#### *Alignment with Board & Corporate Priorities*

The CRD 2023-2026 Corporate Plan initiative 16b-1 provides direction to work with commissions to enhance and manage community parks, recreation facilities and trail networks and to deliver service improvements where needed. The ATNP would identify service improvements for trail networks in the JdF EA.

The JdF EA Parks and Recreation Advisory Commission considered the intention to submit an application at their September 26, 2023, meeting. Minutes from this meeting are provided in Appendix D. At that time, the Commission passed the following resolution:

***MOVED*** by Commissioner Jorna, ***SECONDED*** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports making an application to the British Columbia Active Transportation Infrastructure Grants Program.

CRD Corporate Initiative 16b-5 prioritizes the implementation of a JdF Community Parks and Recreation Strategic Plan. The Strategic Plan supports the development of linear parks and neighbourhood trail network connections.

#### *Alignment with Existing Plans & Strategies*

The long-term collective visions of the Otter Point, Shirley – Jordan River, and Port Renfrew OCPs recognize the significance of the Highway 14 corridor, as well as access to alternative transportation options and generating fewer motor vehicle trips. Developed in alignment with the CRD's Regional Growth Strategy, these OCP policies are mutually supportive of safe and inclusive trail networks that link neighbourhoods with recreational opportunities. Support is also shared by the Strategic Plan, where linear park arrangements are a consideration in developing community trail network connections.

#### *Environmental & Climate Action*

The development of network trails provides active transportation options to residents and visitors to the communities of the JdF. At the present time, there are no linear trails connecting communities of the JdF.

#### *Financial Implications*

The Active Transportation Network Planning Grant program requires that the local government contribute 50% of the project costs associated with developing an ATNP. The project is estimated to cost \$60,000. If the grant is awarded, the JdF Community Parks service would request that the remaining 50% be funded the JdF Community Works Fund.

#### *First Nations Reconciliation*

Pacheedaht First Nation have communicated to the CRD through various government-to-government and staff meetings that overall pedestrian safety in Port Renfrew and connecting their reserve lands with the rest of the community is a high priority. An ATNP would identify potential routes in that community, as well as mechanisms and partnerships for implementation.

#### *Intergovernmental Implications*

The Ministry of Transportation and Infrastructure is the authority having jurisdiction for subdivision

and road construction and maintenance in the Electoral Area. An ATNP will identify active transportation priorities that may be actioned by the Ministry at the time of subdivision or highway improvement projects.

*Service Delivery Implications*

A consultant would be retained for the development of the ATNP with support from the Manager, JdF Community Parks and Recreation, and the Planner, JdF Community Planning. The ATNP will prioritize activities, identify how those activities can be implemented, and outline future maintenance and operational requirements.

In keeping with the Commission’s recommendation, as well as policy directory in the various JdF OCPs and the JdF Community Parks and Recreation Strategic Plan, staff recommend that an application to the Active Transportation Network Infrastructure Grants Program for the development of an Active Transportation Network Plan be supported.

**CONCLUSION**

There is an opportunity for the CRD to receive grant funding under the British Columbia Active Transportation Network Planning Grant program. If awarded, JdF Parks would initiate a request that the JdF Community Works Fund provide the remaining fifty percent of the project costs. To be able to potentially access this grant, staff need to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting the grant funds and overseeing grant management for the proposed projects. The BC Government only considers applications that include a supportive Board resolution confirming that an ATNP is intended as a priority, to be completed in a timely manner, and for a local government to contribute an equal share to the provincial grant funding provided.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That an application to the British Columbia Active Transportation Network Planning Grant Program for the purpose of developing an Active Transportation Network Plan for the Juan de Fuca Electoral Area, be supported;
- 2) That the funding provided through the British Columbia Active Transportation Network Planning Grant Program will be matched by an equal amount from the Juan de Fuca Electoral Area Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Network Planning Grant funds and overseeing grant management for the proposed project.

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Local Area Services
Concurrence:	Kevin Lorette, P.Eng, MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Policies and Objectives from the Official Community Plans
- Appendix B: Policies and Objectives from the 2023 Community Parks and Recreation Strategic Plan
- Appendix C: Grant Program Application Form
- Appendix D: Juan de Fuca Electoral Area Parks and Recreation Advisory Commission September 26, 2023, meeting minutes

**Report to the EAC – November 8, 2023**  
**Active Transportation Network Infrastructure Grant Application**

<u>Applicable OCP</u>	<u>Related Sections</u>
<p><b>Otter Point OCP</b>  <b>Bylaw No. 3819</b></p>	<p><u>2.7:</u> Regional Growth Strategy Consistency: In order to increase transportation choice, the OCP encourages the Ministry of Transportation and Infrastructure (MOTI) to provide cycling lanes on West Coast Road, Otter Point Road and Kemp Lake Road, and encourages BC Transit to increase the frequency and expand the service areas for community bus service. The OCP also supports the creation of a network of trails for pedestrians, cyclists and equestrians to link key land uses, parks, and recreation sites within Otter Point and to connect to the Rural Resource Lands and the District of Sooke. It permits the use of amenity bonusing, as opportunities arise, to acquire land for parks, trails, and park-and-ride sites. It is also anticipated that, with increasing local economic opportunities, fewer car trips may be generated (Page 21).</p> <p><u>2.8:</u> Transportation: The community supports increasing transportation options through integrating land use and transportation policies, enhancing alternatives to driving alone, managing transportation systems to maximize mobility and safety, and managing transportation investments in a fiscally responsible and strategic manner. Another important strategy in rural areas is providing travel alternatives by means of providing attractive linkages of cycling networks in order to minimize auto dependence (page 21).</p> <p><u>3.2.6:</u> Otter Point residents prioritize an extensive network of multi-use trails that support recreation and connect to bus stops, parks and to the District of Sooke. Safety is a primary focus for these connections, separating motorized vehicles from horses, pedestrians and cyclists. Related Objectives: Develop a system of linked parks and trails; Consult with public and private landowners of the Rural Resource Lands to identify opportunities for public access; Develop roadside amenities such as bus stop pull-offs, cycling lanes and jogging paths and “slow water” infiltration ditches; Use amenity bonusing to provide trails, parks and other community amenities.</p> <p><u>5.1.15:</u> Potential or proposed park sites and trails will be identified through CRD Regional Parks and Trails plans and according to the criteria and objectives described in the OCP and in the Community Parks Strategic Plan. High potential park and trail opportunities within the Otter Point area include: <u>d)</u> regional trail connection between the Galloping Goose Regional Trail and the Juan de Fuca Provincial Park Marine Trail; <u>f)</u> an inter-connected network of trails through the Plan area linking community parks and trails, access to water and to the District of Sooke. Key trails would provide access linking William Simmons Memorial Park, Young Lake, the Rural Resource Lands, the District of Sooke and the Galloping Goose Trail; <u>g)</u> provision of paths using wide shoulders on road right-of-ways in new subdivisions, where possible, through the provincial subdivision approval process.</p>

<p><b>Shirley Jordan River OCP Bylaw No. 4001</b></p>	<p><u>Part One:</u> Safety and Connectivity: The safety of pedestrians, cyclists and vehicles using Highway #14 is of great concern to local residents. It is recognized that infrastructure upgrades will be needed to improve safety and this will take planning, time and money. Connecting these neighbourhoods with regional trails and other focal points will enhance safety and decrease reliance on car travel. To start this process, a plan for trails, as well as specific improvements to Highway #14, is described in this Plan.</p> <p><u>208:</u> Regional Growth Strategy Consistency: G. To increase transportation choices, this OCP strongly encourages senior government to improve the safety of Highway #14 (West Coast Road) so that it can be used for alternative transportation choices. The creation of an off-street trail network to link neighbourhood community focal points and parks is supported. Carpooling, ride-sharing and approaching School District #62 Sooke to see if an agreement to allow community members to ride on school buses are presented as ways to increase transportation choices; &amp; J. This OCP also discusses the impact of climate change on the Plan area and suggests ways to ameliorate potential impacts including protection of ecosystems, consideration of energy efficient building standards, development of alternative transportation infrastructure, addressing sea level rise and through education and outreach initiatives.</p> <p><u>210:</u> Greenhouse Gas Reduction: C. Collaborating with other governments in examining and exploring GHG reduction strategies on a regional basis through one or more of the following: (Related item) Development of additional infrastructure for cycling, walking, transit and carpooling as alternatives to single occupant vehicle use;</p> <p><u>332:</u> Trails: Shown on Map 4 of the Regional Parks Strategic Plan are two north-south connections with the Plan area from several conceptual eastwest trail alignments outside of the Plan area. One possible future north-south connection is with the Jordan River Regional Park and the other connection is with Highway #14 in the vicinity of Muir Creek (Page 45); &amp; The recommendations of the CRD Pedestrian and Cycling Master Plan (PCMP), released in 2012, are complementary to the goals and objectives of CRD Regional Parks. The PCMP identifies Highway #14 west of Sooke as a part of the Primary Inter-Connected Network and recommends upgrading the road to have separated on-street bikeways. No funding has been identified for these upgrades but some of the projects identified in the PCMP for elsewhere in the region are being implemented with assistance from Federal Gas Tax revenues for infrastructure improvements (Page 46).</p> <p><u>333:</u> Connectivity: Connectivity and pedestrian safety are important issues to the residents of the Plan area. Trails and improvements to Highway #14 are seen by the residents of Shirley – Jordan River as a solution to both these issues. Improvements to Highway #14, including bikeways as described in the PCMP, will enhance the safety for the non-motorized users of the highway and hopefully, lessen the reliance on vehicles by residents as they could walk and bike safely between their neighbourhoods. Over time, residents would like a network of local</p>
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	<p>trails developed in both the communities of Shirley and Jordan River that would connect residential areas with commercial nodes, local and regional parks and trails, and other community-based amenities. Of particular concern is the need to address a safe route for school-aged children to use when travelling independently in their community and to the school bus stops.</p> <p><u>351</u>: Safety and Maintenance Concerns: Heavy industrial vehicles use Highway #14 to carry lumber and aggregate into Victoria and to bring heavy equipment and materials to the west. Highway #14 crosses a number of creeks in the Plan area. The highway curves and twists down the steep ravine banks. Linear cracks along parts of Highway #14, especially in the ravines of Muir Creek and Kirby Creek, suggest there are areas of slope instability. There is a significant increase in traffic along the highway during the summer months as tourists visit the region. In 2018, the Province announced construction of a new pull-out for vehicles in the Muir Creek area. In the spring, heavy undergrowth can spread onto the road right-of-way obscuring sight lines and reducing the area of road shoulder available for walking and cycling. Residential driveways with direct access to Highway #14 can pose a traffic hazard. In Shirley, residents living north of Highway #14 must cross the highway to reach the community hall and restaurant. In Jordan River, residents in the hamlet must cross the highway to reach the water front and the new Regional Park. During the public consultation process, a number of suggestions were made for safety improvements to Highway #14, which have been identified as broad objectives for Traffic.</p> <p><u>353</u>: Alternative Transportation Options: Alternative options for transportation might address some of the transportation issues facing this rural area. Cycling is an effective form of transportation for shorter journeys although there are safety concerns about cycling along Highway #14. A common option for reducing the number of cars on the road is a formal carpool arrangement between friends and co-workers.</p> <p><u>451</u>: Goals for Transportation: A. Improved safety along Highway #14; &amp; B. Reduce the number of car trips to and from the Plan area.</p> <p><u>452</u>: Broad Objectives for Transportation: A. Make improvements to the efficiency and safety of Highway #14; G. Provide opportunities for bicycle and pedestrian routes on Highway #14 and in particular, between French Beach Provincial Park and Camp Jubilee, between Jordan River hamlet and the newly created Jordan River Regional Park, and to become part of the future multiuse regional trail network.</p> <p><u>453</u>: Objectives for Transportation: A. Develop a network of off-street trails to provide safer passage for pedestrians and cyclists than what is currently afforded by Highway #14; &amp; B. Reduce dependency on motor vehicles through support for public transit, alternative transportation methods and carpooling.</p> <p><u>461</u>: Goals for Service and Emergency Planning: B. Community health is improved through increased social and recreational opportunities for families and youth, volunteer programs to assist seniors and the local delivery of medical and community outreach programs.</p>
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<p><b>Port Renfrew Comprehensive Community Development Plan for Port Renfrew: Schedule “A” OCP Bylaw No. 3109</b></p>	<p><u>3.2:</u> Plan Objectives: 13. To provide for a system of organized or unorganized parks for either active recreation uses or for passive recreational pursuits. The major thrust of this objective is to ensure that there is a continuous network of open spaces linking parks with the other community land uses, which can be used by the residents of and visitors to Port Renfrew.</p> <p><u>4.6:</u> General Development Policies: 4) In the development of parks and recreation facilities, buffering should be placed between residential areas and recreation activity areas and associated traffic and parking areas, in order to eliminate adverse effects. With regards to the development of the overall Park and Open Space System, consideration should be given to the development of pedestrian and bicycle paths along publicly owned property, in order to provide convenient and safe access to park and recreation areas; 8) When property is developed alongside any major roads and no suitable pedestrian facility exists, the provision of sidewalks will be encouraged; 9) Separate pedestrian walkways should be provided, wherever possible, as part of the development of residential areas, to give access to open space, recreational areas, neighbourhood centres and the school; &amp; 10) The provision of convenient pedestrian facilities within any commercial development will be encouraged in order to create, wherever possible, separation between pedestrians and vehicles.</p> <p><u>4.13:</u> Development Approval Information: Highway 14 is currently the only public highway access route into Port Renfrew. Information on the impacts that a development may have on this access point is critical to the overall development of Port Renfrew;</p> <p><u>5.2:</u> Hiking Trails: 1. A network of community walkways and hiking trails in conjunction with provincial and regional trail systems should be developed, and eventually tied in with the West Coast Trail, Breakwater Trail, the Juan de Fuca Marine Trail and the proposed Kludahk Trail; 2. The shoulders of right-of-ways of Cerantes, Mill Bay, Parkinson Road and West Coast Roads should be left in place for future public trail alignments; &amp; 3. Motor bikes should be excluded from using the trail system.</p>
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**Report to the EAC – November 8, 2023**  
**Active Transportation Network Infrastructure Grant Application**

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<b><u>Guidance from the 2023 Community Parks and Recreation Strategic Plan</u></b>	
<b>Section: Heading(s) (Page No.)</b>	<b>Related Goal/Objective/Policy</b>
<u>Capital Planning:</u> “Ongoing” (Page 8)	Identify (and validate the need for) potential capital projects; & Explore ways to fund potential capital projects.
<u>Capital Planning:</u> “When appropriate” (Page 8)	Allocate resources for capital projects; Search for (and pursue) external funding; & Renew and refurbish aging infrastructure.
<u>Acquisition:</u> “Ongoing” (Page 10)	Involve First Nations in the visioning of new parks and linear corridors; & Work with neighbouring local governments to connect parks and linear corridors.
<u>Acquisition:</u> “If Feasible” (Page 10)	Connect existing parks and trails.
<u>Acquisition:</u> “Spread Awareness of” (Page 10)	New Parks and linear corridors.
<u>Community Considerations:</u> “Port Renfrew, Shirley-Jordan River, Otter Point, & Resource lands” (Page 12-14, & 18)	Connect neighbourhoods (including Pacheedaht First Nation); Develop more recreational amenities for children and youth; Acquire parkland for community use if residential development occurs; Connect neighbourhoods and parks with trails and linear park corridors; & Work with the District of Sooke and CRD Regional Parks to extend trails into Otter Point; Support community groups who wish to develop recreational amenities.
<u>First nations Discussions:</u> (Page 46)	There is a lack of recreational opportunities for children and youth; There is a lack of connectivity between parks and First Nations communities; & First Nations would like to help plan and locate new parks and trails.

## Report to the EAC – November 8, 2023

### Active Transportation Network Infrastructure Grant Application



### B.C. Active Transportation Network Application Form

**Your form has been submitted successfully**

Confirmation ID: **878735D3**

#### B.C. ACTIVE TRANSPORTATION NETWORK PLAN APPLICATION FORM

Please be advised that our online application system is currently only accepting one attachment for each subsection in Section 10: Attachments. We understand applicants may have more than one attachment for each subsection and we are working on resolving the issue.

In the meantime, you may submit your application through the online application system and provide any additional attachments by email to [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) with the subject line "BCAT Grant Application – Additional Attachments for (#/#)." Please note the maximum size for email attachments is 35MB.

Submit the completed online application along with the items listed below, and any other supporting documentation prior to submission deadline.

1. [Active Transportation Network Plan Cost Estimate Form](#).
2. Council/Board/Board Council Resolution/Approval OR Draft Resolution with anticipated submission date for fully authorized resolution (Note that fully authorized resolution must be submitted by December 1, 2023).

If you require further information or assistance, please read the [Program Guidelines](#), or contact program staff at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca).

Information collected is subject to [B.C.'s Freedom of Information and Protection of Privacy Act](#).

Please fill out each section sequentially. You can preview each section by expanding it, but you can only fill it out once the previous one is complete.

#### ^ SECTION 1. APPLICANT INFORMATION

##### Primary government applicant

Legal name of government applicant \*

Capital Regional District

Street address \*

#3-7450 Butler Road

City \*

Sooke

Postal code \*

V9Z 1N1

Community population \*

5,531

[Report community population as per 2021 Census](#)

Government applicant type \*

- Municipality
- Regional District or an Electoral Area of a Regional District
- Islands Trust
- Indigenous government
- Indigenous Economic Development Corporation where the Nation is the shareholder

Contact name \*

Iain Lawrence

Contact title \*

Phone \*  Email \*

NEXT

^ SECTION 2. REQUIREMENTS IN ORDER TO ADVANCE

**i** NOTE: If you answered NO to any of the below questions, your project may not be ready to advance in the evaluation process. Contact [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) for application help.

1. Is the population of the community less than 25,000? The Province supports smaller communities through 50% cost-sharing of up to \$50,000 for development of an Active Transportation Network Plan. Larger communities are not eligible. \*

- Yes
- No

2. Do you have the Active Transportation Network Plan Cost Estimate form to with your application? \*

- Yes
- No

**i** Please see [Active Transportation Network Plan Cost Estimate Form](#).

3. Has the Council/Board/Band Council Resolution/Approval been obtained and submitted with your application? \*

- Yes
- No

**i** NOTE: If an authorized resolution is not available by the application deadline due to meeting schedules, a draft resolution with anticipated date of submission for fully authorized resolution may be submitted with application package. The fully authorized resolution must be submitted by December 1, 2023.

Please provide any additional information regarding any challenges in achieving the grant funding eligibility requirements, as per the questions above: \*

The below draft Resolution that will be provided to the CRD Board at the November 8, 2023, meeting. A fully authorized resolution will be submitted via online portal or email following the November meeting and prior to December 1, 2023.  
By Resolution the Capital Regional District Board Moves:  
1) That an application to the Province of British Columbia Active Transportation Network Infrastructure Grants Program for the purpose of developing an Active Transportation Network Plan for the Juan de Fuca Electoral Area, be supported;  
2) That if awarded, the funding provided through the British Columbia Active Transportation Network Grant Program will be matched by an equal amount from the Juan de Fuca Electoral Area Parks and Recreation service; and  
3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation Network Plan grant funds and overseeing grant management for the proposed project.

NEXT

^ SECTION 3. COMPONENTS

4. Project title \*

5. Description (high level scope outline) \*

The purpose of this project is to develop an Active Transportation Network Plan with goals of improving public safety and access to active transportation opportunities within the communities of the JdFPA and along the Highway 14 corridor. This plan will also consider options for connecting to other Community Trails in adjacent communities/jurisdictions.

6. Will the Active Transportation Network Plan address conflicts caused by traffic congestion? \*

- Yes  
 No

7. Will the Active Transportation Network Plan support active transportation commuting? \*

- Yes  
 No

Active transportation is defined as human-powered forms of commuting to work, school, recreation, socializing or running errands.

8. Will the Active Transportation Network Plan include access to major destinations within a municipality, regional district and/or provincial active transportation routes? \*

- Yes  
 No

(e.g., major employers, business districts, schools, hospitals, recreation areas, shopping, trails, transit)

Describe: \*

The Active Transportation Network Plan will have a focus on Highway 14, which forms a corridor by connecting all homes, services, schools and regionally and provincially significant destinations between Otter Point and Port Renfrew. The Highway 14 corridor is part of the Pacific Marine Circle Route (South Island Spirit Loop), providing access to French Beach, China Beach, Sombrio, and Botanical Beach Provincial Parks as well as Lake Cowichan.

9. Will the Active Transportation Network link to any of the following? \*

- Transit  
 Aviation  
 Train  
 Ferries  
 Park and Ride  
 Roads  
 Other

Describe: \*

The Active Transportation Network Plan will also review potential connections with existing trails, linear park systems, and active transportation infrastructure such as but not limited to the Galloping Goose.

NEXT

#### ^ SECTION 4. HEALTH AND ECONOMY

10. Describe how the Active Transportation Network Plan will align with the community's goals and priorities related to healthy living: \*

The proposed project focuses on the realization of shared community health goals that prioritize connectivity through safe and inclusive active transportation systems expressed by the collective community through the JdFPA Official Community Plans and the 2023 JdF Parks and Recreation Strategic Plan. These systems are recognized as key infrastructures that greatly influence the physical and mental well-being of the broader community, and visitors.

11. Describe the potential economic benefits to your community: \*

Should this plan be adopted, it is anticipated that the local economy will benefit through the construction of trails/sidewalks, enhanced tourism opportunities, and additional retail/commercial activity including small business employment.

(e.g., construction of the infrastructure will provide local jobs; enhance tourism, connect retail centres and employment)

NEXT

^ SECTION 5. SAFETY

12. What are some of the safety issues in your community that will be addressed in your Active Transportation Network Plan? \*

This Active Transportation Network Plan (ATNP) will link people with neighbourhoods, local amenities, and schools. People conducting modes of active transportation are forced to cautiously navigate the shoulder of public highways. With maximum speed limits that can reach 80 km/h, these transportation routes are especially dangerous in areas adjacent to steep slopes or narrow passage and options for safe travel between communities is either limited or nonexistent.

(e.g., stairway linking neighbourhoods to schools, sidewalks for safer pedestrian travel, bike paths linking the town centre to recreation areas)

Please provide details on how the Active Transportation Network Plan will address safety concerns, including supporting documentation and quantitative data or anecdotal data: \*

The Active Transportation Network Plan will address safety concerns by identifying and investigating opportunities for separating active transportation from motor vehicle traffic, linkages to existing active transportation infrastructure, and connections through linear park systems. Safety issues and improvement opportunities will be identified through engagement with the broader community. Investigation will be supported by information from ICBC Statistics, the National Collision Database, the JdFPA Official Community Plans, and the 2023 JdF Parks and Recreation Strategic Plan.

 [ICBC Statistics](#) and crash maps for the province and Transport Canada's [National Collision Database](#) provides data on bicycle and pedestrian collisions with vehicles.

Provincially funded active transportation projects must be consistent with best practices for active transportation design. Indicate which documents you plan to use in network plan development:

- B.C. Active Transportation Design Guide
- Guideline for the Development of Bicycle Facilities (4th Edition)
- Urban Bikeway Design Guide
- Bikeway Traffic Control Guidelines for Canada
- Other

Please refer here for more information:

- [B.C. Active Transportation Design Guide](#) (This is the **preferred** document)
- [Guideline for the Development of Bicycle Facilities \(4th Edition\)](#)
- [Urban Bikeway Design Guide](#)
- [Bikeway Traffic Control Guidelines for Canada](#)

NEXT

^ SECTION 6. TIMING, CONSULTATION AND MONITORING

Will the Active Transportation Network Plan be complete and approved by March 2025? \*

- Yes
- No

 Completed and approved by: March 31, 2025.

14. Describe any consultation and/or engagement you will be undertaking, include key stakeholders, methodology and possible timing: \*

Following the OCP process and guidance from the grant program, key stakeholders will include local First Nations, local residents, the Juan de Fuca Parks and Recreation Advisory Commission, CRD Regional Parks, and the District of Sooke. There are regular monthly Commission meetings that are open to the public, and direct meetings with stakeholders will occur as needed and identified.

If awarded and once consulting services have been acquired, we anticipate that engagement would commence during early 2024. The CRD intends to work with a consultant towards the development of an inclusive engagement strategy, ensuring agency for First Nations and local residents.

15. Describe any data collection you will be undertaking, and if/how longer-term data collection will be a part of the Active Transportation Network Plan: \*

Long term data collection will include community surveys aiming to specify locations and routes of stakeholder interest investigated as spatial-thematic data (thematic maps) used for way-finding, trail planning and consideration of park land dedication during development applications. Data collection will be conducted in accordance with local governance procedures providing the community with opportunities to confirm met expectations or benefits and identify missed opportunities or concerns. Data collection may also include traffic counts as budget and existing services allow.

16. Describe how you will monitor the implementation of the Active Transportation Network Plan to ensure success: \*

Monitoring of the plan will involve several feedback and interactive approaches. As development applications come forward, the Active Transportation Network Plan will assist in guiding what type of infrastructure and connections are desirable. This will also allow for initiatives from the plan to translate to adjacent/near vicinity developments to provide connectivity and cohesive design and function.

Progress on CRD projects and initiatives are also report on through annual service planning and budgeting to relevant committees and commission. Progress on the Active Transportation Network Plan, will be reported to the InFEA Community Parks and Recreation Commission as directed by the 2023 JoF Parks and Recreation Strategic Plan.

NEXT

^ SECTION 7. PARTNERSHIPS

17. What other agencies have right-of-way(s) within the proposed Active Transportation Network Plan area? Please list all agencies:

Ministry of Transportation and Infrastructure (MoTI), BC Hydro, CRD Regional Parks, BC Parks, and the District of Sooke.

(e.g., Other agencies with a right-of-way could include Ministry of Transportation and Infrastructure, B.C. railway operators, B.C. Hydro)

Will the above agencies be consulted during the development of the Active Transportation Network Plan?

- Yes
- No

NEXT

^ SECTION 8. PROJECT COST INFORMATION

**i** Please see [Program Guidelines](#) for information on eligible costs, ineligible costs, and third-party contributions. Grant request must be 50% of total eligible costs less third-party or in-kind funding, or \$50,000 which ever is less.

(A) Total Estimated Project Cost:	CA\$60,000.00 *
(B) Total Estimated <b>Eligible</b> Project Cost: (must match Cost Estimate form)	CA\$60,000.00 *
(C) Third party contribution(s), or in-kind/donated contributions:	CA\$0.00
(D) Total Estimated Eligible Project Cost less third-party or in-kind contributions: (B) - (C)	CA\$60,000.00 *
(E) <b>Grant Request:</b> (Grant request must be 50% of total eligible costs less third-party or in-kind funding, or \$50,000, whichever is less)	CA\$30,000.00 *
Applicant Share: (A) - (C + E)	CA\$30,000.00 *

NEXT

^ SECTION 9. DOCUMENT CHECKLIST

**i** NOTE: Supported file formats: PDF, PNG, XLSX, DOC, DOCX, JPG, JPEG.

Active Transportation Network Plan Cost Estimate \*

File Name	Size
<a href="#">H1349-2022-23_ATNP_Cost_Estimate.xlsx</a>	92.51 kB

**i** Please see [Active Transportation Network Plan Cost Estimate Form](#).

Council/Board/Band Council resolution OR draft resolution with anticipated submission date for fully authorized resolution \*

File Name	Size
<a href="#">ATNP_LETTER.pdf</a>	114.94 kB

**i** NOTE: fully authorized resolution must be submitted by December 1, 2023.

NEXT

^ SECTION 10. AUTHORIZATIONS

We, Capital Regional District, certify that the information contained in the Application Package is to the best of our knowledge, correct and complete. We confirm that necessary local funds have been allocated for this project, that the project is a priority and is shovel ready as per the criteria in the Application Form, and that our intention is to complete this project within the required timeline. We are aware that, if grant is awarded, incurred costs will be eligible as of the project approval date. \*

**Project Manager Approver**

Project Manager Approver Signature \*



Sign above

Name \*

Date \*

**Financial Approver**

Financial Approver Signature \*



Sign above

Name \*

Date \*

of Transportation  
 structure

**COST ESTIMATE**

Applicant Name: Capital Regional District  
 Project Title: Juan de Fuca Electoral Area - Active Transportation Network Plan  
 Cost Estimate Prepared By: Iain Lawrence  
 Date of Cost Estimate (dd-mm-yyyy):  
 Cost estimate must be current or forecasted to planned date: 26-Oct-23  
 (if construction specify in comments)  
 Cost Estimate Class (select one, guidance below):  
 Only A-C are eligible for this program:

ELIGIBLE COSTS				
* Insert rows as necessary	Description	Quantity	Per Unit Amount	Total Cost
<b>Plan Development</b>				
	Background research and issue identification	1.00	20,000.00	20,000
<b>Consutant fees and services</b>	Drafting and implementation of an engagement plan for ATNP	1	20,000	20,000
	Drafting and implementation of an Active Transportation Network Plan	1	20,000	20,000
				0
<b>Plan Development Sub-Total:</b>				<b>\$60,000</b>
<b>Design / Engineering</b> (option to prepare project specific design for priority projects using principles in the B.C. Active Transportation Act)				
				0
				0
				0
<b>Design / Engineering Sub-Total:</b>				<b>\$0</b>
<b>Materials</b>				
				0
E.g. printing costs				0
				0
				0
<b>Materials Sub-Total:</b>				<b>\$0</b>
<b>Other Eligible Costs</b>				
				0
				0
<b>Other Eligible Costs Sub-Total:</b>				<b>\$0</b>
* Insert rows as necessary	Description	Quantity	Per Unit Amount	Total Cost
<b>Contingency</b>				
No greater than 20% of total eligible costs				
				0
				0
<b>Contingency Sub-Total:</b>				<b>\$0</b>
<b>TOTAL ELIGIBLE COSTS*:</b>				<b>\$60,000</b>

\* Total Eligible Costs must match total in the Total Eligible Costs in the Application Form - Fiscal Year Breakdown.

\*\* Do not include in-kind contribution as it is an ineligible cost.

**Cost Estimate Comments**

Please add any information that you feel is relevant to your cost estimate.

Cost Estimate Classes - definitions & assumptions <small>[sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]</small>	
Cost estimate class	Features & Uses
<b>Class A</b>	- Detailed estimate based on final drawings and specifications - Used to evaluate tenders
<b>Class B</b>	- Prepared after completing site investigations and studies, and after defining major systems - Based on a project brief and preliminary design - Used for project approvals and budgetary control
<b>Class C</b>	- Prepared with limited site information and based on probable conditions - Captures major cost elements - Used to refine project definition and for preliminary approvals
<b>Class D (INELIGIBLE)</b>	- Preliminary estimate based on little or no site information - Represents the approximate magnitude of cost, based on broad requirements - Used for preliminary discussion and long-term capital planning

Eligible/Ineligible Costs: The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials	
Eligible Costs	Ineligible Costs
Consultant fees (including travel costs, engineer assessment, etc.)	Legal costs
Printing costs	Costs incurred prior to the start date or after the project completion date set out in the Conditional Grant Agreement
Community engagement and consultation costs	Any goods and services costs which are received through donations or in-kind
	Taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates



**Juan de Fuca Community Planning**  
3 – 7450 Butler Road  
Sooke, BC V9Z 1N1  
T: 250.642.1500 | F: 250.642.5274 | Web: www.crd.bc.ca

October 26, 2023

BC Active Transportation Infrastructure Grants Program:  
Active Transportation Network Planning Grant

Ministry of Transportation and Infrastructure  
Attn: BC Active Transportation Infrastructure Grants Program PO Box 9850 Stn.  
Prov. Govt., Victoria, BC V8W 9T5  
(Physical Location: 5C – 940 Blanshard Street, Victoria, BC V8V 3E6)  
Email: [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca)

Sent via online portal with the appropriate application form

To Whom It May Concern:

**RE: AN APPLICATION BY THE CAPITAL REGIONAL DISTRICT FOR THE BRITISH COLUMBIA ACTIVE TRANSPORTATION INFRASTRUCTURE GRANTS PROGRAM ACTIVE TRANSPORTATION PLANNING GRANT**

The Capital Regional District (CRD), is providing this letter with the completed application form together submitted through the online portal in competition for the Active Transportation Planning Grant and providing information in accordance with the BC Active Transportation Grants Program Guidelines 2023/24, which requires:

Completion of the online application form submitted through the online portal that identifies costs for tendering consultation services towards the creation and adoption of an Active Transportation Network Plan (ATNP).

A draft Resolution that will be provided to the CRD Board at the November 8, 2023, meeting. A fully authorized resolution will be submitted via online portal or email following the November meeting and prior to December 1, 2023.

Draft Resolution, to be received by the CRD Board for authorization at the November 8, 2023, meeting:

By Resolution the Capital Regional District Board Moves:

- 1) That an application to the Province of British Columbia Active Transportation Network Infrastructure Grants Program for the purpose of developing an Active Transportation Network Plan for the Juan de Fuca Electoral Area, be supported;
- 2) That if awarded, the funding provided through the British Columbia Active Transportation Network Grant Program will be matched by an equal amount from the Juan de Fuca Electoral Area Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation Network Plan grant funds and overseeing grant management for the proposed project.

**Active Transportation Grants Program:**  
**Active Transportation Network Planning Grant**

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2

This letter acknowledges and confirms the outlined components of an ATNP and that awarded candidates will enter into a grant agreement procedure with the provincial government. In anticipation, the CRD is eager towards improving public safety, betterment of physical & mental health, and socio-economic well-being by providing inclusive active transportation opportunities for communities and visitors in the CRD.

If additional information or communication regarding this grant opportunity is required, then please contact the Juan de Fuca Community Planning Office at 250.642.8100.

Yours truly,



Iain Lawrence, Senior Manager  
Juan de Fuca Local Area Services



**Report to the EAC – November 8, 2023**  
**Active Transportation Network Infrastructure Grant Application**

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**Juan de Fuca Electoral Area Parks and Recreation Advisory Commission**  
**September 26, 2023**

**2**

**7. Delegation – Juan de Fuca Community Planning**

**a) BC Active Transportation Network Plan Grant**

Darren Lucas spoke to the staff memo to the Commission regarding the CRD's intention to submit an application to the British Columbia Active Transportation Infrastructure Grants Program to fund the development of an Active Transportation Network Plan (ATNP). Noting that an ATNP works towards improving active transportation opportunities and public safety within the communities of the Juan de Fuca Electoral Area, including those in proximity of West Coast Road, identified as the Highway 14 corridor. Attention was directed to the completed application form, maps, and guiding local Official Community Plans and Community Parks and Recreation Strategic Plan policies as included in the staff memo.

Commission support was forwarded for making application as an ATNP supports the policy statements of the local Official Community Plans and the Community Parks and Recreation Strategic Plan which encourage greater transportation options, safer transportation routes and opportunities for park and trail connectivity.

**MOVED** by Commissioner Jorna, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission supports making an application to the British Columbia Active Transportation Infrastructure Grants Program.

**CARRIED**



Making a difference...together

**REPORT TO THE ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 8, 2023**

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**SUBJECT**      **British Columbia Active Transportation Infrastructure Grant Application –  
Schooner Way School Trail for the Southern Gulf Islands**

**ISSUE SUMMARY**

To seek a resolution of support from the Capital Regional District (CRD) Board for an application to the British Columbia Active Transportation Infrastructure Grants program to fund the construction of the Schooner Way School Trail, an active transportation infrastructure initiative on North Pender Island within the Southern Gulf Islands Electoral Area (SGI EA), and seek approval for staff to enter into an agreement to receive grant funds if successful.

**BACKGROUND**

There is an opportunity for the CRD to submit a grant application under Active Transportation Infrastructure stream of the British Columbia Active Transportation Infrastructure Grants Program. The program enables applications to be submitted for different communities within a Regional District. This project is being led by the Pender Parks and Recreation Commission (PIPRC), which operates the CRD community parks service on Pender Island.

The Schooner Way School Trail project is a 1.638km long, 3 metre wide, multi-use active transportation trail between the Danny Martin Park (Buchaneer's Road & Schooner Way) and the Pender Island Elementary and Middle School and the Health Centre on Canal Rd. This trail will serve about 5000 full-time and seasonal residents, and tens of thousands of visitors to Pender Island, and will especially benefit the 1930 residents of Pender's largest and most densely populated neighbourhood, Magic Lake Estates, by connecting them directly to community services and amenities.

The Schooner Way Trail will be built over two phases; the current application focuses on phase one, that involves the construction of 1190 metres with a cost of \$1,430,000. The Ministry of Transportation and Infrastructure (MOTI) will be providing bulk-rock from another road project they have on Pender, and this enables CRD to save about \$330,000 in this phase, as well as reduce greenhouse gas emissions. The partnership between MOTI and CRD creates tremendous cost savings for this project.

At its meeting of October 16, 2023, the Commission confirmed its support for the submission of an application to the Grant Program. Goals identified by the Commission include improving public safety and access between the school and the high-density neighbourhood of Magic Lake.

Previously the strategic planning phase and public consultation have been completed. The recent public open houses yielded 100% support for the project. As well private donation/pledges have been received in the amount of \$200,000 for this first phase.

Applications to the Grant Program were required to be submitted by October 27, 2023, and the submission of a supporting Board Resolution is required prior to December 1, 2023. The Grant application is attached in Appendix A.

**Report to the EAC – November 8, 2023**  
**Active Transportation Infrastructure Grant Application – SGI**

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**ALTERNATIVES**

*Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That an application to the British Columbia Active Transportation Infrastructure Grant Program for the purpose of constructing the shovel-ready, priority Schooner Way School Trail on North Pender Island be supported;
- 2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Southern Gulf Islands Electoral Area, Pender Island Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.

*Alternative 2*

That staff be instructed not to proceed with an application to the Active Transportation Infrastructure Grant Program.

**IMPLICATIONS**

*Alignment with Board & Corporate Priorities*

The CRD 2023-2026 Corporate Plan initiative 16b-1 provides direction to work with commissions to enhance and manage community parks, recreation facilities and trail networks and to deliver service improvements where needed.

*Alignment with Existing Plans & Strategies*

This Active Transportation proposal is in alignment with the SGI Active Transportation Plan (2022); SGI Transportation Integration Plan (2022); Gulf Islands Regional Trail Plan (2018).

*Environmental & Climate Action*

The project will provide the 5,000 full time and seasonal residents of Pender Island, and tens of thousands of visitors, an opportunity to shift away from vehicles to active and integrated modes of travel which ultimately reduces Green House Gas (GHG) emissions. MOTI has provided bulk rock from a road project on Pender Island, eliminating the need to transport those materials off the island on BC Ferries, thereby reducing emissions. This rock will be processed into the prescribed aggregate sizes on-island, and then moved a short distance to the project site. Relative to other projects that do not have a source of aggregate nearby, the partnership between MOTI and CRD creates tremendous energy savings for this project.

*Financial Implications*

The Active Transportation Infrastructure Grant program requires that the local government contribute a minimum of 50% of the project costs associated with developing the project. The total grant request is \$ 500,000 of the total estimated project cost of \$1.43 million for Phase one. The contribution of the bulk-rock from MOTI enables the cost to be reduced by \$330,000, PIPRC has raised \$200,000 in donations/pledges towards the \$600,000 applicant share. If the grant is awarded, the remaining \$ 400,000 will be raised through a combination of additional donations, Community Works Funds and PIPRC Capital Reserve Funds.

*First Nations Reconciliation*

WSÁNEĆ Leadership Council and CRD have quarterly meetings to review projects that require land alteration for consideration of archaeology and cultural heritage. This project would be

**Report to the EAC – November 8, 2023**  
**Active Transportation Infrastructure Grant Application – SGI**

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discussed at those meetings and would follow other referral protocols to engage other interested Nations.

During the SGI Transportation Integration Plan engagement process, CRD connected with WLC which then included TSAWOUT as well as Penelakut to discuss transportation issues and learned that there is an interest in participating in inter-island transportation solutions. This active transportation connection may also generate interest.

*Intergovernmental Implications*

The Ministry of Transportation and Infrastructure (MOTI) is the authority having jurisdiction for subdivision and road construction and maintenance in the Electoral Area. A License of Occupation is required for this roadside trail and they have confirmed that it will be provided to secure tenure for the trail. This route is identified in the Official Community Plan for North Pender Island (Islands Trust).

*Service Delivery Implications*

The Schooner Way Trail will become an asset managed by the Pender Island Parks and Recreation Commission that will follow CRD's best practices for the management and maintenance of Active Transportation infrastructure.

**CONCLUSION**

There is an opportunity for the CRD to receive grant funding under the BC Active Transportation Infrastructure Grant program. If awarded, PIPRC would fund their portion through SGI Community Works Funds, public donations and the PIPRC capital reserve. To be able to potentially access this grant, staff need to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting the grant funds and overseeing grant management for the proposed projects. The BC Government only considers applications that include a supportive Board resolution confirming that the Schooner Way School Trail is intended as a priority, to be completed in a timely manner, and for a local government to contribute an equal share to the provincial grant funding provided.

**RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:

- 1) That an application to the British Columbia Active Transportation Infrastructure Grant Program for the purpose of constructing the shovel-ready, priority Schooner Way School Trail on North Pender Island be supported;
- 2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Southern Gulf Islands Electoral Area, Pender Island Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.

Submitted by:	Justine Starke, RPP, MCIP, Manager, Southern Gulf Islands Electoral Area
Concurrence:	Stephen Henderson, Senior Manager, Real Estate and Southern Gulf Islands
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer

**Report to the EAC – November 8, 2023**  
**Active Transportation Infrastructure Grant Application – SGI**

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**ATTACHMENTS**

Appendix A: Grant Program Application Form  
Appendix B: SGI Active Transportation Plan

## B.C. Active Transportation Infrastructure Application Form

### B.C. ACTIVE TRANSPORTATION INFRASTRUCTURE APPLICATION FORM

Please read the [Program Guidelines](#) before completing this online application form. A separate application must be completed for each project (max 2 per community). Submit the completed online application form with the following supporting documentation prior to submission deadline.

1. [Active Transportation Infrastructure Cost Estimate Form](#).
2. Detailed design drawings made by a qualified engineer or technologist.
3. Project specific map(s) detailing: project location, municipal boundaries, associated cycling/pedestrian networks, linkages to other modes of transportation and destination choices (e.g., schools, shopping areas, large employers).
4. Before photos of the proposed project. After photos will be required upon project completion.
5. Community and/or Indigenous government consultation summary.
6. Council/Board/Band Council resolution OR draft resolution with anticipated submission date for fully authorized resolution (*fully authorized resolution must be submitted by December 1, 2023*).

If applicable:

1. Permits/Approvals/Authorization letters (e.g., Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, Lands and Natural Resource Operations, B.C. Hydro, etc.).
2. Partnership agreements, if any.
3. Environmental approvals (e.g., from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc.).
4. Endorsement from large vehicle operators (e.g., B.C. Ferries, Public Transit, Emergency Services).
5. Letter(s) of support.
6. [Usage Count Form](#).

Information collected is subject to [B.C.'s Freedom of Information and Protection of Privacy Act](#).

If you require further information or assistance, please visit the website or contact program staff at [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca).



Please fill out each section sequentially. You can preview each section by expanding it, but you can only fill it out once the previous one is complete.

#### ^ SECTION 1. APPLICANT INFORMATION

### Primary government applicant

Legal name of government applicant \*

Street address \*

City \*

Postal code \*

Community population \*

[Report community population as per 2021 Census](#)

Government applicant type \*

- Municipality
- Regional District
- Islands Trust
- Indigenous Government
- Indigenous Economic Development Corporation where the Nation is the shareholder

Contact name \*

Stephen Henderson

Contact title \*

Senior Manager of Real Estate and the Southern Gulf Islands Electoral Area

Phone \*

(250) 360-3136

Email \*

shenderson@crd.bc.ca

Is this project a partnership between two governments? \*

Yes

No

NEXT

▼ SECTION 2. FUNDING AVAILABLE

▼ SECTION 3. REQUIREMENTS IN ORDER TO ADVANCE

^ SECTION 4. PROJECT TYPE

Project title \*

Schooner Way Trail- Pender Island

Project rank in priority if multiple applications (2 maximum per community) are submitted: \*

N/A

1st priority

2nd priority

Infrastructure type



**Infrastructure Type:** Active transportation relates to human-powered forms of transporting goods and people to work, school and community destinations. It can take many forms and is continually evolving as new technologies emerge. It includes walking, cycling, rolling (e.g., skateboarding, in-line skating), and other existing and emerging modes.

The [B.C. Active Transportation Design Guide](#) can help identify the infrastructure type(s) that best describe(s) your project.

Please select at least one option below from the following categories: *pedestrian-only facilities, cycling-only facilities, multi-use facilities, intersections and/or street crossings, end-of-trip facilities.*

Check all that apply: \*

[Learn more about Pedestrian-Only Facilities](#)

18. Pedestrian-Only Facilities:

New

Upgrade

Sidewalk

Bridge/overpass

Actuated crosswalks

Stairs

Curb extensions

Improved accessibility

Trail

Pavement markings

Automatic counters

Other

[Learn more about Cycling-Only Facilities](#)

19. Cycling-Only Facilities:

- New
- Upgrade
- Protected one-way bicycle lane
- Protected two-way bicycle lane
- Neighbourhood bikeways
- Buffered bicycle lanes
- Painted bicycle lanes
- Bicycle accessible shoulders
- Advisory bicycle lanes
- Bridge/overpass
- Automatic counters
- Other

[Learn more about Multi-Use Facilities](#)

20. Multi-Use Facilities:

- New
- Upgrade
- Multi-use path with mode separation
- Multi-use path without mode separation
- Bridge/overpass
- Pedestrian/cyclist counters
- Personal mobility share
- Other

[Learn more about Intersections and/or Street Crossings](#)

21. Intersections and/or Street Crossings:

- Street Markings
- Signage
- Traffic Island
- Traffic Lights
- Curb Ramps
- Other

[Learn more about End-of-Trip Facilities](#)

22. End-of-Trip Facilities:

- Bike Racks
- Washrooms
- Water fountains
- Lockers
- Other

23. Other types of active transportation infrastructure:

^ SECTION 5. PROJECT OVERVIEW

24. Provide the following information about your project in one to three sentences: **project type, location** (address start and end points) and **total length (km)** (if length is applicable): \*

The Schooner Way Trail project is a 1.638km long, 3 metre wide, multi-use active transportation trail between the Danny Martin Park (Buchaneer's Road & Schooner Way) and the Pender Island School (5714 Canal Rd.) on Pender Island. In the summer months, the trail will serve up to 5000 fulltime and seasonal residents, and tens of thousands of visitors, and will especially benefit the 1930 fulltime residents of Pender's largest and most densely populated neighbourhood, Magic Lake, by connecting them directly to community services and amenities. \*

 Latitude and longitude refer to geographic coordinates of the start and end points for the project. Enter the coordinates, if known, and MoTI will use them to map active transportation projects in B.C. for an inventory and for future funding purposes.

Project Start Latitude \*

48.7662300

Project Start Longitude \*

123.2849600

Project End Latitude \*

48.7618390

Project End Longitude \*

123.2698250

25. List the physical works to be undertaken for the project: \*

Schooner Way Trail will be built over 2 phases; this application focuses on phase 1. In phase 1, 1190 metres will be constructed. This Phase of the project is considered lower risk construction. There are no culverts greater than 600mm proposed, no bridges, no retaining walls, no rock cut. The shoulder is wide enough to accommodate this trail. The trail will not be lit, and will not require any fencing in this initial phase. 134 trail curbs will be required where the terrain does not enable the trail to be offset from the road. MOTI will be providing about 4000 m3 of fill material for the project that will enable a large savings for both organizations. MOTI has provided the bulk rock from another roads project on Pender that enables CRD to reduce this project's overall price by about 20 to 25%. The partnership between MOTI and CRD creates tremendous cost savings for this project.

Be sure to include all project components (e.g., lighting, automatic counters, fencing), attach maintenance agreement if applicable.

26. Is any part of the project being constructed on property that is not owned by the applicant? \*

- Yes  
 No

 Please attach approval document in Section 10.

27. Will the primary applicant maintain the infrastructure once it is built? \*

- Yes  
 No

28. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? (e.g. line of credit, changing the scope of the original project) \*

Funds will be sourced from the CRD's Community Parks Capital Plan. An amendment to the Capital Plan will be requested if project costs escalate beyond budgeted contingencies. There are sections of the trail that could be modified to further reduce the scope as a last resort. We are also working with community partners that are donating substantial funds to this project and we could go back to them for additional contributions.

Please note that this grant program does not provide additional funds to cover cost overruns.

Usage Count Form is not applicable for selected type(s) infrastructure

## Usage count form

 In situations where this digital form is not accessible or practical, the [Usage Count Form](#) can be downloaded for field use. Take notes on the form during your field work, and return here to input the data.

A count to determine the actual number of people currently using Active Transportation (AT) on a proposed project site is required for *each* application submitted. This data will help quantify the impact of grant investments on Active Transportation use so accuracy is essential. The Active Transportation mode being counted should be consistent with the facility type being proposed, e.g. pedestrians for a sidewalk, cyclists for a bicycle lane, both pedestrians and cyclists for a multi-use path. The 'other' category may include forms of Active Transportation such as skateboards, scooters, etc.

A count is required for all infrastructure projects that do not solely consist of amenities and end-of-trip facilities.

**A minimum of two count periods is required, but four or more are recommended. Failure to submit this data will result in the application being ineligible for funding.**

Usage counts should be taken during the peak commuter periods, generally considered to be from 7 AM to 9 AM and 4 PM to 6 PM on a Tuesday, Wednesday, or Thursday. As a secondary count, a weekend (i.e. 12PM to 2PM on Saturday) is also recommended. If existing counts from the previous year exist for the site in question, they may be submitted instead. If the proposed project will be installing active transportation infrastructure where there is no infrastructure currently, e.g. a trail or overpass that does not yet exist, counts should be undertaken in the vicinity or at the most likely alternate route.

**Successful applicants will be required to submit a follow-up usage count one year after project completion.** It is recommended that applicants consider starting a permanent count program. Please see the [Program Guidelines](#) for details. Please contact [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) with any questions.

DATE	STATION LOCATION	COUNT PERIOD (e.g. 7AM - 9AM)	ACTIVE TRANSPORTATION MODE		
Date *	Station Location *	Count Period *	Bicycle *	Pedestrian *	Other *
2023-09-14 	Medicine Beach	4pm-5pm	4	3	0
2023-09-14 	Medicine Beach	5-6pm	0	0	0
2023-09-16 	Medicine Beach	1pm-2pm	5	8	0
2023-09-16 	Medicine Beach	2pm-3pm	11	6	0
2023-09-16 	Medicine Beach	3pm-4pm	9	9	2
2023-09-19 	Medicine Beach	3pm-4pm	4	8	0
2023-09-19 	Medicine Beach	4pm-5pm	2	3	0
2023-09-21 	Canal & Aldridge	7am-8am	0	0	0

DATE	STATION LOCATION	COUNT PERIOD (e.g. 7AM - 9AM)	ACTIVE TRANSPORTATION MODE		
Date *	Station Location *	Count Period *	Bicycle *	Pedestrian *	Other *
2023-09-21 	Canal & Aldridge	8am-9am	0	4	0
2023-09-26 	Canal & Aldridge	3pm-4pm	1	1	0
2023-09-26 	Canal & Aldridge	4pm-5pm	0	3	0

## Totals

Bicycle	Pedestrian	Other
36	45	2

NEXT

### ^ SECTION 6. SAFETY

29. Provincially funded active transportation projects must be consistent with the best practices for active transportation design appropriate for the local community context. Indicate how your project design aligns with the [B.C. Active Transportation Design Guide](#) or other publications: \*

The project meets or exceeds the BC Active Transportation Design Guide standards where possible. The trail has a designed width of 3 metres and a physical buffer of at least 0.3 metres. There are railing added to the edge of the trail when the repose slope of the aggregate is greater than 1.5:1. Street crossing markers will be installed that are consistent with cross-walk and cross-back standards. Signage will be added that will be consistent with Design Guide Standards. The CRD has retained an engineering firm that has designed other trails to the standard and they have communicated that they have been following the Design Guide where possible. Some recommended minimums will not be met due to challenging topography. Further details on how the design conforms to the Design Guide can be found in section 35. \*

30. Is this project responding to any safety concerns raised in the community? \*

- Yes  
 No

 Please provide details on how this project addresses those concerns, including **supporting documentation and data**. (*ICBC Statistics and crash maps for the province and Transport Canada's National Collision Database provides data on bicycle and pedestrian collisions with vehicles, if applicable*). Anecdotal data can also be provided.

What are the known safety issues that will be addressed by this project? \*

The SGI Integrated Transportation Plan (2022) highlight's a lack of safety for pedestrians and cyclists on the hilly, winding and narrow Pender road network. 1060 residents responded to two public surveys, and their top active transportation priority was to create more space for safe walking and cycling on existing roadways. For example, Pender's roads are considered so busy and hazardous that none of Pender's school children walk or cycle to school. Anecdotally, many Pender cyclists no longer cycle on island roads due to previous close calls with motor vehicles. Pedestrians wear high visibility vests and are often forced to walk with their backs to traffic because of blind corners, poor sightlines and narrow shoulders. ICBC Statistics recorded one crash involving cyclists, and one crash involving pedestrians on Pender Island between 2018-2022. On nearby Salt Spring Island, seven crashes involving cyclists and five crashes involving pedestrians occurred between 2018-2022.

31. Please detail how safety will be monitored post-completion: \*

Safety will be monitored post-completion in the following ways:

1. The Pender Island Parks and Recreation Commission will do a visual inspection of the asset daily to flag concerns over function and safety.
2. PIPRC's maintenance contractor will regularly assess the safety of the facility and any required infrastructure improvements, and preventative maintenance requirements (i.e. to drainage, railings, tread resurfacing).
3. An annual operating program to address vegetation management, facility management, preventative maintenance, condition assessments and safety inspections will be implemented.
4. Members of the public can submit safety concerns online to CRD's SGI service area managers.
5. CRD service area managers will review any reported crash incidents (to ICBC or National Database) and will work with MoTI around areas of concern.

32. Is the infrastructure physically separated from motor vehicles? \*

- Yes  
 No

How is the infrastructure separated?

Select all that apply below: \*

- Solid physical barrier  
(e.g., concrete divider)

Separation width in metres \*

0.5

- Infrastructure substantially distanced from motor vehicles

(e.g., a path or trail not in the vicinity of motor vehicle lanes or substantially offset from motor vehicle lanes)

Please specify \*

Path separated by drainage ditch where possible OR physical barrier (see below)

- Minimal physical barrier  
(e.g., flexible bollards, curbs)

Please specify \*

20cm high by 30cm wide precast concrete curbs complete with hazard markers; may shift to 45cm concrete mediar

- Minimal distancing  
(e.g., a painted buffer zone)

- Other physical distancing type

Please specify \*

We tried to keep the trail separated along the entire section, however because of the need to retain the MOTI's ditch

33. Identify which additional safety measures exist within the design of your project:

- Maintenance plan  
 Lighting  
 Signage

Please specify \*

Traffic signage for motor vehicles; directional signage for trail users

- Lowered speed limit  
 Other

 The [B.C. Active Transportation Design Guide](#) recommends minimum widths for different types and contexts of active transportation infrastructure (see [Program Guidelines, Section 6.1: Preferred Project Criteria](#)).

34. Does the proposed infrastructure widths align with the Design Guide recommendations? \*

- Yes, conforms to 'desired' recommendations  
 Yes, conforms to 'constrained' recommendations  
 No  
 N/A (project is amenities only)

Please provide details on your project's width. Cite specific pages in the Design Guide if possible. If achieving Design Guide recommendations is not possible due to local context, please explain: \*

No, conforms to 'constrained' recommendations where possible but is in some cases below the recommended minimums for longitudinal grades.

35. The B.C. Active Transportation Design Guide recommends certain facility types for different road contexts, e.g., speed and volume. Does the proposed infrastructure align with Design Guide recommendations? \*

- Yes  
 No  
 N/A (project is amenities only)

Please provide details. Cite specific pages in the Design Guide if possible. If achieving Design Guide recommendations is not possible due to local context, please explain: \*

The multi-use facility was selected based on a rural road with a speed limit less than 70 km/h (Table F-27, page F11) and generally aligns with the constrained recommendations in the Design Guide.

36. When the project encounters or transitions to another facility type (e.g., a bike lane crossing an intersection, a multi-use path ending at a sidewalk), are there design features in place to minimize conflicts and ensure a safe transition for all intended users? \*

- Yes  
 No  
 N/A (project is amenities only)

Please provide details: \*

Yes these are included within the Engineered Design. There are 3 transitions that include 2 road crossings, and a driveway to a commercial plaza that has a small corner-store grocer and a small café. All crossings have good 'daylighting' when approached from either side and both vehicles and the trail users should have excellent views of each other. Signage will be installed at either side of the 3 crossing to inform the trail users of the traffic junctions. As well there will be cross-walk and cross-bike painting at all that will be consistent with the Design Guide. The road crossing at the Elementary School is within a School Zone which already has traffic reduced to 30 kph and playground signage on the road. The road crossing at Schooner Way and Aldridge has very low frequency of traffic with about 15 dwellings using the road, however the width of the crossing will be further narrowed using barriers and street markings to improve the safety.

NEXT

## ^ SECTION 7. PROJECT ALIGNMENT WITH PROVINCIAL PRIORITIES

### Economy / Tourism

37. What are the economic benefits of this project to your community or region? How does this project create or protect economic opportunities for existing local businesses, or create opportunities for new business activities? \*

The project connects Pender's most densely populated subdivision at Magic Lake with the Medicine Beach commercial complex, local K-10 school and medical clinic. The community has very limited public transit, and the Schooner Way Trail creates safe a safe transportation corridor for residents accessing community businesses and services. Pender Island's population has increased by more than 20% between the 2016 and 2021 census periods. Local businesses have pledged financial support for the trail project as they recognize the economic and community benefits of safer roads and transportation systems. A multi-use trail system will make Pender Island a more attractive community for young families and bring needed trades and service businesses to the island, fostering economic vibrancy. The CRD will issue requests for expressions of interest from local labourers and First Nations, to increase economic opportunities for the Pender community.

38. How will this project contribute to tourism in your community? \*

Pender is a popular destination, and its population and traffic volumes increase dramatically during the summer months. The project will increase mobility choices for visitors, and reduce ferry and roadway congestion. Visitors arriving by boat will be able to rent bicycles from local businesses and accommodation providers, thus stimulating the local economy. By creating safe corridors for pedestrians and cyclists, we can improve our reputation as a tourism destination, and attract more visitors in a sustainable manner. The trail provides visitors with access to local businesses within the Medicine Beach commercial complex, and to destinations including the Gulf Islands National Park Reserve, one of Canada's most popular tourist attractions. The CRD's planned Pender Island Regional Trail will connect the Schooner Way Trail with a broader multi-use trail network, and create further connections to the Driftwood Centre commercial complex and BC Ferries terminal.

## Environment

 B.C. is committed to a [GHG reduction of 40% by 2030](#), relative to a 2007 baseline as per [CleanBC](#).

39. Describe the environmental benefits of this project, including any greenhouse gas reductions, local measurements of GHG share from transportation, or alignment with local sustainability plans: \*

The project will provide the 5000 full time and seasonal residents of Pender Island, and tens of thousands of visitors, an opportunity to shift away from vehicles to active and integrated modes of travel which ultimately reduces Green House Gas (GHG) emissions. MOTI has provided bulk rock from another roads project on Pender, reducing both the need to transport materials on BC Ferries and vehicle emissions. This rock will be processed into the prescribed aggregate sizes on-island, and then moved a short distance to the project site. Relative to other projects that do not have a source of aggregate nearby, the partnership between MOTI and CRD creates tremendous energy savings for this project. For the 2020 reporting year, transportation GHG emissions accounted for 44% of the CRD GHG inventory, with the bulk of transportation GHG emissions resulting from passenger vehicles, light trucks, and SUVs (82%). The CRD has set a regional GHG reduction target of 61% (from 2007 levels) by 2038.

40. Will the project be designed to retain the existing trees? \*

- Yes  
 No

41. How many new trees will be planted? \*

100

42. How are environmental best practices or innovations incorporated into the design and construction of this project, including climate adaptation measures? \*

Incorporating environmental best practices are a mandatory requirement of the design and construction tenders. A Qualified Environmental Monitor will be engaged throughout the project to identify ecological attributes, riparian areas, bird and wildlife habitat, sensitive ecosystems and protect species, and to provide direction to minimize disturbances. An arborist will assess the health of existing trees and provide recommendations for tree preservation and removals. All tree and vegetation removal will be conducted outside of bird nesting windows and in accordance with recommendations provided in the Arborist report. Local resources have and will continue to be used where possible to reduce the carbon footprint. The CRD aims to protect the significant natural features and to minimize environmental impacts along the trail route.

## Connectivity / Land Use

 Please see [multi-modal integration](#).

43. Does this project connect with other modes of transportation? \*

- Yes  
 No

Please select at least one option: \*

- Public transit stop  
 Public transit exchange  
 Public transit that allows bicycles  
 Ferry Terminal  
 Airport  
 New mobility (e.g., bikeshare)  
 Train station  
 Inter-city bus station  
 Other

Please specify \*

bus services (seasonal and special events) and carshare stops

44. Does this project connect with other community infrastructure? \*

- Yes  
 No

Please select at least one option: \*

- Community Centre  
 School  
 Shopping Centre  
 Arena  
 Urban Centre  
 Employment Centres  
 Parks  
 Health Centres  
 Residential Centres  
 Cultural Sites  
 Other

45. Does this project connect with other active transportation infrastructure? \*

- Yes  
 No

Please select at least one option: \*

- Bike Path  
 Pedestrian Path  
 Trail  
 Other

46. Does this project connect a gap between two or more existing active transportation facilities? \*

- Yes  
 No

47. Is this project a phase or component of a larger municipal/provincial/federal active transportation infrastructure project, plan, or strategy (e.g., an Active Transportation Network Plan)? \*

- Yes  
 No

Describe the broader plan/strategy, and if this application is part of a phased project, identify how the project will be phased, and describe which phase is the subject of the funding request. Situations where the larger project is in an adjacent jurisdiction are allowed. \*

The SGI Active Transportation Plan (2022) identified the Schooner Way Trail as the region's top active transportation priority. Schooner Way Trail is a 2 phase initiative, and the application is for the first 1190m of trail construction (2024/2025). A second application will be made to BCAT for the last 450m of trail construction (2025/2026). The trail will also connect with CRD's Gulf Islands Regional Trail, a network of spine trails on each of the five Southern Gulf Islands of Pender, Mayne, Salt Spring, Galiano and Saturna Islands. The Salt Spring and Mayne Island spine trails are already completed/near completion. The Pender leg of this regional trail network will deliver a multi-use trail that runs from the Otter Bay ferry to the Driftwood Centre commercial complex. The Schooner Way Trail, in conjunction with the Gulf Islands Regional Trail network, will improve intra and inter-island transportation options for residents and visitors alike, and increase the region's livability.

## Accessibility / Intersectionality

48. How does this project enable individuals of all abilities to use and benefit from the proposed infrastructure, e.g., through [Universal Design](#) (see B.3)?

The CRD is aiming to create an All Ages and Abilities (AAA) active transportation network in the region. The trail will be a crushed aggregate. This trail will be suitable for all ages and abilities regardless of physical or cognitive impairment. The trail is in a rural setting and will not be paved, however we do have success on our other similar constructed trails throughout the CRD.

49. How does this project incorporate principles of [GBA+](#) and equity? Are there any groups who will benefit from this project, particularly vulnerable groups?

The project aligns with the CRD Board's directive to apply an equity lens to transportation priority implementation, advocacy and future planning in the region. The project will be inclusive of all Pender Island residents and visitors, and of particular benefit to families with children and teens, who will be able to walk and bicycle to school for the first time. The project also enables residents who do not drive, particularly seniors, disabled persons, and low-income persons, to participate fully in community life, and access businesses, services, and recreational opportunities. The project will allow all Pender residents to live a more healthy and active lifestyle, and to reduce their dependence on automobiles.

Examples: providing lighting along a path so people will feel safer at night, providing gender-neutral and family washrooms, building safer active transportation infrastructure in an economically disadvantaged area.

## Promotion / Education

50. Will promotional or educational initiatives accompany the completed infrastructure that encourage health by walking or cycling instead of driving (mode shift)? Please describe: \*

Proactive outreach will be an ongoing activity conducted by CRD to encourage active modes of travel for environmental and health benefits, and to promote proper trail etiquette and safety. Trail etiquette and cycling/pedestrian promotional campaigns will be provided by Pender Island Parks and Recreation Commission at community events and through social media posts and print media. Signage will be installed at both the Danny Martin ballpark and Pender Island school trail heads to provide educational, interpretive, and regulatory trail use information. Signage will also be installed along the trail (regulatory, directional, and wayfinding signage) as per Active Transportation sign standards. Continued public engagement and outreach will occur to raise public awareness of the project and its association with Pender Island Parks and Recreation and CRD. Information about the construction phase will be available on the CRD capital project website ([www.crd.bc.ca/project/capital-projects](http://www.crd.bc.ca/project/capital-projects)).

The Province is working on the Clean Transportation Action Plan (CTAP), a commitment under the CleanBC Roadmap to 2030 to reduce greenhouse gas emissions in the transportation sector by 27-32% by 2030. CTAP includes mode shift which is a change from vehicle use to less carbon intensive modes, such as cycling or walking.

NEXT

### ^ SECTION 8. PROJECT COST INFORMATION

Please see [Program Guidelines](#) for information on eligible costs, ineligible costs, and third-party contributions.

Grant request must be the appropriate cost-share percentage of total eligible costs less third-party or in-kind funding, or \$500,000, whichever is less.

(A) Total Estimated Project Cost:

CA\$1,430,000.00 \*

(B) Total Estimated **Eligible** Project Cost (must match Cost Estimate form):

CA\$1,100,000.00 \*

(C) Third party contribution(s), or in-kind/donated contributions:

CA\$330,000.00

(D) Total Estimated Eligible Project Cost less third-party or in-kind contributions: (B) - (C)

CA\$770,000.00 \*

(E) Grant Request:

CA\$500,000.00 \*

Cost-share percentage of (D) as determined in Section 2, OR \$500,000, whichever is less.

Applicant Share: (A) - (C + E)

CA\$600,000.00 \*

NEXT

^ SECTION 9. FISCAL YEAR BREAKDOWN

Fiscal Year	Total Eligible Project Costs (April 1 to March 31)
2023 - 2024	CA\$0.00 *
2024 - 2025	CA\$1,100,000.00 *
2025 - 2026 (if total project value is over \$1M)	CA\$0.00 *
<b>Total Eligible Cost:</b>	CA\$1,100,000.00 *

**i** NOTE: Total Fiscal Year Breakdown must equal Total Eligible Costs on the attached [Cost Estimate Form](#).

NEXT

^ SECTION 10. ATTACHMENTS

**i** NOTE: Supported file formats: PDF, PNG, XLSX, DOC, DOCX, JPG, JPEG.

Active Transportation Infrastructure Cost Estimate Form: \*

File Name

Size

Please complete this required field

Please see [Active Transportation Infrastructure Cost Estimate Form](#).

Detailed design drawings made by a qualified engineer or technologist: \*

File Name

Size

Please complete this required field

Project specific map(s) detailing: project location, municipal boundaries, associated cycling/pedestrian networks, linkages to other modes of transportation and destination choices: \*

File Name

Size

(e.g., schools, shopping areas, large employers)

Please complete this required field

Before photos of the proposed project: \*

File Name

Size

[Attachment - Before Photos.pdf](#)

581.43 kB

After photos will be required upon project completion

Community and/or Indigenous government consultation summary: \*

**File Name**

**Size**

[PIPRC Community Consultation Summary.pdf](#)

730.67 kB

Council/Board/Band Council resolution OR draft resolution with anticipated submission date for fully authorized resolution: \*

**File Name**

**Size**

[Board Resolution.pdf](#)

94.67 kB



**NOTE:** fully authorized resolution must be submitted by December 1, 2023.

Permits/Approvals/Authorization letters (if applicable):

**File Name**

**Size**

(e.g., Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, Lands and Natural Resource Operations, B.C. Hydro, etc.)

Partnership agreements (if applicable):

**File Name**

**Size**

Environmental approvals (if applicable):

**File Name**

**Size**

(e.g., from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc.)

Endorsement from large vehicle operators (if applicable):

**File Name**

**Size**

[Attachment - Large Vehicle Operators Endorsement.pdf](#)

491.80 kB

(e.g., B.C. Ferries, Public Transit, Emergency Services)

Letter(s) of support (if applicable):

**File Name**

**Size**

[Letters of Support.pdf](#)

2.69 MB

NEXT

## ^ SECTION 11. AUTHORIZATIONS

We, Capital Regional District, certify that the information contained in the Application Package is to the best of our knowledge, correct and complete. We confirm that necessary local funds have been allocated for this project, that the project is a priority and is 'shovel ready' as per the criteria in the Application Form, and that our intention is to complete this project within the required timeline. We are aware that, if grant is awarded, incurred costs will be eligible as of the project approval date.

## Project Manager Approver

Project Manager Approver Signature \*



Sign above

Project Manager Approver Signature is required

Name \*

Name is required

Date \*



Date is required

## Financial Approver

Financial Approver Signature \*



Sign above

Financial Approver Signature is required

Name \*

Name is required

Date \*



Date is required

NEXT

# ATTACHMENTS

# **COST ESTIMATE FORMS**

**B.C. Active Transportation Infrastructure Grants Program: Infrastructure Cost Estimate**

**Applicant Name:** Capital Regional District

**Project Title:** Pender Island - Schooner Way School Trail

Capital Regional District

**Cost Estimate Prepared By:**

**Date of Cost Estimate (dd-mm-yyy):**

17/10/2023

Cost estimate must be current or forecasted to planned date of construction (specify in comments).

**Cost Estimate Class (select one, guidance below. Class C Only A-C are eligible for this program):** Class C

**ELIGIBLE COSTS**

Please see list at end of document or Program Guidelines for details on eligible/ineligible costs.

\* Insert rows as necessary

**Construction / Materials**

Description	Quantity	Per Unit Amount	Total Cost
Mob/DeMob (local contractor)	1	3,000	3,000
Pre Cast Concrete Curbs	174	1,000	174,000
Lock Block Retaining Wall (1-3m height) - c/w 1.2m steel handrail	0	1,500	0
Trees, Shrubs, Hedge Removals	6,250	15	93,750
Tree Removals >300mm dbh	15	1,500	22,500
De-limbing as required by arborist (Allowance)	1	10,000	10,000
Stripping	2,500	25	62,500
Reshaping	4,100	10	41,000
Drainage ditching, including topsoil and seeding	550	200	110,000
Overexcavation c/w offsite disposal, backfilling and compaction	100	150	15,000
Removal of culverts and headwalls	1	10,000	10,000
Crushed Granular subbase (CGSB) - 300 mm thick	1,300	25	32,500
Bulk Import Fill (Pit Run Gravel)	2,400	20	48,000
Crushed Granular Base (CBG) - 150 mm thick	650	30	19,500
6mm minus trail mix gravel - 50 mm thick	220	35	7,700
Permanent Thermoplastic Markings (lump sum)	1	5,000	5,000
Headwall - wet concrete bag headwalls	28	1,000	28,000
Culvert - 600mm SDR28 PVC	147	750	110,250
Sign install on posts	15	325	4,875
		0	0
		0	0

Items should reflect the components in your project.

<b>Construction / Materials Sub-Total:</b>	<b>\$797,575</b>
--	------------------

<b>Other Eligible Costs</b>			
	Professional Fees (11%)	0.11	797,575.00
	Construction Mgmt (4%)	0.04	797,575.00
<b>Other Eligible Costs Sub-Total:</b>			<b>\$119,636</b>

* Insert rows as necessary	Description	Quantity	Per Unit Amount	Total Cost
<b>Contingency</b>				
No greater than 20% of total eligible costs	Contingency 20%	0.20	917,211	182,525
				0
				0
				0
<b>Contingency Sub-Total:</b>				<b>\$182,525</b>
<b>TOTAL ELIGIBLE COSTS*:</b>				<b>\$1,099,736</b>

\* Total Eligible Costs must match total in the Total Eligible Costs in the Application Form - Fiscal Year Breakdown. Rounded to 1,100,000

\*\* Do not include In-kind contribution as it is an ineligible cost.

**Cost Estimate Comments**

\$450,000 worth of rock is being provide by the Province through MOTI for use in the construction project. This rock is going to be stored about 5km from the project site and significantly reduces the overall project costs. We understand this is an Ineligible cost, however feel the Province's contribution needs to be recognized. MOTI's engineering team has pre-approved this rock as appropriate for the project.



Cost estimate class		Features & Uses
Class A		<ul style="list-style-type: none"> <li>- Detailed estimate based on final drawings and specifications</li> <li>- Used to evaluate tenders</li> </ul>
Class B		<ul style="list-style-type: none"> <li>- Prepared after completing site investigations and studies, and after defining major systems</li> <li>- Based on a project brief and preliminary design</li> <li>- Used for project approvals and budgetary control</li> </ul>
Class C		<ul style="list-style-type: none"> <li>- Prepared with limited site information and based on probable conditions</li> <li>- Captures major cost elements</li> <li>- Used to refine project definition and for preliminary approvals</li> </ul>
Class D - INELIGIBLE		<ul style="list-style-type: none"> <li>- Preliminary estimate based on little or no site information</li> <li>- Represents the approximate magnitude of cost, based on broad requirements</li> <li>- Used for preliminary discussion and long-term capital planning</li> </ul>
<p><b>Eligible/Ineligible Costs: The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials</b></p>		
Eligible Expenditures - Infrastructure	Eligible Expenditures - End-of-trip facilities and amenities	Ineligible Costs
Automatic counters Actuated crosswalk Audible warnings and message systems for pedestrians and cyclists (e.g. sensors, signals, lights and push buttons) Bicycle lanes: protected, buffered, painted, advisory, accessible shoulders Bridges or overpasses specifically for active transportation purposes Concrete barriers Construction Curb extensions Curb ramps Engineering and design work <b>only</b> for revisions of design drawings for unanticipated circumstances Fencing (only where required for safety) Installing catch basins and utility access basins	Benches Bicycle and pedestrian counters Bicycle ramps Bicycle storage/cages Bicycle lock security systems for bicycle storage Bicycle racks Bicycle repair stands Bicycle shelters and shelter lighting Charging outlets for electric bikes Lighting Personal mobility share infrastructure (e.g. docking stations for e-bikes, e-scooters) Skateboard rack	Artificial plastic turf Costs incurred prior to the start date or after the project completion date set out in Any goods and services costs which are received through donations or in-kind Interlocking pavers Landscaping, beyond restorative measures Legal costs Property acquisition and related costs Taxes (D/VWF) in the recipient is eligible for a tax rebate and all other costs eligible for Vehicle parking facilities

# DESIGN DRAWINGS

# CAPITAL REGIONAL DISTRICT PENDER ISLAND RECREATIONAL TRAIL

CONTRACT # PIPRC 2023-x PENDER ISLAND  
MULTI-USE TRAIL

ISSUED FOR GRANT APPLICATION  
OCTOBER 2023



LOCATION PLAN  
NOT TO SCALE



1051 Vancouver St, Victoria, BC V8V 3K3  
T: (250)381-3230 F: (604)629-5756



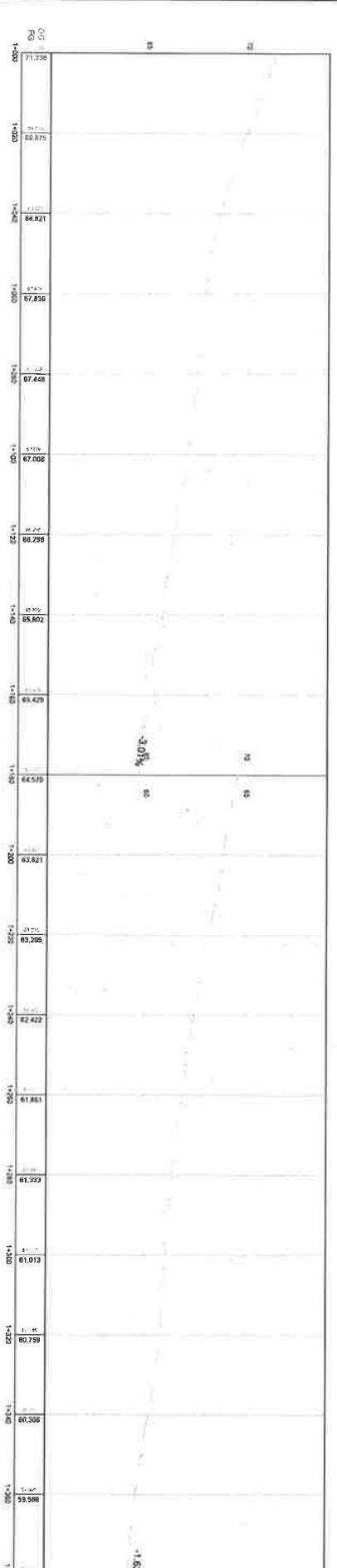
Making a difference... together

**33413**

**REV.1**



PLAN  
SCALE 1:500



PROFILE  
SCALE 1:500/1:100V

<b>ROAD WORKS</b>		<b>SCHOONER WAY</b>	
Making a difference...together		1+000 - 1+380	
<b>ISSUED FOR GRANT APPLICATION</b>			
DATE: 11/11/2011 TIME: 10:00 AM USER: JAMES	SCALE: 1:500 SHEET NO: 02 TOTAL SHEETS: 07	DESIGN NO: 33413	SHEET NO: 02 TOTAL SHEETS: 07

33413



FOR CONTINUATION SEE SHEET No. 03



POTENTIAL TREE IMPACTS  
ALONG HIGHWAY

PROPOSED DRIVE W/ 18\"/>

PROPOSED DRIVE W/ 18\"/>

POTENTIAL TREE IMPACTS  
IN THIS AREA

PROPOSED DRIVE W/ 18\"/>

**LEGEND**

	EXISTING ROAD SURFACE
	PROPOSED 24\"/>
	PROPOSED DRAINAGE DITCH

**PROFILE**  
SCALE: 1/800' / 1' 100V



PROJECT / DRAWING NO.	DATE	ISSUED BY	SCALE
150207020 / 33413	08/20/2023	TK	1/800'
DESIGNED BY	CHECKED BY	DATE	
		08/20/2023	



**ROAD WORKS**

**SCHOONER WAY**  
1+380 - 1+760



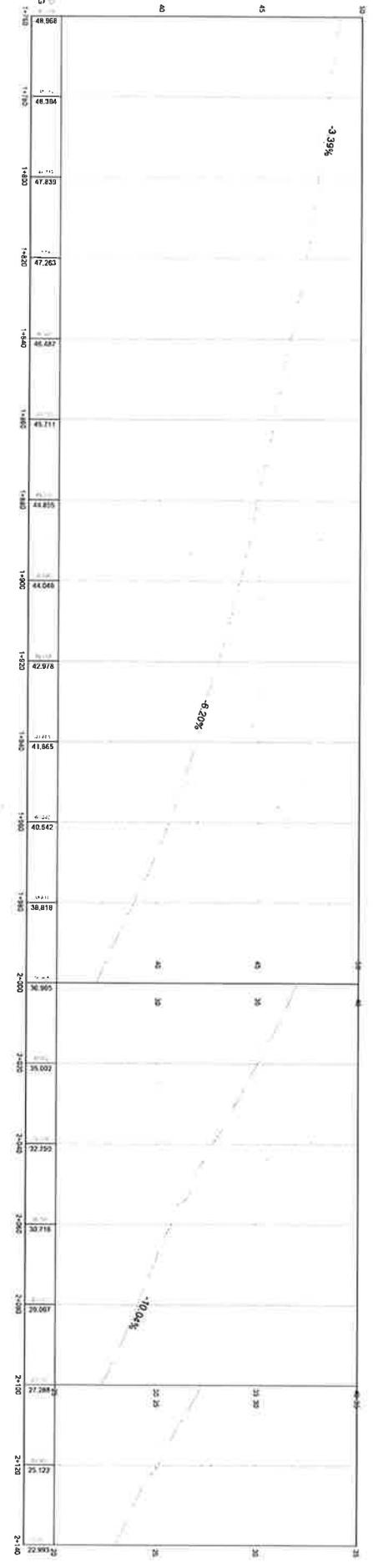
SCALE	1/800'
DRAWN BY	TK
CHECKED BY	KJ

DATE	2023-10-03
DRAWN BY	TK
CHECKED BY	IM
DATE	03/07
NO.	1

**33413**



PLAN  
SCALE 1:500



PROFILE  
SCALE 1:500V / 1:100H



PROJECT GENERAL INFO

PROJECT NUMBER	DATE	SCALE	DATE
23031313	11/11/23	1:500	11/11/23
DESIGNED FOR GRANT APPLICATION	DESIGNED BY	CHECKED BY	APPROVED BY
	TK	TK	IM



ROAD WORKS

SCHOONER WAY  
1+780 - 2+140



ISSUED FOR GRANT APPLICATION DESIGN NO.

SCALE	1:500	DESIGN DATE	2023-11-13
DRAWN BY	TK	CHECKED BY	TK
CHECKED BY	TK	APPROVED BY	IM

33413

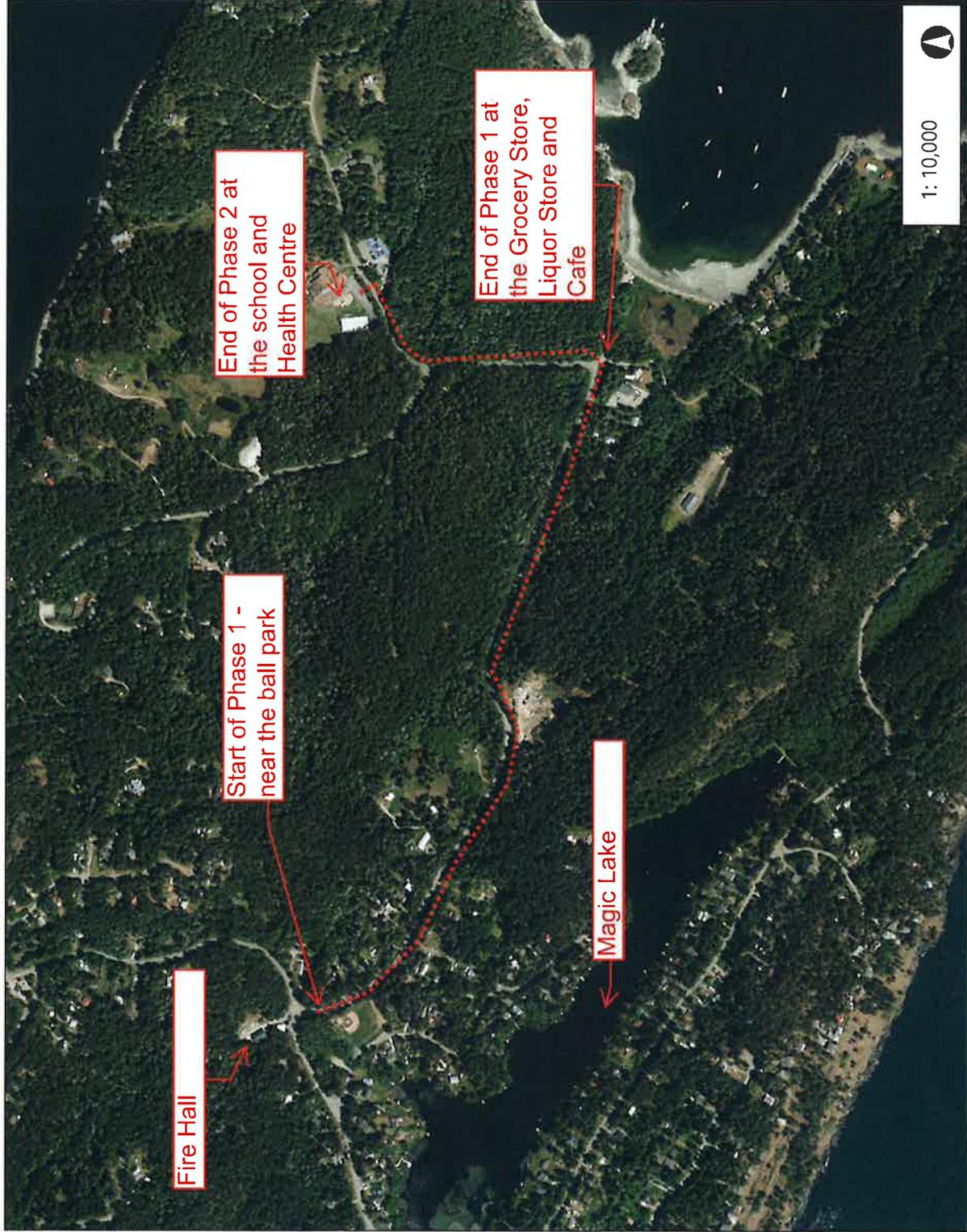
# LOCATION MAPS

# Pender - Schooner Way Trail



Legend

Notes



Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

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© Capital Regional District

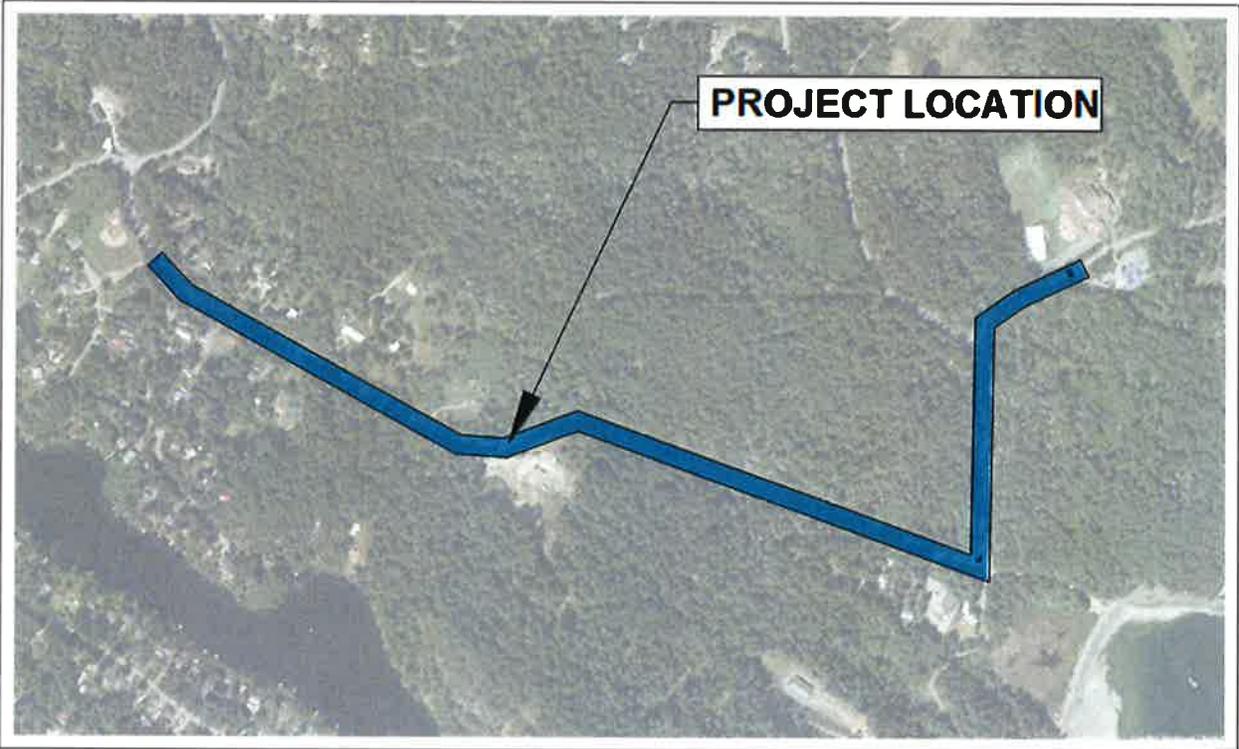
1:10,000



**LOCATION MAP: Pender Island – Schooner Way – School Trail**

Commencing at the ball park on the west (left-side),

- Phase 1 goes down to straight down Schooner Way and stops at the Grocery store, liquour store and Café.
  - 2023 BCAT Grant Application and completed in 2024-25
- Phase 2 goes due north and then to the east (right) and terminates a the Elementary and Middle School and the Island Health Centre.
  - Will be applied for in 2024, and completed in 1 year.



# **BEFORE PHOTOS OF THE PROPOSED PROJECT**

**PENDER ISLAND – SCHOONER WAY – SCHOOL TRAIL – 2023 PHOTOS PRIOR TO WORK**



**Phase 1 – Schooner Way shoulder where the trail will go (on the right)**



**Phase 1 – Schooner Way shoulder where trail will go**



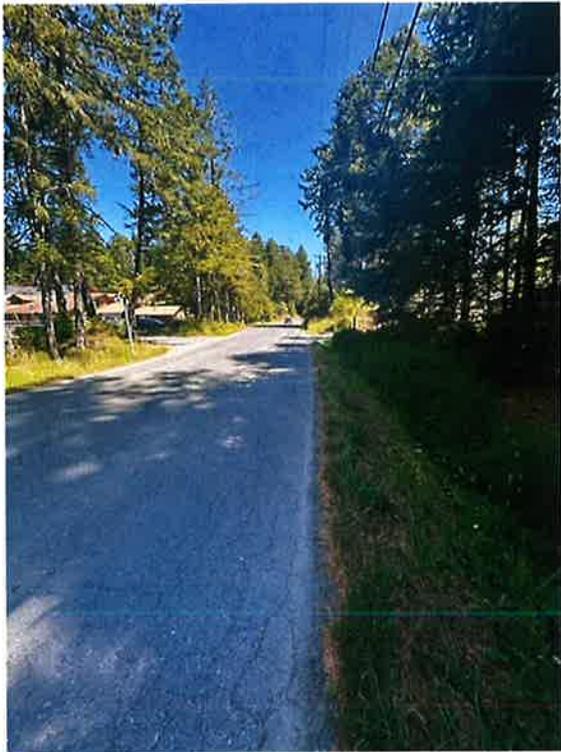
Phase 1 – Schooner Way shoulder where trail will go



Phase 1 – Schooner Way shoulder where trail will go



Phase 1 – Schooner Way shoulder where the trail will go (on the right)



Phase 2 – Canal Road shoulder where trail will go and crossing into School on left, Health Centre on right.



Phase 2 – Canal Road shoulder where trail will go and crossing into School on left, Health Centre on right.

# CONSULTATION SUMMARY

## **Pender Island Parks & Recreation Commission**

### **Schooner Way Trail Project Community Communications & Consultation Summary**

The Pender Island Parks & Recreation Commission (PIPRC) is comprised of up to eight volunteer commissioners appointed by the Capital Regional District (CRD) plus the elected CRD representative for the Southern Gulf Islands. The PIPRC took over as the lead on the Schooner Way Trail project from Moving Around Pender (MAP) last year. As a not-for profit community group, MAP had taken the project as far as they could. This is a summary of community consultation and communication efforts since the PIPRC took over the project.

#### **Project Communications in *The Pender Post***

*The Pender Post is the island's only print publication. 800 copies, 1,500 readers*

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September 2022: Announced that the commission is working to obtain engineered drawings for the proposed Ballpark to School trail.

January 2023: Noted that the proposed multi-use trail from the ballpark to the school is of top priority because it will make bicycle riding between Magic Lake and the school safe and reduce greenhouse gas emissions as parents won't have to drive their children to school.

February 2023: Noted that the commission is working with Moving Around Pender to lay the groundwork for a roadside trail between the ballpark and the school as well as with the Ministry of Transportation and Infrastructure, residents along the trail route, the CRD and others to try to bring the trail to fruition.

March 2023: Noted that our initial fundraising goal would be \$500,000 and asked for volunteers to help with fundraising and grant writing.

June 2023: Noted that engineering designs were nearing completion and an information campaign would be launched in the summer, followed by fundraising.

July 2023: Provided an in-depth look at the proposed Schooner Way Multi-use Trail project, provided answers to some frequently asked questions and promoted the Information Display and the July 13 Open House event. (copy included)

August 2023: Commented on the July 13 Open House turnout with lots of questions and positive and constructive feedback. It also announced that fundraising would be launched soon.

September 2023: Information about the project and the pledge drive. (copy included)

October 2023: Full page advertisement seeking pledges. (copy included)

## Social Media:

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June/July 2023: A series of Facebook posts inviting people to the Open House on July 13.

July: A Facebook event was created for the Open House on July 13. There were 18 people who indicated they were interested in attending or would attend. Actual turnout was closer to 80.

August-September 2023: A series of Facebook posts announcing the launch of the Pledge Drive, inviting people to learn more about the project and view the engineered drawings at various community events, reporting on pledge totals to date and seeking volunteers to help with the pledge drive.

October 2023: A Facebook post providing information about the usage count results, pledge total to date and seeking pledges.

## CRD Website / Dedicated Project Page:

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CRD is hosting a project page at [www.crd.bc.ca/schoonerwaytrail](http://www.crd.bc.ca/schoonerwaytrail). The page includes a description of the project, timeline, project updates, contacts and pledge form.

## Stakeholder & Community Consultation / Pledge Drive:

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PIPRC Commissioners engaged in the following activities between April and October 2023 to share information about the project and seek pledges and letters of support.

- April/May: Door-to-door meetings along the proposed trail route to talk about the project with **adjacent landowners and businesses**. Overall, everyone was very supportive of the project.
- June 25 – July 8, 2023: Information Display at the Driftwood Centre to launch the engagement process and promote the July 13 Open House.
- July 13, 2023: Open House and information display at the Driftwood Centre in collaboration with staff from CRD. Approximately 80 people attended to see the 30% engineered drawings for first time, learn more about the project and provide comment. (comments included)
- August 26, 2023: Hosted an Information Display & launched the campaign's Pledge Drive at the Pender Island Fall Fair. Approximately 300 people came to the booth to learn more about the project, view the engineered drawings, ask questions and provide feedback. We received 57 pledges totaling \$21,000 at the Fall Fair and all these pledges were matched by a community member for a Day 1 pledge total of \$42,000. (comments included)
- September 15-16, 2023: Information Display and outreach in partnership with **Truss Farm Foods**, a business located along the trail route.
- September 23, 2023: Information Display and outreach at **The Crisp Festival**.
- September – October 2023: Information Display and outreach at **Tru Value Foods** (4 afternoons).
- October 14, 2023: Information Display and outreach at **Pender Island Recycling Centre**.

- Two presentations to the **Magic Lake Property Owners Society**. The society is the voice of residents of Magic Lake Estates, the most densely populated neighbourhood on Pender Island located at one end of the Schooner Way Trail.
- Meeting with the local **School Trustee** to discuss the project.
- Presentation to the **Parent Advisory Committee**.
- Invited to attend a **Parent / Teacher meeting** at the school to share information about the project and answer questions. Grade 3 students were very excited about the project.
- Presentation to the board of the **Pender Island Chamber of Commerce**. The Chamber represents the interests of 119 member businesses and community service organizations on Pender Island.
- Outreach to **Commercial Vehicle Operators** and **Emergency Services** (Fire Department, Ambulance Service, RCMP) to request feedback on the project and seek letters of support.
- Presentation to the **Royal Canadian Legion Branch 239**, Pender Island.
- Presentation to the **Pender Island Lions Club**.
- Meetings with **Prospective Donors** (individuals and businesses) to explain the project and seek donations.
- Meetings with **Moving Around Pender** to provide regular project updates.
- August 26 – Present: Ongoing pledge drive to raise community support for the project. \$200,000 pledged as of October 25, 2023.

#### **Letters of Support:**

---

We received letters of support for the project from the following organizations (copies included):

- Pender Fire Department – the lone Large Vehicle Operator
- Adam Olsen, MLA for Saanich North & the Islands
- Islands Trust
- Magic Lake Property Owners Society (Pending)
- Moving Around Pender
- Pender Island Chamber of Commerce
- Pender Island Fire Rescue (Emergency Services)
- Pender Island Parks & Recreation Commission
- Pender Islands Conservancy
- Pirates Towing (Commercial Vehicle Operator)
- School District 64
- South Island Water (Commercial Vehicle Operator)
- Southern Gulf Islands Community Resource Centre (Pending)
- Southern Gulf Islands Tourism Partnership Society



Consulting with the community at the Pender Island Fall Fair, August 2023



July 13, 2023 Event at Pender's Shopping Mall, Driftwood Centre. 100% approval 28 of 28 comments were positive



July 13, 2023 Event at Penders's Shopping Mall, Driftwood Centre. 100% approval 28 of 28 comments were positive

COMMENTS

NAME

Yes Please!

more biking

Best idea - good for residents & workers, broadly improve

safety & pleasure for all sound great and more safe for biking

Good idea for non vehicle tourist

I have bike path and it's a great idea.

such a great idea!! will be a wonderful amenity

Great! looking forward.

CAECH H2O VOLUME IN THE

FAH & CAECH OUT FLEET DITCHES -

About Time

Save a life!

Great idea.

safe and convenient.

Good idea!

**NAME**

**COMMENTS**

**NAME**

St Ann's

Norway

Watson

J Jarvis

Pave

injan

son

n

son

injan

son

side

y.

Sooner the better!!

LONG OVERDUE THANKS!!

Very necessary for safety and acc. potential.

awesome that you've got it going!

Great! Well Done - GO

MAGIC - FERRY ROUTE!!

long overdue! This will increase

safety, accessibility, and enjoyment while moving around powder.

Great idea

very excited to ~~see~~ see bike around fender (needed) - thanks

Great - well done!!

Can't Wait. Make it soon before I die!

Great work!

Thanks for this work. Looking forward to how this develops.

Marc Cl

Ben

CHRISTIE

Nash

SAM

Lucas

MARCO

De

R

I

I

## COMMENTS

- Best Idea ever!





# Southern Gulf Islands Active Transportation Plan



March 2022



## ACKNOWLEDGEMENTS

The Capital Regional District conducts its business within the traditional territories of over 20 First Nations, including Songhees, x<sup>w</sup>sepsəm (Esquimalt), W̱JOŁEŁP (Tsartlip), BOŶÉĆEN (Pauquachin), STÁUTW (Tsawout), W̱SIKEM (Tseycum), MÁLEXEŁ (Malahat), Sc'ianew (Beecher Bay), T'Sou-ke, Pacheedaht and Pune'laxutth' (Penelakut). All of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

In collaboration with our project partner, the Union of BC Municipalities (UBCM) as well as the project consulting team of Watt Consulting Group, we would also like to thank all the Capital Regional District staff, local trail organizations, island residents, area First Nations and local government elected officials, stakeholders, and community decision makers who provided their feedback and ideas into this process.

In particular, we are grateful to the contributions of the project advisory group.

## EXECUTIVE SUMMARY

In late 2020, the Capital Regional District (CRD) applied for and was awarded an Active Transportation Planning Grant from the Union of British Columbia Municipalities (UBCM). These grant funds were dedicated to developing an Active Transportation Plan for the largest islands within the Southern Gulf Islands Electoral Area: Galiano, Mayne, Saturna and North and South Pender Islands. This project builds on existing mapping proposals for the Islands, including the CRD Regional Parks' proposed spine trails and trails managed by CRD local Parks and Recreation Commissions as well local trail societies on each island. Additional objectives of this project are:

- **Policy analysis** to define best practices in trail building and Provincial requirements and applicable road standards
- **Community engagement**, including community mapping to prioritize active transportation routing

Undertaken from January 2021 to February 2022, the SGI Active Transportation Plan was guided by a collaborative process involving staff from the CRD, First Nations, Active Transportation Advisory Groups, community stakeholders and the consulting team.

Public engagement activities for this project involved three rounds of public engagement. Based on the responses received, there is support for active transportation improvements on the islands, with a majority of respondents indicating that safety is an issue and that they would consider biking/walking more if there were safe pathways to do so. This safety concern is also reflected in the prioritization of Active Transportation Improvements (shown below), with the top three being:

1. Creating more space for safe walking and cycling on roadways
2. Developing new off-road trails for walking and cycling that also connect key destinations
3. Improving the accessibility of existing trails for multiple users and modes

One of the major outcomes of the engagement activities was the development of an updated set of trail maps for all four islands with the objective of supporting future transportation and trail planning work on the islands.

In addition to updating the mapping, the engagement activities also helped develop Active Transportation priorities for the SGI based on the feedback received during this process. They are:

**1. Coordination**

Discussion around why coordination is needed and how it will help.

**2. Safety & Accessibility**

Discussion presents some initial ideas to improve the perception of safety on the islands.

**3. Improved Connectivity**

Prioritizes connections to explore further with respect to transportation trails on all four islands. A table of priorities has been created based on feedback received during engagement. These priorities can be further refined with input from the community or local trail organizations.

**4. Convenience and Comfort**

Provides some insight on building supporting infrastructure on the island to support community and visitor comfort and convenience while using the active transportation network on the islands. Topics include amenities like bike racks, signage, wayfinding, information sharing, EV bike charging etc.

Overall, there is potential to develop alternate transportation paths on the SGI, that would not only improve the environment of the islands but would also be beneficial in improving the health of the residents, improve accessibility to various parts of their island and reduce GHG emissions. This plan is just beginning to tap into this potential, and it is hoped that it can provide a foundation for future Active Transportation Improvements on the SGI EA.

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## APPENDICES

Appendix A: Trail Maps

Appendix B: What We Heard Report – Round 1



## Section 1 – Introduction, Active Transportation and Approach

## 1.0 INTRODUCTION

In late 2020, the Capital Regional District (CRD) applied for and was awarded an Active Transportation Planning Grant from the Union of British Columbia Municipalities (UBCM). These grant funds were dedicated to developing an Active Transportation Plan for the largest islands within the Southern Gulf Islands Electoral Area: Galiano, Mayne, Saturna and North and South Pender Islands. Collectively and for this plan the area is referred to as the Southern Gulf Islands (SGI).



### Alignment with Southern Gulf Islands

#### Transportation Integration Plan

In tandem with this Active Transportation Plan, the Capital Regional District developed a Transportation Integration Plan that encompasses walking, cycling, public transportation and passenger ferry / water taxi service. Building from past studies and community feedback, the purpose of that larger overarching project is to create a blueprint to move from ideas to action when it comes to transportation on and between the largest Southern Gulf Islands. That project report can be found on the [CRD website](#).



The Active Transportation Plan project builds on existing mapping work completed for Galiano, Mayne, Saturna, and the Pender Islands, including the CRD Regional Parks' proposed spine trails and trails managed by CRD local Parks and Recreation Commissions as well local trail societies on each island.

Additional objectives of this project are:

- **Policy analysis** to define best practices in trail building, provincial requirements and applicable road standards
- **Community engagement**, including community mapping to prioritize active transportation routing

The Active Transportation Plan key components shown below are critical to advancing active transportation planning for the SGI. A network of recreational and transportation trails will enable vulnerable residents and visitors to participate more fully in community life and better access services. In addition, safe options for biking and walking will encourage residents and visitors to live a more active lifestyle and improve community health outcomes, as well as reduce transportation costs, greenhouse gas emissions, and vehicle congestion on BC Ferries.

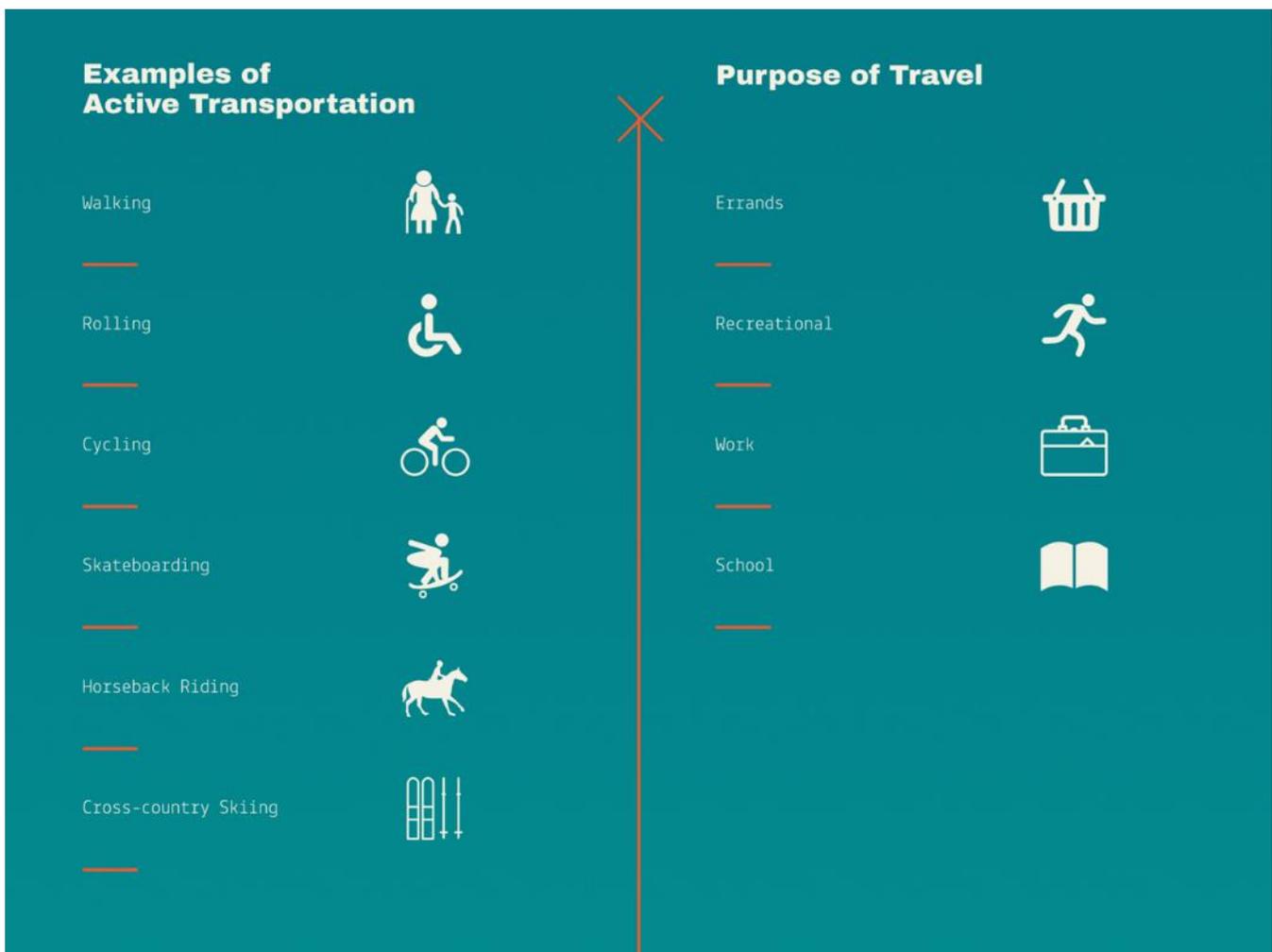
#### Active Transportation Plan Key Components

- An **inventory of existing trails and an updated trail map** for all four islands resulting from public engagement
- **Top priorities** by island for Active Transportation connections (proposed)
- **Best practices** to help guide the development of new trails and maintenance of existing trails on the Islands
- **Summarizing outcomes in this document** as well as defining the scope of Active Transportation as part of the Integrated Transportation Plan

## 1.1 What is Active Transportation?

This section largely draws from Chapter B of the BC Active Transportation Design Guide (BCATDG), which includes a detailed overview of active transportation and its benefits. According to the guide, active transportation is defined as follows:

*“Any form of human-powered transportation, including walking, cycling, or rolling using a skateboard, in-line skates, wheelchair, or other wheel-based forms of human-powered transportation. It also includes winter-based active modes, water-based active modes, and horseback riding, although these modes are typically more recreational in nature.”*



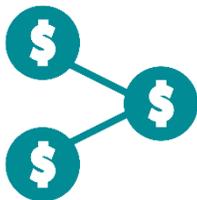
Active transportation users are a diverse group and include those who are walking, cycling, rolling (e.g., skateboarding, longboarding, scootering) and people using mobility devices such as wheelchairs, walkers, and strollers. All these forms of active travel are pursued for a variety of reasons; some people may choose to walk for recreation, others may bike to work, some may use active transportation due to the lack of a personal vehicle, and others may be choosing to travel this way because of the environmental benefits. The reasons to travel by an active mode are multi-fold and so are the benefits, discussed below.

## BENEFITS OF ACTIVE TRANSPORTATION



### Environmental Benefits

Active transportation can cut GHG emissions and air pollution and is a critical part of lowering overall emissions in the SGI's transportation sector. According to a study conducted by the CRD in 2020, almost 50% of the GHG emission for the SGI Electoral Area (EA) was from transportation.



### Economic Benefits

Active transportation has multiple economic benefits. Using active transportation as the main way of getting around is more economical compared to owning a vehicle and can enable participation in the economy by a broader spectrum of society. Neighbourhoods and destinations that are more accessible and attractive for people using active modes can attract more visitors and tourists, who contribute to the local economy. Maintaining the SGI economy as a visitor destination without adding further automobiles to the constrained road and ferry network also supports the ability for island residents and goods to move more freely.



### Health Benefits

Hundreds of academic papers and technical reports have found that active transportation is associated with healthier communities. This includes physical activity lowering the risk of early death and chronic diseases including obesity and cardiovascular issues along with mental health benefits and cleaner air from reduced emissions.



### Societal Benefits

Active transportation facilities can help make a community more accessible, affordable, and equitable. It can encourage social interactions and create opportunities for face-to-face meetings, helping build trust, respect, understanding, and a sense of community.



### Safety Benefits

Active transportation facilities that are well designed enhance the overall visibility of active transportation users, helping to reduce the risk of collisions and fatalities. This can create a safer transportation system for all road users.

## 1.2 Approach

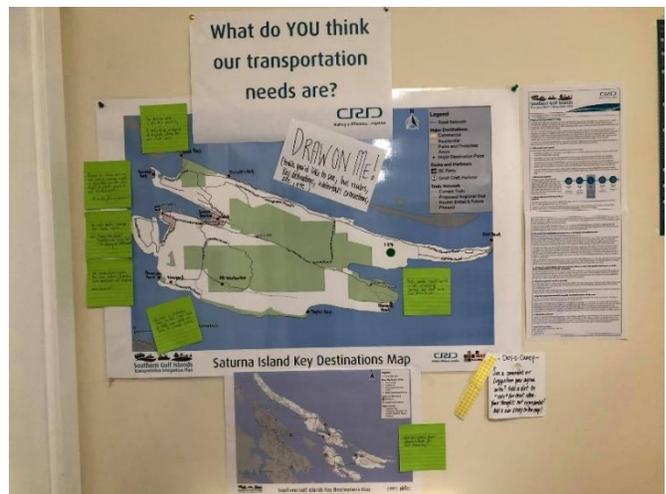
Undertaken from January 2021 to February 2022, the SGI Active Transportation Plan was guided by a collaborative process involving staff from the CRD, First Nations, Active Transportation Advisory Groups, community stakeholders and the consulting team.

The Plan encompassed four distinct tasks that are presented briefly below:

**TASK 1 – Updating trail mapping.** The consultant team updated mapping using available literature, maps and studies provided by the CRD. The trail maps were digitized and then uploaded into GIS and a series of map outputs were created for review and edits by local trail societies, other stakeholders, and the public. The feedback received was used to edit and finalize the trail mapping. It is anticipated that the final output will be used to create informational trail material for residents and visitors, including residents who may be travelling between Southern Gulf Islands.

**TASK 2 – Community engagement** on issues, opportunities, and priorities. The outreach was a combined task between this Plan and the larger Transportation Integration Plan. Engagement was done in three stages:

- **Targeted Outreach** took place in Spring 2021 and involved virtual workshops with the Transit Advisory Groups (TAG), stakeholder outreach, and information provided to the community via the CRD website, posters, and a media release.
- **Round 1 engagement** took place in Fall 2021 and invited the public to provide feedback using the CRD’s digital engagement platform which included interactive mapping, quick polls, a survey, and an ideas forum. A mailout FAQ was sent to every SGI mailbox to encourage people to fill out the survey.
- **Round 2 engagement** completed in January 2022 focused on public feedback on the different options for establishing a transportation function for the SGI.



**TASK 3 – Literature review** to understand best practices in the rural context specific to governance, coordination, trail construction and maintenance basics like: classification, signage, surfacing, wayfinding etc.

**TASK 4 – Summarizing outcomes** and providing overarching thoughts in terms of Active Transportation (i.e., in an Integrated Transportation Framework).

## PLAN OUTREACH AND INVOLVEMENT

### Transportation Advisory Group Participating

#### Organizations:

- Community Economic Sustainability Commission
- Southern Gulf Islands Tourism Partnership
- Southern Gulf Islands Community Resource Centre
- CRD Liaisons + Senior Transportation Planner
- Southern Gulf Islands Harbour Commission
- Ferry Advisory Committee
- Water taxi providers
- Indigenous Liaison
- SGITP Water taxi pilot
- Salish Sea Inter-Island Transportation Society
- Mayne Island Bus Society
- Saturna Shuttle
- Moving Around Pender
- Galiano Bus Society
- Gertie
- BC Community Bus Coalition
- Galiano Trails Society
- Mayne Island Pathways
- Moving Around Pender
- SGI Parks and Recreation Commissions
- Gulf Islands Trails Society + Citizen cycling reps

### First Nations:

- Tsartlip Nation,
- Tsawout Nation
- Tseycum Nation
- Penelakut Nation

### Stakeholder Organizations:

- Internal CRD (Regional Planning, Regional Parks, SGI Parks Commission, SSI Transportation Commission, etc.)
- Islands Trust
- Water Taxi Service Providers
- BC Ferries
- BC Transit
- Ministry of Transportation and Infrastructure
- Emcon
- School District 64 + School Trustees
- Parks Canada
- RCMP



## Section 2 – Active Transportation Policy Framework

## 2.0 ACTIVE TRANSPORTATION POLICY FRAMEWORK

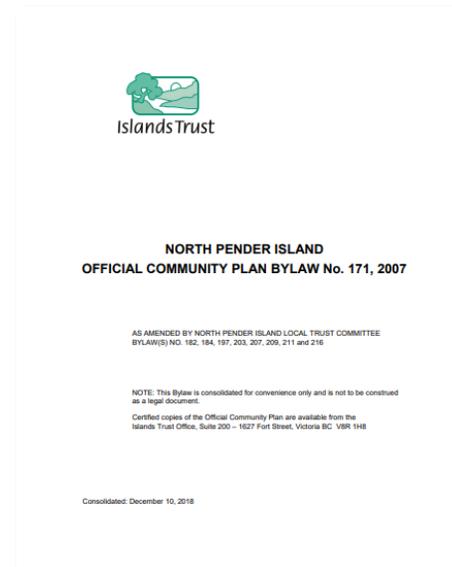
There is a strong policy framework supporting Active Transportation development in the Southern Gulf Islands. As part of the development of this plan, the project team reviewed all of these plans to identify specific supporting policies. The following provides a summary of that review.

### 2.1 Official Community Plans

#### North Pender Official Community Plan

**The goal of the North Pender Official Community Plan (OCP) is “to plan for a transportation system which meets the needs of residents and visitors and provides for a variety of modes of transportation without detracting from the rural character of the community” (1.2.11; BL182).**

- The Local Trust Committee (LTC) will “cooperate with the Pender Islands Parks Commission in the identification, designation and creation of linear parks and trails to connect residential areas and services” (3.1.3.14).
- Regarding active transportation, it is an advocacy policy of the LTC that “The Ministry of Transportation (“MoTI”) shall be requested to allocate sufficient space within a road right of way to allow for the development of pedestrian and bicycle paths separate from vehicular traffic and to construct such paths should the opportunity present itself” (2.6.13).
- Infrastructure considerations when building pathways include the identification of “environmentally sensitive areas, at-risk species and their habitats, biodiversity and respect for the integrity of farms” (3.1.3.2; BL 182) and “that maintenance contractors retain as much roadside vegetation as feasible” (3.1.3.11).



### South Pender Official Community Plan

The Land Transportation Objectives of the South Pender OCP are “to encourage and support alternative transportation initiatives, including...a bicycle path network and walking trails” that have “minimal adverse effects on the natural environment, [are] compatible with the rural character of the island, and primarily [serve] the South Pender Island community” (6.1.3 (a)).

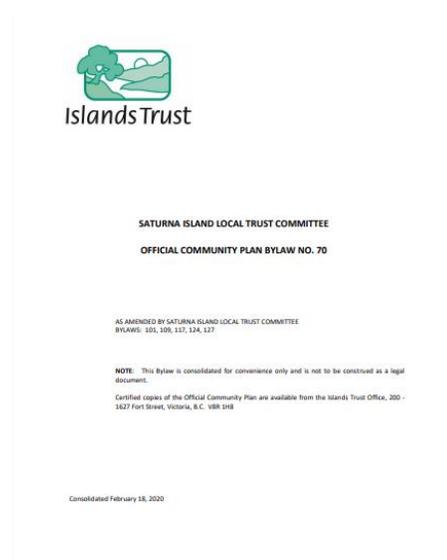


- The LTC will “support agency and community group efforts to develop the network of bicycle routes, pathways, walkways and trails shown on OCP Schedules “D” and “H”” (BL 115 iv) and will “use rezoning applications as an opportunity to work toward development of the network of bicycle routes, pathways, walkways and trails shown on OCP Schedules “D” and “H” (6.1.3 (b) v).
- Agencies and community groups are requested to “prioritize bicycle and pedestrian paths over on-road bicycle lanes where feasible” (BL 115 iii)
- The Local Trust Committee will also “support implementation of the Capital Regional District (“CRD”) Gulf Islands Regional Trails Plan on South Pender Island” (BL 115 vi).
- OCP Advocacy Policy reads that MoTI is requested “to assist in the ongoing development of the island’s trail system by allowing the trails and related development under the auspices of the Pender Islands Parks and Recreation Commission on road rights-of-way and ocean accesses” (I) and that “The Islands Trust has an agreement with the ministry regarding road standards within the Islands Trust area and the procedures for designation of scenic and heritage roads and cycle paths” (6.1).

### Saturna Island Official Community Plan

The Public Transportation Advocacy Policies of the Saturna Island OCP encourage transportation developments that “reduce dependence on private motor vehicles for travel to and from the Area.” (F.1.2; BL 101) and that island highways “include public paths, walkways and trails...to assist in meeting local and provincial targets for greenhouse gas emission reduction” (F.2.4; BL101).

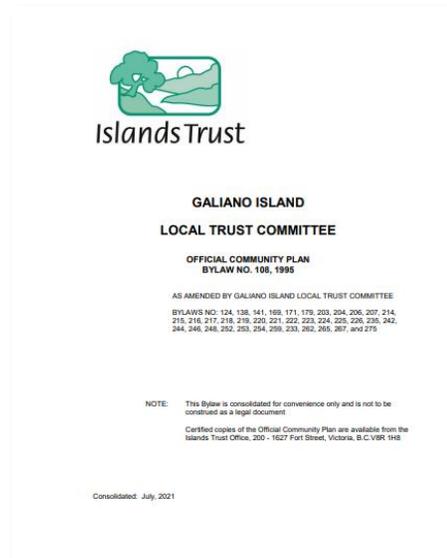
- The LTC requests that MoTI “support alternative transportation initiatives including...bicycle path networks and walking trails linking population to services” (F.2.8; BL 101) and to “co-operate in the development of new public recreational lands by: a) approving applications by the Parks and Recreation Commission for trails on road rights-of-way; b) approving community applications to fund and construct cycle paths; and c) requiring new or upgraded roads to include cycle paths as outlined in the protocol agreement between the Ministry and the Islands Trust” (E.1.14).
- The Saturna Island LTC will “give high priority to the provision of trails for pedestrian walkways, horse riding trails, and bicycle paths” (F.2.5) to facilitate “movement...within a neighbourhood and to connect neighbourhoods to viewpoints, coastal areas, parks, open space areas, and centres of island activity” (F.2.1).



## Galiano Island Official Community Plan

Land Transportation Objectives of the Galiano Island OCP include “[ensuring] roadways are safe for all users” and “[encouraging] alternative forms of transportation resulting in reduced emissions of greenhouse gases” (7; BL216).

- A specific emphasis is placed on developing active transportation infrastructure, stating that MoTI and other appropriate agencies be encouraged to “support alternative transportation initiatives, including...a bicycle path network and walking trail linking population centres to services” (Land Transportation Policy (t); BL 216) and that “MoTI should be requested to consider the creation of bicycle paths within highway dedications” (Land Transportation Policy (u); BL 216) with a priority focus on Sturdies Bay Road.
- Support for Active Transportation facilities are found under Land Transportation Policies where “the LTC may require alternatives to parking spaces, including but not limited to bicycle racks” (Land Transportation Policy (a); BL 216) and that BC Ferry Services Inc. is encouraged to “to create and maintain facilities and services, including bicycle racks, supporting travel by means other than private automobile” (Water Transportation Policy (h); BL 216).



Mayne Island Official Community Plan

Advocacy Policies of the Mayne Island OCP state that “MoTI and others are encouraged to support alternative transportation initiatives, including...bicycle path networks and walking trails linking population to services” (3.1.1.11; BL 151).

- The policies also state that the LTC “should support the development of a bicycle path network in cooperation with MoTI, and the MoTI shall be requested to provide cycling paths along all major roads at the time of road construction or major upgrading” (2.7.4.12; BL 151).
- In addition, “the Mayne Island Parks and Recreation Commission shall be requested to develop a network of walking trails as a means of transportation in order to link population and service centres on the Island” (2.7.4.9; BL 151).

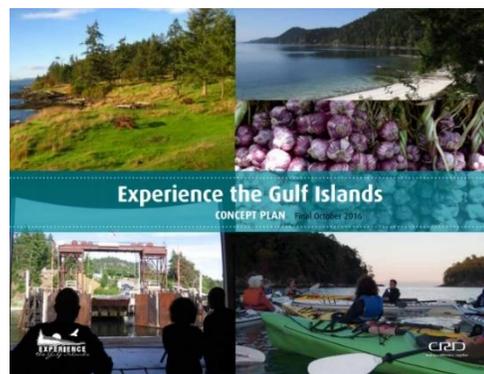


**2.2 Other Plans**

Experience the Gulf Islands Concept Plan (2016)

Experience the Gulf Islands (“ETGI”) started as a transportation (trails) focused initiative that grew and evolved into an inter-island community tourism initiative for the Southern Gulf Islands (Galiano, Mayne, North and South Pender, Salt Spring, Saturna).

- An objective of the Concept Plan itself is to provide local trail societies with leverage when applying for grant funding. The Plan’s policy goals include generating greater economic benefits for local people and enhancing the well-being of communities and making positive contributions to the conservation of natural and cultural heritage.
- The ETGI Concept Plan summarizes several short-, medium- and long-term transportation goals for the SGI. One key goal that relates to Active

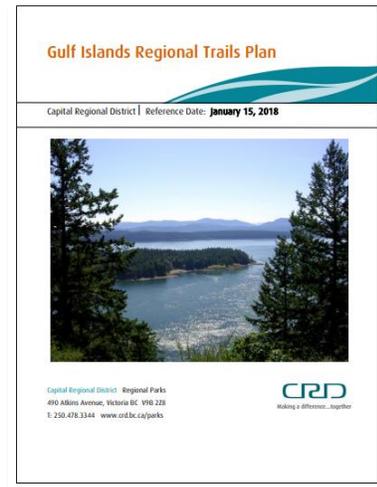


Transportation identified in the ETGI Concept Plan is: **build sustainable transportation connections and linkages that limit or lower on-island car traffic, such as cycling and walking paths.**

[Gulf Islands Regional Trails Plan \(2018\)](#)

The Capital Regional District (“CRD”) Regional Trails Plan for the Gulf Islands advances regional goals to connect trails across the CRD. It identifies a conceptual multi-modal spine trail on each of Galiano, Mayne, North and South Pender, Salt Spring, and Saturna Islands.

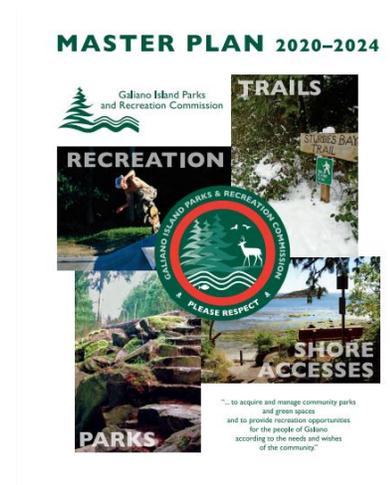
- “Each of the trail routes proposed in this plan will connect a main transportation hub, such as a ferry terminal, with key destinations on island; for example, a commercial hub or a regional, provincial or national park” (5), and in total the five new regional trails will cover approximately 50kms and help to facilitate transportation and tourism goals in the SGI.
- The Gulf Islands Regional Trails Plan sets out policy direction specific to these regional trails that supplements the direction provided by the Regional Trails Management Plan (2016). In particular, the Plan notes that the regional trails in the Gulf Islands “will be developed and classified as Bike and Pedestrian Trails, located within the public road dedications, separated from the travelled portion of the road and developed using a phased approach” (5).
- Some further policies outlined in the Plan include opportunities for public input on trail design, field checks for significant archaeological/cultural features, coordinating with First Nations to create signage, and liaising with MoTI, BC Ferries and CRD commissions to align resources, create efficiencies and achieve multiple goals.
- The Plan provides guidance on how development of these conceptual regional trails will be prioritized and how the CRD will work with others to implement the plan.
- “Completion of this Plan achieves a strategic action identified in the Regional Parks Strategic Plan 2012-2021 and a priority action identified in the Regional Trails Management Plan” (5).



- The Plan supports or complements other initiatives, including the Experience the Gulf Islands Concept Plan, The Great Trail, and the Salish Sea Marine Trail.
- The potential trials identified in this plan are conceptual and will need to be confirmed before implementation.

[Galiano Island Parks and Recreation Commission Master Plan \(2020\)](#)

**The Galiano Island Parks and Recreation Commission’s (“GIPRC”) Master Plan provides a direction and focus for the planning, acquisition, development, operation and maintenance of CRD community parks, shore accesses and hiking and multi-use trails and the planning and development of community recreational opportunities for the Galiano service area (1).**



- The community consultations that informed this Plan were “conducted against the backdrop of external initiatives that also influenced the review. These included a CRD proposal to create a multi-modal road-side trail from Sturdies Bay to Montague Harbour through The Bluffs community park” (2).
- Several policies that GIPRC have developed around trail use is that trails are for non-motorized use only, and that trails may run through existing parks, exist on their own, as easements or as casual paths through private property.
- A priority for the Commission is to assess the potential of developing trails that link key community amenities and communities.
- GIPRC has a policy to support the development of multi-use trails to accommodate cyclists, and to advocate for the development of safer facilities for cyclists.
- The Commission also plans to work with MoTI and CRD in advocating for improvements to the Sturdies Bay Trail, which is not useable by wheeled vehicles.



**Section 3 – Current Conditions**



## 3.0 CURRENT CONDITIONS

### 3.1 Context

For the purposes of this plan, Galiano, Mayne, North and South Pender, and Saturna Islands are collectively referred to as “the islands”. These islands are within the traditional territories of several First Nations. Four First Nations have reserve lands on the Gulf Islands: Tsawout and Tseycum First Nations share a reserve on Saturna Island and one on South Pender Island, Tsartlip First Nation has a reserve on Mayne Island, and Penelakut Tribe has reserve land on Galiano.

These islands are within the Islands Trust Area. Islands Trust provides both local land use planning services and broader oversight to foster the preservation and protection of the Trust Area's ecosystems, to sustain the islands' character, and to support healthy communities. In addition to the Southern Gulf Islands, Salt Spring Island is also a key part of the archipelago and the economic and social fabric of the islands, including access to further services and Gulf Islands Secondary School. The population in the SGI EA is ageing, with residents in the 65 and over category forming almost 43% of the total population (StatsCan, 2016). While the population growth trend from the last census was negative (-2.8% from 2011 to 2016), this has been reversed recently and the SGI EA has seen a surge in population growth in the most recent census (+28.9% from 2016 to 2021). This in turn impacts resources, infrastructure and available transportation amenities on the islands. From this perspective, this planning work is timely and necessary.

BC Ferries provides ferry service to the Southern Gulf Islands from Swartz Bay and from Tsawwassen. Service to Salt Spring Island is provided from Crofton to Vesuvius, Swartz Bay to Fulford Harbour, and Tsawwassen to Long Harbour.

The Ministry of Transportation & Infrastructure (MoTI) has jurisdiction over roads in the unincorporated electoral areas and has responsibility for ongoing maintenance and road improvements in the SGI Electoral Area (SGI EA). MoTI and Islands Trust have an agreement to maintain rural road standards and to protect heritage aspects of the road corridors on the islands, with road maintenance work carried out by contract, currently Emcon.

There are many trails on the SGI, however, the majority of these trails are recreational trails and cannot be used for transportation as they do not connect key destinations such as ferry terminals, docks and marinas, residential areas, shopping and services, schools, and other community gathering places. The existing recreational trails may also not be suitable for or allow wheeled active transportation, such as bicycles, mobility devices like wheelchairs, or rollers. Recently, however, there has been increased interest in transportation trails in the SGI given their potential to provide an alternate mode of transportation for residents and visitors alike, to connect between different origins and destinations on the islands. In this respect, these trails are also able to address GHG emissions, sustainability, and environmental stewardship.

As a result, there is interest in augmenting the existing trail network on the islands with a network of transportation trails. By undertaking this Active Transportation Plan the CRD seeks to answer the following questions: Where do the gaps exist? How can these gaps be addressed? Who would be responsible for the development of this network? What kind of funding would be needed for this?

The current CRD role with respect to Active Transportation is limited to its mandate stemming from managing Regional Parks and trails on the islands, as well as managing community parks on the islands (via the SGI Parks and Recreation Commissions).

#### **VISION FOR TRAILS IN THE SOUTHERN GULF ISLANDS AS IDENTIFIED IN THE GULF ISLANDS REGIONAL TRAILS PLAN BY THE CRD**

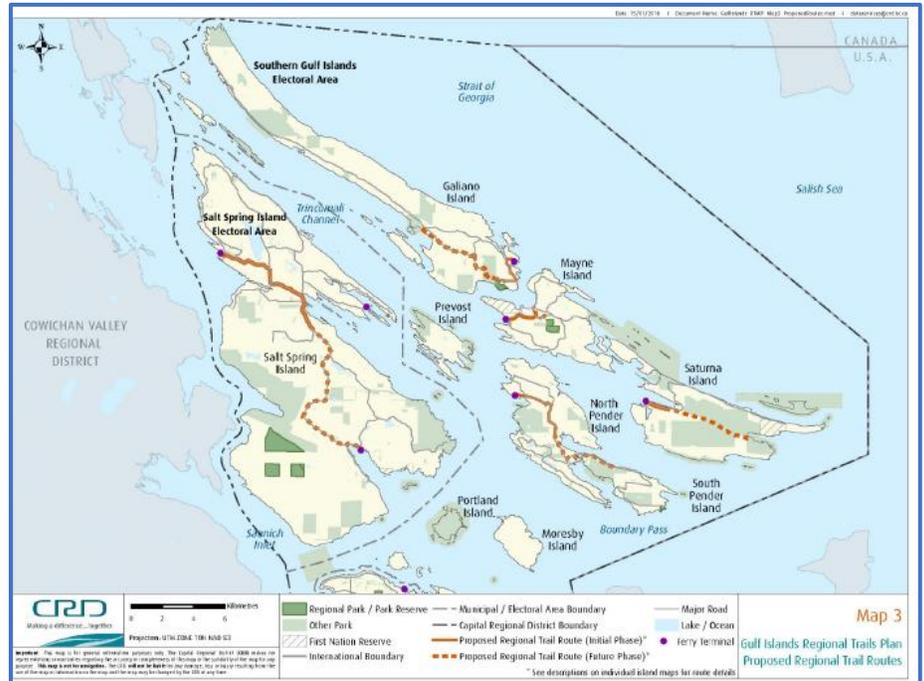
The Gulf islands are an interconnected archipelago of living, working communities in the Salish Sea. Like a necklace jeweled together by unique destinations, the islands are a special place in every season. From wild coasts and beaches, pastoral farmlands, spectacular bluffs, and quaint villages to cool and shady forests, glacially striated and sandstone pocked rock formations, these islands provide priceless experiences for those who live there and for those who visit.

Trail systems on the islands are sustainable in design, respectful of adjacent neighbours, and provide recreation and alternative transportation opportunities for different types of users. Regional Trails connect island communities and facilitate access to key destinations. They provide primary routes to which other trails connect, creating a broader trail system on each island.

Trails are used as part of the daily routine of local people and attract visitors to experience naturally and culturally significant destinations on the islands. An array of visitor services and amenities are available on or along the trails to serve cyclists and backpackers, families, and individuals, and young and old alike.

As a part of this role, in 2018, the CRD approved the Gulf Islands Trails Regional Plan.

The Capital Regional District (“CRD”) Regional Trails Plan for the Gulf Islands identifies a conceptual multi-modal spine trail on each of Galiano, Mayne, North and South Pender, Salt Spring, and Saturna Islands. “Each of the trail routes proposed in this plan will connect a main transportation hub, such as a ferry terminal, with key destinations on island; for example, a commercial hub or a regional, provincial or



national park” (5), and in total the five new regional trails will cover approximately 50kms and help to facilitate transportation and tourism goals in the SGI. This Plan builds on previous studies and policy planning work the CRD has completed in the SGI (Regional Trails Management Plan (2016) and The Regional Parks Strategic Plan 2012-2021).

The SGI Electoral Area does not have a local service established that can build on the regional spine trail. Without a formally established local transportation service, the CRD cannot fund or acquire tenure for active transportation connections that are locally desired beyond the broad, region wide objectives of the CRD Regional Trails Plan. As a result, it cannot apply for government grants on behalf of the SGI for local community priorities, nor use tax funding collected for other purposes, to fund the development of the proposed regional network. This is a gap since there is funding capacity for local recreational trails through the Parks and Recreation Commission on each island, but those trails do not necessarily meet transportation needs of linking destinations. Likewise, the CRD Regional Trails function can access other funding levels but

prioritization and funding for those trails is based on an assessment of the entire CRD and therefore the time horizon for building out all the individual SGI segments may be long and not at the priority level desired by island residents.

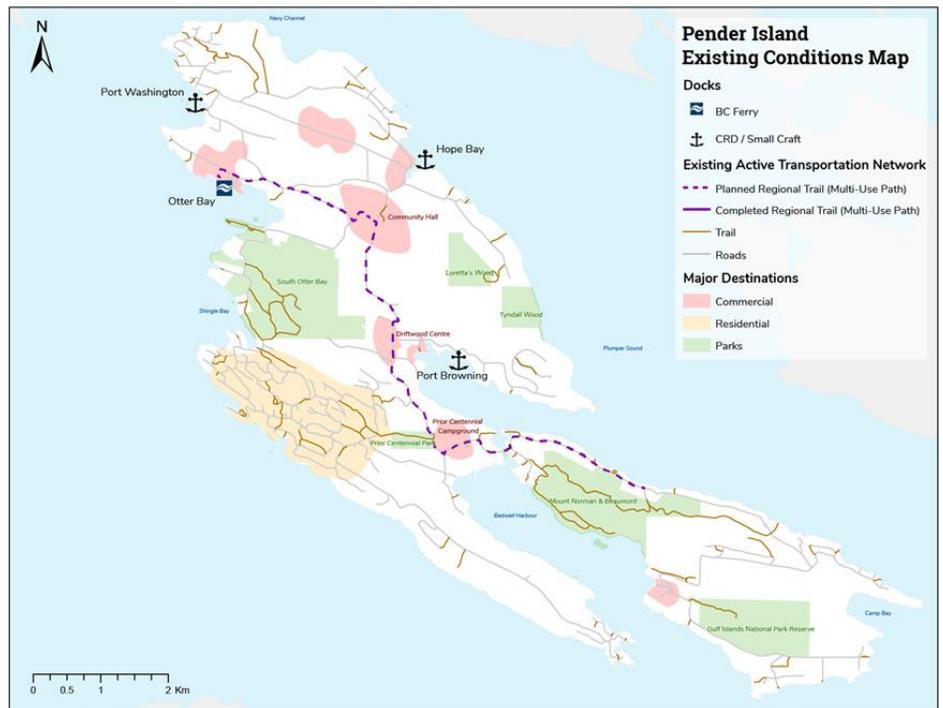
This lack of a transportation function for the SGI and potential solutions are being explored as part of the of larger Transportation Integration Plan. As mentioned previously, this Active Transportation Plan will link with the larger plan and provide a framework for regional and local trail development if a transportation function is approved. The CRD is committed to supporting the residents of the SGI in achieving their Active Transportation goals and this plan is a step in that direction by providing a framework for improvement and suggested priority order for trail network development as funding or organizational capacity becomes available.

### **3.2 Existing Conditions (and maps)**

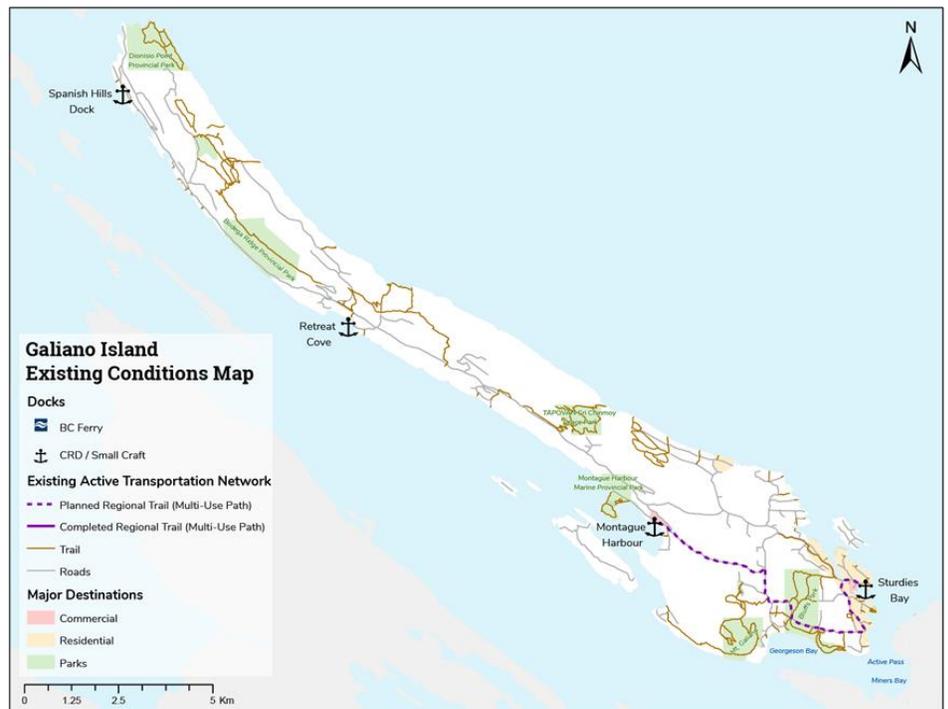
The trails on the SGI are a mix of local and regional trails as well as some larger “Trans-Canada” trails that are part of trails running across Canada (The Great Trail and the Salish Marine Trail). The existing trails are generally located within public lands, are maintained and managed by a variety of different trail organizations and are predominantly rural in nature. These trails are used primarily for hiking and walking and occasionally cycling as well. They tend to be more recreational in purpose and less oriented around fulfilling transportation connections. Most trails do not allow the use of bikes or electric bikes, and they start at trail heads that are not easily accessed from the ferry terminals or village centres of each island, except by vehicles.

There are few roadside trails or transportation trails on the islands. As a result, access to major destinations on the islands is via the roadway network. This is true of all four islands and is illustrated in the maps below. This also forces people walking or biking to share space with faster moving automobiles. Roads are hilly and curvy, speeds are high (between 50 and 80 km/h on main roads) and where they exist, shoulders, are very narrow. Roads are further constrained by drainage ditches and potholes. All this makes for a challenging environment for Active Transportation modes on all the islands.

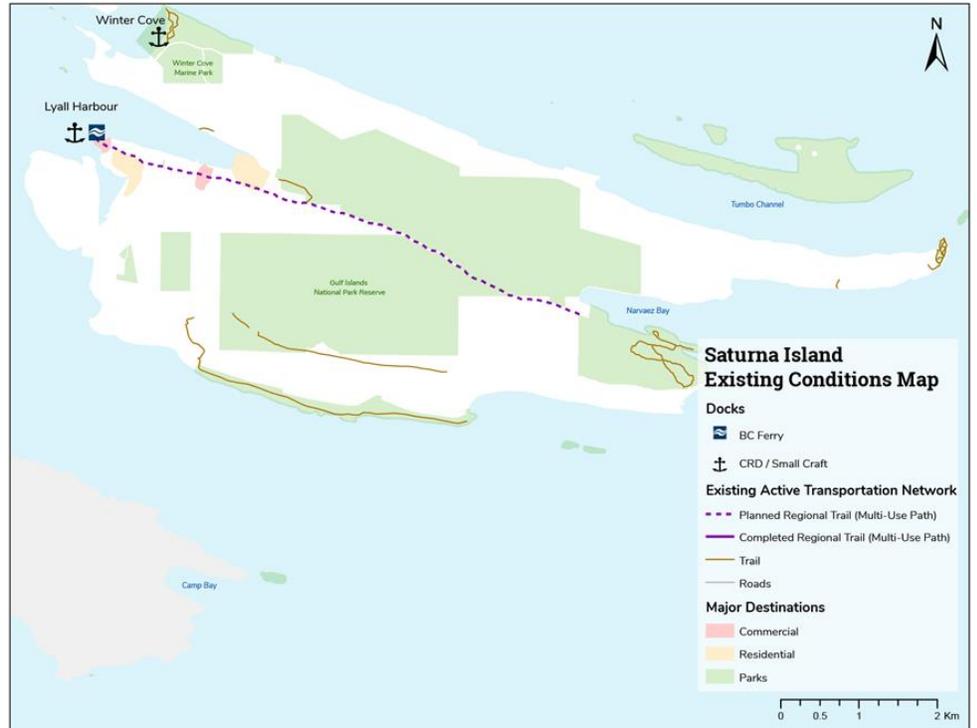
### 3.2.1 North Pender Island map



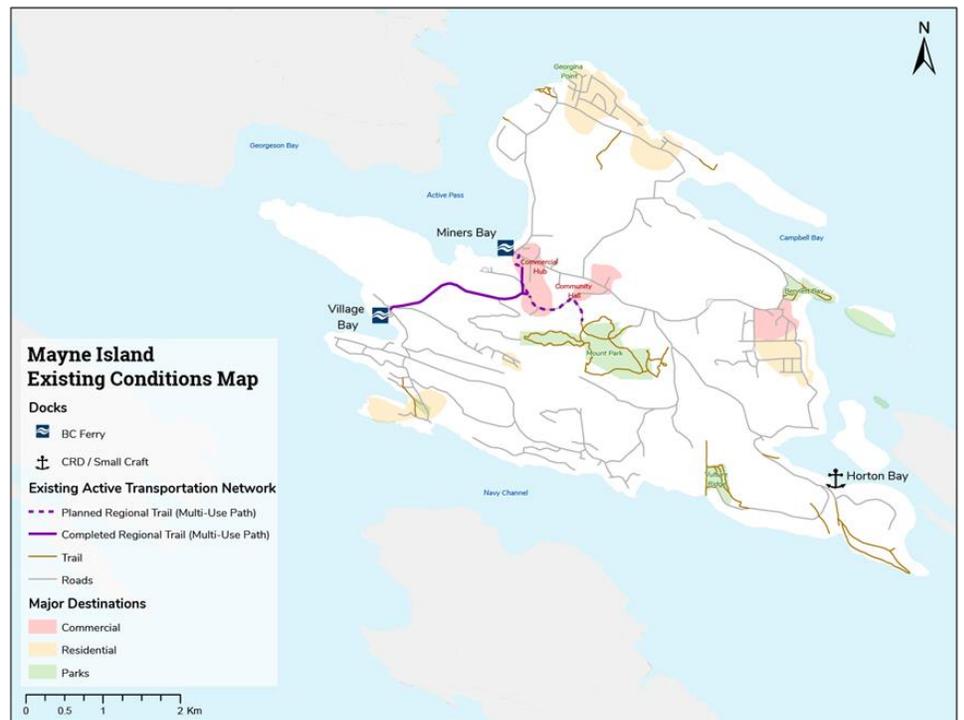
### 3.2.2 Galiano Island map



### 3.2.3 Saturna Island map



### 3.2.4 Mayne Island map



### 3.3 Issues and Opportunities

Specific issues and opportunities for SGI's active transportation network are identified in the following section.

#### MAPPING

There is no single source of information about all the trails on the Southern Gulf Islands. Fragmented information is available from each of the trail organizations. This makes it difficult for users—including both residents and visitors—to get holistic trail information on the islands.

From a planning perspective as well, the lack of comprehensive information regarding the trails can be challenging. It is harder to determine gaps in the network and how policies and future plans align across each island or the region due to the multiple sources and lack of consolidation. Some individual island residents and trail volunteers may have substantial knowledge about the trail network's evolution and future plans, but this information may not be in place or format easily shared with others.

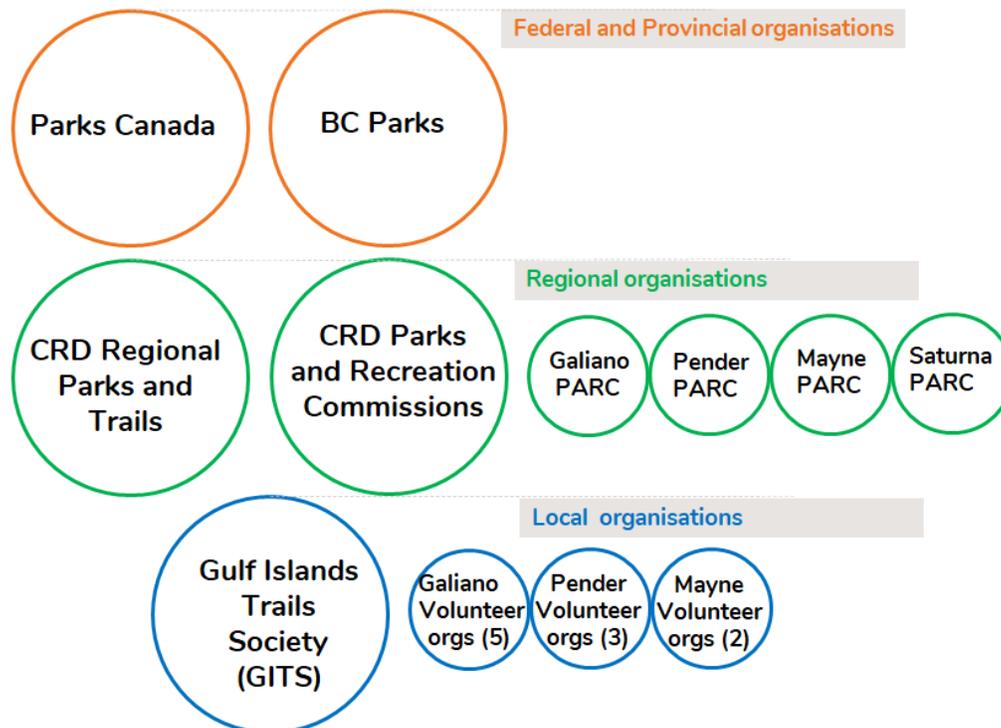
Trail infrastructure, for pedestrians and cyclists, is an important component of the visitor experience and residents' on-island transportation network. Providing trail information – locations, connections, trail etiquette – to both residents and visitors is an important component of any trails program.

A comprehensive approach to mapping existing trails and connectivity gaps that spans all the islands would provide a strong foundation on which to build a consistent program for trail development and policy planning.

#### MULTIPLE ORGANIZATIONS

There are several groups on the islands working on local trail network improvements and extensions. The initiatives these groups undertake are important for visitors and residents alike and directly address community active transportation and tourism goals.

It is important that their efforts are aligned and are connected to BC Parks, Parks Canada and relevant CRD Regional and Local parks initiatives. Currently, however, coordination efforts between those organizations are limited. Each of the organizations has different mandates and priorities resulting in less-coordinated planning for the trails network on the islands.



As is illustrated above, in addition to the Provincial and Federal parks organization, the CRD has a regional parks service with some parks on the islands, as well as has local parks managed by Parks and Recreation Commissions (PARC) on each island. Local trail society organizations are focused on their specific islands and their mandates are generally focused on developing recreational trails. The more recently developed Gulf Islands Trail Society has evolved to try to provide a framework for coordinating between the local groups and provide shared access to resources, such as insurance.

Local trail infrastructure, connections, and network development are ongoing projects throughout the islands involving local trails, stewardship, and community groups.

Increased coordination amongst these groups can help secure additional funding for the planning, development, and upkeep of local trails, thereby building some resilience among the local trail organizations. This coordination could be as simple as a forum held once or twice per year involving the various governmental and local trail organizations to share information on upcoming priorities and projects.

## EXISTING ROAD NETWORK

The road network on the islands falls under the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI). These roads were built decades back and MoTI is responsible for their ongoing maintenance, which is undertaken through contract to a road maintenance provider whose region spans not just the larger collection of gulf islands but also southern Vancouver Island.

The current road network on the islands presents a major challenge to improved Active Transportation opportunities on the SGI. Some of the key issues heard during stakeholder outreach as well during public engagement are summarized below:

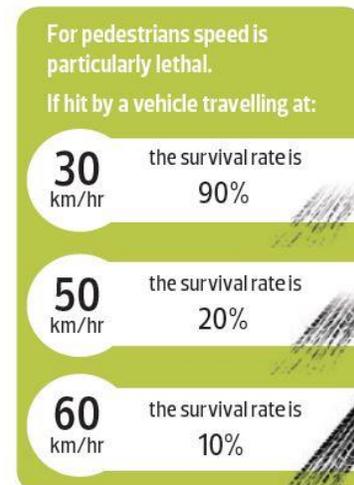
- Lack of wide shoulders, forcing people walking, biking and driving to share the road despite a large speed differential between user groups.
- In discussions with MoTI, it was noted that the current MoTI road standards were not associated with the road network on the islands, given that the network was built at a time when none existed.
- Hesitation on the part of MoTI to assign speed limits to the roads, given that they do not adhere to their current classification standards where a certain road category is assigned a certain speed.
- The roads are twisty, narrow and hilly due to the topography of the islands and have lots of blind corners, highlighting the safety issues mentioned previously.
- The island road networks fall lower on the list of priorities for maintenance, repair and replacement, due to the highways categorization system and the relatively lower population and lower vehicle volumes on the SGI compared with other places in B.C.
- When funding is available for maintenance, the issue of communicating with multiple jurisdictions, and aligning with their priorities also becomes challenging.

- Retrofitting the existing roadways to make them safer for pedestrians and cyclists, such as by widening the shoulders, also has unique challenges. Existing roads were not built in the middle of the Right of Ways, but instead may wander from side to side within them, meaning that property acquisition may be required to widen the space or the whole roadway must be shifted. The hilly nature of the islands and winter rainfall patterns also mean that water management through culverts, ditches, and the slope/nature of the roadway itself are key considerations that typically require more engineering. Water management and the higher existing speeds of the roadways also mean that roadside trails may require engineering and infrastructure treatments that appear over built or out of place in the rural and natural setting of the SGI. This can be challenging for both the advancement of projects and for building trust in the community.
- Where there is the possibility of constructing pathways as a (non-roadside) connection to and from major destinations on the islands, through Parks lands (Parks Canada or BC Parks) there is hesitation on the part of these organizations to disturb the ecological and cultural environment of these lands by building a transportation trail through them.
- When there is consensus to move forward in the above context—which is predicated on involvement and agreement with Indigenous communities—building on sensitive lands must also consider archeological assessments and ongoing archeological monitoring.
- In some other cases when a connection can be made across parks but trails must also cross intervening private lands between them, there can be reluctance among land owners to allow public use of their private property.
- If easements on private lands are possible, landowners may be hesitant to allow the trail segments on their properties to be published in maps, thereby making available information about the trail network discontinuous. Landowners are also concerned about liability brought on by formalizing access with an easement.

## SAFETY

A direct outcome of the challenges presented by the road network on the islands is a pervasive perception of lack of safety on the roads. This sentiment is present across all four islands as well as all modes. Cyclists and pedestrians alike feel unsafe using the roads and motorists are concerned about accidents if the existing narrow Right-of-Way is shared with other modes.

Vehicle speeds provide valuable context for active transportation planning. Speeds are a major factor in creating a pedestrian and bike friendly environment. Even though vehicle speed does not always cause crashes, it usually determines the severity of the outcomes of a crash. A small difference in speed can mean the difference between life and death, especially for pedestrians, motorcyclists, and cyclists as illustrated in the graphic.



Source: City of Edmonton

## FUNDING CHALLENGES

One of the other major challenges in the development of trails on the islands is funding. This includes the availability of grant funds to apply for as well as the ability to apply for it, when available.

While several different grant programs are available for improving Active Transportation infrastructure through different levels of government, local, provincial, and federal, most of these funds are distributed through a local government agency. In the case of unincorporated areas like the SGI Electoral Area, this would be through their regional district, in this case the CRD.

However, unlike municipalities which have more flexibility in shifting their budget and service priorities, regional districts must formally define services that they will be providing and funding, which is done through the creation of service establishment bylaws that are approved by the electorate that will be paying for and receiving the services.

The two existing service areas within the CRD which touch on walking and cycling have mandates that don't enable them to fill the specific function of local active transportation. CRD Regional Parks has a mandate to connect the entire region and so local SGI priorities are ranked and funded within the context of larger regional needs. Without establishing a transportation function for the SGI such as what was created for the Salt Spring Island Electoral Area, the CRD is unable to administer provincial and federal funding and implement active transportation programs. Without service authority, the CRD can also not direct grant funds to the different trail organizations on the islands, leaving the local organizations with the option of applying for competitive grants or seeking donations for the work their organizations do.

Issues with competitive grant funds that the volunteer organizations can apply for are:

- There is not enough funding available through these grants.
- Grants are not just limited in number but also in value, so a large infrastructure project is not possible with a single grant in most cases.
- There is high competition for these funds, not only between the organizations on the islands but also from other islands and rural areas seeking grant funding.

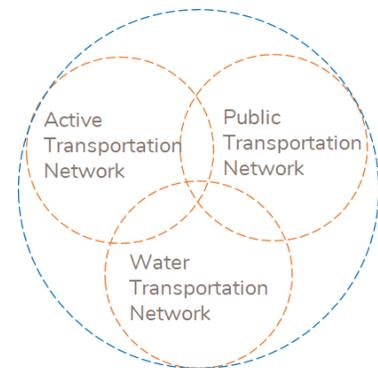
Furthermore, in many cases, volunteer organizations are not eligible to apply for grant funds unless they partner with a local government, and the local government would own any resulting infrastructure/stock. As SGI does not have a transportation service, the CRD cannot partner on these applications.

These are some of the issues that have been brought forward as part of discussions with the CRD, stakeholders, the Transportation Advisory Group for Active Transportation and public engagement through this project and the larger SGI Transportation Integration Plan project.

Among the opportunities, the single largest one is the potential for an integrated transportation network on the SGI. The Climate Emergency is motivating all levels of government to incentivise and fund planning and infrastructure projects supporting Active Transportation. An integrated transportation network positions the SGI to take advantage of these funding opportunities.

## INTEGRATED TRANSPORTATION NETWORK

When thinking of the Active Transportation needs of the SGI as a region, the lack of integrated transportation is also a challenge. The waters between the islands, and distances between locations on some of the islands themselves, means that walking and cycling would ideally also be augmented by or at least offer coordination with land-based public transportation, as well as water transportation via BC Ferries and other passenger ferry services.



Integrated transportation services for the SGI

Building from past studies and community feedback, the CRD is undertaking a project to create an integrated transportation network on the SGI.

As discussed in the Funding section, above, as a Regional District, the CRD can facilitate outcomes on behalf of the community such as administrative coordination and access to funding from other levels of government for not only Active Transportation but the coordination between supporting modes that can make it more feasible.

Also, unlike non-profit societies, CRD can hold Licences of Occupation in the Provincial Road Right of Way that are needed for roadside trails. A transportation function would enable the CRD to provide this additional support to the Southern Gulf Islands. However, defining a scope for this service, the extent of involvement for the CRD in this function, and the funding needed to support are all steps that need to be completed before a service can be established. The Southern Gulf Islands Transportation Integration Plan is being completed simultaneously with this plan and is outlining outcomes from public engagement, associated costs of implementation and possible models for governing and funding a transportation service and an integrated network.

If the community supports a referendum to create this transportation function, then funds for Active Transportation could be allocated through it and other supporting modes could also be better coordinated and made more sustainable.



## **AVAILABLE FEDERAL FUNDING GRANTS FOR RURAL AREAS TO DEVELOP ACTIVE TRANSPORTATION NETWORKS**

While a list of all possible funding sources has been provided in the later chapters of this report, it is important to highlight the commitment of all levels of government in supporting the development of Active Transportation infrastructure and networks especially in rural communities.

Being able to take advantage of all this funding is contingent on the CRD being able to establish a transportation function on the SGI, as has been previously mentioned.

### **TECHNOLOGICAL ADVANCES IN MOBILITY**

Several innovations in the field of mobility are making it easier to adopt an active lifestyle. Electrification and e-bikes are one such advancement.

E-bikes are electric bicycles with an electric motor and functioning pedals that is limited to a top speed of 32 km/h without pedalling. The pedal assistance provided by an electric bike makes larger bicycles capable of carrying cargo and/or multiple passengers more appealing, making it ideal for school drop-offs and grocery runs on the SGI. Given the road network and associated grade differences, e-bikes could be ideally suited for the SGI context. Likewise, given the relatively older population of residents on the Southern Gulf Islands, e-bikes can make travel by bicycle more feasible across a broader range of ages and abilities.

Planning for charging areas at strategic locations on the islands as well as along the trail networks would support the use of e-bikes on the SGI. Currently, none of the recreation trails allow e-bikes, however, the transportation trails could be planned to accommodate them.



What do you think  
our transportation  
needs are?  
CRD

**Section 4 –Community Engagement and Mapping**

## 4.0 COMMUNITY ENGAGEMENT AND MAPPING

Mapping is a key task of the Active Transportation Plan. As a result, this task was completed in two stages.

- **The first stage was to compile and consolidate all of the trail information for the SGI.** This included collecting documentation available through the various local trail organizations, CRD, BC Parks and Parks Canada, digitizing this analog trail information, and then recreating it all together in single GIS map formats.
- **The second stage was to get feedback from stakeholders and the public** and corroborate the information already digitized in the first step as well as address any gaps in this information.

While the engagement was primarily focused on mapping, a section also sought feedback on Active Transportation (and other modes). This section of the report summarises public feedback with respect to Active Transportation and mapping.

### 4.1 Public Engagement

The public engagement was conducted in tandem with that for the larger Transportation Integration Plan for the SGI which involved three rounds of public engagement. This report is focused on the outcomes of the Targeted Outreach and Round 1 public engagement as described below since they most critically informed the Active Transportation needs and potential priorities for the SGI. A second round of public engagement was also conducted which focussed on gathering public feedback regarding the potential creation of a CRD transportation function and the service establishment bylaw and referendum that would be required for it. Results of the larger Transportation Integration Plan engagement that relate to all modes of travel, as well as the results of the second round of public engagement can be found on the [CRD website](#).

Outreach and engagement conducted with a specific Active Transportation focus included:

- **Targeted Outreach** that took place in Spring 2021 and involved virtual workshops with the Transit Advisory Groups (TAG), stakeholder outreach, and information provided to the community via the CRD website, posters, and a media release. This information was used in developing the maps and information that were then presented in the Round 1 public engagement.
- **Round 1 engagement** took place in late summer and early fall 2021. It included in-person community mapping as well as an online component that invited the public to provide feedback using the CRD's digital engagement platform, which included interactive mapping, quick polls, a survey, and an ideas forum. A mailout Frequent Asked Questions (FAQ) about the project was sent to every SGI mailbox to encourage people to fill out the survey.

The following focusses on the results of Round 1 engagement since it incorporated the feedback from the Targeted Outreach phase and most directly informed the priorities of the Active Transportation Plan. The full What We Heard report from Round 1 engagement is provided in Appendix B.

## 4.2 What We Did

**Community mapping events** were held at tables that were part of farmers markets and other community events during late August and early September. These involved staffed tables that presented the draft consolidated maps compiled from the existing CRD and trail society information and gathered public feedback on gaps and opportunities for better connecting each island's key destinations on foot, by bike, and with strollers and wheelchairs.

**Round 1 online public engagement** took place from **October 13 to November 14, 2021**. It used a variety of engagement tools available via the [CRD Get Involved website](#), including:

- An **Interactive Map** to gather suggestions for infrastructure improvements
- **Quick Polls** and a **Survey** to gather feedback on the system
- The **Ideas** tool to gather additional ideas
- **Photos and background resources** including past plans and studies

#### Engagement by the numbers:



**2.5K** engagement site visitors



**106** contributions to the interactive map



**969** participants in quick polls



**695** surveys completed

The survey and other online engagement tools were promoted using social media, posters, mail-out advertisements, and local advertising/paid media.

Related comments made via Facebook and email during the engagement period have also been reviewed and summarized here by the project team.

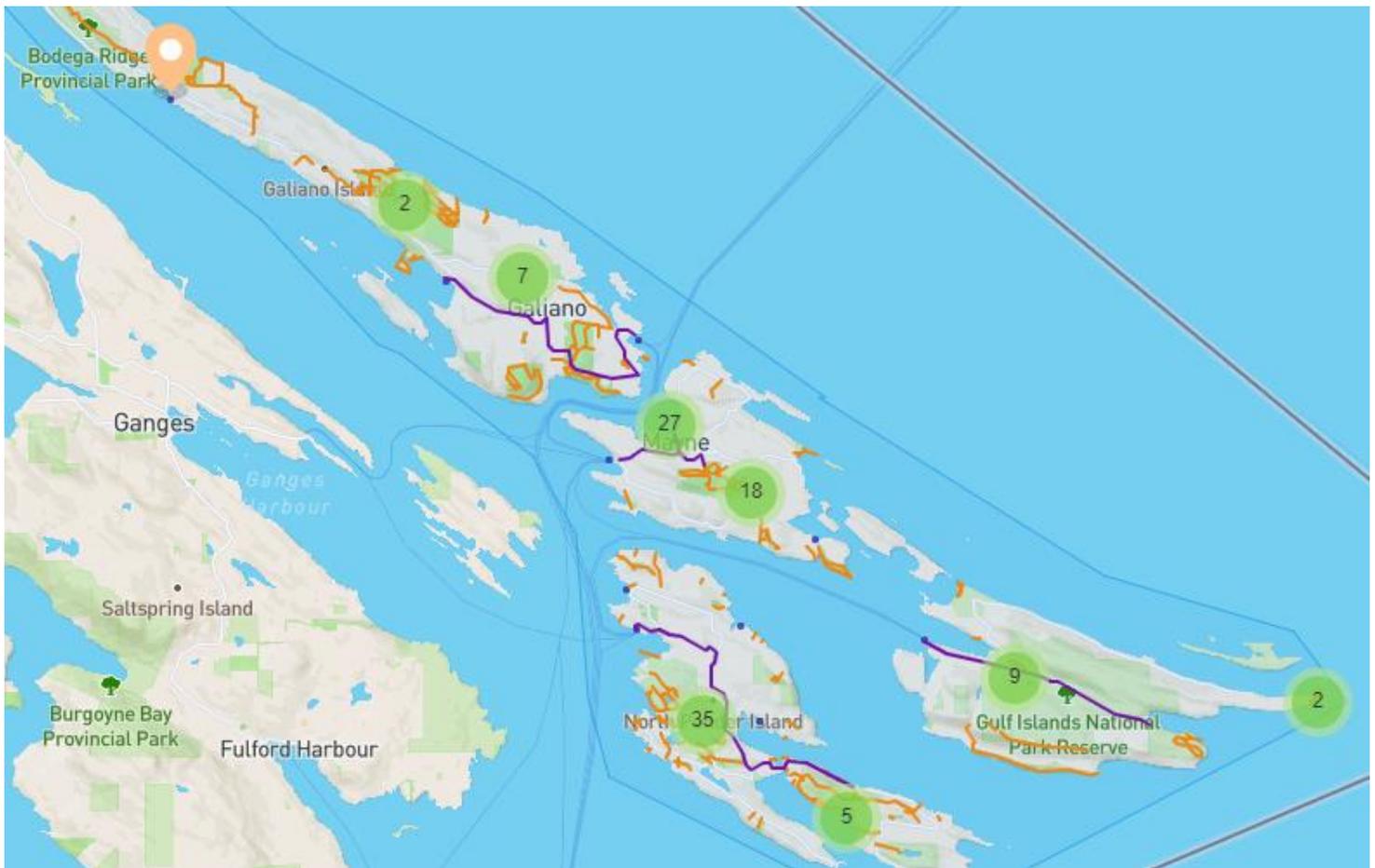
### 4.3 Interactive Mapping

The information gathered from the in-person community mapping events was used to add to and refine the maps that were then used for the larger round of on-line community mapping.

The Interactive Map on the engagement site gave people the opportunity to pinpoint locations across the Southern Gulf Islands where they frequently travel, as well as where they would like to see infrastructure improvements. They could also provide comments about why they think change is needed. A total of **106 pins** were added to the map. Among other topics, Active Transportation specific topics that participants could select from the following pin types:

- Key community destination to serve by an Active Transportation route
- Walking / rolling improvement (e.g., sidewalks, crosswalks, accessibility)
- Walking connection (e.g., trails, pathways)
- Cycling connections (e.g., bike lanes, shared paths)
- Road safety or vehicle speed concern / suggestion
- Bike parking / bike racks

Specific pin locations are not shown at this level as the map is zoomed out to show all the islands.



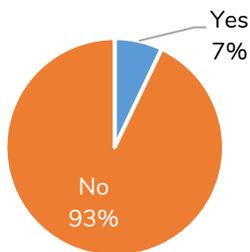
Based on the pins that were dropped, top ten pins related to connections and concerns are shown below.

<b>1.</b>	<b>Magic Lake Active Transportation Connections</b>	North Pender
<b>2.</b>	<b>Bedwell Harbour Road Walking/Rolling Improvements</b>	North Pender
<b>3.</b>	<b>Driftwood Centre Active Transportation Connections</b>	North Pender
<b>4.</b>	<b>Otter Bay Active Transportation Connection</b>	North Pender
<b>5.</b>	<b>Sturdies Bay Trail Extensions</b>	Galiano
<b>6.</b>	<b>Sturdies Bay Trail Safety</b>	Galiano
<b>7.</b>	<b>Mackinnon Road Active and Public Transportation Connections</b>	North Pender
<b>8.</b>	<b>Brooks Point Active Transportation Extension</b>	South Pender
<b>9.</b>	<b>Thieves Bay Active Transportation Connection</b>	North Pender
<b>10.</b>	<b>General Safety Concerns</b>	All

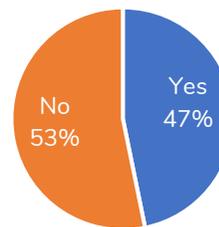
## 4.4 Survey Responses Specific to AT

Community members were able to indicate their support for various potential transportation improvements using the Quick Polls and Survey tools on the CRD engagement site. Questions specific to active transportation are shown below.

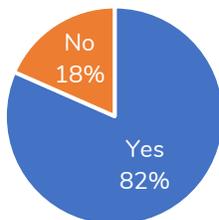
Do you think our roads are safe enough for cyclists and pedestrians?



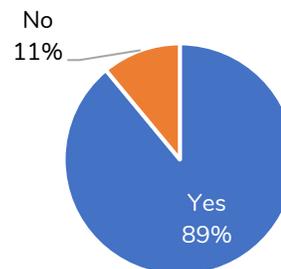
Would you support an increase to property tax to help build safe walking and cycling trails to key destinations?



Would you cycle, walk or roll more if there were bike lanes or designated sidewalks/safe shoulders?



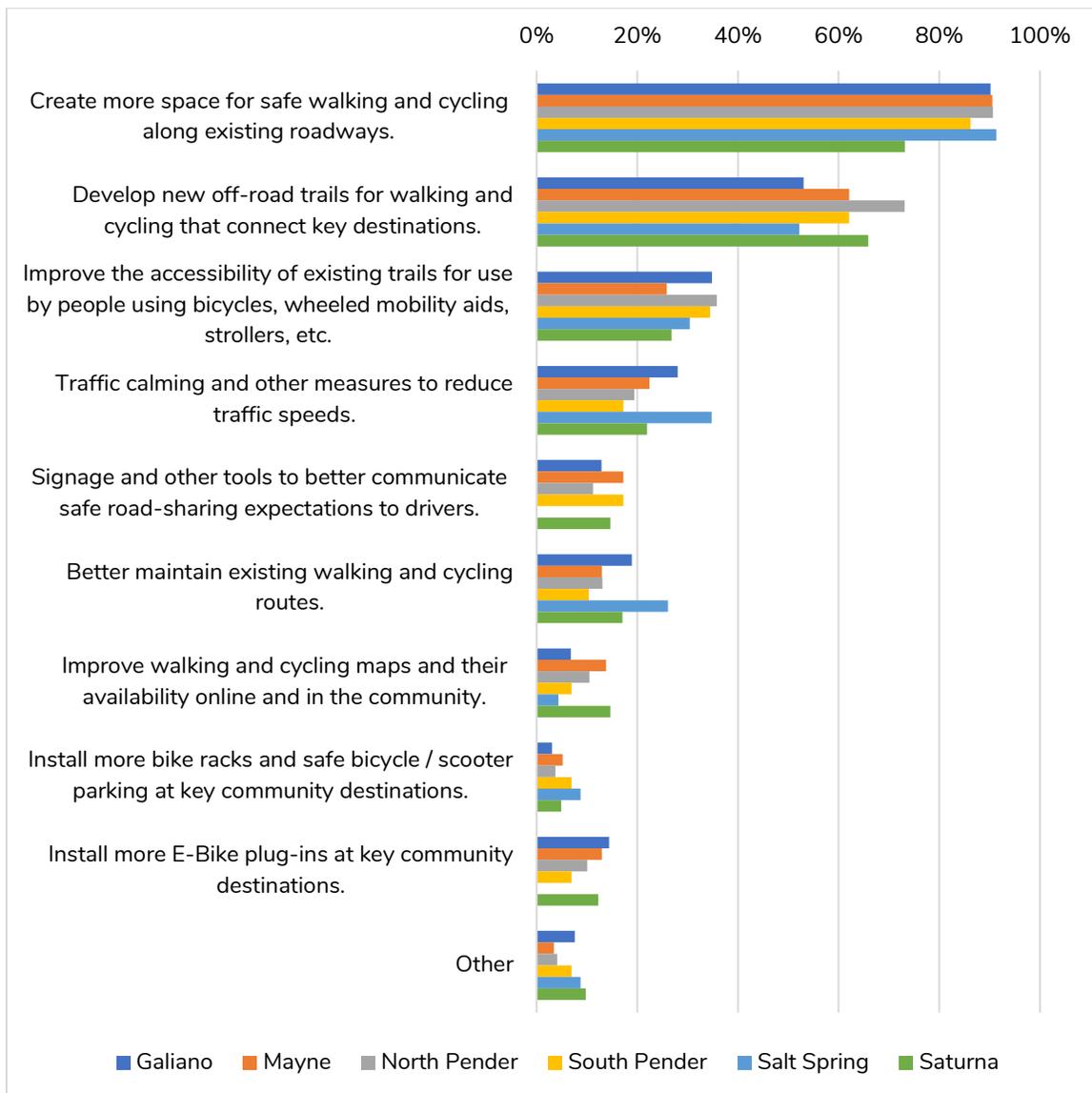
Do you think that improvements are required to better support active transportation in the Southern Gulf Islands?



Based on the responses received, there is support for active transportation improvements on the islands, with a majority of respondents indicating that safety is an issue and that they would consider biking/walking more if there were safe pathways to do so.

This safety concern is also reflected in the prioritization of Active Transportation Improvements (shown below), with the top three being:

1. Creating more space for safe walking and cycling
2. Developing new off-road trails for walking and cycling that also connect key destinations
3. Improving the accessibility of existing trails for multiple users and modes



## 4.5 Ideas Tool

Visitors to the engagement site were able to submit their ideas for improving active, public, and water transportation. **91 contributions** were made in total across all three modes. The Active Transportation comments were largely focused on implementing bike lanes, including safe bike routes to school. There was also a suggestion to provide incentives for landowners to allow public pathways on their properties.

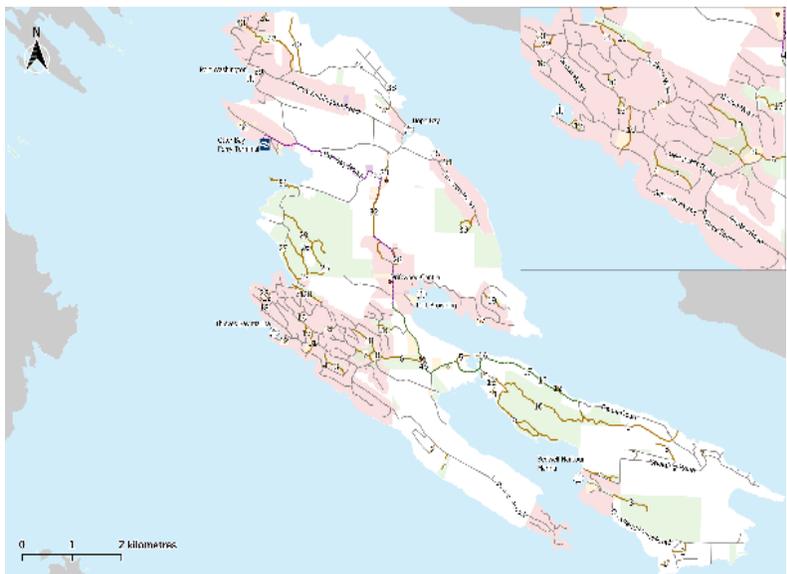
## 4.6 Mapping

A key deliverable of this project was the development of trail maps for each of the islands. As part of the engagement described above and the community mapping exercises on each of the islands, the following trail maps have been developed. The work started using available existing materials in the form of maps, brochures or any kind of published material about trail locations as well as through feedback received from the community.

These maps record all the existing trails on the islands, including beach access trails and the planned regional trails. Major roads and parks on the islands are included for context to enable easy orientation. The maps also identify major commercial and residential areas and major transportation access points such as ferry terminals and harbours. It is to be noted here that available GIS information regarding residential zoned areas is not very detailed and thus a comparison with Google maps was also done to ensure that existing (and more recent) residential and commercial developments are shown. It is possible that some residential areas that are newer are not captured on these maps, however, the trails are all reflected on the maps.

It is anticipated that the information contained in the map layers as well as the map database will support transportation planning work on the islands as well as coordination across multiple organizations and functions (trail and planning organizations, tourism and economic development groups on the islands, etc.).

**Appendix A** has larger versions of these maps with updated lists of the trails on each island.



SATURNA ISLAND TRAILS MAP

PENDER ISLAND TRAILS MAP

**Legend**

<b>Trails Network</b>	<b>Docks &amp; Harbours</b>
— Current Trails	BC Ferry
— Proposed Regional Trail Route (Initial Phase)	⊕ Small Craft Harbour
— Proposed Regional Trail Route (Future Phase)	<b>Major Destinations</b>
	Commercial
<b>Southern Gulf Island Road Network</b>	Residential
— Roads	Parks and Protected Areas

## 5.0 ACTIVE TRANSPORTATION GAP ANALYSIS

In addition to using feedback from engagement to inform issues, opportunities and priorities for Active Transportation, the project team conducted a gap analysis and a connectivity assessment.

### 5.1 Gap Analysis

The gap analysis on the existing trail network was conducted using Strava information available for the islands. This was a very high-level analysis conducted for all four islands.

**Generally speaking, the results of the analysis indicate that strongest desire lines for people walking, jogging, and biking are on the roadway network. In addition, there are desire lines on trails through parks and First Nations lands on each of the islands. Some of these desire lines are on informal trails with no designation.**

The maps below, one for each island, identify where people are using Active modes most on the islands. These represent both, walking and cycling activity and are not weighted towards one or the other mode. This information is provided as an initial assessment only. Further analysis by mode, time of day and frequency of use, condition of corridor etc., will need to be conducted to support future planning for Active Transportation corridors, this was not part of the scope of this Plan. The maps identify corridors that are adjacent to the roadway but also identify where there is activity on First Nations land or private property (the legend shows the different designations). A review of the maps indicates largely north-south travel patterns on Galiano Island, but for the other three islands, there is much more cross island travel in all directions. Some of the gaps also coincide with the connectivity desires discussed in Section 7 of this Plan.

#### What is Strava?

Strava is a mobile app tracking human exercise with GPS data and mostly used for cycling and running. This information is useful for understanding travel mode utilization, which corridors are preferred and perceived as safer or more convenient for users, and overall desire lines.



### 5.3 Saturna Island



### 5.4 Mayne Island





**Section 6 – Best Practices in Rural Active Transportation**

## 6.0 BEST PRACTICES IN RURAL ACTIVE TRANSPORTATION

The project team reviewed the BC Active Transportation guide and Federal Highway Administration publications for small towns and rural networks to develop a compilation of best practices applicable to Active Transportation facilities in rural areas. The following design guidance is just a short summary of the information collected over the course of this project. This information is provided with the hope that some or all of it can be used as a resource by local trail organizations or by the CRD and MoTI while developing transportation trails on the islands.

### 6.1 Active Transportation Design Guidelines

**Shared Use Path** - A shared use path provides a travel area separate from motorized traffic for bicyclists, pedestrians, skaters, wheelchair users, joggers, and other users. Shared use paths can provide a low-stress experience for a variety of users using the network for transportation or recreation. It is typically separated from the roadway.

- The geometric design of shared use paths should support the speed and volume of expected user types.
- 3.0 m width is recommended
- A 0.6 m shoulder is recommended on each side of the path, kept clear of vertical elements or obstructions.
- Mixed condition (when modes are mixing) default in many rural and suburban areas and are acceptable when vehicle speeds and volumes are low. Generally recommended when motor vehicle speeds of 30km/hr
- Dedicated facility – Shoulder 2.4m min
- Physical separation 1.8m min sidewalk
- Pavement marking separation – 1.8m min shoulder
- Off-street pathway MUP – 3.0m

## Off-Street Footpaths

Where a roadway is not wide enough to have a shared use path, one inexpensive option is to install a Footpath. Footpaths are unpaved pathways that are inaccessible for certain user groups, including bikes, skateboarders and in-line skaters. They may also be more difficult to navigate for people using mobility devices. Unpaved pathways are typically not maintained during the winter.

- Footpaths should be formed using firm materials that offer adequate stability.
- Crushed aggregate and stabilized earth are two materials that may be considered. Additionally, in some circumstances, wood chip trails may be appropriate, although these are appropriate mostly for people walking and jogging.
- Proper subsoil preparation when constructing an unpaved pathway can help reduce the future maintenance needs.
- When a footpath crosses a paved roadway, it is recommended that the trail approach be paved for 4 meters from the edge of road on either side. Paving this segment of the pathway helps to prevent loose trail surface materials from accumulating on the roadway.



## Accessible Shoulders

Accessible shoulders provide sufficient space adjacent to a roadway for single file bicycle traffic and allows for safe bicycle passing movements.

- The absolute minimum shoulder width is 1.2 meters based on the horizontal operating envelope of a person cycling.

- Accessible shoulders are not a desired facility if posted speeds are greater than 50 km/h.
- Accessible shoulders on roadways posted above 50 km/h, increase the minimum shoulder width to 2.5m
- Accessible shoulders should be free of obstructions.
- Accessible shoulders are delineated by a solid white longitudinal line along the side of the travelled lane. The width of this stripe should be 200mm or 8 inches to and be retroflective to increase its visibility. Raised pavement markings should be avoided.
- Accessible shoulders can be further enhanced by placing bicycle and pedestrian stencils and warning signage periodically.

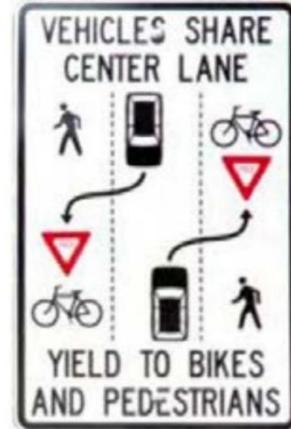
### **Advisory Lanes**

Advisory lanes are a relatively new facility type in British Columbia but is one that can make use of narrower roads to give people cycling, and walking, dedicated space to operate while people driving share a single vehicle travel lane that accommodates bi-directional traffic. The signage and pavement markings that accompany this facility type allow people driving to pass each other and enter the advisory bike lane when it is safe to do so, yielding to people walking or biking within the advisory lane. Advisory lanes are applicable where the line of sight is clear, the roadway is relatively straight, flat, and traffic volumes are between 2,500 and 5,000 vehicles per day with posted speeds of 40 km/h.

Since there may be few places on SGI where this is feasible this treatment could be used on select straightaways in combination with the accessible shoulders.

Other info from BC AT Guide on Advisory Lanes:

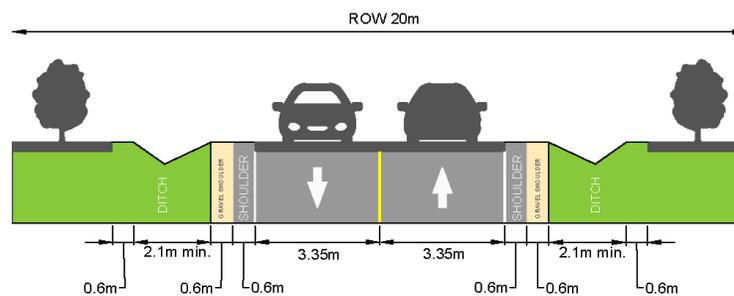
- Requires little right-of-way and can be used on narrow roads that cannot accommodate a dedicated bicycle lane, opening the possibility for adding bicycle facilities to more roads
- People cycling have a dedicated (but not exclusive) area where they have priority
- Increases predictability of bicycle positioning on the road.
- Can serve as an interim solution until fully dedicated bicycle facilities are built.
- Optional to color the advisory bike lanes so that they contrast better
- Option to call these **Advisory Shoulders** if sidewalks or footpaths do not exist



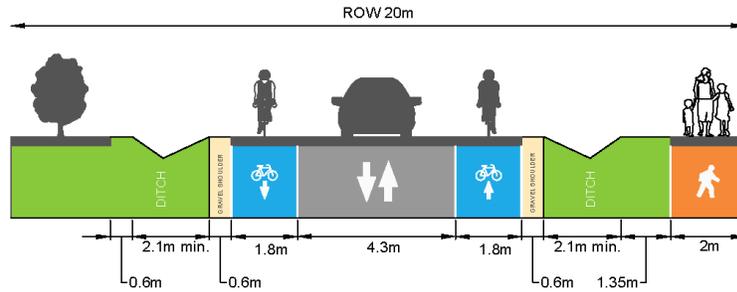
## 6.2 Potential Roadway Cross-Sections

Some initial concepts for retrofitting the existing SGI road network were developed to address the strong desire to provide more space for people walking and biking along roadways across SGI. The following cross-sections are designed to work within the constraints of SGI's current road network. Each corridor will require further analysis during the design phase; however, these cross-sections should serve as a starting point for any roadway design.

### 6.2.1 Main Rural Road

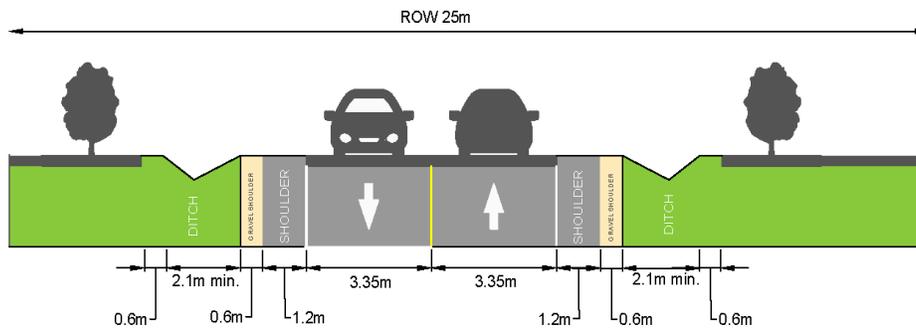


Existing Main Rural Road

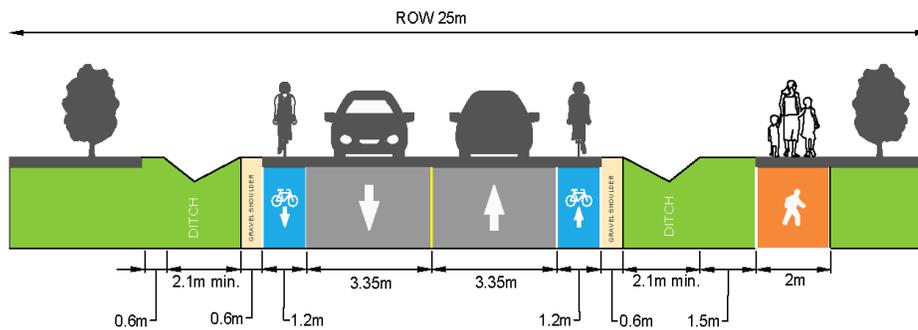


Proposed Advisory Lanes with Off-Street Footpath

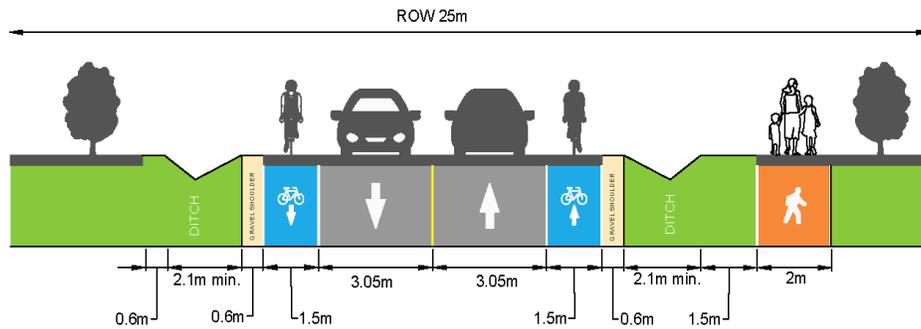
### 6.2.2 Major Rural Road



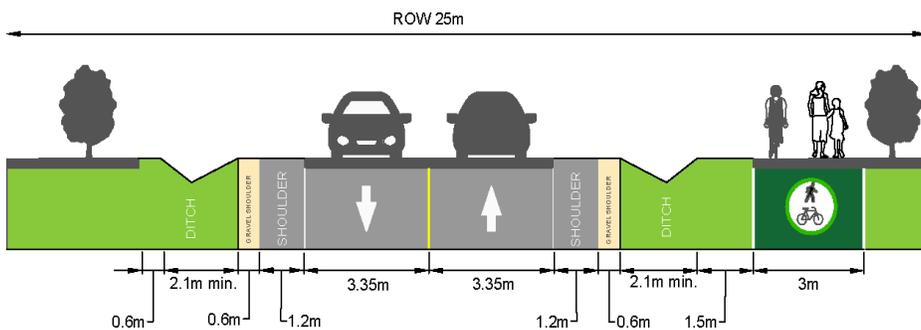
Existing Major Rural Road



Proposed Accessible Shoulder & Footpath

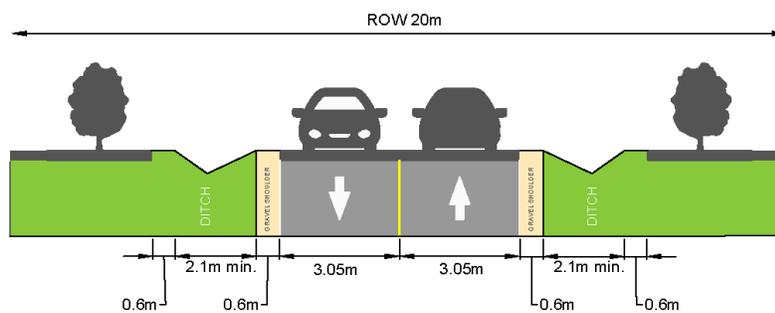


Proposed Narrowed Travel Lanes & Accessible Shoulder & Footpath

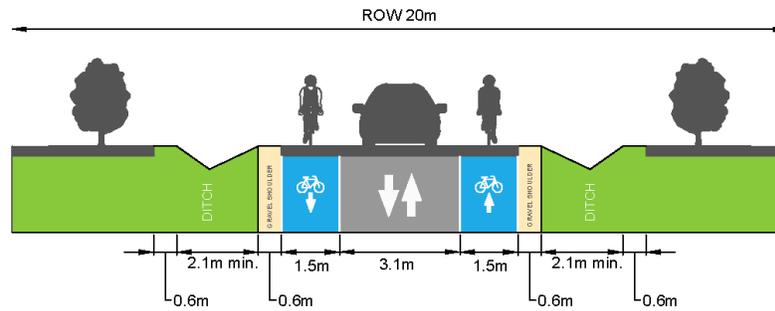


Proposed Multi-Use Pathway

### 6.2.3 Minor Rural Road

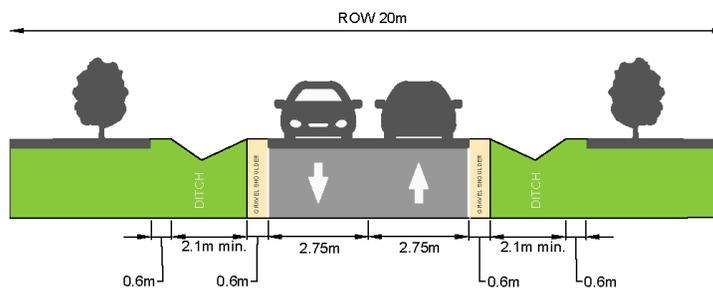


Existing Minor Rural Road

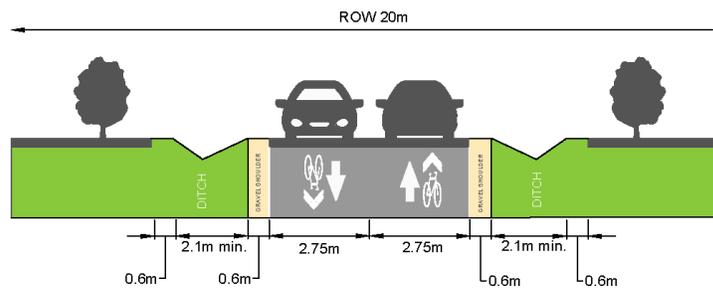


Proposed Advisory Shoulders

### 6.2.4 Residential / Local Road



Existing Residential / Local Rural Road



Proposed Shared Lanes

## 6.2 Road Standards

The SGI Road network is not in compliance with current road standards defined by the MoTI. These roads were constructed at a time when these standards did not exist. Road standards defined by the Islands Trust are described below, these minimum dimensions could be applicable in planning work for SGI roadside transportation trails.

### ISLAND ROAD STANDARDS

Islands Trust Nomenclature	R/W Width	Design Speed	Cleared Width	Driving Lanes	Constructed (Top) Width	Surfaced Shoulder Standard	Gravel Shoulder	Cycle Lanes
Residential Rural/Local	20m(66')	50km/hr	13.9m(45.6')	5.5m(18.0')	6.7m(22')	not required	0.6m	No lanes
Minor Rural	20m(66')	50km/hr	14.5m(47.6')	6.1m(20')	7.3m(24')	not required	0.6m	2 lanes *
Main Rural	20m(66')	60 km/hr	15.6m(51.1')	6.7m(22') 7.3m(24') crest/curve	9.1m(29.8') or 9.7m crest/curve	0.6m/lane	0.6m	2 lanes **
Major Rural	25m/80'	80km/hr	18.1m(59.4')	6.7m(22') 7.3m(24') crest/curve	10.3m(34.8') or 10.9m crest/curve	1.2m/lane (3.9')	0.6m	2 lanes

Source: MoTI : Road Standards, Classification and MoTI Consultative Process in the Islands Trust Area 1992



**Section 7 –Active Transportation Priorities**

## 7.0 ACTIVE TRANSPORTATION PRIORITIES

Based on feedback from engagement, the gap analysis, and issues and opportunities review, four themes of priorities emerged to guide Active Transportation related improvements on the SGI in the near term. These five themes broadly align with the Active Transportation objectives identified in the policy documents of the islands discussed in Section 4 of this report and include:

1. **Coordination**
2. **Funding**
3. **Safety and Accessibility**
4. **Improved Connectivity**
5. **Convenience and Comfort**

The five themes are described in detail on the following pages and include a series of strategies and recommended actions on which to follow through.

### 7.1 Coordination



Defined as “cooperative effort resulting in an effective relationship and outcomes,” coordination is important in several areas related to transportation on the SGI in general but is especially significant for the development of the Active Transportation network on the islands. Several suggested priorities are presented under this theme.

### **Coordination with a CRD Integrated Transportation Function**

A key barrier to improving transportation in the Southern Gulf Islands is the lack of sustainable and predictable funding for the local transportation organizations who help make it happen.

Establishing a formal Regional District transportation function in the SGI could help fund and support community transportation organizations and initiatives in the Southern Gulf Islands, similar to what already exists for the Salt Spring Island Electoral Area.

**Without establishing a formal SGI transportation function, the CRD does not have the authority to provide sustainable transportation funding to local operators in the SGI or secure grants from other sources to support local transportation projects, and nor can it use funding from other budget areas to do so.**

Similar to Salt Spring, a transportation function would be guided by a Southern Gulf Islands Transportation Commission made up of island representatives to more directly guide local priorities. The transportation function would focus on means of travel other than the private vehicle, including walking, cycling, public transportation, car sharing, Car Stops, and inter-island connection via passenger-only water taxis, where feasible.

If approved by SGI residents, such a transportation function could potentially:

- **Fund grants to local trail societies** to help them more easily plan for and build walking and cycling routes connecting key community destinations.
- **Provide stable funding to island community bus societies** to help them continue operations, provide service across more times of the year, and be able to financially support a larger share of their drivers.
- **Create the coordinating tools that support multiple types of travel**, such as a website showing travel options across the SGI, as well as online trip booking software to support on-demand community bus services and available private water taxi trips.

- **Provide the CRD sponsorship and staff support needed to access even more funding for projects in the SGI through provincial and federal programs**, such as funding for walking and cycling routes and to offset the cost of transit vans.
- **Provide other CRD support as needed** to help local organizations make transportation happen, such as developing partnerships, holding the Licences of Occupation required to develop roadside trails, maintaining insurance, and leasing or owning land and vehicles if required and a local organization is not able to do so.

Establishing a formal Regional District transportation service for the Southern Gulf Islands Electoral Area would require CRD Board approval of a service establishment bylaw and bringing it forward for referendum, which could be timed to take place as part of the October 2022 municipal elections.

**The larger Southern Gulf Islands Transportation Integration Plan provides more context and background on the possibility of establishing a formal CRD transportation function for the SGI. Such a function would enhance the ability to pursue the other coordination priorities listed here. However, the other priorities shown here have also been designed in such a way that they could be considered without such a function in place but will need to be community-driven and supported by volunteers from the community.**

### **Coordination with the MoTI**

All the policy plans of the islands underscore the importance of working with MoTI to address safety concerns related to the road network. Salt Spring Island has succeeded in signing an agreement with MoTI that outlines what types of infrastructure can be built in their ROW and to what standards they should be built. This agreement is the result of several years of discussions and coordination between local groups, MoTI and the Salt Spring Island Transportation Commission.

For the SGI, coordination with MoTI and its contracted maintenance provider could follow a few different trajectories, all leading to a single goal, that of improved safety on the islands and coordinated road improvement efforts.

Ideally this coordination would be led by a CRD SGI Transportation Service on behalf of all the islands (see box on previous two pages). In the absence of a service currently, **GITS** could potentially take on this coordination role specific to Active Transportation issues, if MoTI were agreeable to this as well. Some of the ways of improving and maintaining sustained coordination and communication are to:

- Conduct quarterly coordination meetings to discuss new projects (road network and trail improvement) to determine ways of working together.
- Develop an annual action plan for local trail organizations and MoTI based on discussions at these quarterly meetings.
- Developing an agreement that clearly outlines roles and responsibilities of each organization, allowed uses in MoTI ROW, restrictions associated with this and standards to adhere to while building in or adjacent to MoTI ROW.
- If a transportation service is formed, it would be important to clarify the role of the service in coordinating with MoTI on behalf of the local trail organizations.

These initial activities will go a long way in not only improving the relationship between MoTI and the local trail organizations, but also in increasing the sense of safety in the community.

### **Updated Mapping**

An important element of coordination is information sharing and working towards common goals from a shared base. Mapping is one such element. One of the main deliverables from this project has been to produce a set of maps that identifies all the trails on the islands irrespective of jurisdiction or organization responsible. This consolidated set of maps creates a foundation that can be updated and maintained going forward.

These updated maps can be used to:

- Update trail network information for residents and visitors alike.
- Promote use of non-vehicular modes of travel for visitors.
- Improve wayfinding on all four islands.

- Create a database of all existing trails and the organization responsible for them, keep maintenance records, and track when inspections due, etc. This database can then be shared between organizations and updated on an annual basis.

### **Annual Trail Network Coordination Event**

As mentioned previously there are multiple organizations working on issues related to the development of trails and pathways within the SGI, each with differing mandates, jurisdictions, and priorities. While it can be harder to align timelines across multiple governmental and non-governmental organizations, the project team heard from many of the groups interviewed for this project that they tend to focus trail construction and maintenance activity in the spring of every year, using slower times in the fall to prepare and plan for this busy spring season of construction, and maintenance.

Organizing an annual forum or workshop in the fall to bring these organizations together would enable them to discuss upcoming projects with the objective of defining common goals, maximizing coordination, and sharing resources and information where possible. Potentially a second meeting just prior to the spring construction season could also be beneficial.

Ideally such a meeting would involve not only CRD SGI Electoral Area and Regional Trails staff, Parks and Recreation Commission representation and the various local trail societies, but also Parks Canada and BC Parks staff and potentially also local Ministry of Transportation and Infrastructure and their maintenance provider staff. While roles and partnerships to conduct such a meeting would need to be defined, suggested involvement could include the **CRD** helping to convene an annual meeting potentially in partnership with the **Gulf Islands Trails Society (GITS)** which could also be the organizing body for this event, given its regional scope across all islands.

While there may be differences in priorities between the groups, continuing to build the communication channels between the various organizations can lead to small coordination gains initially, and perhaps even economies of scale if, for instance, coordination enables the bulk purchase or barging of construction materials needed for the upcoming season.

Topic areas that could be the focus of the forum(s) include:

- Sharing resources and expertise when it comes to building and maintaining trails on the islands
- Sharing priorities for the upcoming construction season and determining if support and coordination is needed in any areas
- Exploring the possibility of bulk ordering materials for the upcoming construction season
- Identifying and addressing gaps in the trail network
- Creating updated, comprehensive and coordinated trail information site/database for the islands, using the updated trail maps from this Plan.

## 7.2 Funding



There are several grant funding opportunities available currently that can be used for some of the priorities discussed in this document. An overview of Active Transportation funding opportunities at the time of this Plan's writing. Grant programs are continually changing but in general funding available for pedestrian and cycling infrastructure has been increasing over the last decade at the provincial and federal levels, as have programs with a focus on smaller or more rural communities. In most cases some matching funding is required but this varies with each program.

### CARIP

The Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to local governments that have signed the B.C. Climate Action Charter equal to 100 percent of the carbon taxes they pay directly to support local government operations. The program encourages investment in climate action. The CARIP allows municipalities to spend monies on a variety of programs / infrastructure including active transportation. In order to apply for this fund, the CRD's SGI Electoral Area would require a transportation function as the CRD would need to be the sponsoring local government. At the time of writing this report, there was some flux in the availability of this funding source and confirmation of an upcoming round of funding would be required.

### **B.C. Active Transportation Infrastructure Grant Program**

The B.C. Active Transportation Infrastructure Grants Program<sup>1</sup> offers two grant options for Indigenous governments and local governments, including municipalities, regional districts, and Islands Trust. Specifically, the Active Transportation Infrastructure Grant allows eligible governments to apply for a maximum of two grants if they satisfy the following criteria:

- Previously funded active transportation projects (formerly BikeBC) awarded before 2020/2021 are complete by the time of the application submission.
- Project is part of an active transportation network plan or equivalent.
- Project can begin construction once provincial funding has been announced.
- Projects will be completed by March 2023 (projects under \$1 million) or by March 2024 (projects over \$1 million).
- Projects are open to the public.

Based on the criteria above, the Southern Gulf Islands could apply to the grant program either via the CRD (if a Transportation Function was initiated) or via the Islands Trust to receive funds to help towards implementing some of the priority connections noted here. The province cost-shares to a maximum of \$500,000 per project and the local government applicant would be eligible for 60% of the provincial funding.

### **ICBC**

ICBC provides funding for road improvements including pedestrian and cycling infrastructure to help to reduce crashes, improve safety, and reduce claims costs to ICBC. Funding is available through the following programs:

- ICBC's Road Improvement Program.
  - Speed Watch Program (through the Community Policing Centres).
  - Speed and Intersection Safety Program.
  - Counter Attack Program.
  - Operation Red Nose Program.
  - Road Sense Speaker Program for Schools.
-

### **National Active Transportation Fund**

The Active Transportation Fund (ATF)<sup>2</sup> is a national, merit-based contribution program intended to support projects that improve active transportation infrastructure across Canada. Announced in March 2021, the Fund will make available \$400 million over five years to help build new and expanded networks of pathways, bike lanes, trails and pedestrian bridges, as well as support Active Transportation planning and stakeholder engagement activities.

Contributions are available for capital projects that build new or enhance existing active transportation infrastructure, or which provide ancillary features and facilities that promote active transportation or enhance user safety and security. The maximum program contribution rate from Canada is 60% for municipal projects. In order to apply for this fund, the CRD's SGI Electoral Area would require a transportation function as the CRD would need to be the sponsoring local government as well as the remaining 40% funding.

### **Green Municipal Funds**

The Green Municipal Fund (GMF) is a program administered by the Federation of Canadian Municipalities intended to help Canadian communities expand their sustainability initiatives. Since 2000, the GMF has deployed \$900M in financing to 1,250+ sustainability initiatives and a further \$1 billion has been committed to the fund through the Federal 2019 budget.

The specific GMF initiative that is relevant to the SGI is the "Capital Project Transportation Networks Commuting Options," which is a combined loan and grant funding program for capital projects that reduce pollution by improving transportation systems and networks. This program covers a number of topics including bike paths, walking and cycling networks that promote accessibility and safety, and evaluation of active transportation infrastructure, among others. In order to apply for this fund, the CRD's SGI Electoral Area would require a transportation function as the CRD would need to be the sponsoring local government.

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<sup>2</sup> More information about the Active Transportation Fund is available online at:  
<https://www.infrastructure.gc.ca/trans/active-actif-eng.html>

## 7.2 Safety and Accessibility



As mentioned in the Engagement section of this report, road safety is a major concern on all the Gulf Islands. While the first step to addressing safety concerns is increased coordination with MoTI, some additional actions that can be taken to improve the the sense of safety on the islands are:

- **Safety Initiatives.** Other jurisdictions have found it helpful to undertake a safety audit of major roadways. If there is improved capacity around Active Transportation coordination on the islands and identified roles for it, it may be useful to conduct such a program for the SGI. Under such a program, a safety audit would be completed for all major roadways on the island.
- **Education and awareness programs around speed reduction limitations** and challenges and identifying and implementing some basic traffic calming measures especially near the village centres, ferry terminals, school yards etc.
- **Agreement on the coordination possible about roadside trails**, identification of locations where such trails are safe, from an MoTI perspective and useful for connectivity from a local perspective.
- **Finalize design standards or typologies for sharing current roads with cyclists and pedestrians**, that are applicable to the rural context of the SGI. Some initial concepts were developed by the WATT team for the SGI in Section 6. These are some ideas that address road sharing within the constraints of the road network on the SGI today, namely:
  - Lack of specific standards for the road widths and speeds
  - Limited funding
  - Narrow Rights of Way
  - Narrow shoulders

### Example Initiative: Road Safety Audit

A Safety Audit should clearly classify island roads based on usage levels and safety issues: speed, visibility, conflict, pavement condition etc. Creating a scoring system which enables the roads to be scored as “least safe” to “most safe” will help develop a priority ranking of the road network and the resulting mitigation measures.

Once a prioritized list of roadways is developed and there is consensus among the different organizations and the public, it is important to use this list to guide next steps, apply for grant funding and report out on successful completion of small and big projects. This keeps the community informed of progress and maintains community involvement in the process.

### 7.3 Improved Connectivity



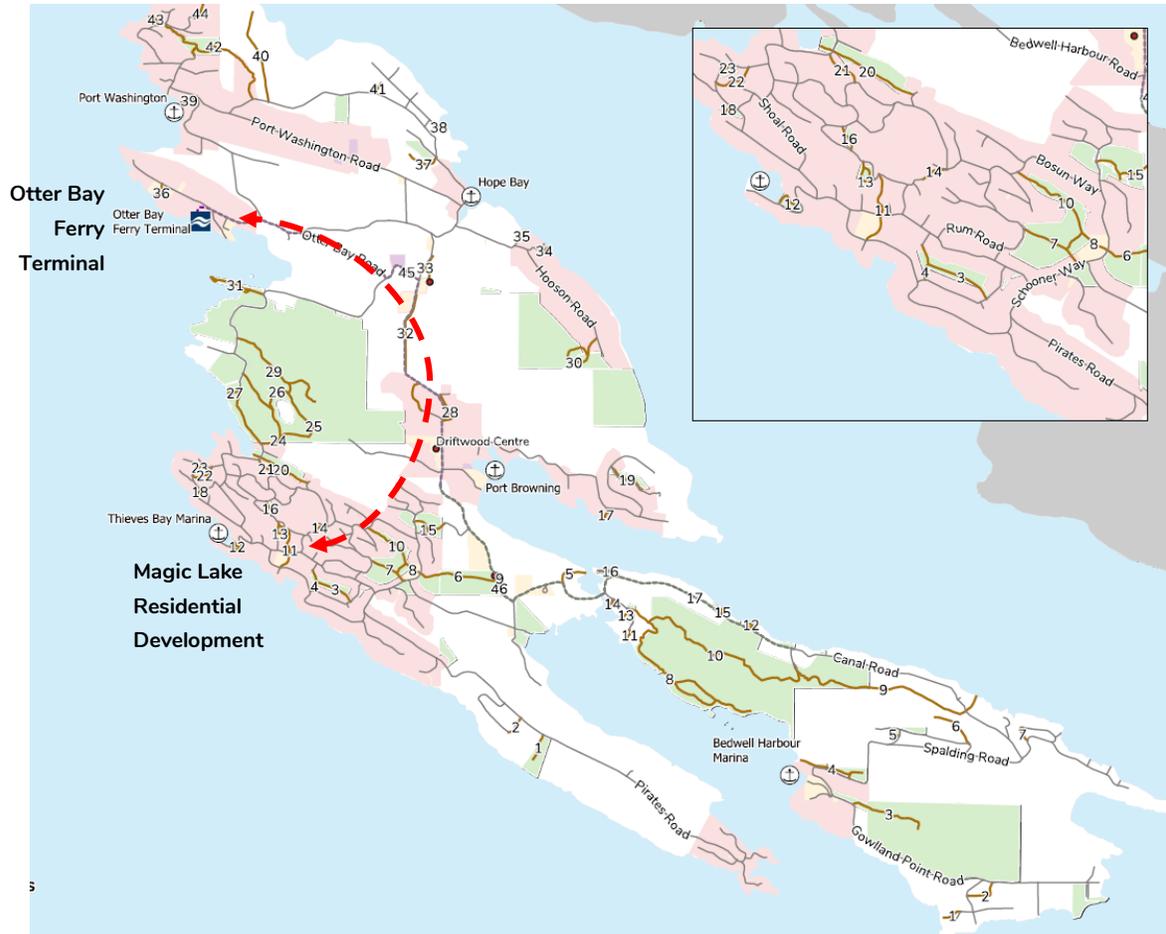
While the focus of most of the trail organizations on the SGI is the development of recreational trails on the islands for the enjoyment of residents as well as visitors, developing transportation trails to improve the connectivity on islands is important from a number of perspectives:

- Improving health, to enable an active lifestyle
- Increasing mode share of transportation by means other than by private automobile by better accommodating travel using alternate modes
- Improving independence of traditionally more dependent populations like youth and older seniors, allowing them to walk or cycle to schools, grocery stores, community centres, ferry terminals, without depending on others for their transportation needs

On almost all the Gulf Islands, the major origins and destinations are well connected by the road network but using alternate modes to access these destinations can be challenging and, in some cases, impossible. In most of the cases, linkages for walking and cycling do not exist and if they do, there are gaps that make these connections challenging to use.

Some examples of current key connectivity gaps and potential priorities for improvement are described on the following pages.

## North Pender Island

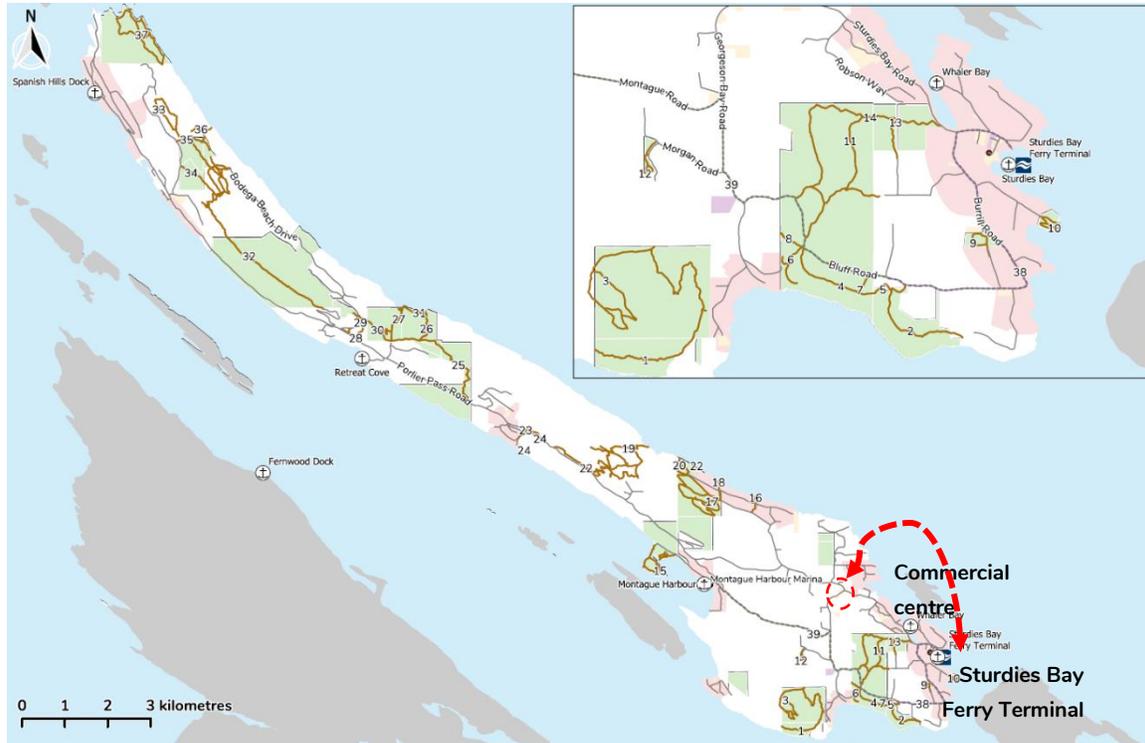


On Pender Island, the Magic Lake area (shown in pink and labeled) is the most populated residential area. **There is currently no transportation trail connecting Magic Lake to the BC Ferries terminal at Otter Bay or the core shopping area at Driftwood Centre which is enroute to Otter Bay.** If a direct active transportation connection existed, this would enable people to bike to the ferry terminal and walk on to the ferry. This would save them money, encourage them to be active by biking to the ferry terminal and help alleviate the congestion at the ferry terminal and free up parking adjacent to the terminal. Other potential desired alternate connections are discussed below.

### N Pender Island – Potential Active Transportation Connection Priorities

Priority	Local/ Regional	Connection from	Connection to	Routing	Next steps/Comment	Status
1	Regional	Otter Bay Ferry terminal	Community Centre	Via Otter Bay Rd	Assess costs and feasibility of an alternate travel corridor	Planned
2	Local	Magic Lake Community	Ferry Terminal	Via South Otter Bay Rd (roadside) or Lively peak trail to Bedwell Harbour trail to connect to regional trail at Driftwood Centre	Assess costs and feasibility of an alternate travel corridor	Concept
3	Local	Community Hall	Driftwood Community Center	Complete existing community trail (incomplete due to private properties)	Assess costs and feasibility of completing trail	Concept
4	Local	Magic Lake Community	Medicine Bay	Internal trail (actual routing to be decided)	Develop feasible options	Concept

## Galiano Island



On Galiano Island, the Sturdies Bay Trail does connect the Sturdies Bay Ferry Terminal to the Commercial Hub of the island (groceries, pub etc.) and the ferry terminal but it is a narrow trail through the forest with bumpy tree roots and steep sections that are not suitable for bicycles or people using other wheeled devices (strollers, wheelchairs, buggies, etc.)

If a more accessible direct connection existed, this would enable people to more easily walk or bike to the commercial hub from neighbouring residential development, as well encourage visitors to arrive at the ferry terminal using non-vehicular modes. Other potential desired alternate connections are discussed below.

## Galiano Island – Potential Active Transportation Connection Priorities

Priority	Local/ Regional	Connection from	Connection to	Routing	Next steps/Comment	Status
1	Local	Sturdies Bay Ferry Terminal	Commercial hub (few local stores/pub/restaurants) at the intersection of Porlier Pass Drive and Sturdies Bay Road	Ferry terminal to intersection of Sturdies Bay Rd and Porlier Pass Drive (this is specifically the addition of a bike trail to the existing trail and any connection needed to existing trail) Trail also passes Galiano Community School, Daycare, Library, and Fitness Centre	Assessment to determine best approach to building the bike trail (addition to existing or a whole new trail).	Concept
2	Local	Commercial complex (few local stores/pub/restaurants)	Community Housing (seniors and affordable)	Commercial complex to Housing complex (this could be an addition to trail above or a separate connection between Housing and Commercial complex)	Assessment on whether this would be a continuation of trail above or done separately.	Concept
3	Regional	Sturdies Bay Ferry Terminal	Montague Harbour	Via Burril Rd/Bluff Rd/Georgeson Rd/Montague Harbour Rd	Planned already, CRD to determine next steps.	Planned
4	Local	Georgiaview Road	Porlier Pass Rd/Sturdies Bay Trail	Via Georgiaview Rd (Roadside trail or internal trail (possibly parkland))	Connecting dense residential in the Sticks Allison neighbourhood to Commercial at the intersection of Porlier Pass Road/Sturdies Bay Rd.	Concept
5	Local	Sticks Allison neighbourhood	Commercial destinations at the north end of the Island, will form another north-south connection on the island	East Side Haul Road	Runs almost parallel to Porlier Pass Drive, could be a non-motorised (except for emergency vehicles) AT facility for both recreation and transportation use.	Concept
6	Local	Commercial hub or community housing	Montague Harbour/Montague Campground	Georgeson Road to Montague Harbour Road to campground	This would be an additional connection to the campground, but via the commercial areas of Galiano Island. Next step feasibility study.	Concept

## Saturna Island



On Saturna Island, there is currently no transportation trail connecting Lyall Harbour to the Commercial Hub of the island (groceries, pub etc.)

A regional multi-use transportation trail is planned to address this gap in connectivity. Other potential desired alternate connections are discussed below.

### Saturna Island – Potential Active Transportation Connection Priorities

Priority	Local/Regional	Connection from	Connection to	Routing	Next steps/Comment	Status
1	Regional	Lyall Harbour	Narvaez Bay Campground	Via E Point Rd/Narvaez Bay Rd	Assess costs and feasibility of an alternate travel corridor	Planned
2	Local	General Store	Valley	Via E Point Rd/Money	Assess costs and feasibility of an alternate travel corridor	Concept
3	Local	General Store	E Point Rd (top of Missing Link)	Via E Point Rd/Bonny Bank Rd or Internal trail	Assess costs and feasibility of an alternate travel corridor	Concept

### Mayne Island



On Mayne Island, if a transportation trail could connect the residential on the southwest side of the island to the Village Bay Ferry Terminal, this would allow alternate access to the terminal. There is currently an existing road connection between the two (Village Bay Road).

Based on a connectivity analysis and the feedback received during engagement, these are some of the top priorities for transportation trail connections on each of the islands. Other potential alternate connections are discussed below.

### Mayne Island – Potential Active Transportation Connection Priorities

Priority	Local/Regional	Connection from	Connection to	Routing	Next steps/Comment	Status
1	Regional	Miner's Bay	Village Bay	Village Bay Road	Assess costs and feasibility of an alternate travel corridor	Planned
2	Local	Miner's Bay	Bennett Bay	Fernhill Rd (existing infrastructure is wide and allows sharing with pedestrian and bicyclists) requires safety mitigation measures (traffic calming, signage) that make the existing path safe	Assess traffic calming measures needed in this corridor	Concept

3	Local	Miner's Bay	Bennett Bay	An alternative (less busy) option is to connect the two via Wilkes Road/Bell Bay Road/Campbell Bay Road	Assess costs and feasibility of an alternate travel corridor	Concept
4	Local	Mariner's Way (Dinner Bay)	Ferry Terminal	Via Dalton Dr to Mariner's Way (roadside trail) or Internal trail through parkland/private property easements (if possible)	Assess costs and feasibility of an alternate travel corridor	Concept
5	Local	Bennett Bay Rd	Mayne Island School	Via Deacon Rd/Bell Bay/Wilkes Rd	Assess costs and feasibility of an alternate travel corridor	Concept

Implementing these connections will enable children to walk or bike to school, seniors from the seniors housing to safely walk to get groceries.

**It is to be noted here that while these connections have been identified based on public engagement feedback as well existing gaps in connectivity, no analysis has been conducted regarding existing grade, available land, jurisdiction and ownership etc. to determine the feasibility of establishing these connections. It is anticipated that when this work moves forward, determining the feasibility of making these connections would be the first step in that process.**



## 7.4 Convenience and Comfort



To increase the viability and desirability of walking and biking trips to happen on SGI, additional improvements that target not only residents but tourists and visitors to the islands.

- Bike Parking** Install more short- and long-term bike parking at key community and regional destinations like campgrounds. Encourage all developments to install both types of parking and to require outlets so that someone can securely lock/park their e-bike at the same time as they charge it.
- Wayfinding and Signage** – Develop a wayfinding program and install signage to help guide visitors to community and regional destinations (example Salt spring Island)
- Integration with Transit and Ferry Terminals** – People traversing the island need to have seamless connectivity between where they are going and transit service such as the Ferries and buses. The CRD should prioritize efforts to ensure that the previously planned Regional Trails are constructed.



- **Rest Areas with E-bike Charging** – People traversing an island need places to rest, snack and recharge. With the rise in popularity of e-bikes, people cycling across each of the islands will get range anxiety. To reduce this anxiety and to encourage more people to bike, CRD should develop a Rest Area Strategy on the Southern Gulf Islands to identify the number and location of each. Amenities of rest areas should, at a minimum include, shade/cover from the sun and rain, drinking water, benches, toilets, local and regional information, and several electrical outlets for e-bike and phone charging. A simple rest area along the Lochside Trail is pictured.



- **Information Sharing.** A single point of information like a transportation website that has maps, major connection points, available modes of transportation, ways of connecting to the ferry, ferry timings etc. would go a long way in supporting residents and tourists adopt a more active lifestyle. In the event a transportation function is approved for the SGI, this website could also provide information about other modes, connections to these other modes like public transit.

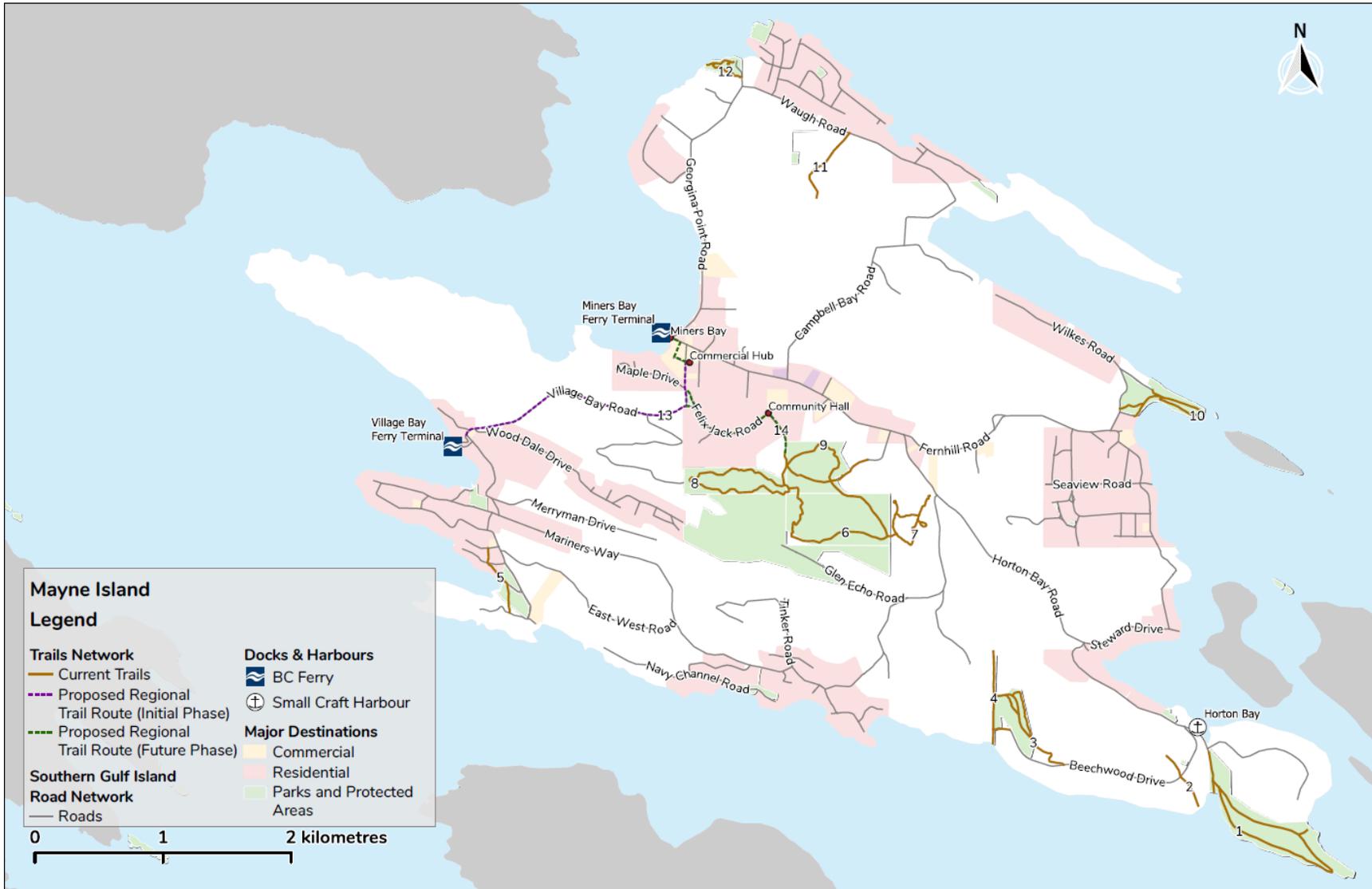
## 8.0 NEXT STEPS

The SGI EA is unique: the rural nature of the communities, its low population and density, spread out development, lower-than-average income make addressing transportation challenging but there are opportunities for small and big changes. This Plan has identified some of these opportunities related to Active Transportation on all four Gulf Islands. It puts forward some potential solutions for consideration with and without an integrated transportation network on the SGI EA. The prioritization section (section 7) provides insight into a few different approaches to improve connectivity and safety on the islands.

Next steps would include seeking community feedback as well as comment from organizations like MoTI, local trail organizations and the Islands Trust in future planning and implementation work on the islands.

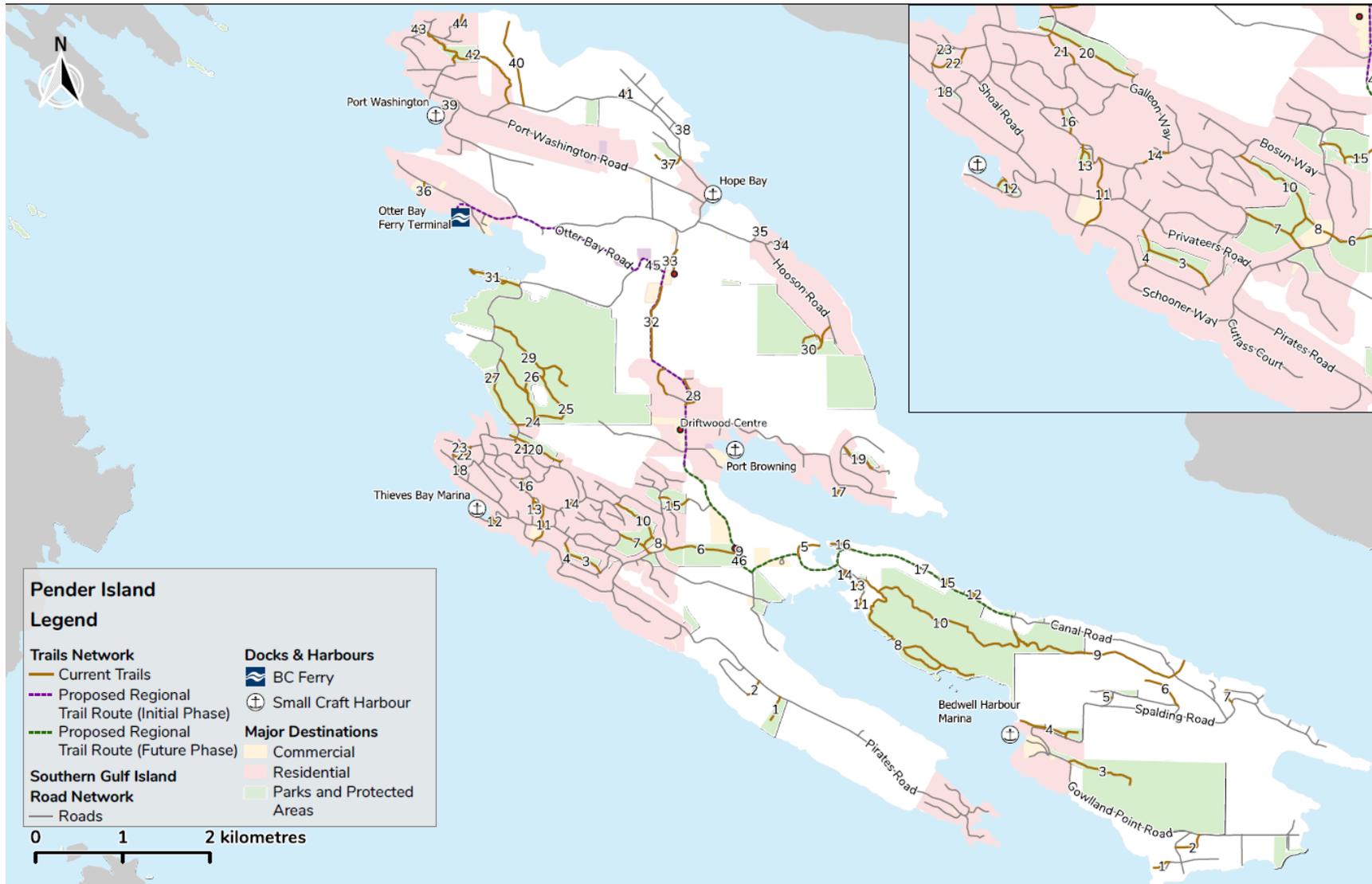
## APPENDIX A: TRAIL MAPS

# MAYNE ISLAND TRAILS MAP



Trail Number	Name	Status	Type	Managed By
1	St. John Point	Current	Hiking Trail	CRD Regional Parks
2	Kadonaga Bay	Current	Hiking Trail	MIPRC
3	Henderson Community Park	Current	Hiking Trail	MIPRC
4	Punch's Alley	Current	Hiking Trail	Private Land *TBD
5	Ed Williams Memorial Trail	Current	Hiking Trail	MIPRC
6	Halliday Ridge Lookout Trail	Current	Hiking Trail	CRD Regional Parks
7	Glenwood Hiking Trail	Current	Hiking Trail	Private
8	Mt. Parke Loop Trail	Current	Hiking Trail	MIPRC
9	Lowland Nature Trail	Current	Hiking Trail	CRD Regional Parks
10	Campbell Point	Current	Hiking Trail	Federal
10	Neil Road Seaview	Current	Shore Access	MIPRC
11	Chu-An Park	Current	Hiking Trail	MIPRC
12	Edith Point Trail	Current	Shore Access	MIPRC
12	Fred & Bette Cotton Community Park	Current	Hiking Trail	MIPRC
13	Mayne Island Regional Trail	Proposed Regional Trail Route (Initial Phase)	Proposed Regional Trail Route (Initial Phase)	CRD Regional Parks
14	Mayne Island Regional Trail	Proposed Regional Trail Route (Future Phase)	Proposed Regional Trail Route (Future Phase)	CRD Regional Parks

# PENDER ISLAND(S) TRAILS MAP

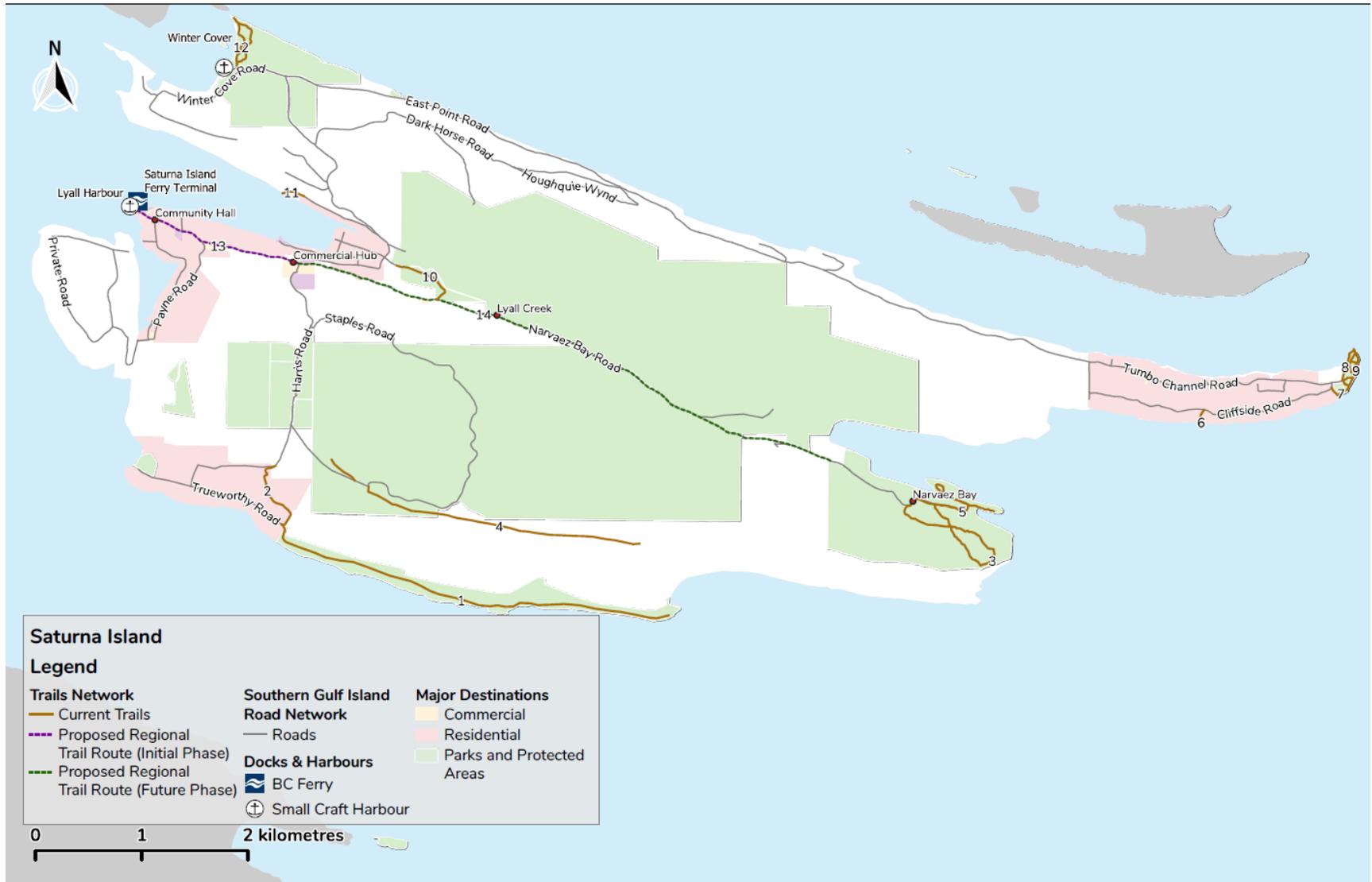


Trail Number	Name	Island	Status	Type	Managed By
1	Oaks Bluff Park Trail	North Pender	Current	Hiking Trail	PIPRC
2		North Pender	Current	Hiking Trail	PIPRC
3	Capstan Lane Park/Rope Road Lane	North Pender	Current	Hiking Trail	PIPRC
4	Capstan Lane Park	North Pender	Current	Hiking Trail	PIPRC
5	Mumford Road Viewpoint	North Pender	Current	Hiking Trail	PIPRC
6	Heart Trail & Ketch/Prior Park	North Pender	Current	Hiking Trail	Multi: Federal & Community
6	Plumper Way Viewpoint	North Pender	Current	Shore Access	PIPRC
7	Disk Golf Trail	North Pender	Current	Hiking Trail	PIPRC
7	Peter Cove Ocean Access	North Pender	Current	Shore Access	PIPRC
8	Starvation Bay Ocean Access	North Pender	Current	Shore Access	PIPRC
8	Heart Trail & Ketch/Prior Park	North Pender	Current	Hiking Trail	PIPRC
9	Bedwell Drive Ocean Access	North Pender	Current	Shore Access	PIPRC
9	Shoot Trail	North Pender	Current	Hiking Trail	Moving Around Pender
10	Bosun Way Trail	North Pender	Current	Hiking Trail	PIPRC
11	Schooner / Privateers Trail	North Pender	Current	Hiking Trail	PIPRC
12	Thieves Bay Park Trail	North Pender	Current	Hiking Trail	PIPRC
13	J.M. Abbot Park Trails/Buck Lake Trail	North Pender	Current	Hiking Trail	PIPRC
14	Compass Crescent/Starboard Crescent Trail/Tiller Crescent Trail	North Pender	Current	Hiking Trail	PIPRC
15	Lively Peak Park	North Pender	Current	Hiking Trail	PIPRC
16	Sandy Sievert Park	North Pender	Current	Hiking Trail	PIPRC

Trail Number	Name	Island	Status	Type	Managed By
17	Skeeles Road Trail	North Pender	Current	Hiking Trail	PIPRC
18	Schooner At Reef Park	North Pender	Current	Hiking Trail	PIPRC
19	Gardom Pond Trail	North Pender	Current	Hiking Trail	PIPRC
20	Masthead Crescent/Shingle Bay Park Trail	North Pender	Current	Hiking Trail	PIPRC
21	Yardarm/Shingle Bay Trail	North Pender	Current	Hiking Trail	PIPRC
21	Wallace Road Ocean Access	North Pender	Current	Shore Access	PIPRC
22	Boat Nook	North Pender	Current	Shore Access	PIPRC
22	Ursula Poepel Park	North Pender	Current	Hiking Trail	PIPRC
23	Schooner Way/Chart Drive Trail	North Pender	Current	Hiking Trail	PIPRC
24	Roe Lake Trails	North Pender	Current	Hiking Trail	Federal
25	Roe Lake Loop	North Pender	Current	Hiking Trail	Federal
26	Roe Lake Loop	North Pender	Current	Hiking Trail	Federal
27	Shingle Bay Trail	North Pender	Current	Hiking Trail	PIPRC
28	Einers Bypasses	North Pender	Current	Hiking Trail	Moving Around Pender
29	Roe Lake Loop	North Pender	Current	Hiking Trail	Federal
30	Mt. Menzies Trail	North Pender	Current	Hiking Trail	Federal
31	Roe Islet Trail	North Pender	Current	Hiking Trail	Federal
32	Valley Home Farm Trail	North Pender	Current	Hiking Trail	Moving Around Pender
33	Monty's Trail	North Pender	Current	Hiking Trail	Moving Around Pender
34	Harpoon Road/Panda Bay Ocean Access	North Pender	Current	Shore Access	PIPRC
34	Lock Road Trail	North Pender	Current	Hiking Trail	PIPRC
35	Magic Lake Picnic Site Park	North Pender	Current	Boat Trail	PIPRC
35	Wilson Road Viewpoint	North Pender	Current	Hiking Trail	PIPRC
36	Shorecliff Viewpoint	North Pender	Current	Hiking Trail	PIPRC
37	Mt. Elizabeth	North Pender	Current	Hiking Trail	PIPRC
38	Bricky Bay Trail	North Pender	Current	Hiking Trail	PIPRC
39	Percival Cove Ocean Access	North Pender	Current	Hiking Trail	PIPRC
40	Found Road Trail	North Pender	Current	Hiking Trail	PIPRC
40	Irene Bay Ocean Access	North Pender	Current	Shore Access	PIPRC

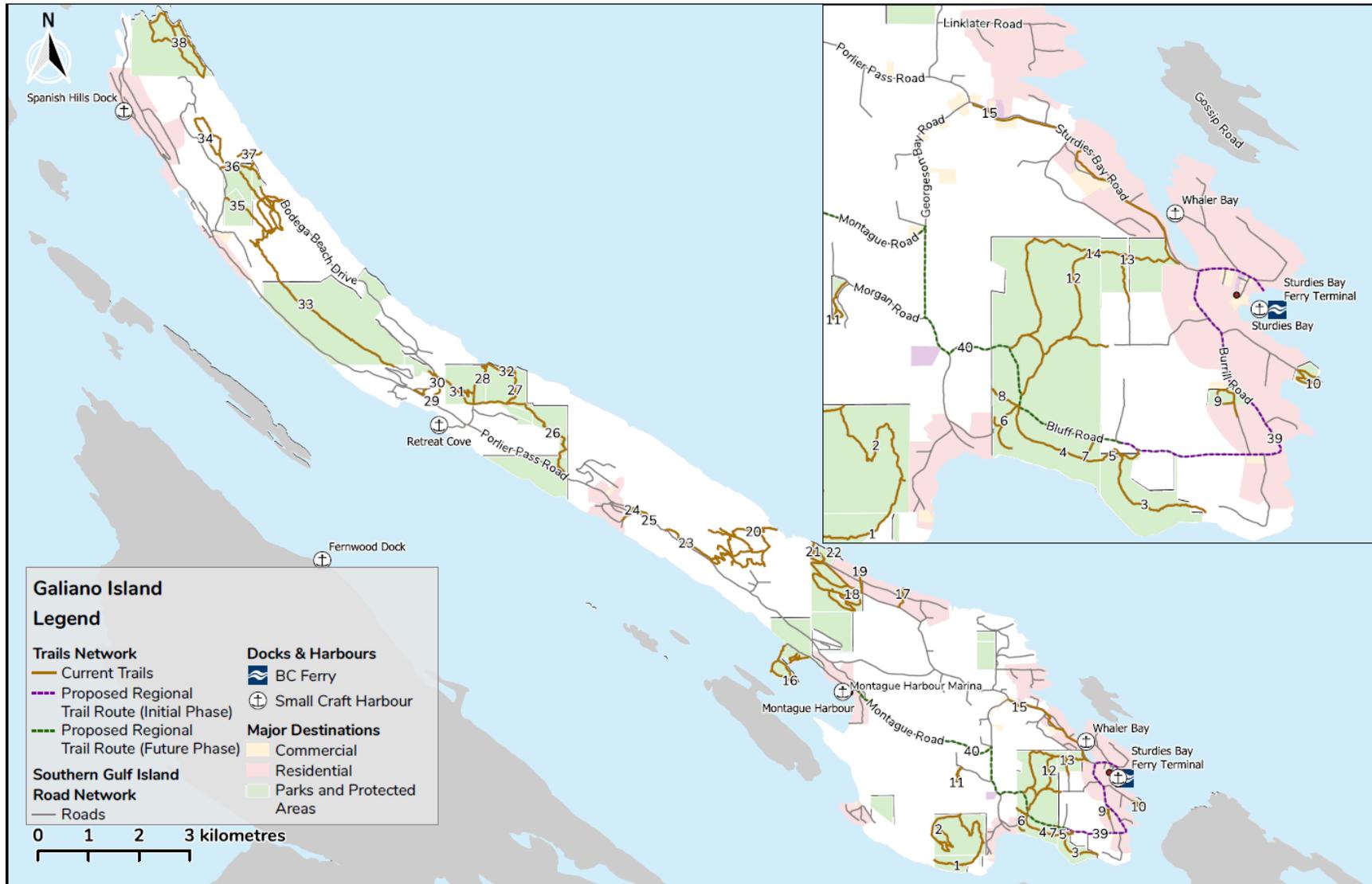
Trail Number	Name	Island	Status	Type	Managed By
1	Southlands Drive/Tilly Road Viewpoint	South Pender	Current	Hiking Trail	PIPRC
1	Drummond Bay Ocean Access	South Pender	Current	Shore Access	PIPRC
2	Craddock Drive Ocean Access	South Pender	Current	Shore Access	PIPRC
2	Craddock Drive Gowlland Point Road Trail	South Pender	Current	Hiking Trail	PIPRC
3	Greenburn Lake Trail	South Pender	Current	Hiking Trail	Federal
4	Enchanted Forest Trail	South Pender	Current	Hiking Trail	PIPRC
4	Gowlland Point Ocean Access	South Pender	Current	Shore Access	PIPRC
5	Lilias Spalding Heritage Park	South Pender	Current	Hiking Trail	PIPRC
6	Castle Road Trail	South Pender	Current	Hiking Trail	PIPRC
7	Conery Crescent Trail/Viewpoint	South Pender	Current	Hiking Trail	PIPRC
8	Beaumont Marine Trails	South Pender	Current	Hiking Trail	Federal
9	William Walker Trail	South Pender	Current	Hiking Trail	Multi: Federal & Other
10	MT. Norman Trails	South Pender	Current	Hiking Trail	Federal
10	Bidgood Road Ocean Access	South Pender	Current	Shore Access	PIPRC
11	Ainslie Point Park	South Pender	Current	Hiking Trail	PIPRC
12	Ellena Road Trail Loop	South Pender	Current	Hiking Trail	PIPRC
13	Fawn Creek Park	South Pender	Current	Hiking Trail	PIPRC
14	Bridge Park Viewpoint	South Pender	Current	Hiking Trail	PIPRC
14	Boundary Pass Drive Ocean Access	South Pender	Current	Shore Access	PIPRC
15	Canal Road Ocean Access	South Pender	Current	Shore Access	PIPRC
15	Saturna View Loop Trail	South Pender	Current	Hiking Trail	PIPRC
16	Mortimer Spit Trail	South Pender	Current	Hiking Trail	PIPRC
16	Ancia Road Ocean Access	South Pender	Current	Shore Access	PIPRC
17	South Pender Regional Trail	South Pender	Proposed Regional Trail Route (Future Phase)	Proposed Regional Trail Route (Future Phase)	CRD Regional Parks

# SATURNA ISLAND TRAILS MAP



Trail Number	Name	Status	Type	Managed By
1	Taylor Bay Trail	Current	Hiking Trail	Federal
2	Quarry Trail	Current	Hiking Trail	SIPRC
3	Monarch Head	Current	Hiking Trail	Federal
4	Brown Ridge Trail	Current	Hiking Trail	Multi: Federal & Other
5	Narvaez Bay	Current	Hiking Trail	Federal
6	Boundary Pass Lookout	Current	Hiking Trail	SIPRC
7	Eastpoint Community Park	Current	Hiking Trail	CRD Regional Parks
8	Eastpoint Community Park	Current	Hiking Trail	SIPRC
9	Eastpoint Community Park	Current	Hiking Trail	Federal Parks
10	Lyall Creek Trail	Current	Hiking Trail	Federal
11	Bonnybank Trail	Current	Hiking Trail	SIPRC
12	Boat Pass Trail/Winter Cove Trail	Current	Hiking Trail	Federal
13	Saturna Island Regional Trail	Proposed Regional Trail Route (Initial Phase)	Proposed Regional Trail Route (Initial Phase)	CRD Regional Parks
14	Saturna Island Regional Trail	Proposed Regional Trail Route (Future Phase)	Proposed Regional Trail Route (Future Phase)	CRD Regional Parks

# GALIANO ISLAND TRAILS MAP



Trail Number	Name	Status	Type	Managed By
1	Collinson Point Trail	Current	Hiking Trail	Provincial
2	Mount Galiano	Current	Hiking Trail	Galiano Club
3	Ridge Trail	Current	Hiking Trail	CRD Regional Parks
4	Georgeson Bay Trails 2nd Leg	Current	Hiking Trail	Galiano Club
5	CRD Link Trail	Current	Hiking Trail	CRD Regional Parks
6	Japanses Charcoal Kiln Trail	Current	Hiking Trail	Galiano Club
7	Moss Trail	Current	Hiking Trail	Galiano Club
8	Georgeson Bay Trails 1st Leg	Current	Hiking Trail	Galiano Club
9	Esther Gillespie Walking Trail	Current	Hiking Trail	Lions Club
10	Bellhouse Provincial Park Trails	Current	Hiking Trail	Provincial
11	Lord Community Park	Current	Hiking Trail	GIPRC
12	Bluffs Park Trails	Current	Hiking Trail	Galiano Club
13	Bluffs Park Trails	Current	Hiking Trail	Provincial
14	Bluffs Park Trails	Current	Hiking Trail	Galiano Club
15	Sturdies Bay Trail	Current	Hiking Trail	GIPRC
16	Gray Peninsula Loop Trail	Current	Hiking Trail	Provincial
17	Tricia Way	Current	Hiking Trail	GIPRC
18	Community Forest Trail	Current	Hiking Trail	Galiano Club
19	Sticks Community Park (Community Forest Trail)	Current	Hiking Trail	GIPRC
20	Tapovan Peace Park Trails	Current	Hiking Trail	Private
21	Stick's West Community Park Trail	Current	Hiking Trail	GIPRC

Trail Number	Name	Status	Type	Managed By
22	Community Forest Trail (GC)	Current	Hiking Trail	GIPRC
23	Tapovan North Ravine Trail	New GTS Trails	Hiking Trail	Galiano Trails Society
24	Deer Trail	New GTS Trails	Hiking Trail	Galiano Trails Society
25	Ravine Trail	New GTS Trails	Hiking Trail	Galiano Trails Society
26	Vanilla Leaf Land Trail	Current	Hiking Trail	Galiano Conservancy Association & Islands Trust Conservancy
27	Pebble Beach Reserve Loop-Pebble Beach Trail	Current	Hiking Trail	Crown
28	Pebble Beach Reserve Loop-Cable Bay Trail	Current	Hiking Trail	Galiano Conservancy
29	Red-Legged Frog Trail	Current	Hiking Trail	Private
30	Bell Trail	Current	Hiking Trail	GIPRC
31	Laughlin Lake to Melissa Road	Current	Hiking Trail	Galiano Conservancy
32	Pebble Beach Reserve Loop-Shoreline Trail	Current	Hiking Trail	Galiano Conservancy
33	Bodega Ridge Trail	Current	Hiking Trail	Provincial
34	North Galiano Trails	Current	Hiking Trail	CDFLUO - Private
35	North Galiano Trails	Current	Hiking Trail	Provincial
36	North Galiano Trails	Current	Hiking Trail	Provincial & Ecological Reserve
37	Silú Park	Current	Hiking Trail	GIPRC
38	Dionisio Park Trails	Current	Hiking Trail	Provincial
39	Galiano Island Regional Trail	Proposed Regional Trail Route (Initial Phase)	Proposed Regional Trail Route (Initial Phase)	CRD Regional Parks
40	Galiano Island Regional Trail	Proposed Regional Trail Route (Future Phase)	Proposed Regional Trail Route (Future Phase)	CRD Regional Parks

## APPENDIX B: WHAT WE HEARD REPORT – ROUND 1



# SOUTHERN GULF ISLANDS TRANSPORTATION INTEGRATION PLAN

Round 1 Engagement – What We Heard Report

**Prepared For:** Capital Regional District (CRD)

Date: December 17, 2021

Our File No: 3007.B01

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## 1.0 PROJECT OVERVIEW

The Capital Regional District is developing a Southern Gulf Islands (SGI) Transportation Integration Plan. Building on past studies and community feedback,

the purpose of the project is to create a blueprint for the future to move from ideas to action when it comes to transportation on and between the largest Southern Gulf Islands: Galiano, Mayne, Saturna, and North and South Pender Islands, with possible links to Sidney and Salt Spring Island.



The objective of this project is to understand the demand in the SGI and propose future improvements to walking and cycling networks integrated with proposals for public transit and passenger ferry services to complement other travel. The CRD is undertaking this project in response to resident requests for regional coordination of public transit and transportation alternatives. As a Regional District, the CRD can facilitate outcomes on behalf of the community such as administrative coordination and access to funding from other levels of government. Also, unlike non-profit societies, CRD can hold Licences of Occupation in the Provincial Road Right of Way that are needed for road side trails, meaning that the CRD could support the local volunteer organizations with improvements on the SGI that are currently not possible.

Two of the three planned rounds of public engagement have been undertaken for this project:

- **Targeted Outreach** took place in Spring 2021 and involved virtual workshops with the Transit Advisory Groups (TAG), stakeholder outreach, and information provided to the community via the CRD website, posters, and a media release.
- **Round 1 engagement** took place in Fall 2021 and invited the public to provide feedback using the CRD's digital engagement platform which included interactive mapping, quick polls, a survey, and an ideas forum. A mailout FAQ was sent to every SGI mailbox to encourage people to fill out the survey.
- **Round 2 engagement is scheduled to begin in January 2022.**



## 1.1 Objectives of the SGI Transportation Integration Plan

The main project deliverables for the SGI Transportation Integration Plan include:

- Developing and costing out transportation service options that are practical, feasible and right-sized to meet the needs for each community and inter-island connection.
- Undertaking community mapping and engagement to capture existing and proposed trails envisioned by stakeholder organizations and community members, determining community needs and future priorities, and refining recommendations.
- Outlining the action steps and recommendations for how a CRD transportation service could be structured to enable the creation, phasing and integration of land-based public transportation, inter-island water passenger service, and supporting active transportation improvements on each of the Southern Gulf Islands (Galiano, North and South Pender, Mayne and Saturna).
- Understanding the CRD's role in supporting identified community needs and integrated transportation going forward.





## 2.0 WHAT WE DID

The second round of engagement took place from **October 13 to November 14, 2021**. It used a variety of engagement tools available via the [CRD Get Involved website](#), including:

- An **Interactive Map** to gather suggestions for infrastructure improvements
- **Quick Polls** and a **Survey** to gather feedback on the system
- The **Ideas** tool to gather additional ideas
- Photos and background resources including past plans and studies

The survey and other online engagement tools were promoted using social media, posters, mail-out advertisements, and local advertising/paid media.

### Engagement by the numbers:



**2.5K** engagement site visitors



**106** contributions to the interactive map



**969** participants in quick polls



**695** surveys completed

Related comments made via Facebook and email during the engagement period have also been reviewed and summarized here by the project team.

**Southern Gulf Islands Transportation Integration Plan**

Let's talk about improving transportation options on the Southern Gulf Islands.

[Get Involved](#)





### 3.0 KEY TAKEAWAYS

The list below outlines the key takeaways from the Round 1 Engagement activities:

- The most common destinations (other than respondents' primary islands) are the Saanich Peninsula area, other areas within the Capital Regional District / Greater Victoria region, and Metro Vancouver / Lower Mainland region.
- Currently, the most common transportation modes are BC Ferries and private vehicle as a driver, followed by walking and private vehicle as a passenger.
- There is general dissatisfaction with active, public, and water transportation across the islands, as well as the ability to coordinate and connect travel.
- Improving infrastructure and connections for walking and cycling is a high priority, with safety being a main concern.
- There is a need for better public transportation, especially for seniors and people who are unable to walk or cycle. Car stops, ridesharing, and taxi service are preferable to traditional bus service.
- Water transportation services should connect with other modes and need to be affordable. They should also align with school schedules and allow for day trips.

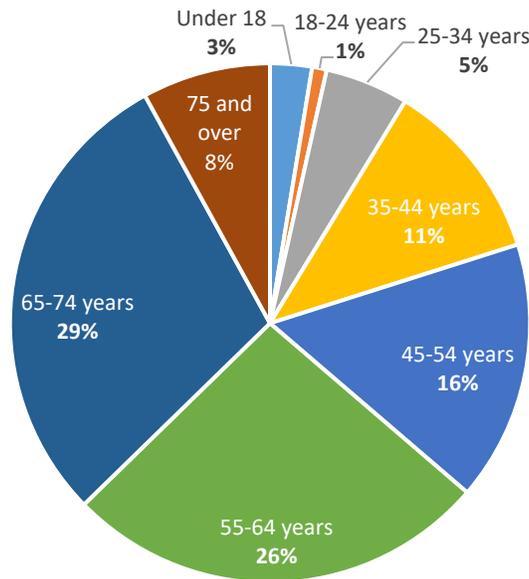


## 4.0 WHO WE HEARD FROM

The online survey included several demographic questions to allow the project team to better understand who participated. The following results are specific to the online survey only and do not reflect the demographics of the participants who used the other tools.

### 4.1 Age

As shown in **Figure 1**, over half of respondents were between the age of 55-74 years. **The largest age groups were 65-74 years (29%), 55-64 years (26%), and 45-54 years (16%).** Youth representation was low, with the fewest responses coming from the 18-24 and Under 18 age categories at 1% and 3%, respectively.

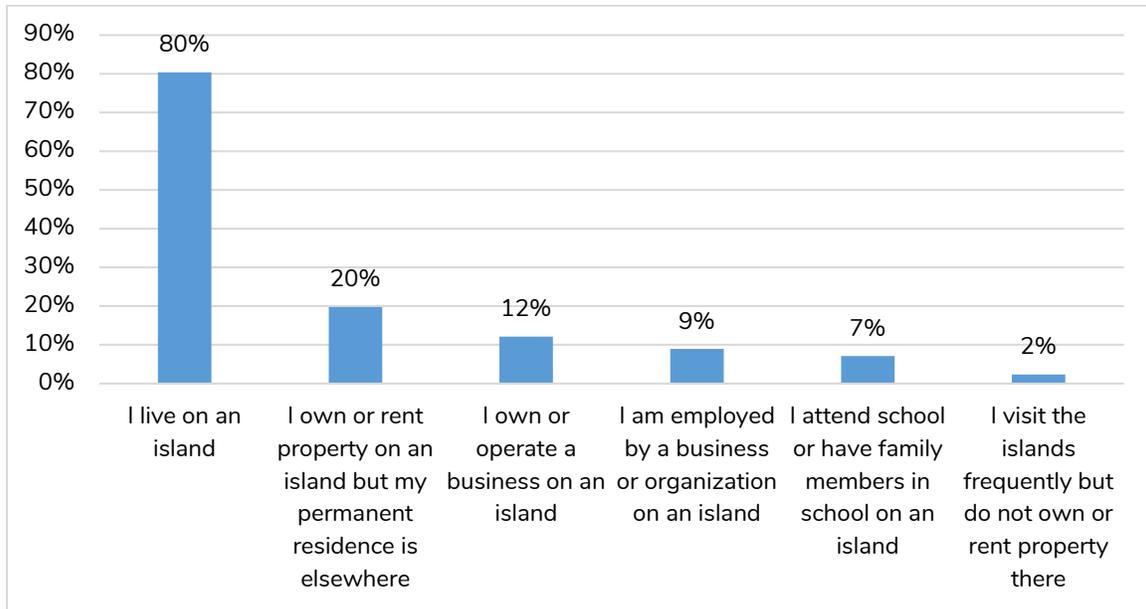


**Figure 1. Survey Respondent Ages**



## 4.2 Geographic Representation

Respondents were asked the following question: “What is your connection with the Southern Gulf Islands? Please select all that apply.” **Figure 2** shows their responses. Most participants (80%) live on an island.



**Figure 2. Survey Respondent Connection with Islands**

Respondents who indicated that they live on an island were also asked how long they have lived in the Southern Gulf Islands community. **Figure 3** shows their responses. **70% of participants have lived in the community for at least six years, with the majority (57%) being residents for 10+ years. 16% of respondents have lived in the community for two years or less.**

Additionally, respondents were asked: “Within the Southern Gulf Islands area, on which island do you spend most of your time?”. As shown in **Figure 4**, North Pender Island had the most responses (43%), followed by Galiano Island (21%), Mayne Island (18%), and Saturna Island (9%). Salt Spring Island and South Pender Island had the fewest responses at 4% and 5%, respectively. Comparing participation against the population of each island, participation ranges from 18% to 14% of island population, indicating a fairly equitable involvement across islands.

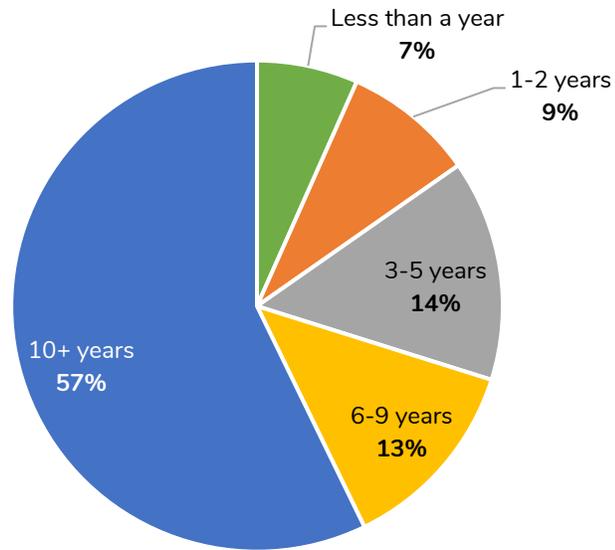


Figure 3. Survey Respondent Time Spent in Southern Gulf Islands Community

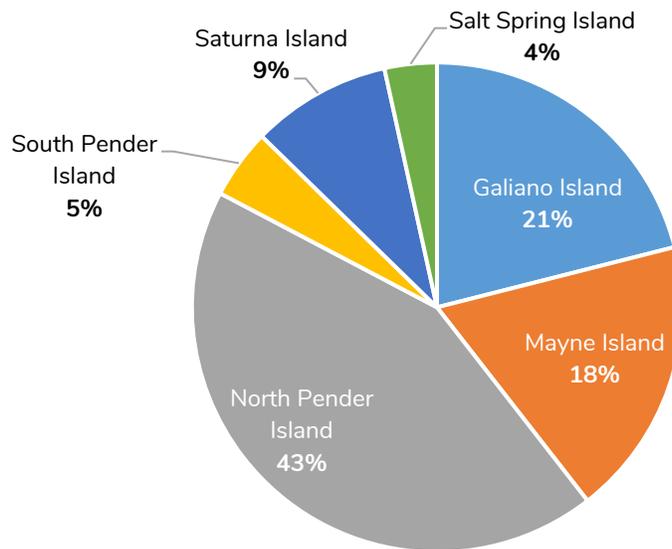
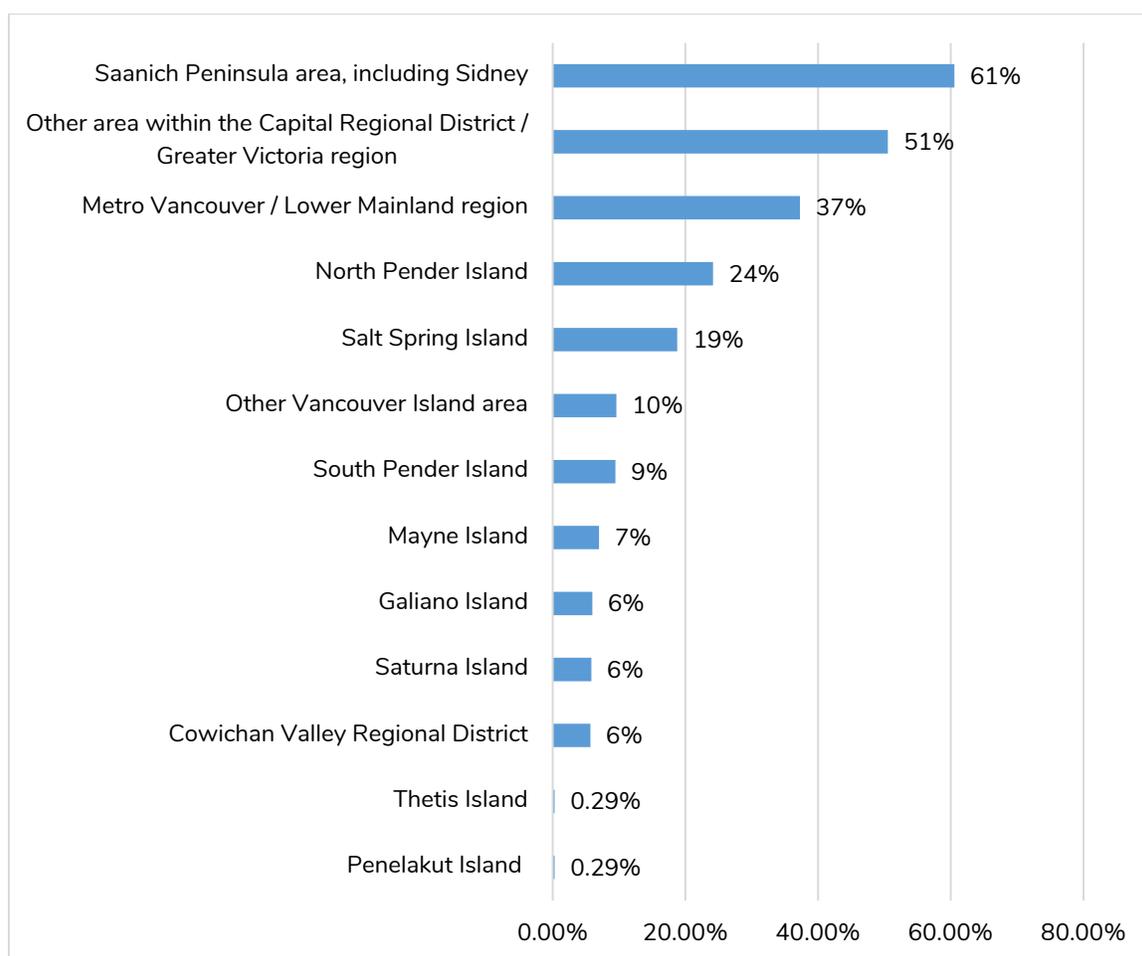


Figure 4. Survey Respondent Primary Island



Next, respondents were asked to select up to three other locations where they commonly travel (besides the primary island they chose in the previous question). This could be for purposes such as work, school, recreation or to access services, or their place of residence if they are a part-time resident or visitor to the Southern Gulf Islands. As shown in **Figure 5**, the **most common other destinations are the Saanich Peninsula area (61%), other areas within the Capital Regional District / Greater Victoria region (51%), and Metro Vancouver / Lower Mainland region (37%)**. The results also suggest that travel between the islands is lower, except for North Pender Island and Salt Spring Island which were selected by 24% and 19% of respondents, respectively.

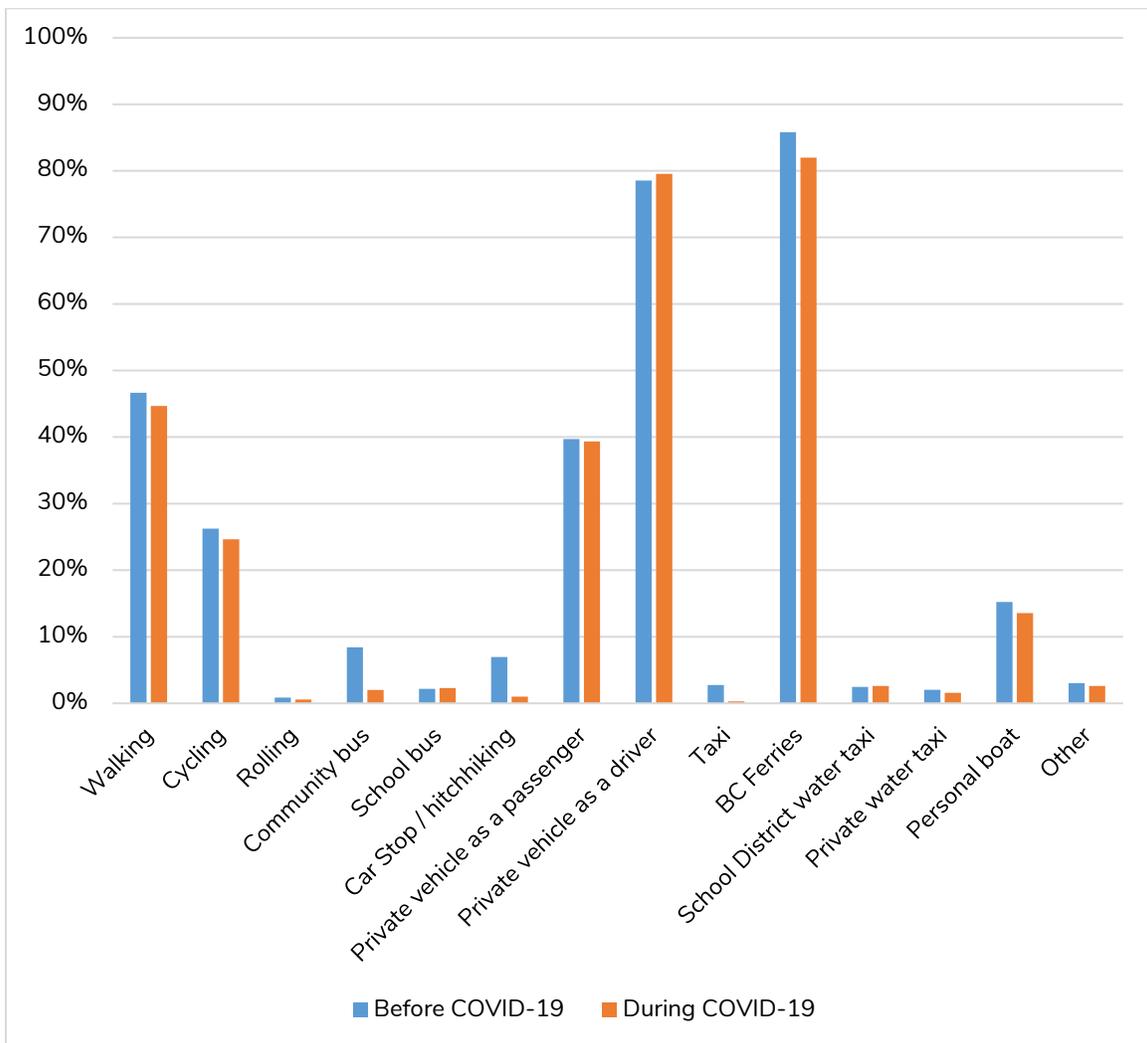


**Figure 5. Survey Respondent Other Destinations**

These results are consistent with those seen in the BC Ferries survey from 2016.



Respondents were also asked to indicate their main modes of transportation on and between the Southern Gulf Islands before and during the COVID-19 pandemic. They were able to select up to five modes and their responses are shown in **Figure 6. BC Ferries and private vehicle as a driver were the most common choices, followed by walking and private vehicle as a passenger.** The modes that saw the biggest decrease from before COVID-19 to during COVID-19 were community bus (-6%), car stop / hitchhiking (-6%), BC Ferries (-4%), and taxi (-3%).



**Figure 6. Survey Respondent Transportation Modes Before and During COVID-19**



## 5.0 WHAT WE HEARD

### 5.1 Interactive Map

The Interactive Map on the engagement site gave people the opportunity to pinpoint locations across the Southern Gulf Islands where they frequently travel, as well as where they would like to see infrastructure improvements. They could also provide comments about why they think change is needed. A total of **106 pins** were added to the map. Participants could select from the following pin types:

- Key community destination to serve by public transit
- Key community destination to serve by an Active Transportation route
- Dock / water transportation improvement
- Inter-island connection
- Walking / rolling improvement (e.g., sidewalks, crosswalks, accessibility)
- Walking connection (e.g., trails, pathways)
- Cycling connections (e.g., bike lanes, shared paths)
- Road safety or vehicle speed concern / suggestion
- Bike parking / bike racks
- Public transportation stop improvement (bench, shelter)
- Other on-street amenities (e.g., lighting, bench, garbage)
- Directional or wayfinding signage on-street or on trails

**Figure 7** shows how many pins were distributed throughout the islands. Specific pin locations are not shown at this level as the map is zoomed out to show all the islands.

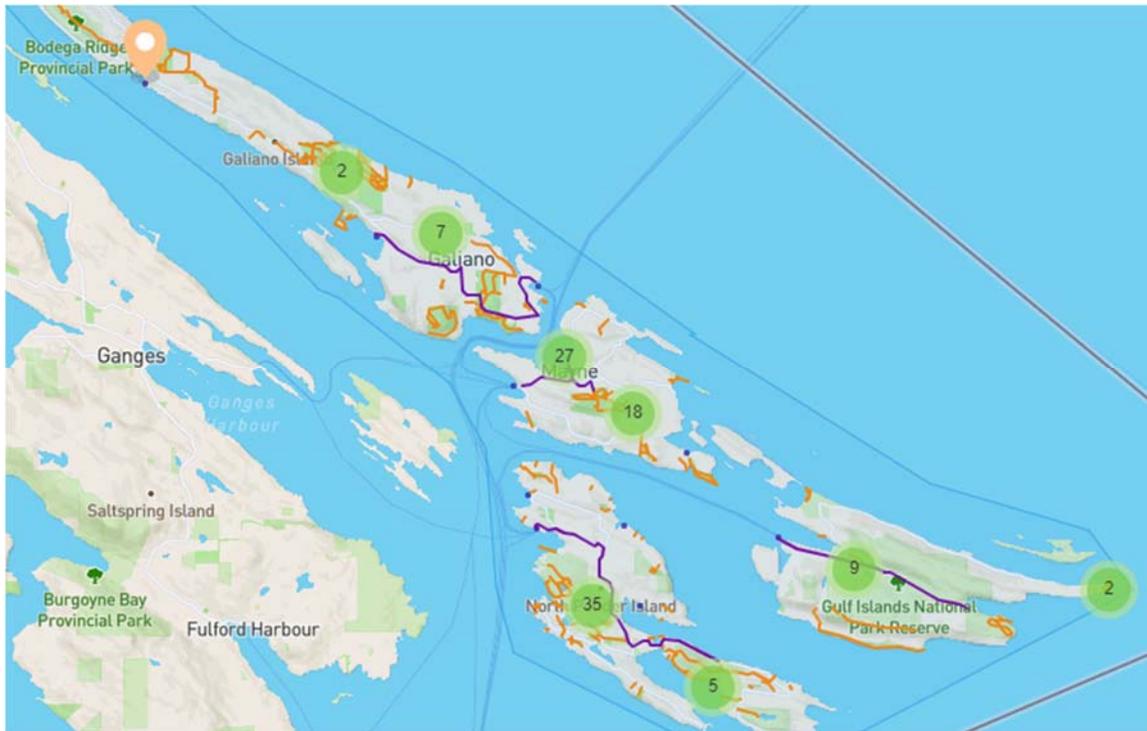


Figure 7. Pin Distribution on Interactive Map

From the comments provided, the following emerged as the top 10 community desires:

1.	Magic Lake Active Transportation Connections	North Pender
2.	Bedwell Harbour Road Walking/Rolling Improvements	North Pender
3.	Driftwood Centre Active Transportation Connections	North Pender
4.	Otter Bay Active Transportation Connection	North Pender
5.	Sturdies Bay Trail Extensions	Galiano
6.	Sturdies Bay Trail Safety	Galiano
7.	Mackinnon Road Active and Public Transportation Connections	North Pender
8.	Brooks Point Active Transportation Extension	South Pender
9.	Thieves Bay Active Transportation Connection	North Pender
10.	General Safety Concerns	All



## 5.2 Quick Polls

Community members were able to participate in a series of polls to indicate their support for various potential transportation improvements. They were also asked whether they would use different types of services and infrastructure including water taxis, community buses/public transit, bike lanes, and designated sidewalks/safe shoulders. There was an average of about **120 contributions** to each poll. Responses to these polls are shown in **Figure 8**.

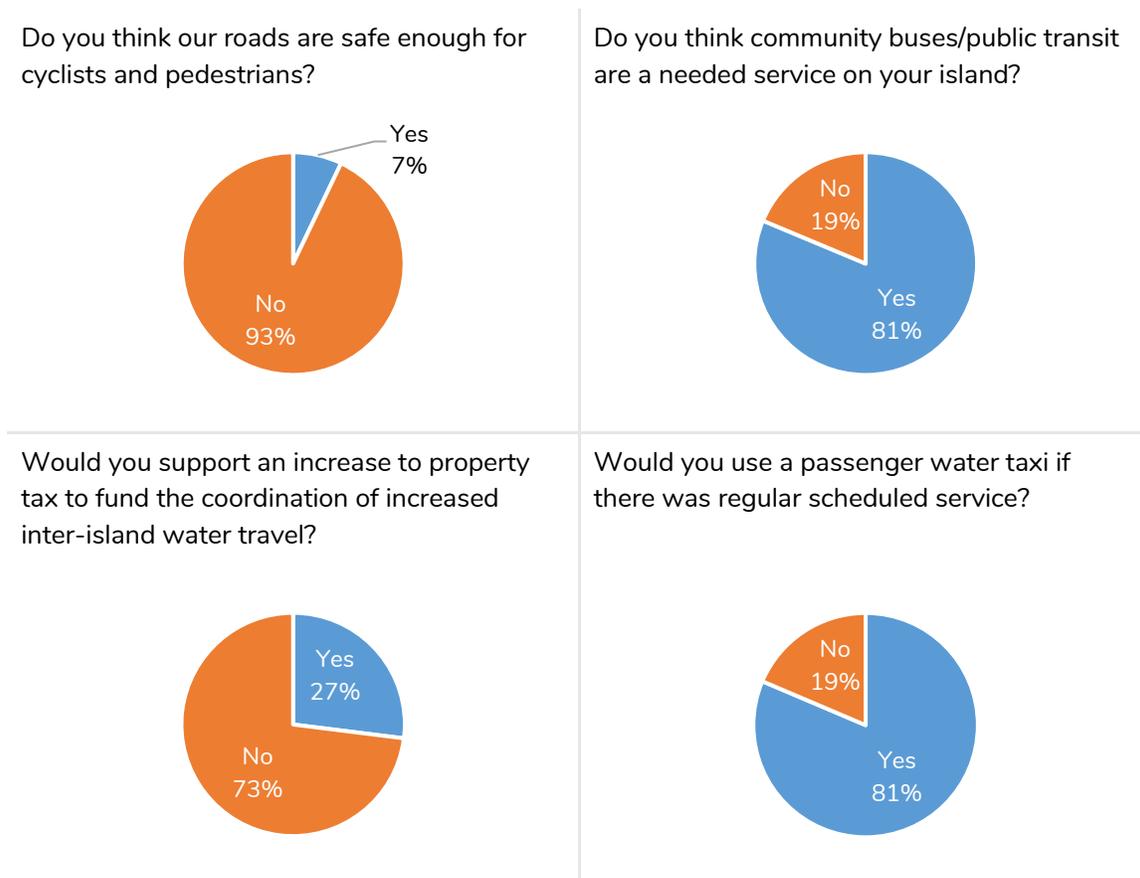
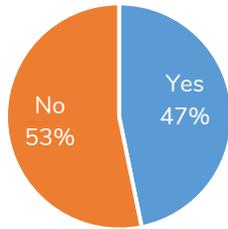


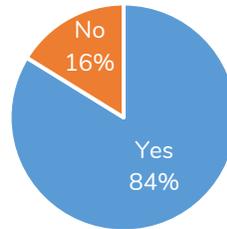
Figure 8. Quick Polls Results



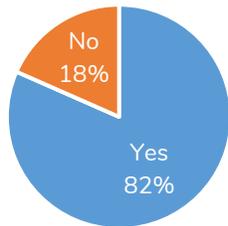
Would you support an increase to property tax to help build safe walking and cycling trails to key destinations?



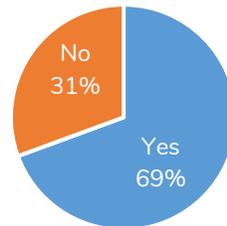
Would you use a community bus/public transit for some of your travel?



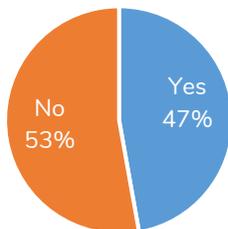
Would you cycle, walk or roll more if there were bike lanes or designated sidewalks/safe shoulders?



Do you think regular passenger water taxi service is needed for travel between the Southern Gulf Islands?



Would you support an increase to property tax to fund community buses/public transit?



Do you see integrated transportation options as an effective way to reduce our climate impact?

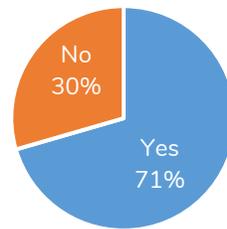


Figure 8. Quick Polls Results



### 5.3 Online Survey

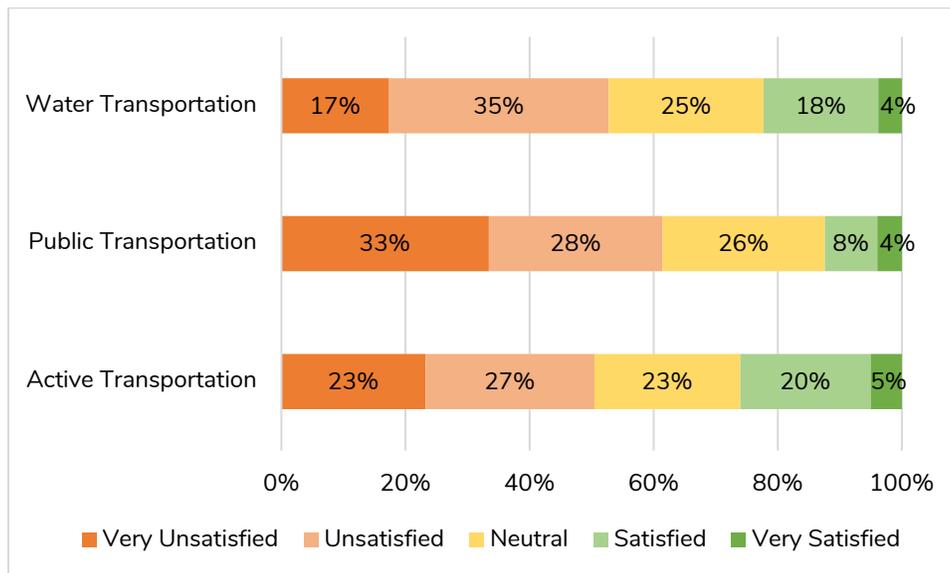
The online survey received a total of **695 responses**. Respondents were asked about the following topics:

- Satisfaction with current transportation services and infrastructure
- Satisfaction with ability to coordinate travel
- Transportation planning priorities
- Priorities for improving active, public, and water-based transportation

See **Appendix A** for the full set of survey questions.

#### 5.3.1 Satisfaction with Current Transportation

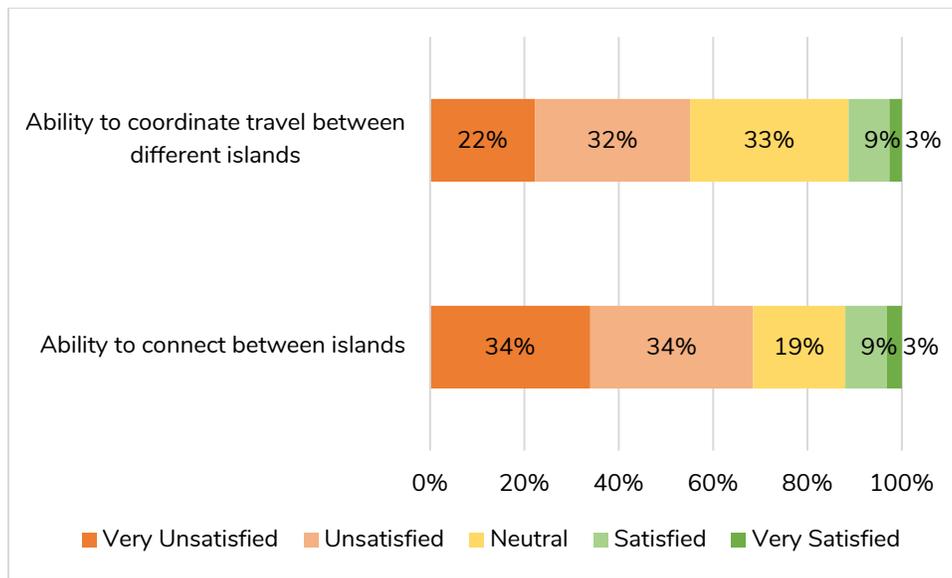
Respondents were asked: “Thinking of the Southern Gulf Island where you spend the most time, how satisfied / unsatisfied are you with the current transportation services and infrastructure available on your island?”. **As shown in Figure 9, most respondents (about 50-60%) are unsatisfied or very unsatisfied with each mode of transportation, while about 10-25% are satisfied or very satisfied.** Respondents are the least satisfied with public transportation services and infrastructure.



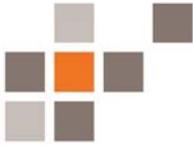
**Figure 9. Satisfaction with Current Transportation Services and Infrastructure**



Respondents were also asked: “Thinking of the Southern Gulf Islands area as a whole, how satisfied / unsatisfied are you with the ability to coordinate travel?”. Their responses are shown in **Figure 10**. Between 50-70% of respondents are unsatisfied or very unsatisfied with the ability to coordinate travel and connect between islands, while only 12% were satisfied or very satisfied.



**Figure 10. Satisfaction with Ability to Coordinate Travel**



### 5.3.2 Transportation Planning Priorities

Respondents were asked: “Thinking across all forms of transportation beyond private vehicles, what are the top transportation planning priorities that you think should be considered for the Southern Gulf Islands? Rank in order of priority. (Most prioritized need first).” The order of priority for each option is shown in **Figure 11**.

Rank	Transportation Planning Priority
Priority #1	Improve public transportation options available on each island, such as community bus, shuttles, taxis or Car Stop programs to complement transit.
Priority #2	Improve pedestrian trails and walking routes connecting community destinations.
Priority #3	Improve water transportation between islands, such as small passenger ferry services to complement BC Ferries.
Priority #4	Improve cycling routes between community destinations.
Priority #5	Better coordinate transportation services and schedules between islands.
Priority #6	Improve signage and information to communicate transportation options.

**Figure 11. Ranking of Transportation Planning Priorities**

As illustrated in the table above, the highest priority was given to improving public transportation options on the SGI including a range of options on how to provide this service, including shuttles, taxis, Car Stops and ride share options. The lowest priority was “Improve signage and information to communicate transportation options”.



Respondents were also able to provide comments on any other transportation planning priorities that they think should be considered for the Southern Gulf Islands. The following themes arose:

- **Roads are currently narrow, windy, and have cars travelling at high speeds, making them unsafe for walking / rolling and cycling.** This was especially noted by respondents from the Pender Islands and Galiano Island. Better active transportation infrastructure is required, including trails that connect neighbourhoods and key destinations.
- **Better connectivity is required between Galiano Island and Salt Spring Island for people attending Gulf Islands Secondary School.** Better / more frequent water transportation between the Southern Gulf Islands in general is also desired.
- **Ferries schedules need to better align with bus connections at Swartz Bay and Tsawwassen ferry terminals.** The need for a better ferry connection between Saturna Island and the mainland was also expressed.
- There is a desire for more **environmentally friendly transportation options**, including electric bike and car charging infrastructure.
- There is support for taxi and / or car share service.

“I would bicycle all over the island with my family if there were safe trails to do so.”

“As a senior losing my mobility public transportation is important to me to be able to remain in my home in a place I love.”

“I would like more pedestrian options for inter island travel between gulf islands so my teens can stay for after school event and still be able to get home.”

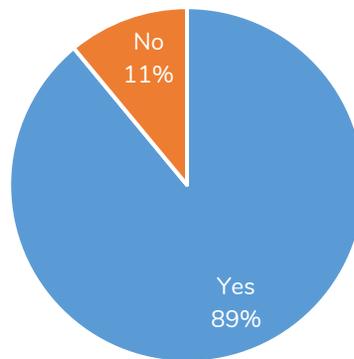
Many people expressed that they are car-dependent because no other options exist but indicated that they would use active or public transportation if better infrastructure and services were available. However, there were also concerns about making the islands too urban and causing them to lose their rural character.



### 5.3.3 Active Transportation Improvement Priorities

When asked whether improvements are required to better support active transportation in the Southern Gulf Islands, 89% of respondents said “Yes” and 11% of respondents said “No”. See **Figure 12**.

Do you think that improvements are required to better support active transportation in the Southern Gulf Islands?



**Figure 12. Support for Active Transportation Improvements**

Respondents were also asked to choose up to three priorities for improving active transportation on their island and their responses are summarized in **Figure 13**. **Across the islands, creating more space and connections for walking and cycling was seen as the top priority.** Installing more bike racks / bike and scooter parking, including charging stations for electric bikes, was seen as the lowest priority.

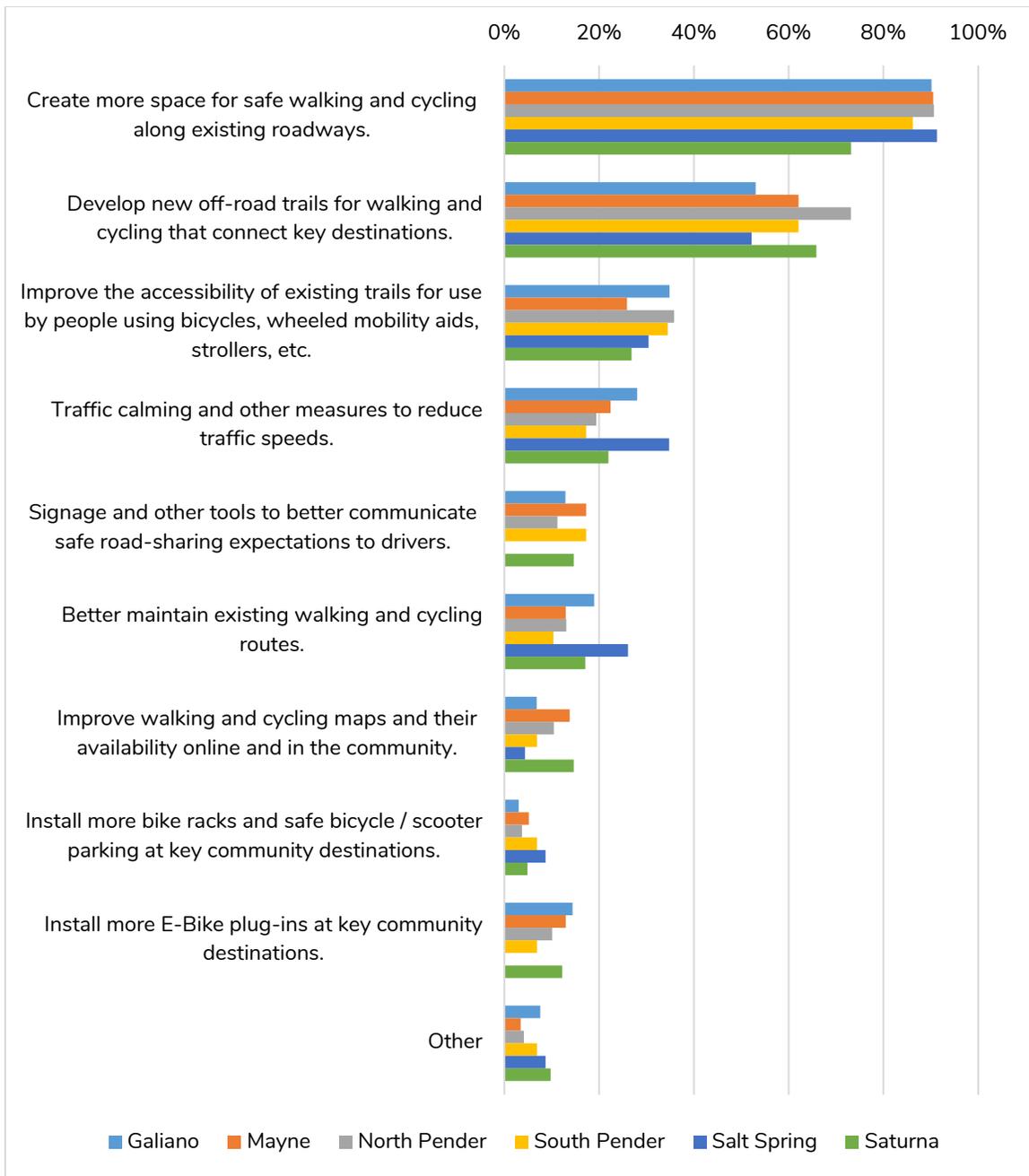


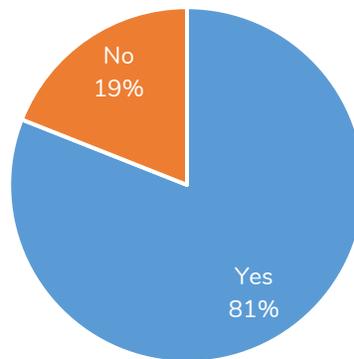
Figure 13. Active Transportation Priorities by Island



### 5.3.4 Public Transportation Improvement Priorities

When asked whether improvements are required to better support public transportation in the Southern Gulf Islands, 81% of respondents said “Yes” and 19% of respondents said “No”. See **Figure 14**.

Do you think that improvements are required to better support public transportation in the Southern Gulf Islands?



**Figure 14. Support for Public Transportation Improvements**

Respondents were also asked to choose up to three top priorities for improving public transportation options on their island and their responses are summarized in **Figure 15**. Responses varied across the islands, but overall there was **higher support for community bus service operating year-round, especially from respondents who primarily spend time on Salt Spring Island**, and lower support for community bus service operating during the summer season only. There was also significantly higher support from Saturna Island respondents for a special event shuttle service, as well as higher support from South Pender, North Pender, and Galiano Island respondents for taxi or ride-hailing options.

Additionally, respondents were asked to indicate how important they think different public transportation supports are and were given the opportunity to provide additional comments. Responses from each island are shown in on the following pages.

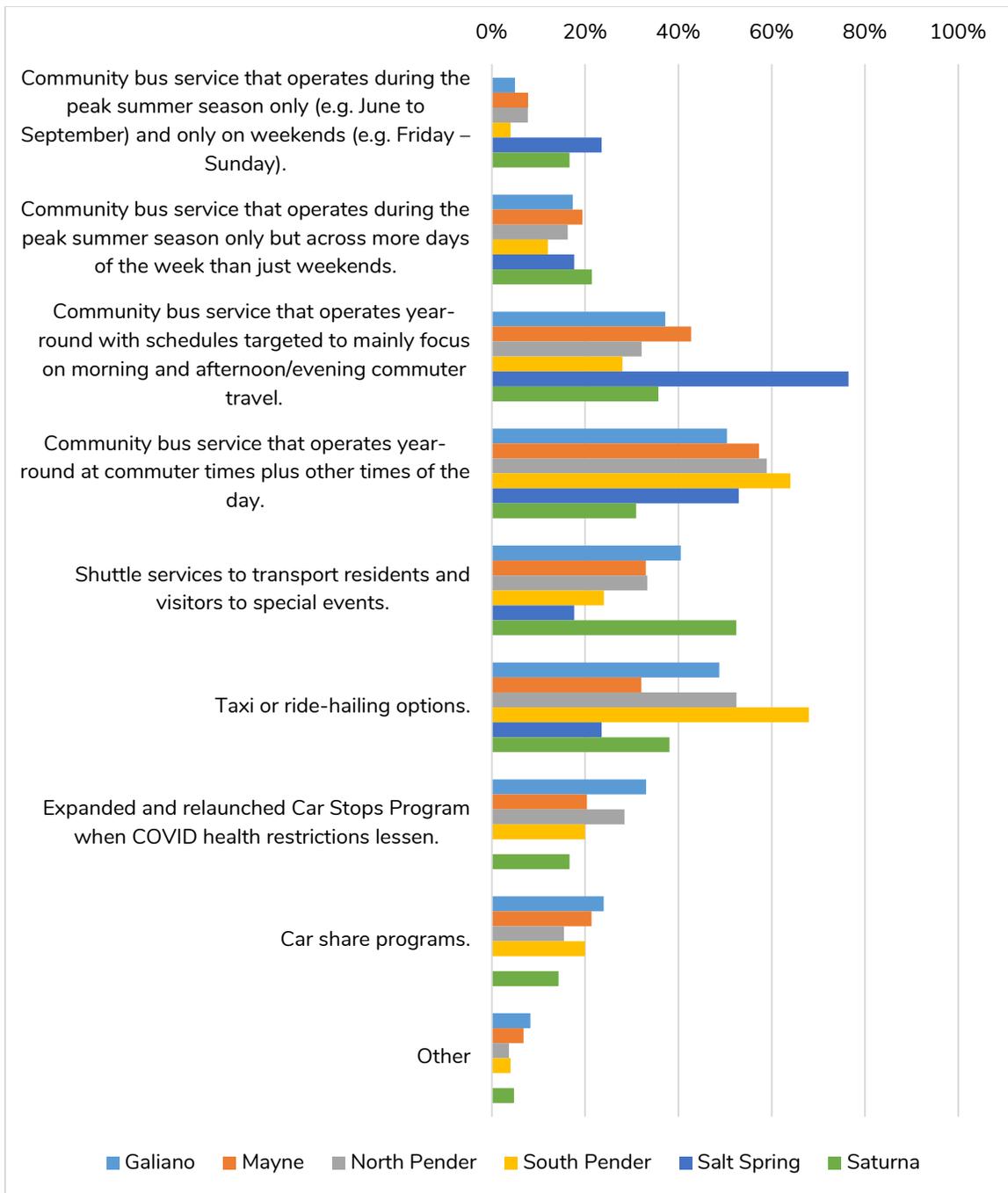
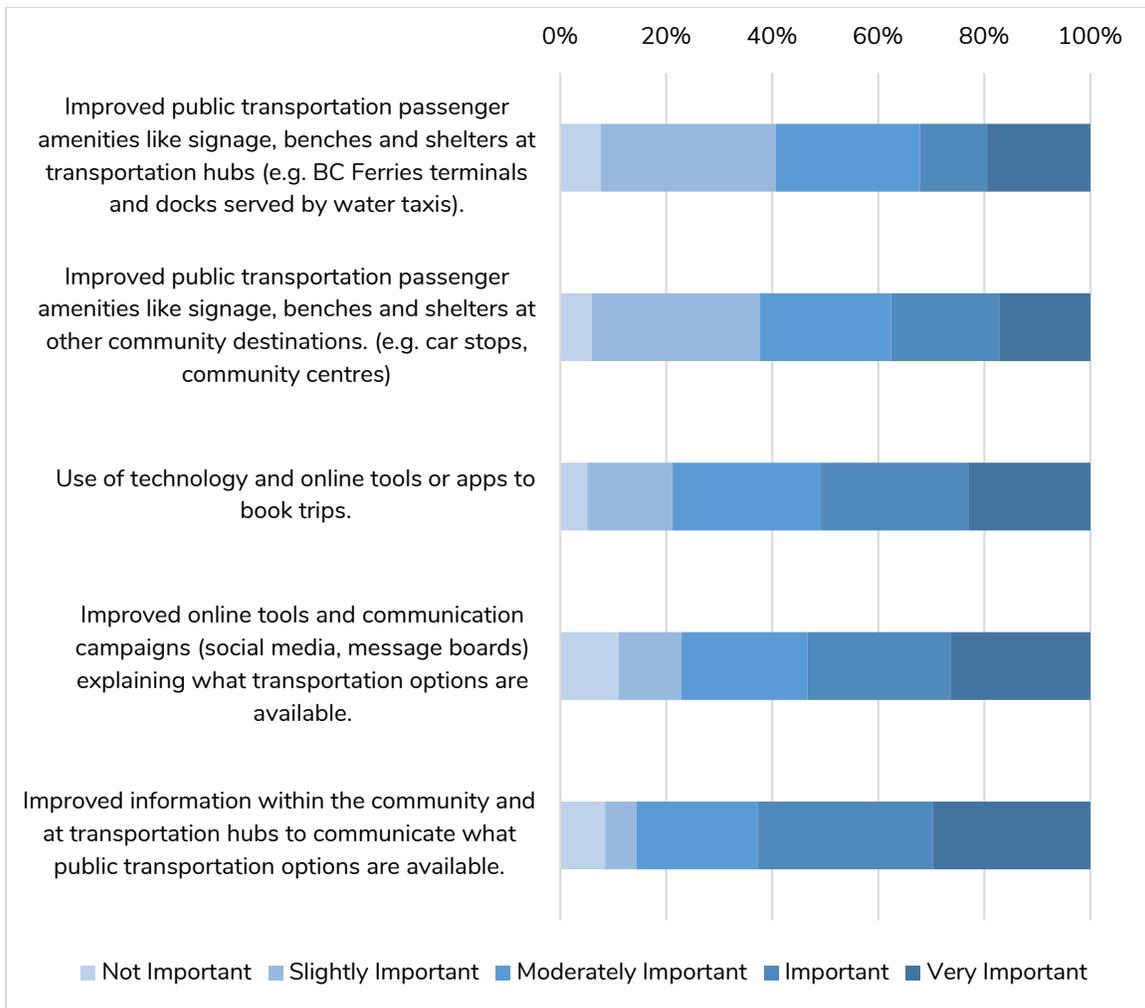
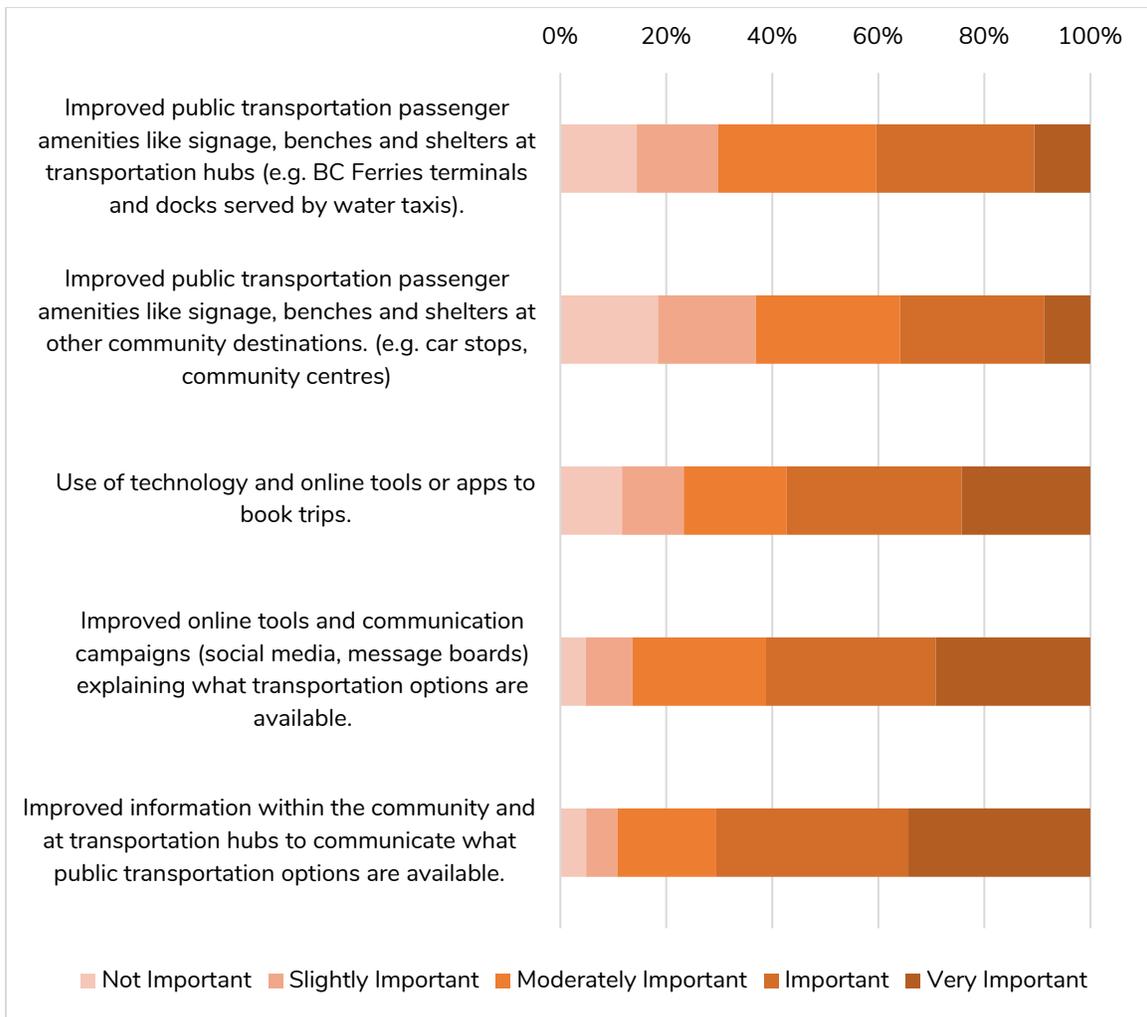


Figure 15. Public Transportation Priorities by Island



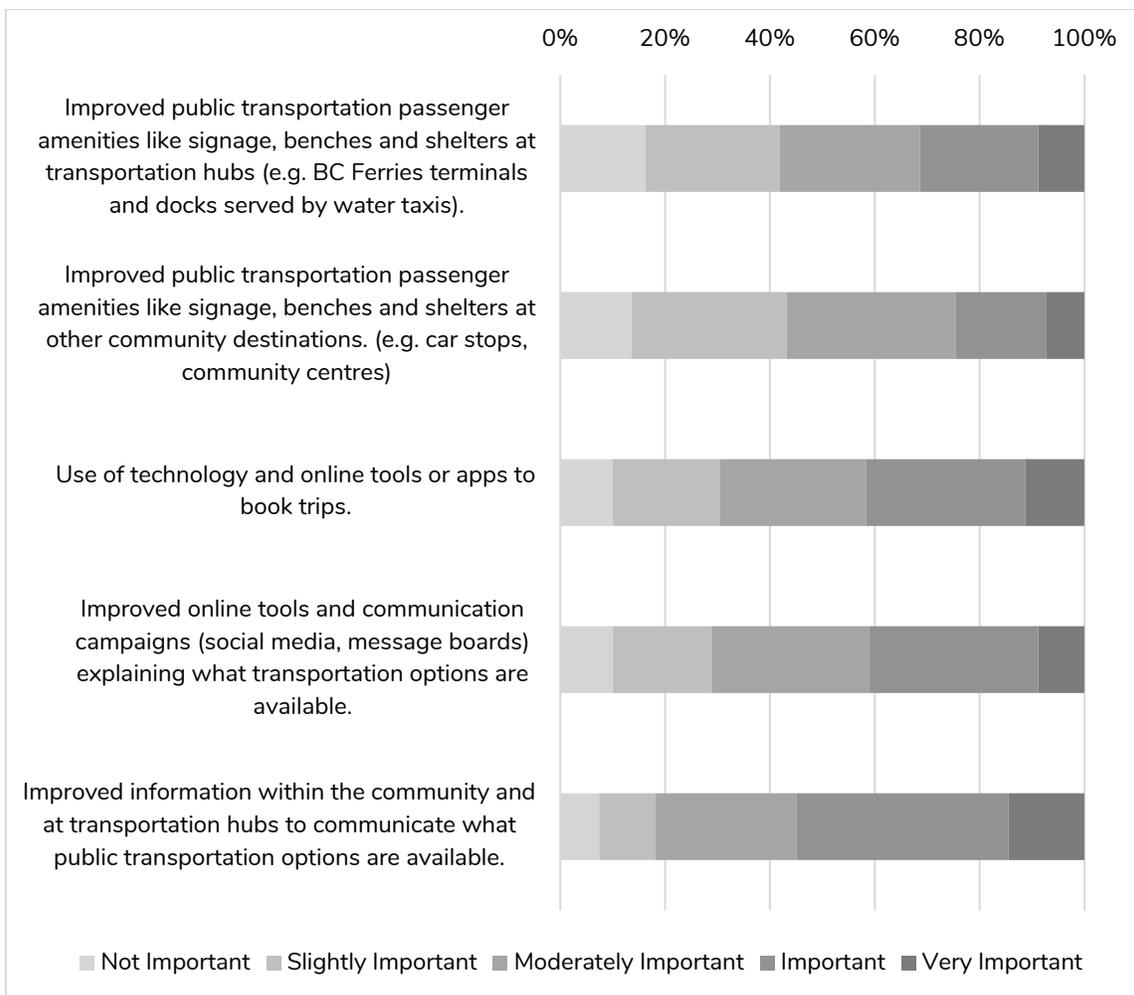
**Figure 16. Importance of Public Transportation Supports - Galiano Island**

Many of the comments were relating to the fact that Galiano Island does not currently have a public transit service; however, there is a desire for one. Respondents have indicated that due to the island’s long and narrow shape and fewer residents at the north end, a car stop program may be a better option but a circular bus route at the south end could still be useful. Developing consistent and reliable schedules was also important to respondents.



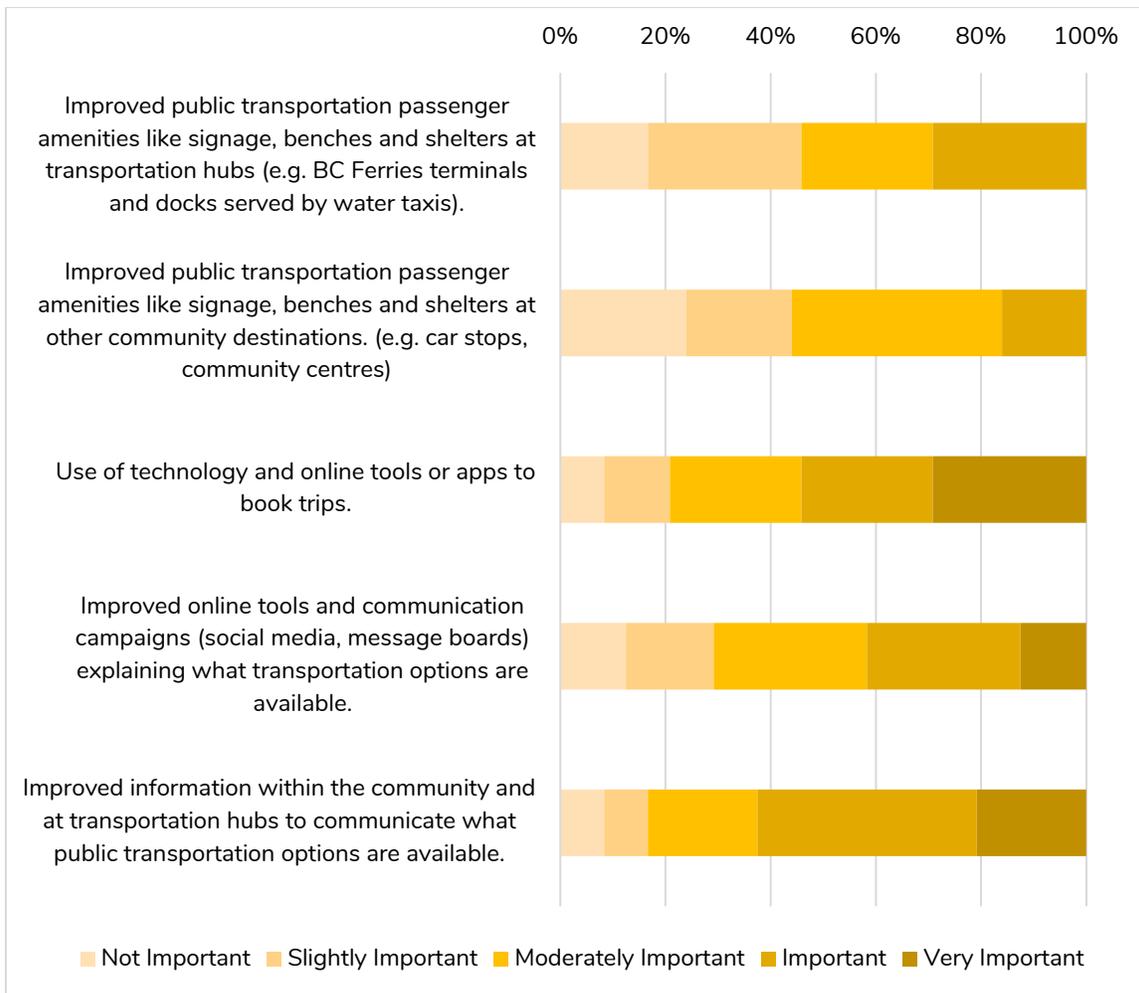
**Figure 17. Importance of Public Transportation Supports - Mayne Island**

Respondents from Mayne Island were supportive of a community bus service, as well as a taxi or ride share option. In particular, the comments indicated that public transportation services and supports need to be accessible for seniors and people who do not drive, and that printed schedules are important for those without internet or who have difficulties navigating the internet.



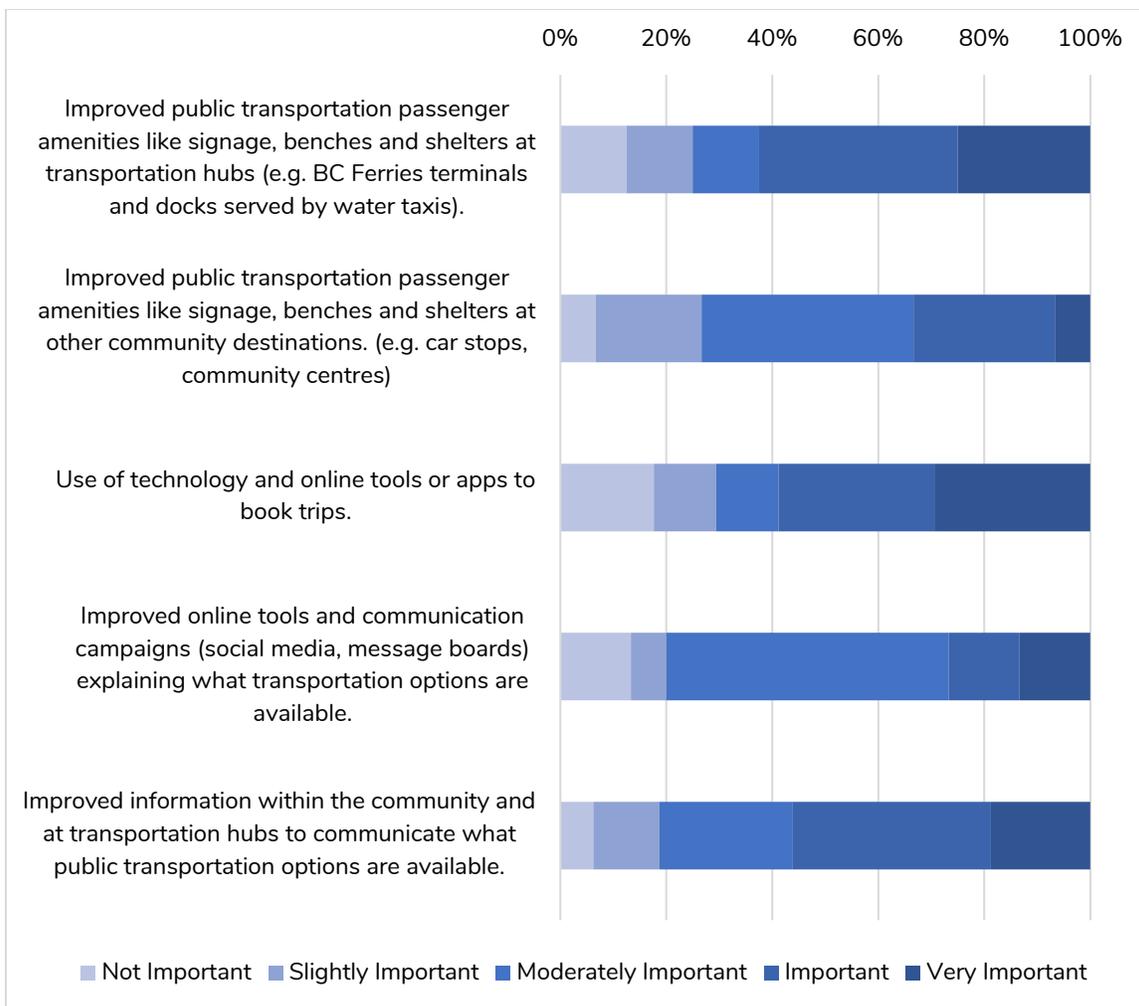
**Figure 18. Importance of Public Transportation Supports - North Pender Island**

Many of the comments from North Pender Island noted the lack of current public transportation on the island. Respondents indicated that flexible public transportation options such as car stops or passenger-directed bus service would work well as opposed to fixed-route bus service. Taxi and ridesharing services were also requested. Respondents also expressed the need to coordinate public transportation with ferry schedules, as well as to connect key locations such as Magic Lake and Driftwood Centre. Additionally, integrating bicycle infrastructure such as racks on buses and at bus stops is desired.



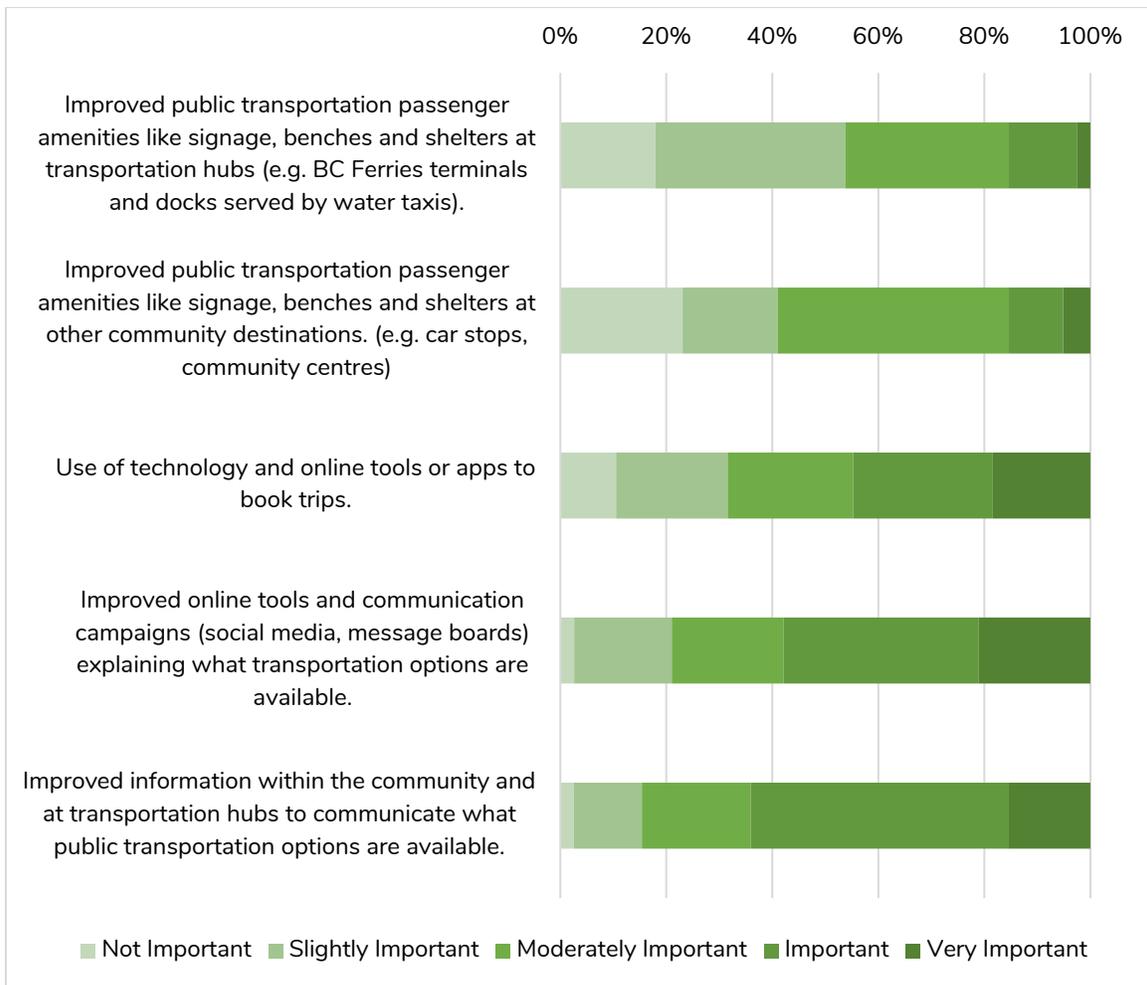
**Figure 19. Importance of Public Transportation Supports - South Pender Island**

There were limited comments about public transportation supports from respondents who selected South Pender Island as their primary island. Generally, people have indicated that a regular schedule is important, as well as reliable and user-friendly online tools and other information sources.



**Figure 20. Importance of Public Transportation Supports - Salt Spring Island**

Comments from respondents who chose Salt Spring Island as their primary island were also limited. Respondents indicated a need for upgraded, accessible public transportation infrastructure.



**Figure 21. Importance of Public Transportation Supports - Saturna Island**

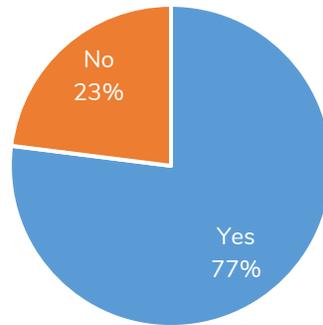
Comments from Saturna Island respondents were primarily focused on a greater need for improved water transportation. However, the need for ride-hailing or community buses was also expressed, as well as bike racks on buses.



### 5.3.5 Water-Based Transportation Improvement Priorities

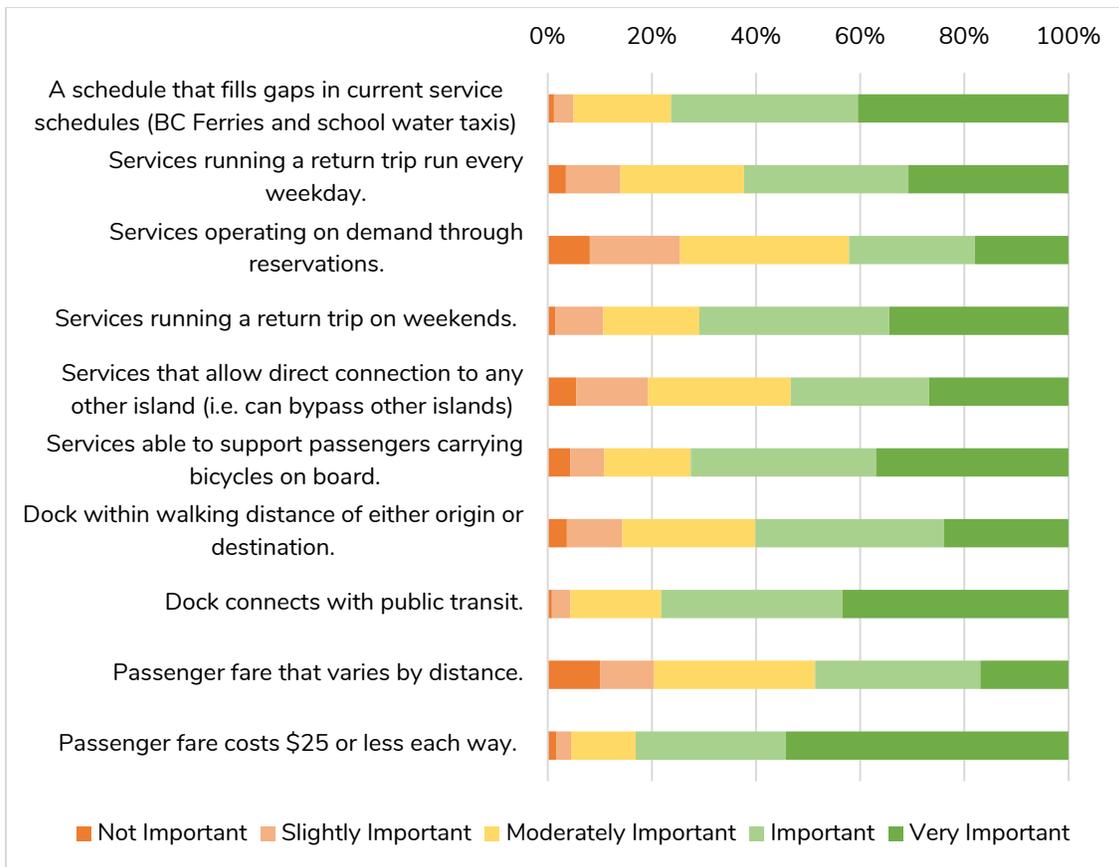
When asked whether improvements are required to better support public transportation in the Southern Gulf Islands, 77% of respondents said “Yes” and 23% of respondents said “No”. See **Figure 22**.

Do you think that improvements are required to support increased water-based transportation in the Southern Gulf Islands?



**Figure 22. Support for Increased Water-Based Transportation**

Respondents were also asked to indicate how important they think different amenities or service features are when considering whether to support a water-based transportation service. Their responses are summarized in **Figure 23**.



**Figure 23. Importance of Water-Based Amenities or Service Features**

Respondents were also asked whether there are any other water-based transportation amenities or service features that they think are important. The following themes arose from the comments:

- The need to allow for multi-modal connections when taking water transportation (e.g., connecting with bike routes or public transportation services).
- Services need to be aligned with school schedules and should also allow for day trips (i.e., people can travel to an island in the morning and return in the evening).
- \$25 was seen as too high for passenger fare, especially when considering families. Suggestions for fare payment included frequent traveler cards and a rate that integrates with public transportation fares.
- Vessels need to be accessible for wheelchairs, walkers, and strollers, and should accommodate bikes. There were also requests to make them pet friendly.



### 5.3.6 Other Ideas and Comments

The survey also asked respondents if they have any other ideas or comments on how the CRD could improve transportation options within the Southern Gulf Islands. Many of the previous themes were echoed here, including the need to make roads safer for pedestrians and cyclists as one of the top priorities. Other ideas included:

- Assistance with trip planning to make for more seamless journeys
- Using low-emission or emission-free vessels for water transportation
- Offering an electric bike share program

There were also several comments that were not in favour of paying additional taxes for transportation improvements, as well as some expressing that there are no issues and the islands should be left as is.

## 5.4 Ideas Tool

Visitors to the engagement site were able to submit their ideas for improving active, public, and water transportation. **91 contributions** were made in total and are summarized below.

### Active Transportation

Comments were largely focused on implementing bike lanes, including safe bike routes to school. There was also a suggestion to provide incentives for landowners to allow public pathways on their properties.

### Public Transportation

Ideas included electric buses, car sharing, and integration with ferry service. There were also several ideas relating to active transportation. Using public transportation as a way to prevent impaired driving was mentioned in a few of the comments.

### Water Transportation

Comments included an ask for travel between the islands at a reasonable cost, as well as providing kids with a way to get home after extra-curricular activities on Salt Spring Island. Ideas for water taxi routes were also provided.



## 5.5 Additional Comments

Community members also submitted feedback via Facebook and email. These included the following topics:

- Unsafe roads for pedestrians and cyclists
- Vehicle speeds
- Support for a water taxi service
- Road maintenance concerns
- Rationale for increased taxes
- Accessible transportation options for seniors
- Desire to keep rural nature of islands

## 6.0 NEXT STEPS

The next steps in developing the Transportation Integration Plan are:

- Develop/cost out options and make recommendations
- Community consultation on draft options / costing
- Deliver final report to the CRD Board; seek direction on implementation



## APPENDIX A – ONLINE SURVEY QUESTIONS

# Southern Gulf Islands Transportation Integration

Get Involved CRD

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## Community Survey

### We want to hear from you!

Complete this survey to help us better understand your transportation experiences, needs, and priorities on and between the Southern Gulf Islands, with a focus on **active transportation** (such as walking, cycling, and rolling), **public transportation** (community buses, taxis, and shuttles), and **water transportation** (passenger ferries and water taxis).

Your feedback will be used to build from and confirm what has been heard so far from past community projects and stakeholders, as well as to determine support for funding community transportation in the Southern Gulf Islands Electoral Area. The intention is to bring options back to the community later this fall for your feedback.

The survey should take approximately **10-15 minutes to complete**. All responses will be kept confidential and anonymous. Please do not provide your name, address or any other personal information that directly or indirectly identifies yourself and/or others. The survey will be open until November 14, 2021 at 11:55 pm.

**Thank you for your time and participation! Let's get started.**

### Your Existing Travel Patterns

Please help us understand how you get around the Southern Gulf Islands right now.

What is your connection with the Southern Gulf Islands? Please select all that apply.

(Choose all that apply)

- I live on an island
- I own or rent property on an island but my permanent residence is elsewhere
- I own or operate a business on an island
- I am employed by a business or organization on an island
- I attend school or have family members in school on an island
- I visit the islands frequently but do not own or rent property there

# Southern Gulf Islands Transportation Integration

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Answer this question only if you have chosen I live on an island for What is your connection with the Southern Gulf Islands? Please select all that apply.

How long have you lived in the Southern Gulf Islands community?

(Choose any one option)

- Less than a year
- 1-2 years
- 3-5 years
- 6-9 years
- 10+ years

Within the Southern Gulf Islands area, on which island do you spend most of your time?

(Choose any one option)

- Galiano Island
- Mayne Island
- North Pender Island
- South Pender Island
- Saturna Island
- Piers Island
- Salt Spring Island
- Penelakut Island
- Thetis Island

Besides the primary island you chose in the question above, where else do you commonly travel? This could be for purposes such as work, school, recreation or to access services, or your place of residence if you are a part-time resident or visitor to the Southern Gulf Islands. (Choose up to 3)

(Choose any 3 options)

- Galiano Island
- Mayne Island
- North Pender Island
- South Pender Island
- Saturna Island
- Piers Island
- Salt Spring Island
- Penelakut Island
- Thetis Island
- Saanich Peninsula area, including Sidney
- Other area within the Capital Regional District / Greater Victoria region
- Cowichan Valley Regional District
- Other Vancouver Island area
- Metro Vancouver / Lower Mainland region

When thinking of your transportation on and between the Southern Gulf Islands **before** the COVID-19 pandemic, what were your main ways of getting around? (Select up to five)

(Choose any 5 options)

- Walking

# Southern Gulf Islands Transportation Integration

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- Cycling
- Rolling (e.g., using a wheelchair, other mobility aid, skateboard, scooter)
- Community bus
- School bus
- Car Stop / hitchhiking
- Private vehicle as a passenger (i.e. as a shared ride with family or friend)
- Private vehicle as a driver
- Taxi
- BC Ferries
- School District water taxi
- Private water taxi
- Personal boat
- Other (please specify)

When thinking of your transportation on and between the Southern Gulf Islands **during** the COVID-19 pandemic, what have been your main ways of getting around? (Select up to five)

(Choose any 5 options)

- Walking
- Cycling
- Rolling (e.g., using a wheelchair, other mobility aid, skateboard, scooter)
- Community bus
- School bus
- Car Stop / hitchhiking
- Private vehicle as a passenger (i.e. as a shared ride with family or friend)
- Private vehicle as a driver
- Taxi
- BC Ferries
- School District water taxi
- Private water taxi
- Personal boat
- Other (please specify)

### Satisfaction with Existing Transportation Options

The Southern Gulf Islands Transportation Integration Plan is primarily focusing on forms of transportation other than private vehicles and BC Ferries services. These other forms include **active transportation** (such as walking, cycling, and rolling), **public transportation** (community buses, taxis, and shuttles), and **water transportation** (passenger ferries and water taxis).

Thinking of the Southern Gulf Island where you spend the most time, how satisfied / unsatisfied are you with the current transportation services and infrastructure available **on your island**?

Questions	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very satisfied
Active transportation					
Public transportation					
Water transportation					

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Thinking of the Southern Gulf Islands area **as a whole**, how satisfied / unsatisfied are you with the ability to coordinate travel?

Questions	Very unsatisfied	Unsatisfied	Neutral	Satisfied	Very satisfied
Ability to connect between islands					
Ability to coordinate travel between different types of transportation					

### Priorities for Improving Transportation Options

Please tell us what priorities you support to improve transportation options by **active transportation** (such as walking, cycling, and rolling), **public transportation** (community buses, taxis, and shuttles), and **water transportation** (passenger ferries and water taxis) on the Southern Gulf Islands.

**Priorities Across All Modes of Travel** - Thinking across all forms of transportation beyond private vehicles, what are the top transportation planning priorities that you think should be considered for the Southern Gulf Islands? Rank in order of priority. (Most prioritized need first)

(Rank each option)

- \_\_\_\_\_ Improve pedestrian trails and walking routes connecting community destinations.
- \_\_\_\_\_ Improve cycling routes between community destinations.
- \_\_\_\_\_ Improve public transportation options available on each island, such as community bus, shuttles, taxis or Car Stop programs to complement transit.
- \_\_\_\_\_ Improve water transportation between islands, such as small passenger ferry services to complement BC Ferries.
- \_\_\_\_\_ Better coordinate transportation services and schedules between islands.
- \_\_\_\_\_ Improve signage and information to communicate transportation options.

Are there any other transportation planning priorities that you think should be considered for the Southern Gulf Islands?

# Southern Gulf Islands Transportation Integration

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### Active Transportation Priorities

**What It Is:** Any type of transportation that is human-powered. Most commonly referring to walking and cycling, it can also mean rolling using a wheelchair, scooter, skateboard, or inline skates.

**Current State:** Each of the Southern Gulf Islands has a diverse set of existing trails and road options that have been developed over time by many different organizations, including local trail societies, Parks and Recreation Commissions, BC Parks, Parks Canada, the BC Ministry of Transportation and Infrastructure (MoTI) and the CRD. However, some of the challenges that have been heard so far from stakeholders in this project include:

- Trails that do exist often have a recreational focus, and may not work as well for transportation purposes to connect key community destinations.
- Trail societies are an effective means to develop trails locally but often do not have access to secure funding sources, including those that are earmarked for governments
- Existing trails that do support transportation may not allow bicycles or support accessibility.
- There is often little space on road shoulders for pedestrians and cyclists. Developing pedestrian and cycling trails on or adjacent to road shoulders can be a more complex task as it requires coordinating with other agencies like MoTI, acquiring a License of Occupation to hold the trail, and undertaking a more technical engineering process to ensure drainage, maintenance and safety requirements are met.

Do you think that improvements are required to better support active transportation in the Southern Gulf Islands?

(Choose any one option)

- Yes  
 No

Answer this question only if you have chosen Yes for Do you think that improvements are required to better support active transportation in the Southern Gulf Islands?

What do you think are the top three priorities to improve active transportation on your island? (choose up to 3)

(Choose any 3 options)

- Create more space for safe walking and cycling along existing roadways.
- Develop new off-road trails for walking and cycling that connect key destinations.
- Improve the accessibility of existing trails for use by people using bicycles, wheeled mobility aids, strollers, etc.
- Traffic calming and other measures to reduce traffic speeds.
- Signage and other tools to better communicate safe road-sharing expectations to drivers.
- Better maintain existing walking and cycling routes.
- Improve walking and cycling maps and their availability online and in the community.
- Install more bike racks and safe bicycle / scooter parking at key community destinations.
- Install more e-bike plug ins at key community destinations.
- Other (please specify)

# Southern Gulf Islands Transportation Integration

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### Public Transportation Priorities

**What It Is:** Public transportation can take many forms in smaller and more rural communities and usually looks very different from the large buses seen operating transit in more urban communities.

Services appropriate for the Southern Gulf Islands typically use smaller vehicles, may be operated by non-profits and volunteers, and may also operate on demand rather than following a specific route and bus schedule.

Some types of services include:

- **Community bus services** connecting key destinations and neighbourhoods, either using a schedule or on demand
- **Shuttle services**, such as for larger groups travelling together or special events
- **Taxi services** and other forms like ride-hailing where transportation is provided by a driver in a private vehicle for payment.
- **Car Stop programs** (and other volunteer driver programs) where Car Stop signs are in key spots where people who need rides wait for willing drivers.

**Current State:** Prior to COVID-19, the four largest Southern Gulf Islands each had community bus and shuttle services operating, as well as Car Stop Programs on most islands and volunteer coordination between the islands for major events like Tour des Iles.

Due to financial insecurity, at this time only Mayne has a community bus and Saturna has an on-demand shuttle program still operating. There is currently no taxi service on any of the islands and COVID health considerations also impacted the use of Car Stop programs. Some islands have school bus service, but non-students are not allowed to ride.

Do you think that improvements are required to better support public transportation in the Southern Gulf Islands?

(Choose any one option)

- Yes  
 No

Answer this question only if you have chosen Yes for Do you think that improvements are required to better support public transportation in the Southern Gulf Islands?

What are your top three priorities to improve public transportation options on your island? (choose up to 3)

(Choose any 3 options)

- Community bus service that operates during the peak summer season only (e.g. June to September) and only on weekends (e.g. Friday – Sunday).
- Community bus service that operates during the peak summer season only but across more days of the week than just weekends.
- Community bus service that operates year-round with schedules targeted to mainly focus on morning and afternoon/evening commuter travel.
- Community bus service that operates year-round at commuter times plus other times of the day.
- Shuttle services to transport residents and visitors to special events.
- Taxi or ride-hailing options.
- Expanded and relaunched Car Stops Program when COVID health restrictions lessen.
- Car share programs.
- Other (please specify)

Answer this question only if you have chosen Yes for Do you think that improvements are required to better support public transportation in the Southern Gulf Islands?

Please indicate how important you think the following public transportation supports are for your island. (on a scale of 1 to 5 where 1 is

# Southern Gulf Islands Transportation Integration

## Get Involved CRD

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... (not important and 5 is very important)

Questions	1 - Not important	2 - Slightly Important	3 - Moderately Important	4 - Important	5 - Very Important
Improved public transportation passenger amenities like signage, benches and shelters at transportation hubs (e.g. BC Ferries terminals and docks served by water taxis).					
Improved public transportation passenger amenities like signage, benches and shelters at other community destinations. (e.g. car stops, community centres)					
Use of technology and online tools or apps to book trips.					
Improved online tools and communication campaigns (social media, message boards) explaining what transportation options are available.					
Improved information within the community and at transportation hubs to communicate what public transportation options are available.					

Answer this question only if you have chosen Yes for Do you think that improvements are required to better support public transportation in the Southern Gulf Islands?

Are there any other public transit supports that you think are important for your island?

# Southern Gulf Islands Transportation Integration

## Get Involved CRD

### Water-Based Transportation Priorities

**What It Is:** Water-based transportation is intended to complement existing BC Ferries service. Helping to connect the individual Southern Gulf Islands as a region, water transportation serves smaller docks that may include those operated by the CRD Southern Gulf Islands Harbour Commission or private marinas. These services typically operate using water taxis or passenger ferries that may operate using routes and schedules or on demand.

**Current State:** There are currently a number of existing private water taxi operators within the Southern Gulf Islands and surrounding region, and School District 64 also contracts out water-based school transportation services between the islands. Events like Tour des Iles have showcased how coordinated water transportation between islands can potentially work. Most recently, the Southern Gulf Islands Tourism Partnership operated the AquaLink Pilot Project on weekends in early fall 2021 that connected Galiano, Mayne, Saturna, North Pender and Salt Spring.

Some of the considerations around water transportation include its cost, regulatory requirements and operating conditions:

- Smaller boats have fewer regulatory requirements and can be a viable option in fair weather and for year-round operation in more protected routes (such as between Galiano and Mayne).
- Larger vessels are required for year-round operation that can serve more open routes such as connection to Salt Spring Island and remain reliable during more severe weather. However, these boats also cost approximately more to operate than smaller boats due to certification and regulatory requirements.

Do you think that improvements are required to support increased water-based transportation in the Southern Gulf Islands?

(Choose any one option)

- Yes  
 No

Answer this question only if you have chosen Yes for Do you think that improvements are required to support increased water-based transportation in the Southern Gulf Islands?

Please indicate how important the following amenities or service features are for you when considering whether to support a water-based transportation service. (on a scale of 1 to 5 where 1 is not important and 5 is very important)

Questions	1 - Not important	2 - Slightly important	3 - Moderately important	4 - Important	5 - Very important
A schedule that fills gaps in current service schedules (BC Ferries and school water taxis)					
Services running a return trip run every weekday.					
Services operating on demand through reservations.					
Services running a return trip on weekends.					
Services that allow direct connection to any other island (i.e. can bypass other islands)					
Services able to support passengers carrying bicycles on board.					
Dock within walking distance of either origin or destination.					
Dock connects with public transit.					
Passenger fare that varies by distance.					
Passenger fare costs \$25 or less each way.					

# Southern Gulf Islands Transportation Integration

## Get Involved CRD

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Answer this question only if you have chosen Yes for Do you think that improvements are required to support increased water-based transportation in the Southern Gulf Islands?

Are there any other amenities or service features that you think are important when considering a water-based transportation service?

# Southern Gulf Islands Transportation Integration

Get Involved CRD

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## Other Thoughts on Transportation Needs and Priorities

Do you have any other ideas or comments on how best we could improve transportation options within the Southern Gulf Islands?

# Southern Gulf Islands Transportation Integration

## Get Involved CRD

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### About You

To help us better understand responses, please tell us more about yourself.

Which age category do you belong to?

(Choose any one option)

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75 and over



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**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 08, 2023**

**SUBJECT**     Salt Spring Island Candidate Disqualification (Elections BC)

**ISSUE SUMMARY**

The report provides notice that a candidate in the 2023 Salt Spring Island Local Community Commission is disqualified from seeking office until after the 2026 general local election.

**BACKGROUND**

On Saturday, May 27, 2023, the CRD held general voting to elect four commissioners to the newly established Salt Spring Island Local Community Commission. The *Local Elections Campaign Financing Act* (LECFA) requires that all candidates file a financial disclosure statement with Elections BC by the deadline.

On September 28, 2023, BC Elections notified the CRD that a candidate in the Salt Spring Island Local Community Commission Election, Negma (Nejmah) Guermoudi, failed to file a disclosure statement by the late filing deadline of September 25, 2023 (Appendix A). The disqualified candidate did not file a disclosure statement or supplementary report after receiving notice from Elections BC to do so and is therefore disqualified from seeking office until after the 2026 general local elections. Elections BC’s candidates guide and disclosure forms are attached as Appendix B.

Under section 61(2) of the *LECFA*, as soon as practicable after being notified, the local authority must prepare a report respecting the notice, and the report must be presented at an open meeting of the local authority.

**CONCLUSION**

Pursuant to section 61 of the *Local Elections Campaign Financing Act*, Elections BC has notified the CRD that a candidate in the 2023 Local Community Commission Election failed to file their disclosure statement within the required period and are therefore disqualified from seeking office until after the 2026 general local elections.

**RECOMMENDATION**

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

Submitted by:	Marlene Lagoa, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Notice of Failure to File (Elections BC)

Appendix B: Campaign Financing and Candidate Disclosure Forms (Elections BC)

**From:** [EBC Investigations EBC:EX](#)  
**To:** [Kristen Morley](#)  
**Subject:** Section 61(1)(b) LECFA Notice of Disqualification  
**Date:** Thursday, September 28, 2023 11:04:03 AM

**CRD IT SECURITY WARNING:** This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Dear Kristen Morley,

As required by section 61(1)(b) of the *Local Elections Campaign Financing Act* (LECFA), this is notice that the following candidate failed to file a disclosure statement as required under the *Local Elections Campaign Financing Act* (LECFA) by the filing deadline:

- **Negma Guermodi**

The candidate:

- Is disqualified from being nominated for, elected to or holding office on a local authority until after the next general local elections on October 17, 2026, as required by section 64(2)(b) and
- Has been notified of their penalties.

These penalties are required by LECFA and Elections BC has no ability to waive or alter them. The candidate was notified that these penalties would apply if they failed to meet their filing obligations under the Act.

The disqualification list is available on the Elections BC website at <https://elections.bc.ca/local-elections/local-candidates/disqualification-lists/>.

**Section 61(2) of LECFA requires that your authority prepare a report respecting the section 61(1)(b) disqualification notice, and present it at an open meeting as soon as practicable.**

If you have any questions, please do not hesitate to contact our office at [investigations@elections.bc.ca](mailto:investigations@elections.bc.ca).

Sincerely,

**Adam Barnes**

Director, Investigations

Elections BC

Pronouns: he, him, his

Phone: 778-974-3316

Location: Suite 100 – 1112 Fort St, Victoria

Email: [adam.barnes@elections.bc.ca](mailto:adam.barnes@elections.bc.ca)

Website: [www.elections.bc.ca](http://www.elections.bc.ca)

## Campaign Financing and Candidate Disclosure Forms (Elections BC)

### *Guide*

- [Guide to Local Elections Campaign Financing in B.C. for Candidates and their Financial Agents](#)

### *Cover page*

- [Disclosure Statement Cover Page \(4300\)](#)

### *Forms*

- [Campaign Financing Summary \(4301\)](#)
- [Summary of Campaign Contributions \(4302\)](#)
- [Campaign Contributions With a Total Value of \\$100 or More \(4303\)](#)
- [Permissible Loans Received \(4304\)](#)
- [Other Income and Transfers Received \(4305\)](#)
- [Prohibited Campaign Contributions and Loans \(4306\)](#)
- [Summary of Election Expenses \(4307\)](#)
- [Shared Election Expenses \(4308\)](#)
- [Other Expenses and Transfers Given \(4309\)](#)
- [Fundraising Function \(4310\)](#)
- [Disbursement of Surplus Funds \(4311\)](#)
- [Former Financial Agents \(4312\)](#)

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 18, 2023**

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**SUBJECT     Implications of Regulating Curbside Organics Collection**

**ISSUE SUMMARY**

To present implications of regulating curbside organics collection from municipalities and electoral areas in the region.

**BACKGROUND**

The Capital Regional District's (CRD) new Solid Waste Management Plan (SWMP) was developed to reduce the amount of waste material sent to the Hartland Landfill, and guide how the region's solid waste is managed in a safe, secure and sustainable way now and in the future. The plan targets greater than one-third reduction of waste from current levels of 409 kg/capita annually to 250 kg/capita in 10 years.

In 2022, the CRD completed a Waste Stream Composition Study which estimated that approximately 16.7% of waste currently sent to Hartland Landfill is organic material (approximately 28,500 tonnes per year). Organic material is not garbage and should be diverted for processing in support of a circular economy. When reviewing the Waste Stream Composition Study results, the Solid Waste Advisory Committee passed a motion recommending the CRD regulate mandatory collection of organic waste and, subsequently at the April 12, 2023 meeting, the CRD Board directed staff to explore regulating mandatory curbside organics collection from the municipalities and electoral areas in the region.

Disposal of organic waste has been trending downward, with waste stream composition studies showing that the organic waste received for disposal at Hartland Landfill decreasing from:

- 120 kg/capita in 2010
- 75 kg/capita in 2016 (37% decrease from 2010)
- 67 kg/capita in 2021 (11% decrease from 2016)
- 42 kg/capita is the 2031 SWMP organic waste target

To meet the Solid Waste Management Plan target of reducing waste disposal down from 400kg/capita (2021) to 250kg/capita (2031) requires a 37% decrease by 2031 – equating to a 25kg/capita reduction in kitchen scraps being disposed of at Hartland landfill.

A landfill ban on food scraps and soiled paper products was put in place at Hartland Landfill in January 2015 contributing to this downward trend, and the ban is enforced by CRD bylaw officers. The CRD has programs in place to support the reduction and diversion of organic materials from the landfill. In addition to the 2015 landfill ban of organics, these programs include operating a food scraps transfer station, receiving yard and garden material at rates lower than general refuse, funding the Victoria Compost Education Centre and partnering with Love Food Hate Waste Canada.

Within the new SWMP, strategy 3 commits the CRD to support reduction of avoidable food waste, and strategies 7-9 commit the CRD to increasing waste diversion (including organics diversion) within the single family, multi-family and institutional, industrial and commercial (ICI) sectors. A new hauler incentive policy set to begin in 2024, is designed to incent multi-stream waste collection including organics. With the implementation of this new policy along with the other

programs in place to support reduction and diversion of organic materials it's anticipated that the downward trend in organic waste disposal will accelerate. The next waste composition study, which will provide further insight into organics disposal trends, is scheduled for 2026.

Currently in the capital region, curbside organics collection falls under municipal purview and is offered by 6 out of the 13 municipalities to single family residents. Within the remaining 7 municipalities, electoral areas and amongst all multi-family and ICI sectors in the region, residents and businesses can obtain organics collection through private service providers on a voluntary basis. A summary of current curbside collection service can be found in Appendix A. In response to Board Direction, staff have obtained a legal opinion to understand the feasibility of regulating mandatory curbside organics collection, region-wide. This review found that the CRD Board has authority under the Local Government Act to establish a bylaw to regulate a mandatory curbside collection for organics in the capital region. Such a bylaw could be written to involve a combination of:

- **Municipal Collection Service:** Collection service provided directly or through service contracts managed by municipalities;
- **Private Collection Service:** Collection service procured by residents or businesses contracting directly with the private sector; or
- **CRD Collection Service:** Collection service provided or contracted by the CRD, similar to the curbside blue box recycling program.

Given that regulating mandatory organics collection is a departure from the strategies for managing organics that are currently set out in the SWMP, it is likely that regulating mandatory curbside organics collection would require a SWMP Amendment and associated consultation and Provincial approval would be required.

## **ALTERNATIVES**

### *Alternative 1*

That the Environmental Services Committee recommends to the Capital Regional District Board: That staff continue implementing the organics diversion strategy as currently outlined in the new Solid Waste Management Plan.

### *Alternative 2*

That the Environmental Services Committee recommends to the Capital Regional District Board: That staff accelerates the current organics diversion strategy by beginning the process to amend the current Solid Waste Management Plan by consulting on the CRD regulating mandatory curbside organics collection.

## **IMPLICATIONS**

### *Financial Implications*

Financial implications associated with regulating mandatory curbside organics collection include costs associated with enforcing the bylaw, and depending on selected service delivery approach (e.g., service provided by municipalities, the CRD, or residents contracting for service directly with the private sector), the cost associated with delivering curbside collection service. A market sounding and/or tender would be required to confirm current market pricing; however, it is expected that costs to operate a regionally provided curbside organics collection service are comparable to the cost to operate the blue box collection, program (\$62.87/household/year (2024 rates)).

*Service Delivery Implications*

If the Board wishes to further explore regulating mandatory curbside collection, staff will need to begin by consulting with municipalities to determine support for regulating mandatory curbside organics collection and preferences for service delivery approach (e.g., service provided by municipalities, the CRD, or residents contracting for service directly with the private sector). Once consultation has been completed, staff would return to the Board to seek direction on subsequent next steps.

Should a CRD or expanded municipal collection service be established, this would generate additional organics feedstock tonnages owned by the relevant collection provider that would require processing. Between 2019 and 2021, the CRD investigated establishing an in-region organics processing facility. In 2021, it was determined that the CRD and the municipalities didn't control sufficient tonnages of organic waste feedstock to validate the business case to build a dedicated in-region organics processing facility, and the decision to develop an in-region processing facility was tabled until feedstock conditions or on-island processing capacity changed. Regulation of region-wide mandatory organic curbside collection may change the business case for developing an in-region organics processing facility by providing further guaranteed feedstock tonnages if this service were to be provided by the CRD and/or municipalities.

**CONCLUSION**

The Capital Regional District's (CRD) recently approved Solid Waste Management Plan outlines proposed organic diversion strategies. The CRD has authority under the Local Government Act to regulate curbside collection service for organics in the capital region. Regulating mandatory curbside collection can be done through the adoption of a bylaw which could require curbside collection of organics for some or all residents and/or businesses through services provided directly or contracted by the CRD, municipalities, or the private sector. It's anticipated that the downward trend in organic waste disposal (67kg/capita in 2021) will continue to trend towards the 2031 disposal target of 42kg/capita and no change in organics collection policy is deemed necessary at this time.

**RECOMMENDATION**

That the Environmental Services Committee recommends to the Capital Regional District Board: That staff continue implementing the organics diversion strategy as currently outlined in the new Solid Waste Management Plan.

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

**ATTACHMENT**

Appendix A: Solid Waste Collection Provided by Municipality by Material Type and Sector

**SOLID WASTE COLLECTION PROVIDED BY MUNICIPALITY  
BY MATERIAL TYPE AND SECTOR**

	Garbage		Yard & Garden Materials		Kitchen Scraps		Sectors Serviced
	Collection	Drop-off	Collection	Drop-off	Collection	Drop-off	
<b>Municipality</b>							
Central Saanich							
Colwood				M			SF
Esquimalt	M			M	M		SF
Highlands							
Langford							
Metchosin							
North Saanich				M			SF
Oak Bay	M	M	M	M	M		SF
Saanich	M		M	M	M		SF
Sidney	M*		M*		M*		SF
Sooke							
Victoria	M		M	M	M		SF
View Royal	M*		M*	M	M*		SF
<b>Electoral Area</b>							
Juan de Fuca		M					SF
Southern Gulf Islands							
Salt Spring Island							

M - Waste collection service provided by municipality

M\* - Municipally managed program with direct service provided by contractor

SF - Single-family



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**REPORT TO FINANCE COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 01, 2023**

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**SUBJECT**     **Capital Regional District External Grants Update**

**ISSUE SUMMARY**

To provide the Finance Committee and the Capital Regional District (CRD) Board a bi-monthly update on external grants activity for the period between August 22, 2023 and October 16, 2023.

**BACKGROUND**

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in September 2023. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of 2023. Appendix B provides a summary of grant alerts for 2023.

**IMPLICATIONS**

*Financial Implications*

**Grants/Contributions Awarded**

1. \$150,000 through the Union of British Columbia Municipalities' (UBCM) Complete Communities program to fund a Capital Region growth and mobility study.
2. \$60,000 through BC Hydro's Commercial Energy Manager Program, a direct award to support 50% of an existing position's salary/benefits up to the grant amount, for one year.
3. \$3,000 through ViaSport's Community Sport Program Development program to support Sooke and Electoral Area Parks and Recreation Commission's (SEAPARC) Learn to Play Lacrosse Program.

There are two grants under news embargo.

**Applications Submitted**

Five CRD applications were submitted:

1. \$76,304 through ChildCareBC's New Spaces Fund to support the expansion of Panorama's Owl's Nest childcare program.
2. \$18,472 through Tire Stewardship BC's Community Grant Program to support the construction of the Greenglade Community Center Playground. This has an estimated total project cost of \$228,393.
3. \$10,000 through Salt Spring Island Foundation's Community Grant Program to support an inclusive recreation gym and swim program at the Rainbow Recreation Centre.

4. \$9,000 through Salt Spring Island Foundation’s Community Grant program to support the purchase of new aluminum bleachers for Portlock Park.
5. \$4,900 through Salt Spring Island Foundation’s Community Grant program to support a youth rollerskating drop-in program.

*Service Delivery Implications*

**New Grant Opportunities**

Thirty-two grant calls (includes programs with multiple streams) were issued during the reporting period and are summarized in the table below. Appendix B details relevant active grants (as of October 16, 2023) and lists recently closed grants for 2023.

<b>Grant</b>	<b>Deadline</b>	<b>Information</b>
Food Waste Prevention and Diversion: Research and Capacity Building Fund – Environment and Climate Change Canada	30-Oct-23	Funding for research on waste prevention and diversion to support effective community level interventions that reduce organics in landfills
Habitat Stewardship Program for Species at Risk – Environment and Climate Change Canada	31-Oct-23	Supports habitat projects that benefit species at risk
Field of Dreams Program – Blue Jay’s Care Foundation	31-Oct-23	Funding to design, refurbish and build safe spaces for children and youth to play baseball
National Adaption Strategy and Hydrologic Predictions and Innovation – Environment and Climate Change Canada	31-Oct-23	Funding related to the National Adaption Strategy and Hydrologic Prediction and Innovation: <ol style="list-style-type: none"> <li>1. Priority Climate Data, Services and Assessments</li> <li>2. Flood Hazard Identification and Mapping Program (FHIMP)</li> <li>3. Hydrologic Prediction</li> <li>4. Innovation in Hydrometry</li> </ol>
New Horizons for Seniors Program – Pan Canadian Stream – Employment and Social Development Canada	15-Nov-23	Funds projects that empower seniors in their communities and contribute to improving their health and well-being
Green Freight Program, Stream 2 – Natural Resources Canada	16-Nov-23	Funding for energy-efficient improvements and fuel-switching for medium and heavy-duty vehicles
Community Housing Fund – BC Housing	17-Nov-23	Funding to develop and operate new low and moderate-income rental housing units

Grant	Deadline	Information
Community Tree Grants – Tree Canada	03-Dec-23	Funds to support community greening, innovation and stewardship initiatives with two streams: <ol style="list-style-type: none"> <li>1. Fruit or nut bearing trees on publically accessible sites</li> <li>2. Treemendous Communities for planting trees where people live, work or play</li> </ol>
Climate-Resilient Coastal Communities Program – Natural Resources Canada	13-Dec-23	Funding to enable communities and sectors to work together at a regional scale to co-develop coordinated actions that increase climate resilience in coastal regions
Food Security Emergency Planning and Preparedness (FSPP) Fund – Investment Agriculture Foundation	19-Dec-23	Funding allowing the development of emergency plans and preparedness strategies with a focus on food security
Community Placemaking Program – Island Coastal Economic Trust	Continuous through 2023	Funding for communities to reimagine and revitalize public spaces
Infrastructure Planning Grant Program – Ministry of Municipal Affairs	10-Jan-24	Funds to support projects related to the development of sustainable community infrastructure
Low Carbon Economy Challenge Fund – Environment and Climate Change Canada	12-Jan-24	Funding to support the implementation of proven, low-carbon technologies
Emergency Support Services, Equipment and Training – UBCM	26-Jan-24	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training
Active Communities Grant Program – BC Alliance for Healthy Living	05-Feb-24	Funding for community level changes to increase and support physical activity planning, infrastructure and participation
Jobs and Growth Fund in British Columbia – Pacific Economic Development Canada	31-Mar-24	Funding for four streams: <ol style="list-style-type: none"> <li>1. Activities that support the transition to a green economy.</li> <li>2. Activities that foster an inclusive recovery</li> <li>3. Activities that advance Canada’s competitiveness and grow small and medium-sized enterprises through digital adoption</li> <li>4. Activities that strengthen capacity in sectors critical to Canada’s recovery</li> </ol>
Canada Arts Presentation Fund – Heritage Canada	01-Apr-24	Funds for organizations that offer support to arts presenters.
Disaster Risk Reduction-Climate Adaption – Community Emergency Preparedness Fund – UBCM	04-Oct-24	Funding to reduce risks due to natural hazards and climate-related risks through three streams:

<b>Grant</b>	<b>Deadline</b>	<b>Information</b>
		<ol style="list-style-type: none"> <li>1. Foundational activities</li> <li>2. Non-structural projects</li> <li>3. Small Scale Structural Projects</li> </ol>
2024 Volunteer and Composite Fire Departments Equipment and Training – UBCM	18-Oct-24	Funding to fire departments for preparation and response to emergencies
2024 Indigenous Cultural Safety and Cultural Humility Training – UBCM	01-Nov-24	Funding to enhance cultural safety and humility in the delivery of local emergency management programs and services
2024 FireSmart Community Funding and Supports – UBCM	31-Dec-24	Funding to increase community resiliency to reduce wildfire risk
2024/25 Emergency Operations Centres Equipment and Training – UBCM	28-Feb-25	Funding to support the purchase of equipment and supplies and to enhance capacity through training and exercises
NIDMAR Disability Management Program Assessment – National Institute of Disability Management and Research	Continuous	Provides BC workplaces with two streams: <ol style="list-style-type: none"> <li>1. Assessment of current DM structures</li> <li>2. Potential subsidy to address issues</li> </ol>
Compensation for Employers of Reservists Program – Employment and Social Development Canada	Continuous	Employers are compensated for operational losses when reservists take time away from work to serve on military operations
Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada	Continuous	Funds to support initiatives for economic growth and diversification of communities in BC

**CONCLUSION**

The CRD recognizes grants are a supplementary funding source to address the needs of services provided to the region. The External Grants Update outlines how the CRD continues to integrate and consider these grant opportunities relative to service needs, as well as informing local partners of these opportunities through the Grants Dashboard and Grants Alerts. The CRD will continue to provide a summary of activities and outcomes in the External Grants Update on a bimonthly basis.

**RECOMMENDATION**

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: 2023 External Grants Dashboard
- Appendix B: 2023 Grant Alerts

## APPENDIX A 2023 EXTERNAL GRANTS DASHBOARD

(Updated as of 16-Oct-23)

 Approved	 Pending	 Declined / Withdrawn
31	12	17
\$23,154,455	\$77,843,684	\$14,720,395

### 2023 Approved Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Inclusive Governance Study Grant – Ministry of Municipal Affairs – Province of BC	Inclusive Regional Governance	60,000	N/A
	Restructure Planning Grant – Ministry of Municipal Affairs – Province of BC	Community Issues Assessment for Magic Lake Estates	15,000	N/A
	Capital and Innovation Program – Island Coastal Economic Trust	SGI: Miners Bay Dock Revitalization Project, Mayne Island	30,000	2023
	TD Friends of the Environment Foundation – TD Bank	SGI: Pender Island Parks and Recreation Commission Youth Native Tree Planting Program Project	6,000	2023

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services	CleanBC Organic Infrastructure and Collection Program – Organic Processing Infrastructure	Salt Spring Island Composting Project	168,462	2021
	Bloom Fund – Salt Spring Island Foundation	SSI: Mount Maxwell Park Land Acquisition	100,000	2022
	2023 Canada Summer Jobs – Employment and Social Development Canada	Salt Spring Island Parks	13,154	2023
	Community Grants Fund – Salt Spring Island Foundation	Salt Spring Island Multi-Space Dance Project	9,000	2022
	Infrastructure Planning Grant Program – Province of BC	SSI: Mount Erskine Water System Infrastructure Condition Assessment	7,500	2022
	Community Grants Fund – Salt Spring Island Foundation	Uniforms and Safety Gear for Martial Arts and Wrestling Programs	6,000	2023
	Community Grants Fund – Salt Spring Island Foundation	New Audio System for SIMS Gymnasium	7,500	2023
Finance and Technology	Growing Communities Fund – Ministry of Municipal Affairs – Province of BC	Growing Communities Fund	11,559,000	N/A
	Regional District Basic Grant– Ministry of Municipal Affairs – Province of BC	Administrative Support to Electoral Areas	65,000	N/A
Integrated Water Services	Strategic Priorities Fund – Canada Community-Building Fund	Regional Water Supply Main No. 4 Mt. Newton to Highway 17 Section Replacement	6,000,000	2022
	Restructure Implementation Grant – Ministry of Municipal Affairs – Province of BC	Conversion and Transfer of Seagirt Waterworks to the CRD	5,000	N/A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks & Environmental Services	2022/23 Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Mayne Island Regional Trail Phase 1 Development Project	500,000	2022
	Priority Places Program – Environment and Climate Change Canada	Species at Risk Assessment, Planning, and Habitat Restoration at Mill Hill Regional Park 2023-2026	180,000	2022
	Custom Efficiency Program Implementation Incentive – Fortis BC	Energy Conservation Measures at CRD HQ	11,700	2023
	Sustainable Communities and Industry Partnerships Project Implementation Offer – BC Hydro	Neighbourhood Energy Navigator Project	60,000	2023
	Pacific Institute for Climate Solutions Internship Program – University of Victoria	Regional Climate Projections: Understanding Current Use, Gaps, and Opportunities	12,000	2023
	Community Sport Program Development – ViaSport *New	SEAPARC’s Learn to Play Lacrosse Program	3,000	2023
	Commercial Energy Manager Program – BC Hydro *New	CRD Energy Manager	60,000	2023

Department	Grant Program	Project	Amount (\$)	Year Submitted
Planning & Protective Services	Reaching Home: Canada’s Homelessness Strategy – Infrastructure Canada	Designated Communities Stream (2023-24)	3,194,540	2023-24
	Island Rail Corridor Funding Grant – Ministry of Transportation and Infrastructure – Province of BC	Island Rail Corridor Consultation	600,000	2023
	2022 Volunteer & Composite Fire Departments Equipment and Training – Community Emergency Preparedness Fund – UBCM	Capital Regional District Fire Department Training & Equipment Project	178,599	2022
	Regional Emergency Management Planning Grant – Ministry of Emergency Management and Climate Readiness – Province of BC	Regional Emergency Planning 2023	50,000	N/A
	2023 Emergency Operations & Training – Community Emergency Preparedness Fund – UBCM	CRD DOC/EOC Capacity Development Project	30,000	2023
	2023 Emergency Operations & Training – Community Emergency Preparedness Fund – UBCM	CRD Evacuee Registration and Assistance (ERA) Team Project	18,000	2023
	Healthy Public Policy Stream – Healthy Communities Grant – PlanH	Decolonizing Health Policy, Planning and Programming in the Capital Region	10,000	2023

Department	Grant Program	Project	Amount (\$)	Year Submitted
Planning & Protective Services (Con't)	Base Funding – Next Generation 911 – UBCM	Support Local Preparedness for Implementation of NG911	45,000	N/A
	2023/24 Complete Communities Grant Program – UBCM *New	Capital Region Growth and Mobility Study	150,000	2023
Total			22,154,455	

 2023 Pending Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services	2023 Canada Summer Jobs – Employment and Social Development Canada	Panorama \$51,365 and SEAPARC \$42,908	94,273	2023
	Community Grants Fund – Salt Spring Island Foundation *New	Portlock Park Bleachers	9,000	2023
	Community Grants Fund – Salt Spring Island Foundation *New	Inclusive Recreation Gym & Swim	10,000	2023
	Community Grants Fund – Salt Spring Island Foundation *New	Rollerskating for Youth Drop-in	4,900	2023
Integrated Water Services	Disaster Mitigation and Adaptation Fund – Infrastructure Canada	Capital Regional District – Regional Water System Upgrades – Disaster Mitigation and Adaptation Improvement Project.	63,150,000	2023
Parks & Environmental Services	CleanBC Communities Fund – Climate Change Mitigation – Green Infrastructure Stream – Investing in Canada Infrastructure Program	Capital Regional District Public Electric Vehicle Charging Network Project	6,403,671	2022
	Active Transportation Fund – Infrastructure Canada	Galloping Goose Regional Trail and Selkirk Trestle Enhancement Project (Submitted by Ministry of Transportation and Infrastructure, in partnership with Regional Parks)	5,848,328	2022

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks & Environmental Services (Con't)	CleanBC – BC Hydro Commercial Custom Program	Panorama Energy Recovery Project	200,000	2020
	For Delivery Organizations – Zero Emission Vehicle Infrastructure Program – Natural Resources Canada	Capital Region EV Charger Assistance Program	1,581,250	2023
	Community Grant Program – Tire Stewardship BC *New	Greenglade Community Centre Playground	18,472	2023
Planning & Protective Services	Community Resiliency Initiative Grant – 2023 FireSmart Community Funding & Supports – UBCM	Capital Regional District FireSmart Project – 2023	348,790	2022
	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Project	175,000	2023
<b>Total</b>			<b>77,843,684</b>	

**X** 2023 Declined / Withdrawn Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Economic Diversification Stream – Rural Economic Diversification and Infrastructure Program	Last-mile Connectivity and Economic Development Project for the Southern Gulf Islands (Declined)	576,725	2023
	Community Sport Program Development – ViaSport	SGI: Mayne Island Parks and Recreation Commission BCSP Community Sports Program (Declined)	3,000	2023
Executive Services	Environmental Quality – Green Infrastructure Stream – Investing in Canada Infrastructure Program	SSI: Cedars of Tuam – New Well and Water Treatment Plant (Declined)	1,143,948	2022
	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	SSI: Merchant Mews Pathway Project (Declined)	81,900	2022
	Reaching Each and Everyone: A Community Sport Intervention Program – Canadian Parks and Recreation Association	SSI: Inclusive Recreation Project (Declined)	50,000	2022
	Community Grants Program – ICBC	Salt Spring Island Speed Reader Boards (Withdrawn)	21,200	2022
	2023 Youth Employment Experience – Canadian Parks and Recreation Association	Youth Program Leader Position, Salt Spring Island (Declined)	14,768	2023

Department	Grant Program	Project	Amount (\$)	Year Submitted
Integrated Water Services	Environmental Quality – Green Infrastructure Stream – Investing in Canada Infrastructure Program	JDF: Anderson Cove Water Main Extension Project (Declined)	1,766,905	2022
	Environmental Quality – Green Infrastructure Stream – Investing in Canada Infrastructure Program	SGI: Skana Water System Storage Tank Replacement (Declined)	535,272	2022
Parks & Environmental Services	Strategic Priorities Fund – Canada Community Building Fund	Lochside Regional Trail and Swan Lake Trestle Enhancement Project, Capital Region, Victoria, BC (Declined)	5,999,999	2022
	Strategic Priorities Fund – Canada Community Building Fund	Lochside Regional Trail and Brett Avenue Trestle Enhancement Project, Capital Region, Victoria, BC (Declined)	4,376,354	2022
	New Horizons for Seniors Program – Employment and Social Development Canada	Community Garden Improvements at the Greenglade Community Centre (Declined)	25,000	2020
	New Horizons for Seniors Program – Employment and Social Development Canada	SGI: Dinner Bay Seniors Fitness Circuit Project (Declined)	25,000	2022
	2023 Youth Employment Experience – Canadian Parks and Recreation Association	Assistant Cultural Programmer for Regional Parks (Withdrawn)	8,000	2023
	Community Connectedness Stream – Healthy Communities Grant – PlanH	Building Community Connection – Regional Parks Inclusive and Adaptive Hiking with Power to Be (Declined)	4,200	2023

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks & Environmental Services (Con't)	New Spaces Fund – ChildCareBC *New	Owl’s Nest Program Expansion (Declined)	76,304	2023
Planning & Protective Services	Community Wellness Grant – Island Health	Village on the Green Redevelopment Project (Declined)	11,820	2023
Total			14,720,395	

## APPENDIX B 2023 GRANT ALERTS

### Open Grants as of 16-Oct-23

DEADLINE	PROGRAM	DESCRIPTION
20-Oct-23	Innovator Skills Initiative – Innovate BC <a href="#">[LINK]</a>	Funding to support network planning grants and infrastructure grants to support the development of active transportation infrastructure for all ages and abilities.
20-Oct-23	Volunteer and Composite Fire Departments Equipment and Training – Community Emergency Preparedness Fund – UBCM <a href="#">[LINK]</a>	Funding to fire departments for preparation and response to emergencies.
27-Oct-23	BC Active Transportation Infrastructure Grants Program – Ministry of Transportation and Infrastructure <a href="#">[LINK]</a>	Funding to support network planning grants and infrastructure grants to support the development of active transportation infrastructure for all ages and abilities.
30-Oct-23	Food Waste Prevention and Diversion: Research and Capacity Building Fund – Environment and Climate Change Canada <a href="#">[LINK]</a>	Funding for research on waste prevention and diversion to support effective community level interventions that reduce organics in landfills.
30-Oct-23	Rural Economic Diversification and Infrastructure Program – Ministry of Employment, Business and Economic Development <a href="#">[LINK]</a>	Funding for rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy and infrastructure development through three streams: <ol style="list-style-type: none"> <li>1. Economic Capacity</li> <li>2. Economic Diversification</li> <li>3. Forest Impact Transition.</li> </ol>
31-Oct-23	Habitat Stewardship Program for Species at Risk – Environment and Climate Change Canada <a href="#">[LINK]</a>	Supports habitat projects that benefit species at risk.

DEADLINE	PROGRAM	DESCRIPTION
31-Oct-23	Field of Dreams Program – Blue Jay’s Care Foundation <a href="#">[LINK]</a>	Funding to design, refurbish and build safe spaces for children and youth to play baseball.
31-Oct-23	National Adaption Strategy and Hydrologic Predictions and Innovation – Environment and Climate Change Canada (ECCC) <a href="#">[LINK]</a>	Four streams to support the National Adaptation Strategy and Hydrologic Prediction and Innovation: 1. Priority Climate Data, Services and Assessments 2. Flood Hazard Identification and Mapping Program (FHIMP) 3. Hydrologic Prediction 4. Innovation in Hydrometry
03-Nov-23	Indigenous Cultural Safety and Cultural Humility Training – UBCM <a href="#">[LINK]</a>	Funding to enhance cultural safety and humility in the delivery of local emergency management programs and services.
04-Nov-23	Enhancement & Restoration Grants – Habitat Conservation Trust Foundation <a href="#">[LINK]</a>	Funding for projects that focus on native freshwater fish, wildlife and their habitats and have the potential to achieve a significant conservation outcome.
15-Nov-23	New Horizons for Seniors Program – Pan Canadian Stream – Employment and Social Development Canada <a href="#">[LINK]</a>	Funds projects that empower seniors in their communities and contribute to improving their health and well-being.
16-Nov-23	Green Freight Program, Stream 2 – Natural Resources Canada <a href="#">[LINK]</a>	Funding for energy-efficient improvements and fuel-switching for medium and heavy-duty vehicles.
17-Nov-23	Community Housing Fund – BC Housing <a href="#">[LINK]</a>	Funding to develop and operate new low and moderate-income rental housing units.

DEADLINE	PROGRAM	DESCRIPTION
01-Dec-23	Community to Community Program – UBCM <a href="#">[LINK]</a>	Funding to support C2C forums and expanding to include support for advancement of First Nation-local government reconciliation and relationship building.
03-Dec-23	Community Tree Grants – Tree Canada <a href="#">[LINK]</a>	Funds to support community greening, innovation and stewardship initiatives with two streams: 1. Edible fruit or nut bearing trees and shrubs on publicly accessible sites. 2. Treemendous Communities tree planting where people live, work or play with a wide range of acceptable proposals such as stormwater retention or park and street plantings.
13-Dec-23	Climate-Resilient Coastal Communities Program – Natural Resources Canada <a href="#">[LINK]</a>	Funding to enable communities and sectors to work together at a regional scale to co-develop coordinated actions that increase climate resilience in coastal regions.
14-Dec-23	2 Billion Trees Program – Government of Canada <a href="#">[LINK]</a>	Funding for tree planting through three streams: 1. Mass Planting 2. Small-Scale Planting 3. Urban/Suburban
19-Dec-23	Food Security Emergency Planning and Preparedness (FSPP) Fund – Investment Agriculture Foundation <a href="#">[LINK]</a>	Funding that allows agricultural producers, industry associations and local authorities to develop emergency plans and preparedness strategies with a focus on food security.
31-Dec-23	2023 Fire Smart Community Funding and Supports Program – Community Resiliency Investment – UBCM <a href="#">[LINK]</a>	Funding to increase community resiliency through Fire Smart planning/activities to reduce wildfire risk.

DEADLINE	PROGRAM	DESCRIPTION
Continuous through 2023	Community Placemaking Program – Island Coastal Economic Trust <a href="#">[LINK]</a>	Funding for communities to reimagine and revitalize public spaces.
Continuous through 2023	Forest Enhancement Society of BC <a href="#">[LINK]</a>	Funding support to reduce wildfire risk and increase community resilience.
Continuous through 2023	Play Your Court Program – National Bank of Canada <a href="#">[LINK]</a>	Funding to give new life to community tennis courts.
10-Jan-24	Infrastructure Planning Grant Program – Ministry of Municipal Affairs <a href="#">[LINK]</a>	Funds to support projects related to the development of sustainable community infrastructure.
12-Jan-24	Complete Communities Program – UBCM <a href="#">[LINK]</a>	Funding to undertake assessments to inform land use decision-making; considering housing need, supply and location; providing transportation options; and connecting to infrastructure investment and service decisions.
12-Jan-24	Low Carbon Economy Challenge Fund- Environment and Climate Change Canada <a href="#">[LINK]</a>	Funding to support the implementation of projects that deploy proven, low-carbon technologies resulting in material GHG emissions reductions.
26-Jan-24	Emergency Support Services Equipment and Training – UBCM <a href="#">[LINK]</a>	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training.
05-Feb-24	Active Communities Grant Program – BC Alliance for Healthy Living <a href="#">[LINK]</a>	Funding for community level changes to increase and support physical activity planning, infrastructure and participation.

DEADLINE	PROGRAM	DESCRIPTION
23-Feb 24	2024 Emergency Operations Centres Equipment and Training – UBCM <a href="#">[LINK]</a>	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises.
31-Mar-24	Community Safety Support Fund – Fierce Canada Pride (FCP) <a href="#">[LINK]</a>	Provides funding to both FCP members and non-members for Pride Festivals and Events between June 1, 2023, and March 31, 2024.
31-Mar-24	Jobs and Growth Fund In British Columbia – Pacific Economic Development Canada <a href="#">[LINK]</a>	Funding for four streams: 1. Activities that support the transition to a green economy. 2. Activities that foster an inclusive recovery. 3. Activities that advance Canada’s competitiveness and grow small and medium-sized enterprises through digital adoption. 4. Activities that strengthen capacity in sectors critical to Canada’s recovery.
01-Apr-24	Canada Arts Presentation Fund – Heritage Canada <a href="#">[LINK]</a>	Funds for organizations that offer support to arts presenters.
30-Apr-24	Community Anniversaries- Building Communities through Arts and Heritage – Heritage Canada <a href="#">[LINK]</a>	Funding for one-time events/capital projects that celebrate the 100th (or 125th/150th /175th, etc.) anniversary of a significant historical event/personality.
04-Oct-24	2024/25 Disaster Risk Reduction-Climate Adaption – UBCM <a href="#">[LINK]</a>	Funding to reduce risks from future disasters due to natural hazards and climate-related risks through three streams: 1. Foundational activities including risk mapping, risk assessments and planning. 2. Non-structural projects including land use planning and education and temporary mitigation equipment 3. Small Scale Structural Projects
18-Oct-24	2024 Volunteer and Composite Fire Departments Equipment and Training– UBCM <a href="#">[LINK]</a>	Funding to fire departments for preparation and response to emergencies.

DEADLINE	PROGRAM	DESCRIPTION
01-Nov-24	2024 Indigenous Cultural Safety and Cultural Humility Training – UBCM <a href="#">[LINK]</a>	To enhance cultural safety and humility in the delivery of local emergency management programs and services.
31-Dec-24	2024 Fire Smart Community Funding and Supports Program- UBCM <a href="#">[LINK]</a>	Funding to increase community resiliency to reduce wildfire risk.
28-Feb-25	2025 Emergency Operations Centres Equipment and Training – UBCM <a href="#">[LINK]</a>	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises
Continuous through 2025	Next Generation 911 – UBCM <a href="#">[LINK]</a>	Funding to eligible recipients to support the transition and operational readiness of existing 911 services to NG911.
Continuous through March 2026	Local Community Accessibility Grants Program – SPARC BC <a href="#">[LINK]</a>	Funding to identify and remove barriers to improve accessibility and inclusion.
Continuous	Compensation for Employers of Reservists Program – Employment and Social Development Canada <a href="#">[LINK]</a>	Employers are compensated for operational losses when reservists take time away from work to serve on military operations.
Continuous	Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada <a href="#">[LINK]</a>	Funds to respond to economic development opportunities or adjust to changing and challenging economic circumstances.
Continuous	Rental Protection Fund – Ministry of Housing <a href="#">[LINK]</a>	Provides funding for affordable housing projects.

DEADLINE	PROGRAM	DESCRIPTION
Continuous	NIDMAR Disability Management Program Assessment – National Institute of Disability Management and Research – BC Workforce Development Agreement <a href="#">[LINK]</a>	Provides BC workplaces with two levels of opportunity: 1. Free assessment of current Disability Management and Return to Work workplace structures. 2. Potential subsidy of up to \$7,500 to address issues identified in the assessment.
Continuous	Supporting Rural Destinations – Discover West Tourism <a href="#">[LINK]</a>	Funding for tourism events in rural communities.
Continuous	Community Building Recommissioning Grant – Green Municipal Fund – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding to identify opportunities to reduce whole-building energy use by up to 5-15 percent (with higher savings possible), extend equipment life and reduce maintenance costs. Two types of projects are eligible for this grant: building recommissioning and building retro-commissioning.
Continuous	Capital Projects Stream – Rural Transit Solutions Fund – Infrastructure Canada <a href="#">[LINK]</a>	Funding for rural and remote community capital projects to support both traditional and non-traditional transport modes and transportation systems.
Continuous	Homelessness Community Action Grant – Social Planning and Research Council of BC <a href="#">[LINK]</a>	One-time funding for local planning and collaborative initiatives to respond to the needs of those who are homeless or at risk of becoming homeless.
Continuous	Canada Cultural Spaces – Canadian Heritage <a href="#">[LINK]</a>	Funding for improvement of physical conditions for heritage, culture and creative innovation including renovation and construction projects.
Continuous	Capital Project: Signature Initiative – Green Municipal Fund – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding (combined loans and grants) to help Canadian cities and communities of all sizes implement bold environmental projects that reduce Greenhouse Gas Emissions (GHG) emissions and protect the air, water, or land.

DEADLINE	PROGRAM	DESCRIPTION
Continuous	New Construction and Retrofits for Affordable Housing – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding to evaluate solutions for integrating deep energy efficiency measures and onsite renewable energy generation in existing affordable housing retrofit and new build projects.
Continuous	Wastewater Systems – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding for wastewater treatment systems through two streams: 1. Capital 2. Study
Continuous	GHG Impact Retrofits – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding to retrofit a local recreational or cultural facility to reduce GHG emissions.
Continuous	Commemorate Canada – Canadian Heritage <a href="#">[LINK]</a>	Funding for initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance.
Continuous	Community Building Monitoring and Analysis Grant – Green Municipal Fund – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding to track energy use of existing community facilities over time, compare the energy performance of their buildings to similar buildings in other municipalities and identify opportunities to save energy. Funding is intended for community building owners who do not have a building monitoring and analysis system in place.
Continuous	GHG Reduction Pathway Feasibility – Green Municipal Fund – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding to assess feasibility for projects that reduce energy and GHGs for recreational and cultural facilities.
Continuous	McConnell Foundation Fund <a href="#">[LINK]</a>	Funding to support projects through three streams: 1. Climate 2. Reconciliation 3. Communities

DEADLINE	PROGRAM	DESCRIPTION
Continuous	Medium and Heavy Duty Zero Emission Vehicles Program – Transport Canada <a href="#">[LINK]</a>	Funding to encourage adoption of medium and heavy-duty zero emissions vehicles.
Continuous	Planning Stream: Early Support for Sustainable Affordable Housing – Green Municipal Fund – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funds for deliverables required in applications for additional funding of energy efficient affordable housing.
Continuous	Reduce Fossil Fuel Use in Fleets – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding for feasibility studies for projects that reduce or avoid fossil fuel use in any vehicle that delivers municipal services.
Continuous	Regional Innovation Ecosystems – Pacific Economic Development Canada <a href="#">[LINK]</a>	Funding to create, grow and nurture inclusive ecosystems that support business needs.
Continuous	Smart Renewables and Electrification Pathways Program – Natural Resources Canada <a href="#">[LINK]</a>	<p>Four funding streams:</p> <ol style="list-style-type: none"> <li>1. Established Renewables</li> <li>2. Emerging Technologies</li> <li>3. Grid Modernization (the only eligible Applicants are Utilities and System Operators)</li> <li>4. Strategic Dialogue Linked Projects</li> </ol>
Continuous	Pilot Projects: Stormwater Quality, Community Project – Green Municipal Fund – Federation of Canadian Municipalities <a href="#">[LINK]</a>	Funding for capital projects that allow a community to remove 60 percent of total suspended solids or a significant amount of other contaminants (e.g., Escherichia coli (E.coli), salt, grease) from its stormwater runoff.
Continuous	Zero Emission Transit Fund – Infrastructure Canada <a href="#">[LINK]</a>	<p>Funding through two components to support public transit and school bus operators to electrify their fleets:</p> <ol style="list-style-type: none"> <li>1. Planning projects</li> <li>2. Capital projects</li> </ol>

DEADLINE	PROGRAM	DESCRIPTION
Continuous	Environmental Jobs Growth Program – Environmental Careers Organization of Canada <a href="#">[LINK]</a>	Funding for training and employment to support job seekers looking to enter or advance their careers in the clean economy.
Continuous	Community Support, Multiculturalism, and Anti-Racism Initiatives Program – Canadian Heritage <a href="#">[LINK]</a>	Funding to community-based events that promote intercultural or interfaith understanding, promote discussions on multiculturalism, diversity, racism and religious discrimination, or celebrate a community's history and culture such as heritage months recognized by Parliament.

## Closed Grants

DEADLINE	PROGRAM	DESCRIPTION
04-Jan-23	Rural Economic Diversification and Infrastructure Program – Ministry of Employment, Business and Economic Development <a href="#">[LINK]</a>	Funding for rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy and infrastructure development through three streams: <ol style="list-style-type: none"> <li>1. Economic Capacity</li> <li>2. Economic Diversification</li> <li>3. Forest Impact Transition. (CRD is excluded but EAs may request an exemption)</li> </ol>
11-Jan-23	Green Jobs – Science and Technology Internship Program – Natural Resources Canada <a href="#">[LINK]</a>	Funding for youth training placements to build knowledge and skills for future employment in the natural resources sectors.
12-Jan-23	Canada Summer Jobs – Employment and Social Development Canada <a href="#">[LINK]</a>	Funding for wage subsidies for employers to create summer work experiences for youth 15-30 years of age.
12-Jan-23	Documentary Heritage Communities Program – Libraries and Archives Canada <a href="#">[LINK]</a>	Funding to commemorate local history and heritage.
15-Jan-23	TD Friends of the Environment Foundation Grant – TD Bank <a href="#">[LINK]</a>	Funding for environmental initiatives with a primary focus on environmental education and green space programs.
16 Jan-23	BC Vision Zero Grant Program – BC Injury and Prevention Unit <a href="#">[LINK]</a>	Funding for projects that protect vulnerable road users from serious injury, disability or death.
18-Jan-23 (Extended)	Healthy Canadians and Communities Fund – Public Health Agency of Canada <a href="#">[LINK]</a>	Funding for interventions that address health inequities through three streams: <ol style="list-style-type: none"> <li>1. Creating supportive social environments for tobacco prevention and cessation.</li> <li>2. Creating food environments that enable access to healthy foods to improve healthy eating.</li> <li>3. Creating and/or promoting healthy built environments to increase physical activity.</li> </ol>

DEADLINE	PROGRAM	DESCRIPTION
18-Jan-23	Infrastructure Planning Grant Program – Province of BC <a href="#">[LINK]</a>	Funding for projects supporting the development of sustainable community infrastructure.
27-Jan-23	2023 Emergency Support Services – Community Emergency Preparedness Fund – UBCM <a href="#">[LINK]</a>	Capacity support for emergency support services including volunteer recruitment, training and purchase of equipment.
31-Jan-23	Wildfire Community Preparedness Day – FireSmart Canada <a href="#">[LINK]</a>	Funding to support Wildfire Community Preparedness Day May 6, 2023.
01-Feb-23	ParticipACTION Community Challenge – PARTICIPACTION <a href="#">[LINK]</a>	Funding for community organizations to remove barriers and increase physical activity and sport participation for equity-deserving groups.
16-Feb-23	Connecting Communities BC – BC Connectivity Infrastructure (Canada/BC): Second intake <a href="#">[LINK]</a>	Second intake of connectivity funding program to expand broadband internet services to underserved rural, remote and Indigenous communities.
17-Feb-23	Insurance Corporation of British Columbia (ICBC) Community Grants Program – ICBC <a href="#">[LINK]</a>	Funding for road safety and injury recovery initiatives.
24-Feb-23	Disaster Risk Reduction – Climate Adaptation – Community Emergency Preparedness Fund – UBCM <a href="#">[LINK]</a>	Funding for disaster risk reduction and climate-related risks through three streams: 1. Foundational Activities 2. Non-Structural Projects 3. Small-scale Structural Projects
28-Feb-23	Green and Inclusive Community Buildings – Infrastructure Canada <a href="#">[LINK]</a>	Funding through two streams to build and adapt community buildings to reduce GHG and improve climate change resilience: 1. Large retrofits and new buildings 2. Small and medium retrofit projects
28-Feb-23	Kal Tire’s RePlay Fund – Kal Tire <a href="#">[LINK]</a>	Funding to help cover the cost of recycled rubber products through third-party suppliers for community infrastructure projects.

DEADLINE	PROGRAM	DESCRIPTION
28-Feb-23	Scotts Gro for Good – Scotts Miracle Grow <a href="#">[LINK]</a>	Funding to support community efforts to showcase the benefits of gardening, including encouraging healthy eating habits.
03-Mar-23	Fairs, Festivals and Events Fund – Ministry of Tourism, Arts, Culture and Sport <a href="#">[LINK]</a>	One-time funding to event organizers to support the sustained recovery of community events.
09-Mar-23	Community Foundation Grants – Canada Post Community Foundation <a href="#">[LINK]</a>	Funding to small municipalities to make a difference in the lives of children and youth.
13-Mar-23	Zero Emission Vehicle Awareness Initiative – Medium and Heavy Duty Stream – Natural Resources Canada <a href="#">[LINK]</a>	Funding for new and innovative projects that aim to increase knowledge, awareness and confidence in medium and heavy-duty zero-emission or low-emission vehicles for fleet owners, drivers and general public.
15-Mar-23	Projects – Stream Rapid Housing Initiative Round 3 – Canada Mortgage and Housing Corporation <a href="#">[LINK]</a>	Funding to build new housing and/or purchase existing buildings that will be rehabilitated or converted into permanent affordable housing.
17-Mar-23	Poverty Reduction Planning and Action Program – UBCM <a href="#">[LINK]</a>	Funding to support local governments to reduce poverty and advance the province’s poverty reduction strategy through two streams: 1. Poverty Reduction Plans and Assessments 2. Poverty Reduction Action
17-Mar-23	Emotive Community Outreach Incentive Program – Go Electric Program – CleanBC <a href="#">[LINK]</a>	Funding to small municipalities to assist in delivering Electric Vehicle (EV) awareness campaigns to accelerate adoption of EVs across BC.
22-Mar-23	Community Wellness Grant Program – Island Health <a href="#">[LINK]</a>	Funding for upstream wellness interventions that reduce barriers and increase supports for health and wellness.
27-Mar-23	Living Cities Fund – Green Communities Canada <a href="#">[LINK]</a>	Funding for community-based local organizations with training, funding, and logistical support to implement transformative green infrastructure projects.

DEADLINE	PROGRAM	DESCRIPTION
31-Mar-23	2023 Emergency Operations Centres and Training –Community Emergency Preparedness – UBCM <a href="#">[LINK]</a>	Funding for purchase of equipment and supplies to maintain/improve EOCs and training.
04-Apr-23	Community Grants Program – Victoria Foundation <a href="#">[LINK]</a>	Funding to strengthen community resilience through flexible, general operating funding to eligible local organizations.
07-Apr-23	Enabling Small Modular Reactors Program – Natural Resources Canada <a href="#">[LINK]</a>	Funding for research and development to develop and deploy small modular reactors for waste management.
13-Apr-23	Building for the Future – Housing Supply Challenge: Round 4 – Impact Canada (Canada Mortgage and Housing Corporation) <a href="#">[LINK]</a>	Funding for activities for innovative construction processes, techniques, systems and materials to increase affordable, climate-resistant housing.
14-Apr-23	2023 Pilot Program – Urban Communities Partnering for Reconciliation – UBCM <a href="#">[LINK]</a>	Funding for events and activities to enhance dialogue and support reconciliation efforts and resolve issues of common responsibility.
14-Apr-23	Emerging Approaches for Reducing Landfill Methane Emissions – Environment and Climate Change Canada <a href="#">[LINK]</a>	Funding to encourage additional testing and further adoption of emerging technologies that permit continuous or drone-based monitoring of methane emissions in landfills.
14-Apr-23 (Extended)	Codes Acceleration Fund – National Resources Canada <a href="#">[LINK]</a>	Funding to support adoption and implementation of national model building energy codes through two streams: 1. Those who have the ability to adopt energy codes 2. Those that do not have the ability to adopt energy codes
17-Apr-23	Habitat Acquisition Grants – Habitat Conservation Trust Foundation <a href="#">[LINK]</a>	Funding for land trust organizations, including regional governments, to purchase properties to protect fish and wildlife habitat.

DEADLINE	PROGRAM	DESCRIPTION
28-Apr-23	Deep Retrofit Accelerator Initiative – Natural Resources Canada <a href="#">[LINK]</a>	Funding to support accelerated development of deep retrofit projects.
28-Apr-23	Heritage Legacy Fund – Heritage BC <a href="#">[LINK]</a>	Funding for community initiatives to conserve and increase the understanding and appreciation of heritage resources as well as those working towards reconciliation with Indigenous peoples through collaboration.
28-Apr-23	2023 Public Notification & Evacuation Route Planning – Community Emergency Preparedness – UBCM <a href="#">[LINK]</a>	Funding for evacuation route planning and public notification, emergency support services and Emergency Operations Centres (EOC) training.
30-Apr-23	Community Anniversaries – Building Communities Through Arts and Heritage – Canadian Heritage <a href="#">[LINK]</a>	Provides funding for one-time events/capital projects that celebrate the 100th (or 125th/150th /175th, etc.) anniversary of a significant historical event/personality.
01-May-23	Capacity Grants – Habitat Conservation Trust Foundation <a href="#">[LINK]</a>	Funding to build and strengthen the capacity of organizations to design and deliver conservation or restoration projects.
05-May-23	Community to Community Program – UBCM <a href="#">[LINK]</a>	Funding to support increased understanding and improve relations between First Nations and local governments.
12-May-23	Asset Management Planning Program – UBCM <a href="#">[LINK]</a>	Funding for local governments to deepen and strengthen asset management practices.
15-May-23	AgriSpirit Fund – Farm Credit Canada <a href="#">[LINK]</a>	Funding for capital projects that enrich the lives of residents in communities of less than 150,000.
15-May-23	Healthy Communities Grant – PlanH <a href="#">[LINK]</a>	Funding through two streams to support initiatives that advance programs and strategies that improve health equity and well-being: <ol style="list-style-type: none"> <li>1. Community Connectedness</li> <li>2. Healthy Public Policy</li> </ol>

DEADLINE	PROGRAM	DESCRIPTION
15-May-23	Emerging Priorities Stream – Community Workforce Response Grant – WorkBC <a href="#">[LINK]</a>	Funding for immediate skills training needs for labour market challenges/opportunities.
31-May-23	Local Food Infrastructure Fund - Agriculture Canada <a href="#">[LINK]</a>	Funding for infrastructure investments that increase food security.
01-Jun-23	Housing Accelerator Fund – Canada Mortgage and Housing Corporation (CMHC) <a href="#">[LINK]</a>	Incentive funding to local governments to encourage initiatives aimed at increasing housing supply.
02-Jun-23	Extreme Temperature Risk Mapping, Assessment and Planning – Community Emergency Preparedness Fund – UBCM <a href="#">[LINK]</a>	Funding to support effective response plans and strategies to prepare, mitigate and adapt to risks of extreme temperatures.
02-Jun-23	Go Electric Public Charger Program – CleanBC Go Electric Program – Ministry of Environment and Climate Change <a href="#">[LINK]</a>	Funding for Direct Current Fast Charger stations with priority on rural, northern and Indigenous communities.
02-Jun-23	Project Feasibility Studies – CleanBC Industry Fund – Ministry of Environment and Climate Change <a href="#">[LINK]</a>	Funding to support preliminary studies for potential projects intending to apply for funding through the Emissions Performance or Innovation Accelerator Request for Proposal (RFP) streams.
15-Jun-23	BC Community Sport Development Fund – ViaSport <a href="#">[LINK]</a>	Funding to make community sport more accessible by reducing barriers to participation.
16-Jun-23	Canada's National Mini Forest Pilot – Green Communities Canada <a href="#">[LINK]</a>	Funding to help community-based organizations grow support for green infrastructure and engage citizens in local action.

DEADLINE	PROGRAM	DESCRIPTION
16-Jun-23	Complete Communities Program – UBCM <a href="#">[LINK]</a>	Funding to support local government and modern treaty First Nations undertake assessments to inform land use decision-making; considering housing need, supply and location; providing transportation options; and connecting to infrastructure investment and servicing decisions.
30-Jun-23	Community Engagement Funding – Veterans Affairs Canada <a href="#">[LINK]</a>	Funding for commemorative activities or materials.
06-Jul-23 (Extended)	Veteran Homelessness Program – Infrastructure Canada <a href="#">[LINK]</a>	Funding to prevent and reduce veteran homelessness in Canada
07-Jul-23	Catherine Donnelly Foundation Grants <a href="#">[LINK]</a>	Funding to address community needs in three streams: 1. Adult Education for Social Change Initiatives 2. Environment Initiatives 3. Housing Initiatives
12-Jul-23	Infrastructure Planning Grant – Ministry of Municipal Affairs <a href="#">[LINK]</a>	Funding to help governments develop or improve long-term comprehensive plans including asset management plans, integrated stormwater management plans, etc.
19-Jul-23	Disaster Mitigation and Adaptation Fund – Infrastructure Canada <a href="#">[LINK]</a>	Funding for infrastructure projects designed to mitigate current and future climate-related risks and disasters triggered by natural hazards.
26-Jul-23	Environmental Damages Fund – Environment and Climate Change Canada <a href="#">[LINK]</a>	Funding to projects that restore damage to natural environment and support wildlife conservation.
28-Jul-23	Age-Friendly Communities Grants – BC Healthy Communities <a href="#">[LINK]</a>	Funding to help seniors lead active, independent lives through two streams: 1. Planning 2. Projects

DEADLINE	PROGRAM	DESCRIPTION
31-Jul-23	Retrofit Funding for Multi-unit Residential Buildings- Canada Greener Affordable Housing – Canada Mortgage and Housing Corporation <a href="#">[LINK]</a>	Access to low-interest repayable and forgivable loans for deep energy retrofits of multi-unit residential buildings.
31-Jul-23	TSBC Community Grant Program – Tire Stewardship BC <a href="#">[LINK]</a>	Funding to support the use of recycled tire products, including playgrounds, water parks, tracks, playing fields, etc.
18-Aug-23 (Extended)	Housing Accelerator Fund – Canada Mortgage and Housing Corporation (CMHC) <a href="#">[LINK]</a>	Incentive funding to local governments to encourage initiatives aimed at increasing housing supply.
Currently Closed (Continuous)	Jobs and Growth Fund in British Columbia – Pacific Economic Development Canada <a href="#">[LINK]</a>	Funding through four streams: <ol style="list-style-type: none"> <li>1. Activities that support the transition to a green economy</li> <li>2. Activities that foster an inclusive recovery</li> <li>3. Activities that advance Canada's competitiveness and grow small and medium-sized enterprises through digital adoption</li> <li>4. Activities that strengthen capacity in sectors critical to Canada's recovery and growth</li> </ol>
24-Aug-23	Community Climate Transitions Innovation Fund – Tamarack Institute <a href="#">[LINK]</a>	Provides funding for community-led climate change mitigation and adaptation projects.
31-Aug-23	Aquatic Invasive Species Prevention Fund – Fisheries and Oceans Canada <a href="#">[LINK]</a>	Funding for efforts to prevent the introduction and spread of aquatic invasive species.
01-Sep-23	Community to Community Program – UBCM <a href="#">[LINK]</a>	Funding to support increased understanding and improve relations between First Nations and local governments.
14-Sep-23	Greener Neighbourhoods Pilot Program – Demonstration Projects – Natural Resources Canada <a href="#">[LINK]</a>	Funding for six Energiesprong-inspired aggregated deep energy retrofit projects in communities across Canada.

DEADLINE	PROGRAM	DESCRIPTION
14-Sep-23	Community Based Projects – New Horizons for Seniors Program <a href="#">[LINK]</a>	Funds projects that empower seniors in their communities and contribute to improving their health and well-being.
15-Sep-23	BC Asset Management Planning Program – UBCM <a href="#">[LINK]</a>	Funding to assist local governments in delivering sustainable services by extending and deepening asset management practices.
22-Sep-23	Climate Change Adaptation Program – Natural Resources Canada <a href="#">[LINK]</a>	Funding to increase access to climate change adaptation tools and resources.
06-Oct-23	Disaster Risk Reduction – Climate Adaptation – UBCM <a href="#">[LINK]</a>	Funding to reduce risks from future disasters due to natural hazards and climate-related risks through three streams: 1. Foundational Activities including risk mapping, risk assessments and planning 2. Non-structural projects including land use planning and education and temporary mitigation equipment 3. Small-Scale Structural Projects
10-Oct-23	Youth Innovation Component – Enabling Accessibility Fund – Employment and Social Development Canada <a href="#">[LINK]</a>	Funding for Youth Accessibility Leaders to find accessibility barriers in their communities.
20-Oct-23	Innovator Skills Initiative – Innovate BC <a href="#">[LINK]</a>	Funding to support network planning grants and infrastructure grants to support the development of active transportation infrastructure for all ages and abilities.



Making a difference...together

## REPORT TO THE ROYAL & MCPHERSON THEATRES SERVICES ADVISORY COMMITTEE MEETING OF WEDNESDAY, OCTOBER 04, 2023

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**SUBJECT**     **2024 Budget for the Royal Theatre Service and the McPherson Playhouse Service**

### **ISSUE SUMMARY**

The Royal and McPherson Theatres Services Advisory Committee (RMTSAC) oversees the operating and capital contributions provided to the Royal and McPherson Theatres Society for the Royal Theatre through service Bylaw No. 2587 and the McPherson Playhouse through service Bylaw No. 2685.

### **BACKGROUND**

The bylaws governing the theatre services specify a contribution of up to \$580,000 for the Royal Theatre (supported by the participating jurisdictions Oak Bay, Saanich, and Victoria) and \$750,000 for the McPherson Playhouse (supported by the participating jurisdiction of Victoria). Historically the contribution to both theatres has been approved at the maximum amount.

The Capital Regional District (CRD) provides these contributions, along with management agreements, to the Royal and McPherson Theatres Society (RMTS), a non-profit organization of theatre management professionals established for the purpose of operating and leading building improvements for the Royal Theatre and McPherson Playhouse. Each year RMTS is required to provide audited financial statements to the CRD as part of their reporting requirements (Appendix A).

These recommendations are based on the current bylaws for these subregional services. Currently amending Bylaw No. 4560 for the Royal Theatre Service and amending Bylaw No. 4561 for the McPherson Playhouse Service have been distributed for council consent. The timeline for receiving the results of this process is unknown at this time, as it is dependent on when participating jurisdictions consider the matter at their respective councils and then notify the CRD of the results of their deliberations.

The RMTSAC reports to the Finance Committee, which does not meet before the consideration of the provisional budget on October 25. Input from RMTSAC on budget levels will flow through the Finance Committee to be considered as part for the final budget package.

### **IMPLICATIONS**

#### *Financial Implications*

In addition to operational expenses, RMTS has also planned approximately \$1.2 million in building improvement capital expenses in 2024 for necessary repairs and upgrades. These improvements include building envelope repairs at the Royal Theatre and upgrades to the audio and lighting systems at the McPherson Playhouse (see Appendix B and C for full list of capital projects). RMTS collects a building improvement fee as part of its ticket sales and those proceeds also assist in funding capital projects.

Increasing support for these facilities is noted as a goal in the Community Needs Summary for CRD Arts and Recreation (Appendix D, page 11).

*Service Delivery Implications*

Notably, RMTS supported the presentation of the largest-ever production at the Royal Theatre in May 2023, the musical *Come From Away*, which sold out many shows and contributed to 39,568 total attendees in a single month (across both theatres), a record-high. This achievement demonstrates agile leadership and pent-up audience demand for high-quality presentations.

In 2024, high inflation continues to degrade the purchasing power of the fixed contribution amounts to the Royal Theatre and McPherson Playhouse. RMTS has indicated that it may need to program more commercial shows, which generate higher rental fees and shared revenue than community non-profit shows, to remain financially sustainable.

**CONCLUSION**

Annual funding of the Royal Theatre through Bylaw No. 2587 and for the McPherson Playhouse through Bylaw No. 2685 are part of the budget approval process. The Royal and McPherson Theatres Society has provided audited financial statements, and Five-Year capital plans for the Royal Theatre and McPherson Playhouse to provide more context and rationale for the CRD contribution levels.

**RECOMMENDATION**

The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:

1. That the maximum allowable contribution amount of \$580,000 be approved for the Royal Theatre Service; and
2. That the maximum allowable contribution amount of \$750,000 be approved for the McPherson Playhouse Service.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: 2022 Financial Statements for the Royal & McPherson Theatres Society
- Appendix B: 2024 Budget for the Royal Theatre Service
- Appendix C: 2024 Budget for the McPherson Playhouse Service
- Appendix D: 2024 Community Needs Summary 2024 - Arts & Recreation

Financial Statements of

**THE ROYAL AND MCPHERSON  
THEATRES SOCIETY**

And Independent Auditor's Report thereon

Year ended December 31, 2022



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## INDEPENDENT AUDITOR'S REPORT

*To the Members of The Royal and McPherson Theatres Society*

### Report on the Audit of Financial Statements

#### ***Opinion***

We have audited the financial statements of The Royal and McPherson Theatres Society (the Society), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and changes in fund balances for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Society as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our Auditor's report.

We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



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

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

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

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

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

### **Report on Other Legal and Regulatory Requirements**

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian public sector accounting standards have been applied on a basis consistent with that of the preceding year.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Victoria, Canada  
April 14, 2023

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 2,905,884	\$ 1,229,751
Accounts receivable	3,859	120,571
Due from Capital Regional District	134,301	132,086
Inventory	17,987	14,574
Prepaid expenses	100,959	77,948
	<u>3,162,990</u>	<u>1,574,930</u>
Investments (note 2)	5,617,691	4,534,879
Capital assets (note 3)	544,434	631,775
	<u>\$ 9,325,115</u>	<u>\$ 6,741,584</u>

## Liabilities and Fund Balances

Current liabilities:		
Accounts payable and accrued liabilities	\$ 317,000	\$ 359,398
Deferred revenue (note 4b)	6,700	22,735
Deferred ticket sales	4,398,889	2,159,875
	<u>4,722,589</u>	<u>2,542,008</u>
Deferred contributions (note 4a)	401,450	386,301
Fund balances:		
Unrestricted:		
McPherson Playhouse Operating Fund	-	-
Royal Theatre Operating Fund	-	-
Invested in capital assets – capital asset fund	544,434	631,775
Internally restricted (note 5):		
McPherson Playhouse Operating Reserve Fund	113,140	195,119
Royal Theatre Operating Reserve Fund	875,567	563,782
McPherson Playhouse Capital Fund	117,965	74,524
Royal Theatre Capital Fund	2,549,970	2,348,075
	<u>4,201,076</u>	<u>3,813,275</u>
	<u>\$ 9,325,115</u>	<u>\$ 6,741,584</u>

See accompanying notes to financial statements.

On behalf of the Board:

 Director

 Director

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Statement of Operations and Changes in Fund Balances

Year ended December 31, 2022, with comparative information for 2021

	McPherson Playhouse			Royal Theatre			Capital Asset Fund	Combined	
	Operating Fund	Reserve Fund	Capital Fund	Operating Fund	Reserve Fund	Capital Fund		Total 2022	Total 2021
Revenue (Schedule)	\$ 1,525,009	\$ -	\$ -	\$ 2,608,990	\$ -	\$ -	\$ -	\$ 4,133,999	\$ 1,668,690
Deferred contributions (note 4a)	-	-	128,591	-	-	46,260	-	174,851	68,850
Deferred revenue (note 4b)	-	-	-	-	-	16,035	-	16,035	55,265
Interest income	-	3,485	1,148	-	10,066	41,023	-	55,722	36,950
	1,525,009	3,485	129,739	2,608,990	10,066	103,318	-	4,380,607	1,829,755
Expenses (Schedule)	(1,555,619)	-	-	(2,130,855)	-	-	-	(3,686,474)	(2,160,569)
Amortization of capital assets	-	-	-	-	-	-	(112,580)	(112,580)	(112,419)
Building and equipment:									
Owner (note 4a) and externally funded (note 4b)	-	-	(128,591)	-	-	(62,295)	-	(190,886)	(124,115)
Society funded	-	-	(386)	-	-	(2,480)	-	(2,866)	(18,830)
	(1,555,619)	-	(128,977)	(2,130,855)	-	(64,775)	(112,580)	(3,992,806)	(2,415,933)
Excess (deficiency) of revenue over expenses	(30,610)	3,485	762	478,135	10,066	38,543	(112,580)	387,801	(586,178)
Fund balances, beginning of year	-	195,119	74,524	-	563,782	2,348,075	631,775	3,813,275	4,399,453
Funding capital improvements	-	-	(12,175)	-	-	(13,064)	25,239	-	-
Transfer of user fees to capital funds (note 5)	(54,854)	-	54,854	(176,416)	-	176,416	-	-	-
Transfer to (from) reserve funds (from) to operating funds (note 5)	85,464	(85,464)	-	(301,719)	301,719	-	-	-	-
Fund balances, end of year	\$ -	\$ 113,140	\$ 117,965	\$ -	\$ 875,567	\$ 2,549,970	\$ 544,434	\$ 4,201,076	\$ 3,813,275

See accompanying notes to financial statements.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ 387,801	\$ (586,178)
Amortization of capital assets	112,580	112,419
Amortization of deferred contributions	(174,851)	(68,850)
Contributions received	190,000	192,000
Net change in non-cash working capital (note 6)	2,268,654	1,675,220
	2,784,184	1,324,611
Investing:		
Net change in investments	(1,082,812)	(791,877)
Purchase of capital assets	(25,239)	(110,082)
	(1,108,051)	(901,959)
Increase in cash and cash equivalents	1,676,133	422,652
Cash and cash equivalents, beginning of year	1,229,751	807,099
Cash and cash equivalents, end of year	\$ 2,905,884	\$ 1,229,751

See accompanying notes to financial statements.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

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The Royal and McPherson Theatres Society (the “Society”) operates and manages the McPherson Playhouse on behalf of the City of Victoria (the “owner”) and Royal Theatre on behalf of the Capital Regional District (the “owner”). The Society was incorporated under the Society Act of British Columbia on March 3, 1977 and transitioned into the new Societies Act (British Columbia) on June 28, 2017. The Society is a registered charity under the Income Tax Act and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

### 1. Significant accounting policies:

#### (a) Basis of presentation:

The financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards including the standards for government not-for-profit organizations. The following is a summary of the significant accounting policies used in the preparation of the financial statements.

#### (b) Fund accounting:

Revenue and expenses related to operating the McPherson Playhouse are reported in the McPherson Playhouse Operating Fund. Revenue and expenses related to operating the Royal Theatre are reported in the Royal Theatre Operating Fund. The Capital Asset Fund reports the revenue and expenses on capital assets owned by the Society.

The McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund report revenue and expenses related to capital expenses at the McPherson Playhouse and the Royal Theatre respectively. Building and other capital costs are not recorded as assets because the Society is the manager and not the owner of these venues. Fundraising amounts and capital expenses, relating to these facilities, are recorded as revenue and expenses in these funds.

The McPherson Playhouse Operating Reserve Fund and the Royal Theatre Operating Reserve Fund report assets held for the purpose of supporting day-to-day operations and managing risk associated with unforeseen shortfalls or disruption.

Donations are reported in the appropriate fund designated by the donor.

#### (c) Cash and cash equivalents:

Cash and cash equivalents include highly liquid investments with terms to maturity of three months or less at the date of purchase.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

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### 1. Significant accounting policies (continued):

#### (d) Capital assets:

Purchased capital assets owned by the Society are recorded in the capital fund at cost. Contributed assets are recorded in the capital fund at estimated fair value at the date of the contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives. Pianos are amortized over 25 years, box office ticketing enterprise system and website over 10 years, furniture and equipment over 5 years and office leasehold improvements over 10 years. Building and leasehold improvements, including stage and front of house equipment, are shown as expenses within the appropriate capital fund and not capitalized, as the benefit of the asset accrues to the owner.

#### (e) Revenue recognition:

The Society follows the deferral method of accounting for contributions. Restricted contributions are deferred and recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from production recoveries, box office, and theatre rentals are recognized once the event has occurred.

Restricted investment income is recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted investment income is recognized in the appropriate operating fund when earned.

#### (f) Allocations:

Certain operations of the operating funds are conducted jointly. Revenue and expenses, which are not directly attributable to either operating fund, are allocated equally between the funds.

#### (g) Contributed services:

The Society receives certain benefits from volunteers. Due to the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

#### (h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not elected to record any financial instruments at fair value.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 1. Significant accounting policies (continued)

(i) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Items requiring the use of estimates include amortization of capital assets, valuation of gift certificate liabilities and the collectability of accounts receivable. Actual results could differ from these estimates.

### 2. Investments:

Investments consist of bankers' acceptances and term deposits bearing interest at rates varying between 0.80% and 4.50% and maturity dates varying between 90 days and up to three years. It is the Society's intention to hold these assets on a long-term basis.

### 3. Capital assets:

	2022		
	Cost	Accumulated amortization	Net book value
Furniture and equipment	\$ 657,495	\$ 604,859	\$ 52,636
Box office ticketing enterprise system and website	967,059	681,973	285,086
Pianos	188,568	126,700	61,868
Office leasehold improvements	241,418	96,574	144,844
	<u>\$ 2,054,540</u>	<u>\$ 1,510,106</u>	<u>\$ 544,434</u>

	2021		
	Cost	Accumulated amortization	Net book value
Furniture and equipment	\$ 632,256	\$ 568,179	\$ 64,077
Box office ticketing enterprise system and website	967,059	637,753	329,306
Pianos	188,568	119,164	69,404
Office leasehold improvements	241,418	72,430	168,988
	<u>\$ 2,029,301</u>	<u>\$ 1,397,526</u>	<u>\$ 631,775</u>

The above tables only reflect those capital assets owned by the Society. Any building and other capital costs incurred by the Society are recorded as expenses in either the McPherson Playhouse Capital Fund or Royal Theatre Capital Fund in the year incurred.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 4. Deferred contributions and revenue:

- (a) Deferred contributions, received from the owners and reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund, pertain to restricted contributions for each building.

The changes for the year in the deferred contributions balances reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund are as follows:

	McPherson Playhouse Capital Fund	Royal Theatre Capital Fund	Total
Balance, December 31, 2020	\$ 195,726	\$ 67,425	\$ 263,151
Contributions	92,000	100,000	192,000
Amounts recognized to revenue	(22,874)	(45,976)	(68,850)
Balance, December 31, 2021	264,852	121,449	386,301
Contributions	88,000	102,000	190,000
Amounts recognized to revenue	(128,591)	(46,260)	(174,851)
Balance, December 31, 2022	\$ 224,261	\$ 177,189	\$ 401,450

- (b) Deferred revenue, received externally and reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund, pertain to restricted revenues for each building.

The changes for the year in the deferred revenue balances reported in the McPherson Playhouse Capital Fund and the Royal Theatre Capital Fund are as follows:

	McPherson Playhouse Capital Fund	Royal Theatre Capital Fund	Total
Balance, December 31, 2020	\$ -	\$ 44,000	\$ 44,000
Contributions	34,000	-	34,000
Amounts recognized to revenue	(34,000)	(21,265)	(55,265)
Balance, December 31, 2021	-	22,735	22,735
Contributions	-	-	-
Amounts recognized to revenue	-	(16,035)	(16,035)
Balance, December 31, 2022	\$ -	\$ 6,700	\$ 6,700

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 5. Internally restricted fund balances:

The Society levies a user fee for all patrons attending performances at each theatre. The Board has internally restricted these resources to be expended subject to certain restrictions. These funds are transferred from the operating funds to the corresponding capital fund. In 2022, the Society transferred user fees totaling \$54,854 (2021 - \$8,930) to the McPherson Playhouse Capital Fund and \$176,416 (2021 - \$35,872) to the Royal Theatre Capital Fund respectively.

In 2019, the Society formally established the McPherson Playhouse Operating Reserve Fund and the Royal Theatre Operating Reserve Fund. The purpose of these Funds is to hold sufficient reserves to help ensure the operational stability and resilience of the Society. The Board has internally restricted these funds to be expended subject to certain restrictions. In 2019, the Society transferred \$505,202 from the McPherson Playhouse Operating Fund and \$1,131,211 from the Royal Theatre Operating Fund to establish the Reserve Fund balances. In 2022, the Society transferred \$85,464 (2021 - \$117,010) from the McPherson Playhouse Reserve Fund to the McPherson Playhouse Operating Fund and \$301,719 from the Royal Theatre Operating Fund to the Royal Theatre Reserve Fund (2021 - \$385,975 from the Royal Theatre Reserve Fund to the Royal Theatre Operating Fund.)

### 6. Net change in non-cash working capital:

	2022	2021
Accounts receivable decrease (increase)	\$ 116,712	\$ (40,216)
Due from Capital Regional District decrease (increase)	(2,215)	(24,861)
Inventory decrease (increase)	(3,413)	(8,505)
Prepaid expenses decrease (increase)	(23,011)	(39,734)
Accounts payable and accrued liabilities increase (decrease)	(42,398)	173,124
Deferred revenue increase (decrease)	(16,035)	(21,265)
Deferred ticket sales increase (decrease)	2,239,014	1,636,677
	<u>\$ 2,268,654</u>	<u>\$ 1,675,220</u>

### 7. Financial risks and concentration of credit risk:

It is management's opinion that the Society is not exposed to significant interest, currency or credit risks.

Liquidity risk is the risk that the Society will not be able to meet its financial obligations as they become due. The Society uses budgets to monitor actual and forecasted cash flows to ensure operations are within resources available and sufficient cash is generated to sustain operations. Liquidity risk is mitigated in part by maintaining adequate working capital and sufficient fund balances. It is management's opinion that the exposure to liquidity risk has reduced from 2021.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

Notes to Financial Statements

Year ended December 31, 2022

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## 8. Pension plan:

The Society and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2021, the Plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 30 contributors from the Society.

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

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

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

The Society paid \$141,216 (2021 - \$106,739) for employer contributions to the Plan in fiscal 2022.

## 9. Remuneration paid to Directors, Employees and Contractors:

Under the British Columbia Societies Act, the Society is required to disclose in the annual financial statements all remuneration paid to directors and the annual remuneration paid to employees and contractors receiving greater than \$75,000.

For the fiscal year ending December 31, 2022, the Society paid total remuneration of nil (2021 - nil) to directors. The Society paid \$931,659 to 10 employees (2021 - \$379,326 to four employees) for services, each of whom received total annual remuneration of \$75,000 or greater. No contractors were paid a total annual remuneration of \$75,000 or greater in either 2022 or 2021.

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

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### 10. Commitments:

The Society is committed to an operating lease agreement for office premises from April 2019 to March 2024, with an option to renew for a further term of five years. Future minimum lease payments until renewal are as follows:

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2023	\$ 48,166
2024	12,119

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### 11. Government COVID-19 subsidies

The Society received the following subsidies which have been included in revenue of the McPherson Playhouse and Royal Theatre Operating funds:

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	2022	2021
Canada Emergency Wage Subsidy (CEWS)	\$ -	\$ 381,911
Canada Emergency Rent Subsidy (CERS)	-	43,129
Tourism and Hospitality Recovery Program (THRP) Wage Subsidy	234,612	76,184
Tourism and Hospitality Recovery Program (THRP) Rent Subsidy	13,682	4,824
	<hr/> \$ 248,294	<hr/> \$ 506,048

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# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Notes to Financial Statements

Year ended December 31, 2022

### 12. Statement of Operations and Fund Balances comparative information:

The comparative information for the McPherson Playhouse and Royal Theatre operating funds is presented in the Schedule of Operating Fund Revenue and Expenses. The comparative information for the other funds is as follows:

	2021 McPherson Playhouse		2021 Royal Theatre		2021
	Reserve	Capital	Reserve	Capital	Capital
	Fund	Fund	Fund	Fund	Asset
					Fund
Revenue:					
Deferred contributions (note 4a)	\$ -	\$ 22,874	\$ -	\$ 45,976	\$ -
Deferred revenue (note 4b)	-	34,000	-	21,265	-
Interest income	1,843	1,058	5,607	28,442	-
	1,843	57,932	5,607	95,683	-
Expenses:					
Amortization of capital assets	-	-	-	-	(112,419)
Building and equipment: Owner (note 4a) and externally funded (note 4b)	-	(56,874)	-	(67,241)	-
Society funded	-	(2,972)	-	(15,858)	-
	-	(59,846)	-	(83,099)	(112,419)
Excess (deficiency) of revenue over expenses	1,843	(1,914)	5,607	12,584	(112,419)
Fund balances, beginning of year	310,286	122,755	944,150	2,354,454	634,112
Funding capital improvements	-	(55,247)	-	(54,835)	110,082
Transfer of user fees to capital funds (note 5)	-	8,930	-	35,872	-
Transfer of operating funds to reserve fund (note 5)	(117,010)	-	(385,975)	-	-
Fund balances, end of year	\$ 195,119	\$ 74,524	\$ 563,782	\$ 2,348,075	\$ 631,775

# THE ROYAL AND MCPHERSON THEATRES SOCIETY

## Schedule of Operating Fund Revenue and Expenses

Year ended December 31, 2022, with comparative information for 2021

	McPherson Playhouse Operating Fund	Royal Theatre Operating Fund	Total 2022	McPherson Playhouse Operating Fund	Royal Theatre Operating Fund	Total 2021
<b>Revenue:</b>						
Production recoveries	\$ 274,820	\$ 832,795	\$ 1,107,615	\$ 46,770	\$ 166,381	\$ 213,151
Grants from owners	350,000	100,000	450,000	350,000	100,000	450,000
Box office charges	410,190	410,190	820,380	85,198	85,198	170,396
Rental income	109,160	501,945	611,105	23,515	90,763	114,278
User fee charges (note 5)	54,854	176,416	231,270	8,930	35,872	44,802
Concession sales	91,426	353,085	444,511	19,803	85,414	105,217
OnStage revenue	14,360	14,360	28,720	-	-	-
Interest income	23,025	23,025	46,050	2,225	2,225	4,450
Government COVID-19 subsidies (note 11)	124,147	124,147	248,294	253,024	253,024	506,048
Other	73,027	73,027	146,054	30,174	30,174	60,348
	1,525,009	2,608,990	4,133,999	819,639	849,051	1,668,690
<b>Expenses:</b>						
<b>Administration:</b>						
Salaries, contracts and benefits	464,603	464,603	929,206	353,006	353,006	706,012
Office	137,452	137,452	274,904	107,714	107,714	215,428
Professional fees	16,844	16,844	33,688	14,264	14,264	28,528
Conventions, conferences and travel	3,077	3,077	6,154	122	122	244
Administration and management fees	12,810	12,810	25,620	12,663	12,663	25,326
Bad debt expense (recovery)	-	(330)	(330)	-	-	-
Production expenses	295,495	678,120	973,615	109,547	191,101	300,648
Box office operations	279,238	279,238	558,476	170,007	170,007	340,014
Building operations	118,751	172,504	291,255	91,869	201,869	293,738
Building maintenance	140,951	166,469	307,420	74,701	106,669	181,370
Concession operations	60,172	169,738	229,910	19,102	44,849	63,951
OnStage expenses	24,860	24,860	49,720	-	-	-
Community services	1,366	5,470	6,836	-	5,310	5,310
	1,555,619	2,130,855	3,686,474	952,995	1,207,574	2,160,569
Excess of revenue over expenses	(30,610)	478,135	447,525	(133,356)	(358,523)	(491,879)
Transfer of user fees to capital funds (note 5)	(54,854)	(176,416)	(231,270)	(8,930)	(35,872)	(44,802)
Change in operating funds before transfer from operating reserve funds (note 5)	\$ (85,464)	\$ 301,719	\$ 216,255	\$ (142,286)	\$ (394,395)	\$ (536,681)

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **Royal Theatre**

#### **Royal and McPherson Theatres Services Advisory Committee Review**

October 2023

Service: 1.290 Royal Theatre

Committee: Finance

**DEFINITION:**

The function of purchasing, maintaining, equipping, operating and selling the Royal Theatre in Victoria to the Capital Regional District. The function is for the purpose of pleasure, recreation and community use and includes all facilities and concessions associated with the Royal Theatre and a parking lot. Local Services Establishment Bylaw No. 2587, March 25, 1998.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the Royal Theatre in the City of Victoria as a community centre of art and education. Ownership was transferred to the CRD in 1998. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support.

**PARTICIPATION:**

City of Victoria, District of Saanich, and District of Oak Bay, apportioned 50% on converted value of land and improvements and 50% on the basis of population (see bylaw for details).

**MAXIMUM LEVY:**

Capital Expenditures	\$480,000
Annual Operating Expenditures	\$100,000

Note: Grants in Lieu of Taxes paid to the Regional District will be held to the credit of the participant.

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**

ROYAL THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payment	37,653	37,653	37,535	-	-	37,535	34,945	32,236	29,408	26,441
Insurance Costs	44,800	44,800	44,300	-	-	44,300	46,510	48,830	51,260	53,820
Internal Allocation	16,947	16,947	17,565	-	-	17,565	17,945	18,334	18,732	19,139
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
<b>TOTAL OPERATING COSTS</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	-	-	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
*Percentage Increase		0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchase	101,000	101,000	105,000	-	-	105,000	105,000	105,000	109,000	109,000
Transfer to Capital Reserve Fund	379,000	379,000	375,000	-	-	375,000	375,000	375,000	371,000	371,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	-	-	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
Debt Charges	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	-	-	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
<b>TOTAL COSTS</b>	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>	-	-	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year										
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	-	-	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

<b>Service No.</b>	<b>1.290</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>Royal Theatre</b>							

**EXPENDITURE**

Buildings	\$0	\$867,000	\$2,337,000	\$93,000	\$0	\$0	\$3,297,000
Equipment	\$0	\$0	\$462,000	\$44,000	\$0	\$16,500	\$522,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$867,000</b>	<b>\$2,799,000</b>	<b>\$137,000</b>	<b>\$0</b>	<b>\$16,500</b>	<b>\$3,819,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$112,000	\$0	\$0	\$0	\$112,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$680,000	\$0	\$0	\$0	\$680,000
Donations / Third Party Funding	\$0	\$350,000	\$1,055,000	\$0	\$0	\$0	\$1,405,000
Reserve Fund	\$0	\$517,000	\$952,000	\$137,000	\$0	\$16,500	\$1,622,500
	<b>\$0</b>	<b>\$867,000</b>	<b>\$2,799,000</b>	<b>\$137,000</b>	<b>\$0</b>	<b>\$16,500</b>	<b>\$3,819,500</b>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.290

Service Name: Royal Theatre

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	PROJECT BUDGET & SCHEDULE											
				Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total		
20-03	New	Add Balcony & Pit Railings	Add railings to ensure patron safety and comfort	\$ 75,000	B	Res			\$ 75,000						\$ 75,000
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure	\$ 2,293,000	B	Res		\$ 350,000	\$ 375,000	\$ 93,000					\$ 818,000
	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure		B	Other		\$ 350,000	\$ 375,000						\$ 725,000
21-13	Renewal	Plan, Rebuild and Expand Orchestra Pit	Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers	\$ 115,000	B	Cap			\$ 112,000						\$ 112,000
24-01	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle light	Repour and refinish concrete main floor and replacement of seats and aisle lights	\$ 700,000	B	Other			\$ 280,000						\$ 280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle light	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Grant			\$ 280,000						\$ 280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle light	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Res			\$ 140,000						\$ 140,000
24-02	Replacement	Replace Orchestra Shel	Replace 40 year old orchestra she	\$ 750,000	B	Other			\$ 300,000						\$ 300,000
	Replacement	Replace Orchestra Shel	Replace 40 year old orchestra shel		E	Grant			\$ 300,000						\$ 300,000
	Replacement	Replace Orchestra Shel	Replace 40 year old orchestra shel		E	Res			\$ 150,000						\$ 150,000
24-03	Defer	Emergency Repairs	Unforeseen emergency repairs	\$ 50,000	B	Res		\$ 50,000							\$ 50,000
24-04	Renewal	Wardrobe Department Upgrad	Upgrade wardrobe departmer	\$ 83,000	B	Res		\$ 83,000	\$ 100,000						\$ 183,000
24-05	Renewal	Restore Stage Surface	Deep restoration and refinish of stage surfac	\$ 9,000	B	Res		\$ 9,000	\$ 50,000						\$ 59,000
24-06	New	Install Loading Bay Safety Lightin	Install new loading bay safety lightin	\$ 25,000	B	Res		\$ 25,000							\$ 25,000
25-01	Replacement	Replace Seats and Aisle Lights in balcon	Replace 20 year old seats in balcon	\$ 250,000	B	Other			\$ 100,000						\$ 100,000
	Replacement	Replace Seats and Aisle Lights in Balcon	Replace 20 year old seats in balcony		B	Grant			\$ 100,000						\$ 100,000
	Replacement	Replace Seats and Aisle Lights in Balcon	Replace 20 year old seats in balcony		B	Res			\$ 50,000						\$ 50,000
25-02	Replacement	Replace APs and UPS	Replace wireless access points and back up batteri	\$ 12,000	E	Res			\$ 12,000						\$ 12,000
26-01	Replacement	Replace Switches	Replace network switche	\$ 44,000	E	Res				\$ 44,000					\$ 44,000
28-01	Replacement	Replace SRST	Replace Cisco phone communications syster	\$ 16,500	E	Res							\$ 16,500		\$ 16,500
															\$
			<b>GRAND TOTAL</b>	<b>\$ 4,422,500</b>				<b>\$</b>	<b>\$ 867,000</b>	<b>\$ 2,799,000</b>	<b>\$ 137,000</b>	<b>\$</b>	<b>\$ 16,500</b>	<b>\$</b>	<b>\$ 3,819,500</b>

Service:

1.290

Royal Theatre

**Project Number** 20-03

**Capital Project Title** Add Balcony & Pit Railings

**Capital Project Description** Add railings to ensure patron safety and comfort

**Project Rationale** The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.

**Project Number** 21-12

**Capital Project Title** Repair Building Envelope

**Capital Project Description** Repairing building envelope of the 1914 structure.

**Project Rationale** Flagged as immediate priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption

**Project Number** 21-13

**Capital Project Title** Plan, Rebuild and Expand Orchestra Pit

**Capital Project Description** Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers

**Project Rationale** Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations.

**Project Number** 24-01

**Capital Project Title** Repour and refinish concrete main floor and replacement of seats and aisle lights

**Capital Project Description** Repour and refinish concrete main floor and replacement of seats and aisle lights

**Project Rationale** Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life.

Service:

1.290

Royal Theatre

Project Number 24-02

Capital Project Title Replace Orchestra Shell

Capital Project Description Replace 40 year old orchestra shell

Project Rationale Replace 40 year old inappropriate orchestra shell with custom designed shell for professional symphony orchestra to provide the best quality product for patrons and clients.

Project Number 24-03

Capital Project Title Emergency Repairs

Capital Project Description Unforeseen emergency repairs.

Project Rationale Capital funds to accommodate any emergency repairs to the building.

Project Number 24-04

Capital Project Title Wardrobe Department Upgrade

Capital Project Description Upgrade wardrobe department

Project Rationale Upgrade wardrobe department with electrical upgrade, extensive plumbing upgrades, dropped ceiling and drywall to accommodate two more stacked washers and dryers in order to meet clients' requirements.

Project Number 24-05

Capital Project Title Restore Stage Surface

Capital Project Description Deep restoration and refinish of stage surface

Project Rationale Deep restoration and refinish of stage surface to return to fixed level.

**1.290 Royal Theatre  
Asset and Reserve Summary  
2024 - 2028 Financial Plan**

**Asset Profile**

**Royal Theatre**

Assets held by the Royal Theatre service consist of land, Royal Theatre built in 1913 as well as various equipment. Royal Theatre was renovated in 2003 and 2005.

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.290 Royal Theatre Capital Reserve Fund (Bylaw No. 2855)**

**Cost Centre: 101607 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

	<b>Est Actual</b>	<b>Budget</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Beginning Balance</b>	1,235,072	737,072	602,072	25,072	259,072	630,072
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(927,000)	(517,000)	(952,000)	(137,000)	-	(16,500)
<b>Transfer from Operating Budget</b>	379,000	375,000	375,000	371,000	371,000	371,000
<b>Interest Income**</b>	50,000	7,000				
<b>Total projected year end balance</b>	<b>737,072</b>	<b>602,072</b>	<b>25,072</b>	<b>259,072</b>	<b>630,072</b>	<b>984,572</b>

\*\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2024 BUDGET**

### **McPherson Theatre**

#### **Royal and McPherson Theatres Services Advisory Committee Review**

**Service:** 1.295 McPherson Theatre

**Committee:** Finance

**DEFINITION:**

A local service established for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia. Local Services Establishment Bylaw No. 2685, March 10, 1999.

**SERVICE DESCRIPTION:**

This is a service to provide funding for the support of the McPherson Theatre in the City of Victoria. The building is owned by the City of Victoria. The service operates under an agreement with the Royal and McPherson Theatres Society Board who manage the theatre in return for financial support. This building operation was transferred to the CRD for ease of administration with the Royal & McPherson Theatres Society and to recognize the benefits of one organization operating the two theatres (one ticket system, ability to move acts between if financially beneficial, etc.)

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned under section 816(1) of the Municipal Act (Section 803 of the Local Government Act) for the annual cost of the local service will be:

- (a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfer and annual debt servicing payments. The maximum amount will be \$400,000.
- (b) for annual operating expenditures which may also include expenditures of a nature referred to in (a) above, the maximum amount will be \$350,000.

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**

McPHERSON THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payments	307,342	307,342	306,765	-	-	306,765	305,886	304,988	304,070	303,133
Internal Allocations	41,947	41,947	42,524	-	-	42,524	43,403	44,301	45,219	46,156
Interest Charge	300	300	300	-	-	300	300	300	300	300
<b>TOTAL OPERATING COSTS</b>	<b>349,589</b>	<b>349,589</b>	<b>349,589</b>	-	-	<b>349,589</b>	<b>349,589</b>	<b>349,589</b>	<b>349,589</b>	<b>349,589</b>
*Percentage Increase	0.00%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	88,000	88,000	90,000	-	-	90,000	90,000	90,000	94,000	94,000
Transfer to Reserve Fund	348,233	348,233	346,233	-	-	346,233	346,233	346,233	342,233	342,233
<b>TOTAL CAPITAL / RESERVES</b>	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>	-	-	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>
<b>TOTAL COSTS</b>	<b>785,822</b>	<b>785,822</b>	<b>785,822</b>	-	-	<b>785,822</b>	<b>785,822</b>	<b>785,822</b>	<b>785,822</b>	<b>785,822</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-	-	-	-					
Balance C/F from Prior to Current year	-	-								
Grants In Lieu of Taxes	(35,822)	(35,822)	(35,822)	-	-	(35,822)	(35,822)	(35,822)	(35,822)	(35,822)
<b>TOTAL REVENUE</b>	<b>(35,822)</b>	<b>(35,822)</b>	<b>(35,822)</b>	-	-	<b>(35,822)</b>	<b>(35,822)</b>	<b>(35,822)</b>	<b>(35,822)</b>	<b>(35,822)</b>
<b>REQUISITION</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	-	-	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028**

<b>Service No.</b>	<b>1.295</b>	<b>Carry Forward from 2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>TOTAL</b>
	<b>McPherson Theatre</b>							

**EXPENDITURE**

Buildings	\$0	\$270,000	\$300,000	\$238,000	\$190,000	\$0	\$998,000
Equipment	\$0	\$57,000	\$15,000	\$55,000	\$0	\$16,500	\$143,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$327,000</b>	<b>\$315,000</b>	<b>\$293,000</b>	<b>\$190,000</b>	<b>\$16,500</b>	<b>\$1,141,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$327,000	\$315,000	\$293,000	\$190,000	\$16,500	\$1,141,500
	<b>\$0</b>	<b>\$327,000</b>	<b>\$315,000</b>	<b>\$293,000</b>	<b>\$190,000</b>	<b>\$16,500</b>	<b>\$1,141,500</b>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.295

Service Name: McPherson Theatre

				PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total	
21-13	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$ 1,163,000	B	Res		\$ 110,000	\$ 300,000	\$ 238,000	\$ 190,000		\$ 838,000	
22-06	Renewal	Recoating of Fibreglass Façade	Recoating of fibreglass façade	\$ 26,000	B	Res		\$ 26,000					\$ 26,000	
22-07	Renewal	Repair Stand-alone canopie	Repair stand-alone canopie	\$ 5,000	B	Res		\$ -					\$ -	
24-01	Defer	Emergency Repairs	For Unforeseen Emergency Repair	\$ 50,000	B	Res		\$ 50,000					\$ 50,000	
24-02	Replacement	Replace Architectural Detail Lightin	Replace tungsten and quartz architectural lights with LED technolog	\$ 20,000	B	Res		\$ 20,000					\$ 20,000	
24-03	New	Install Loading Bay Safety Lightin	Intall new loading bay safety lightin	\$ 24,000	B	Res		\$ 24,000					\$ 24,000	
24-04	New	Wireless Microphone Expansion Projec	Expand wireless microphone inventor	\$ 57,000	E	Res		\$ 57,000					\$ 57,000	
24-05	Replacement	Remove Concrete Canopie:	Remove concrete canopie:	\$ 40,000	B	Res		\$ 40,000					\$ 40,000	
25-01	Replacement	Replace APs and UPS	Replace wireless access points and back up batterie	\$ 15,000	E	Res			\$ 15,000				\$ 15,000	
26-01	Replacement	Replace Switches	Replace network switches	\$ 55,000	E	Res				\$ 55,000			\$ 55,000	
28-01	Replacement	Replace SRST	Replace Cisco phone communications system	\$ 16,500	E	Res						\$ 16,500	\$ 16,500	
			<b>GRAND TOTAL</b>	<b>\$ 1,471,500</b>			<b>\$ -</b>	<b>\$ 327,000</b>	<b>\$ 315,000</b>	<b>\$ 293,000</b>	<b>\$ 190,000</b>	<b>\$ 16,500</b>	<b>\$ 1,141,500</b>	

Service:

1.295

McPherson Theatre

**Project Number** 21-13

**Capital Project Title** Repair Building Envelope and Restore Façade

**Capital Project Description** Repair building envelope and restore façade

**Project Rationale** Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.

**Project Number** 22-06

**Capital Project Title** Recoating of Fibreglass Façade

**Capital Project Description** Recoating of fibreglass façade

**Project Rationale** Flagged as immediate priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Recoating the fibreglass façade will reduce shredding and breaking down.

**Project Number** 22-07

**Capital Project Title** Repair Stand-alone canopies

**Capital Project Description** Repair stand-alone canopies

**Project Rationale** As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., develop plan to remove concrete roof slabs and replace with a lightweight steel structure which will reduce seismic weight of the canopies by 80%.

**Project Number** 24-01

**Capital Project Title** Emergency Repairs

**Capital Project Description** For Unforeseen Emergency Repairs

**Project Rationale** Capital funds to accommodate any emergency repairs to the building.

**Service:** 1.295 McPherson Theatre

**Project Number** 24-02

**Capital Project Title** Replace Architectural Detail Lighting

**Capital Project Description** Replace tungsten and quartz architectural lights with LED technology

**Project Rationale** Replace tungsten and quartz architectural lights with LED fixtures for reduced heat load, reduced electrical consumption and brighter, higher quality of light for patron comfort and safety in the audience chamber

**Project Number** 24-03

**Capital Project Title** Install Loading Bay Safety Lighting

**Capital Project Description** Install new loading bay safety lighting

**Project Rationale** Install new safety lighting for loading and unloading to the McPherson stage. The City of Victoria bike lane install has altered the location that the majority of the stage crew work when loading trucks and there is no safety lighting in this area.

**Project Number** 24-04

**Capital Project Title** Wireless Microphone Expansion Project

**Capital Project Description** Expand wireless microphone inventory

**Project Rationale** Expanding the inventory of wireless microphones to meet the service level requirements of clients.

**Project Number** 24-05

**Capital Project Title** Remove Concrete Canopies

**Capital Project Description** Remove concrete canopies

**Project Rationale** As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., the current concrete canopies are deficient under current seismic loads and will become a safety risk. In preparation of replacing with a lightweight steel structure, the concrete roof slabs must be removed.

Service:

1.295

McPherson Theatre

Project Number 25-01

Capital Project Title Replace APs and UPS

Capital Project Description Replace wireless access points and back up batteries

Project Rationale Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 26-01

Capital Project Title Replace Switches

Capital Project Description Replace network switches

Project Rationale Replace switches in the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 28-01

Capital Project Title Replace SRST

Capital Project Description Replace Cisco phone communications system

Project Rationale Replace Cisco phone communications as required by CRD Information Technology replacement plan.

**1.295 McPherson Theatre  
 Asset and Reserve Summary  
 2024 - 2028 Financial Plan**

**Asset Profile**

**McPherson Theatre**

Assets held by the McPherson Theatre service consist of new upgrades to McPherson Theatre built in 1914 as well as various equipment.

**Capital Reserve Fund Schedule**

**Reserve Fund: 1.295 McPherson Playhouse Capital Reserve Fund (Bylaw No. 3270)**

Cost Centre: 101899 (PLO)

Capital Reserve Fund

Projected year end balance

	Est Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	2,390,503	2,220,736	2,341,969	2,373,202	2,426,435	2,582,668
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(618,000)	(327,000)	(315,000)	(293,000)	(190,000)	(16,500)
<b>Transfer from Operating Budget</b>	348,233	348,233	346,233	346,233	346,233	342,233
<b>Interest Income*</b>	100,000	100,000				
<b>Total projected year end balance</b>	<b>2,220,736</b>	<b>2,341,969</b>	<b>2,373,202</b>	<b>2,426,435</b>	<b>2,582,668</b>	<b>2,908,401</b>

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# 10 Arts & Recreation



Residents have access to appropriate and affordable arts and recreation opportunities that enhance quality of life

## 01 Strategy

### STRATEGIES & PLANS

- › [Panorama Recreation Strategic Plan](#) › [CRD Arts & Culture Support Service Strategic Plan](#)
- › [SEAPARC Strategic Plan](#)

### CORPORATE PLAN GOALS

- 10a Support, promote & celebrate the arts
- 10b Sustain & enhance arts throughout the region
- 10c Affordable recreation opportunities that improve livability

## 02 Contacts

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### 03 Operating Context

#### ACHIEVEMENTS IN 2023

1. CRD Arts and Culture hosted the Arts Champions Summit on May 17, 2023 at the Baumann Centre, which gathered over 100 arts leaders and supporters to celebrate sector innovations, spark new collaborations, and collect sector feedback on community needs and opportunities.
2. After an extensive public engagement process, the CRD Arts Commission approved a new strategic plan for the Arts & Culture Support Service with a refreshed Mission and Vision for 2024-27.
3. Panorama Recreation received the BC Recreation and Parks Association's Facility Excellence Award for facilities under \$3 million, for the Jumpstart Multi Sport Court.
4. SEAPARC completed a 20-year capital plan to support asset management.

#### FACTORS THAT WILL AFFECT OUR OPERATIONS IN 2024 AND BEYOND

##### Arts

- Sustaining and increasing investment in the arts is strongly tied to local and global economic trends that affect municipalities' ability and desire to provide support.
- Many arts and cultural organizations have also demonstrated tremendous resilience, adaptability, and innovation throughout the pandemic with 84.3% of surveyed Operating and Project Grant recipients developing alternative programming, relying heavily on digital formats such as live-streaming and virtual gatherings.
- Statistics Canada reports that, on a provincial level, arts and culture work is a fast-growing economic sector. From 2010-21, the number of culture jobs in British Columbia increased by 28% and the culture sector GDP per capita increased by 7%, both are the fastest increases in Canada in those respective measures (adjusted for population growth and inflation).

##### Panorama Recreation

- COVID-19 impact on services has diminished. Registered programs have returned to pre-pandemic levels, and drop-in programs are at 91% of pre-pandemic levels as of June 2023.
- A competitive job market throughout the region continues to challenge operations and may impact service delivery.
- The Panorama Strategic Plan 2022-2026 sets the direction for the future of our services by prioritizing several infrastructure investments that will result in increased capacity and require staffing adjustments.
- Planning is underway for the construction of a covered multi-sport box in Central Saanich. This new facility will provide year-round space for lacrosse, pickleball, roller hockey, and recreation programming. Construction is expected to be complete in Winter 2025.
- Management and operations planning has begun for Panorama Recreation to assume the operation of recreation facilities for partnering areas. This may include tennis courts, pickleball courts, sports fields and programming spaces for North Saanich, Central Saanich and Sidney.
- Design work and cost analysis has begun for enhancements to arena dressing rooms and adjacent support spaces to modernize them, with a focus on equity and functionality.

### Sooke and Electoral Area Parks and Recreation (SEAPARC)

- The SEAPARC aquatic and arena facilities are aging. Financial impacts of new infrastructure to support a growing community and plans for renewal/replacement need to be balanced in the capital plan to ensure service continuity. A long-term asset management plan has been completed to inform financial planning. Climate goal considerations for recreational facilities will also have financial implications on the capital plan.
- A competitive job market throughout the region continues to challenge operations.
- Projected population growth within the District of Sooke and Juan de Fuca (JdF) Electoral Area will increase demand for recreational programs and services.
- SEAPARC will undertake a new strategic plan in 2024 to provide direction for 2025-2035.
- SEAPARC is participating in a regional initiative, under the umbrella of The Village Initiative, to improve access to local programs and opportunities for youth to assist in the prevention of crime and vandalism, while strengthening regional service coordination.

### OPERATIONAL STATISTICS

#### Arts

1. In 2022, the CRD Arts and Culture delivered **six granting intakes for five different granting programs**: Operating Grants, Projects Grants (two intakes), IDEA Grants, Equity Grants, and Incubator Grants.
2. In 2022, the six granting intakes received a combined total of **119 applications**, which are reviewed by staff and adjudicated through assessment teams of the Arts Advisory Council.
3. In 2022, a record-high **95 of these applicants received funding** through these grant programs.
4. In terms of outreach capacity, in 2022, the CRD Arts and Culture e-newsletter grew to over **800 subscribers** who receive information about launches of grant programs, information sessions, and other notifications about opportunities in the arts sector in the capital region.
5. Performance, in terms of outcomes, is measured against social and economic indicators as outlined in Section 6.

## 04 Services

The services listed below rely on the support of several corporate and support divisions to operate effectively on a daily basis. More information about these services is available in the Corporate Services and Government Relations Community Need Summaries.

### Arts

#### SERVICE BUDGET REFERENCES<sup>1</sup>

- › 1.297 Arts Grants and Development
- › 1.290 Royal Theatre
- › 1.295 McPherson Theatre

#### 1. ARTS & CULTURE SUPPORT SERVICE

##### Description

Supports, champions and develops arts and cultural activities for the benefit of the community through funding programs and outreach activities.

##### What you can expect from us

- ▶ Deliver five granting programs: Operating Grants, Project Grants, IDEA (Innovate, Develop, Experiment, Access) Grants, Equity Grants, and Incubator Grants.
- ▶ Provide support to organizations on not-for-profit structure, governance, and capacity development in general and as it relates to Arts Service programs.
- ▶ Provide support to Arts Commission by maintaining accountable processes for allocation of program budgets.
- ▶ Respond to inquiries on funding (CRD and other sources) within three business days.
- ▶ Collect data about trends and impact of arts and culture for internal use and for dissemination to arts communities.
- ▶ Manage publically available online database of regional public art.
- ▶ Connect and facilitate dialogue within the regional arts community and with CRD through biennial summit, social media presence, e-newsletter, and funding application workshops.

##### Staffing Complement

Arts & Culture Support Service: **2.8 FTE (includes 0.8 FTE Manager and 1 FTE Administrative Support)**

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<sup>1</sup> Service budget(s) listed may fund other services

### 2. THE MCPHERSON PLAYHOUSE SERVICE

#### Description

Contribution agreement for the municipal support of the theatre.

#### What you can expect from us

- ▶ Provides capital and operational support for pleasure, recreation and community uses related to the McPherson Playhouse Theatre

#### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

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### 3. THE ROYAL THEATRE SERVICE

#### Description

Contribution agreement for the municipal support of the theatre.

#### What you can expect from us

- ▶ Provides capital and operational support for pleasure, recreation and community uses related to the Royal Theatre.

#### Staffing Complement

Arts & Culture Support Service: **0.1 FTE (Manager only)**

## Panorama Recreation

### SERVICE BUDGET REFERENCES<sup>2</sup>

- › 1.44X Panorama Recreation Centre

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### 3. PENINSULA RECREATION

#### Description

Provides recreational programming and maintains recreational facilities in North Saanich. Peninsula Recreation also operates satellite locations, including Greenglade Community Centre, Central Saanich Cultural Centre and North Saanich Middle School. Greenglade Community Centre has become a valuable asset for the delivery of recreation programs and services.

#### What you can expect from us

For Panorama Recreation Centre, administration of the delivery of programs and services for:

- ▶ Two arenas
- ▶ An indoor swimming pool and indoor leisure pool with the tallest, wheelchair-accessible waterslide in the region
- ▶ Four indoor tennis courts, two outdoor tennis courts and squash and racquetball courts
- ▶ Weight room and fitness studio
- ▶ Three small multi-purpose rooms
- ▶ A 13,200 square foot outdoor Jumpstart Multi Sport Court

For Greenglade Community Centre, amenities include:

- ▶ Gymnasium
- ▶ Activity rooms for program use
- ▶ Pottery studio
- ▶ Weight and fitness room, mind and body studio and dance studio
- ▶ Teen lounge and sports fields
- ▶ Licensed childcare
- ▶ Community Garden

For North Saanich Middle School, operating agreement with Saanich School District 63 for the use of facility spaces outside of school hours to deliver programs and services:

- ▶ Gymnasium
- ▶ Multipurpose room
- ▶ Multipurpose dance/fitness studio
- ▶ Foods and textiles room

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<sup>2</sup> Service budget(s) listed may fund other services

For Central Saanich Cultural Centre, operating agreement with Central Saanich for the use of:

- ▶ Two activity rooms for program use

### Staffing Complement

Panorama Recreation: **36.85 FTE (includes Manager and Administrative Support)**

## SEAPARC

### SERVICE BUDGET REFERENCES<sup>3</sup>

- › 1.40X SEAPARC – Facilities & Recreation

## 4. SEAPARC

### Description

Provides recreational programming and maintains recreational facilities with a focus on the citizens of the District of Sooke and the JdF Electoral Area.

### What you can expect from us

Administration of:

- ▶ Ice arena/dry floor
- ▶ Aquatic center
- ▶ Community recreation programs
- ▶ Facility and grounds maintenance
- ▶ Program, multi-purpose and boardroom spaces
- ▶ Slo-pitch field and baseball diamond
- ▶ Bike park
- ▶ Skateboard park
- ▶ Joint Use Agreement with School District 62
- ▶ Community Events
- ▶ Multi-use trail
- ▶ DeMamiel Creek golf course
- ▶ Fitness studio and programs
- ▶ Weight Room
- ▶ Outdoor sport box

### Staffing Complement

SEAPARC: **19.1 FTE (includes Manager and Administrative Support)**

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<sup>3</sup> Service budget(s) listed may fund other services

## 05 Initiatives

Below are the initiatives listed in the [Capital Regional District 2023-2026 Corporate Plan](#) and the related initiative business cases (IBCs), including financial and staffing impacts, proposed for 2024. The financial impacts reflect full program costs, including cost of staffing.

Initiative	Implementation year(s)	Impacts in 2024	
10a-1 Develop and implement a revised Arts & Culture Support Service Strategic Plan	2023-2026	-	-
10b-1 Scale up regional participation in the CRD Arts & Culture Support Service	2026	-	-
10b-2 Scale up regional support for performing art facilities within the region	2026	-	-
10c-1 Consider service expansions to address gaps and opportunities, as they emerge	Ongoing	-	-
▶ <b>NEW IBC 10c-1.1</b> Peninsula Recreation – Management and Operations Planning	2024-ongoing	\$27K requisition	Auxiliary
▶ <b>NEW IBC 10c-1.2</b> Peninsula Recreation – Facility Maintenance Supervisor	2024-ongoing	\$30K fee-for-service	0.9 New Ongoing
10c-2 Regularly monitor and review services to determine appropriate types of recreational programming and recovery rates to meet Community Needs	Ongoing		
▶ <b>FUTURE IBC 10c-2.1</b> SEAPARC – Maintain Reception Staffing	Planned for 2025	\$ - cost offset	0.5 Auxiliary Converted
▶ <b>NEW IBC 10c-2.2</b> SEAPARC – Manager of Operations	2024-ongoing	\$157K fee-for-service	1 New Ongoing
10c-3 Develop and implement a long-term strategic plan for SEAPARC	2024	\$50K Fee-for-service	-
10c-4 Undertake a review of youth-focused programming at SEAPARC	2023-2025	-	-

## 06 Performance

### GOAL 10A: SUPPORT, CHAMPION & DEVELOP THE ARTS

#### Targets & Benchmarks

Through funding programs and other activities, the Arts & Culture Support Service amplifies the contribution that arts organizations make to economic sustainability, community vitality and quality of life across the region and their role in providing a wide range of activities for citizens and visitors.

#### Measuring Progress

Ref	Performance Measure(s)	Type	2022 Actual	2023 Forecast	2024 Target	Desired trend
<b>Social Contributions</b>						
1	Total number of CRD-funded events <sup>1</sup>	Quantity	11,000	12,000	12,500	↗
2	Total attendees at CRD-funded arts events <sup>2</sup>	Quantity	3,000,000	3,300,000	3,500,000	↗
3	Total number of grants distributed <sup>3</sup>	Quantity	95	93	100	↗
4	First-time grant recipients <sup>4</sup>	Quantity	15	13	16	↗

<sup>1-4</sup> Data from 2021 Arts & Culture Progress Report

#### Economic Contributions

5	Total funding invested (via CRD grants) in grant recipients <sup>5</sup>	Quantity	\$2,601,270	\$2,684,670	\$2,778,000	↗
6	Total culture GDP (\$M) generated in CRD <sup>6</sup>	Quantity	\$800.0	\$820.0	\$840.0	↗
7	Total culture jobs generated in CRD <sup>7</sup>	Quantity	10,000	10,500	11,000	↗

<sup>5</sup> Data from 2021 Arts & Culture Progress Report

<sup>6-7</sup> Data from Statistics Canada based on forecasts from Cultural Satellite Account

#### Discussion

##### Social Contributions

1. The number of events and workshops rose sharply in 2022, due to the restarting of in-person events in 2022 after COVID-19 restrictions were lifted in late 2021.
2. 2022 saw pent-up demand for in-person attendance increasing as soon as event and gathering restrictions were loosened.

3. In 2022, the number of grants distributed was similar to the previous year, which was an all-time high.
4. CRD Arts and Culture conducts promotion of its programs and targeted outreach to eligible organizations, all in an effort to enlarge the pool of grant applicants. Funding more first-time applicants is an effective method of diversifying the variety of arts projects activated and audiences engaged.

### Economic Contributions

5. Total arts grant funding has remained consistent throughout the pandemic and continues to have modest increases in 2023.
6. The most recent GDP data from Statistics Canada is from 2020, which shows the pandemic pullback in activity. With the restart of arts activities in 2021 and 2022, it is expected that GDP will rebound to prior levels at minimum.
7. The most recent jobs data from Statistics Canada is from 2020, which shows the impact of the COVID-19 pullback in economic activity. The long-term trend, however, has been a continued increase in culture jobs.

## GOAL 10B: SUSTAIN & ENHANCE ARTS THROUGHOUT THE REGION

### Targets & Benchmarks

1. To scale up participation in the Arts and Culture Support Service will require new jurisdictions to join this service.
2. To scale up support for performing arts facilities would require more funding, which could be pursued through multiple methods, including through existing services.

### Measuring Progress

Ref	Performance Measure(s)	Type	2022 Actual	2023 Forecast	2024 Target	Desired trend
1	Increase the number of participants in the Arts and Culture Support Service <sup>1</sup>	Quantity	9	9	10	↗
2	Increase the support available for performing arts facilities (\$M)	Quantity	\$1.33	\$1.33	\$1.38	↗

<sup>1</sup> Currently there are nine participating jurisdictions in this service.

### Discussion

1. The ability to add participants to this service is dependent on external factors, namely the interest level of willingness of non-participating jurisdictions to join the service through the council consent process.
2. The ability to increase support to the Royal Theatre and McPherson Playhouse is also dependent on external factors, namely that current participants support amending bylaws to remove the current fixed maximum contribution amount.

## GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – PANORAMA RECREATION

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

Performance Measure(s)	Service	Type	2022 Actual	2023 Forecast	2024 Target
<b>1 Offer programs that meet community need</b>	Program success rate <sup>1</sup>	Quality	85%	88%	85%
	Program participation rate <sup>2</sup>	Quantity	83%	86%	85%
<b>2 Maximize participation levels in drop-in recreation programs and services <sup>3</sup></b>	Aquatics	Quantity	121,474	170,487	194,869
	Arena during ice season	Quantity	8,577	11,931	13,392
	Fitness classes	Quantity	21,039	29,574	33,147
	Weights	Quantity	98,762	148,557	187,206
	Sports	Quantity	2,084	6,252	8,025
	Community Recreation	Quantity	4,239	4,271	4,280
<b>3 Increase new program offerings and maximize revenue <sup>4</sup></b>	New program offerings <sup>5</sup>	Quality	45	30	35
	Registered programs revenue <sup>6</sup>	Quantity	\$1,833,424	\$1,988,967	\$1,910,850
	Admissions – single admission <sup>7</sup>	Quantity	\$352,050	\$417,288	\$346,812
	Admissions – punch pass <sup>8</sup>	Quantity	\$724,918	\$943,318	\$1,172,045

<sup>1</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>2</sup> Average participation rate of courses, as a percentage of maximum course capacity reached, on average across all programs. Calculated by number of participants registered divided by the maximum capacity of the program. Data from recreation software Activity Registration Summary.

<sup>3</sup> Total annual visitors to drop-in reservable programs given capacity and staffing limitations; data from recreation software Daily Attendance Report – Date Range.

<sup>4</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators.

<sup>5</sup> New program is defined as a program not offered in the prior year.

<sup>6</sup> Revenue generated by registration in programs.

<sup>7</sup> Revenue generated by single admission purchase.

<sup>8</sup> Revenue generated by punch pass and timed pass purchases.

### Discussion

**Metric 1:** Course participation has been added as an additional benchmark for Metric 1. Course participation reflects how full courses are on average, based on the number of participants registered relative to the total spaces available.

A target participation rate of 85% represents service delivery, which balances diversity of programming, alignment with community need, and financial sustainability.

**Metric 2:** Attendance continues to recover to pre-pandemic levels. June 2023 attendance is at 91% of June 2019, up from 77% in 2022.

**Metric 3:** The Lifesaving Society Swim for Life program was adopted in 2022 to replace the Canadian Red Cross program, which was phased out across Canada in 2022. The implementation of this program in 2022 led to a higher number of new programs than anticipated.

Licensed childcare program revenue is reduced from 2022 and 2023 as a result of increased funding from Child Care Operating Fund (CCOF) for Fee Reduction Initiative which directly reduces the fees paid by the public. The decrease in program revenue is reflected in a comparable increase in grant funding revenue. Projected CCOF funding for 2024 is \$229,270.

## GOAL 10C: AFFORDABLE RECREATION OPPORTUNITIES THAT IMPROVE LIVABILITY – SEAPARC

### Targets & Benchmarks

The metrics reflect attendance and overall success of programs and services, which show that what is offered to the community meets its needs and is affordable.

### Measuring Progress

Performance Measure(s)	Service	Type	2022 Actual	2023 Forecast	2024 Target
<b>1 Deliver fitness programs and service that meet community need and recover operation investment <sup>1</sup></b>	Fitness/Weights admissions	Quantity	\$22,838	\$57,000	-
	Membership sales	Quantity	\$289,258	\$431,000	-
<b>2 Manage user funding at approximately 30% <sup>2</sup></b>	-	Quality	30.6%	32%	35%
<b>3 Increase Community Recreation program revenue by each year <sup>3</sup></b>	-	Quantity	\$180,378	\$216,000	-
<b>4 Offer programs that meet community need</b>	Program offering success rate <sup>4</sup>	Quality	73%	75%	78%
<b>5 Maximize participation levels in drop-in recreation programs and services <sup>5</sup></b>	Aquatics	Quantity	74,170	78,000	82,000
	Arena	Quantity	10,401	12,000	12,250
	Fitness classes	Quantity	4,449	6,500	6,800
	Weights	Quantity	26,421	45,000	47,250
	Golf	Quantity	18,800	22,000	22,500
	Community Recreation	Quantity	1,024	1,900	2,000
<b>6 Increase new program offerings and maximize revenue</b>	New program offerings <sup>6</sup>	Quality	24	17	15
	Registered programs revenue <sup>7</sup>	Quantity	\$346,524	\$472,000	\$522,000
	Admissions – single admission <sup>8</sup>	Quantity	\$226,600	\$364,000	\$400,500
	Membership revenue - general <sup>9</sup>	Quantity	\$219,796	\$350,000	\$399,250
	Membership revenue – golf <sup>10</sup>	Quantity	\$69,462	\$81,000	\$85,000

<sup>1</sup> Fitness & weight room admission revenue and revenue from all membership sales.

<sup>2</sup> User funding or tax investment (without debt).

<sup>3</sup> Total registered programs revenue (gross revenue) generated by registration in community recreation programs; data from recreation software General Ledger

<sup>4</sup> Proportion of registered programs offered to the public that proceed, as minimum registration levels have been met. Calculated by programs that run divided by programs offered. Data from recreation software Activity Registration Summary.

<sup>5</sup> Total annual visits to drop-in programs by program area. Data from Membership Pass Scan report, Drop-in Sales report and Activity Registration Summary report.

<sup>6</sup> Data from recreation software General Ledger, Activity Registration report and program coordinators. New program is defined as a program not offered in the prior year.

<sup>7</sup> Total revenue generated by registration in programs. Data from General Ledger.

<sup>8</sup> Revenue generated by single admission purchase, including golf. Data from General Ledger.

<sup>9</sup> Revenue recognized from SEAPARC membership pass sales (excludes golf). Data from General Ledger.

<sup>10</sup> Revenue recognized from golf membership pass sales. Data from General Ledger.

### Discussion

**Metric 1:** The weight room and fitness classes have returned to drop-in operations post-COVID and fitness class offerings have increased. This has resulted in a trend of increased admissions and membership pass sales. Membership sales increase may also be supported by population growth. These metrics will be discontinued in 2024 and replaced with Metrics 5 & 6.

**Metric 2:** The projected increase in membership sales will contribute to an increase in proportion of user funding as there is generally only a small increase in expense associated with drop-in services.

**Metric 3:** A return of the licensed preschool program in 2022 and continuing through 2023 is the main factor in the increase in community recreation revenue.

**Metric 4:** The goal is to be responsive to community needs by offering desired programs, contributing to a high success rate. Each season program coordinators evaluate the success of programs and discontinue or adjust those that have a pattern of being cancelled and try out new programs based on feedback.

**Metric 5 & 6:** This metric reflects current trends with increased admission, membership and registered program revenue, as well as increased fees as approved in the fees & charges bylaw. The trend is particularly strong with the weight room and fitness, with quickly increasing demand for these services.

## 07 Business Model

### Arts

<b>PARTICIPANTS</b>	Arts & Culture Support Service: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Metchosin, Highlands, Sooke, and Southern Gulf Islands.  The McPherson Playhouse Service: Victoria  The Royal Theatre Service: Saanich, Victoria, Oak Bay
<b>FUNDING SOURCES</b>	Requisitions
<b>GOVERNANCE</b>	Arts & Culture Support Service: <a href="#">Arts Commission</a>  Theatres: <a href="#">Royal and McPherson Theatres Services Advisory Committee</a>

### Panorama Recreation

<b>PARTICIPANTS</b>	Sidney, Central Saanich and North Saanich
<b>FUNDING SOURCES</b>	Requisitions, grants, sponsorships, donations and non-tax revenue
<b>GOVERNANCE</b>	<a href="#">Peninsula Recreation Commission</a>

### SEAPARC

<b>PARTICIPANTS</b>	Sooke and JdF EA
<b>FUNDING SOURCES</b>	Requisition (75% Sooke, Juan de Fuca Electoral Area 25%), grants, sponsorships, donations, non-tax revenue
<b>GOVERNANCE</b>	<a href="#">Sooke and Electoral Area Parks and Recreation Commission</a>



Making a difference...together

**REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION  
MEETING OF TUESDAY, AUGUST 22, 2023**

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**SUBJECT     2023/24 B.C. ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT  
APPLICATION – MERCHANT MEWS PATHWAY**

**ISSUE**

To seek support to submit an Active Transportation Infrastructure Grant application for the construction of the Merchant Mews pathway project.

**BACKGROUND**

Island Pathways (IP) will soon complete the preliminary design of the Merchant Mews Pathway. As a component of the preliminary design, IP has also produced a Class C estimate for the construction phase of the project in the amount of \$130,000. This estimate was produced in 2022 and was used in a previous grant application. To account for inflation to the actual expected date of construction \$30,000 will be added to this amount, ~ 23%. As a part of the grant application, staff must submit a Class C or better construction cost estimate as well as a Board resolution indicating support for the project. The current 2023-2027 Capital Plan indicates grant funding for the construction of the pathway in 2023 in the amount of \$200,000. The grant amount is a percent of eligible funding based on population and Salt Spring Island qualifies for up to 70% of the total eligible costs for the project (population less than 15,000).

The project aligns with the following Active Transportation Infrastructure grant funding criteria:

- Projects funded **prior to** 2022/23 by BC Active Transportation Grants must be completed by application submission date.
- Project is part of an active transportation network plan or equivalent
- Project can begin construction once provincial funding has been announced
- Projects will be completed by March 2025 (projects under \$1 million)
- Projects are open to the public

Based on the IP total project estimate of \$160,000 (inflation adjusted), the grant will fund \$112,000 and the remaining balance of \$48,000 may be eligible for Community Works Fund program. The Community Works Fund can be counted as the applicants share toward the total project costs. There are sufficient funds in the Capital Reserves to fund the local government share should CWF not be approved, and the 2024 Five Year Financial Plan may be amended to allocate the local share portion to the project.

**ALTERNATIVES**

*Alternative 1:*

The Salt Spring Island Local Community Commission recommends that the Capital Regional District Board recommends to the Capital Regional District Board:

That approval be given to submit a 2023/24 Active Transportation Infrastructure grant application for the Salt Spring Island Merchant Mews pathway project in the amount of \$160,000; and further that the project proceed as soon as project funding is approved and local weather conditions allow.

*Alternative 2:*

The Salt Spring Island Local Community Commission refer back to staff to evaluate a different project for possible submission for the Active Transportation Infrastructure grant.

**IMPLICATIONS**

*Alternative 1:*

The Merchant Mews pathway project meets a mandatory requirement that the proposed project is “shovel ready”.

The project is in the 2023 Five Year capital plan and there are sufficient funds in reserves projected to be \$284,522 at the end of 2023 to match the applicant’s share of the total estimated project costs should CWF funding not be approved.

The project is in alignment with the Board priority for community wellbeing – transportation and housing initiative to work with government/community partners to plan for and deliver an effective, long-term, regional, multi-modal transportation system and to increase use of public transit, walking and cycling.

*Alternative 2:*

A request for further information to evaluate another project will further delay the project and risk missing the grant application deadline of October 27, 2023. The Merchant Mews pathway project is shovel ready with completed designs and cost estimates.

**CONCLUSION**

The CRD has been working with Islands Pathway, a local island volunteer group who advocate and contribute their time in planning and constructing pathways to improve safe active transportation options on Salt Spring Island. Island Pathways was awarded a contract to complete construction designs for this pathway and cost estimates. The Active Transportation Infrastructure Grant program is an excellent opportunity to fund the construction phase of the Merchant Mews Pathway project and should be pursued.

**RECOMMENDATION**

The Salt Spring Island Local Community Commission recommends that the Capital Regional District Board recommends to the Capital Regional District Board:

That approval be given to submit a 2023/24 Active Transportation Infrastructure grant application for the Salt Spring Island Merchant Mews pathway project in the amount of \$160,000; and further that the project proceed as soon as project funding is approved and local weather conditions allow.

Submitted by:	Dean Olafson, P. Eng., MBA, Manager of Engineering, SSI Electoral Area
Concurrence:	Karla Campbell, MBA, BPA, Senior Manager, SSI Electoral Area
Concurrence:	Kristen Morley, J.D., Acting Chief Administrative Officer

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

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**SUBJECT**     **Bylaw No. 4572 – Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023**

**ISSUE SUMMARY**

Capital Regional District (CRD) Bylaw No. 3478, “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007” requires an amendment to add one new participant to the service.

**BACKGROUND**

The Core Area Liquid Waste Management Plan (LWMP) contains a commitment by the CRD to develop and implement a management program for onsite sewage (septic) systems. In 2008, the CRD Board adopted Bylaw No. 3478 to establish a service for the municipalities of District of Saanich, Town of View Royal, City of Colwood and City of Langford (approximately 7,400 septic systems) to prevent the environmental degradation and public health risks associated with poorly maintained onsite sewage systems. The Township of Esquimalt, District of Oak Bay and City of Victoria were not included as participants in the service, as they reported having no septic systems.

This service has a regulatory bylaw (CRD Bylaw No. 3479, “Onsite Sewage System Maintenance Bylaw, 2007”) that sets requirements for the maintenance of onsite sewage systems and establishes the ability for the CRD to regulate these requirements through ticketing.

To meet a requirement of the Saanich Peninsula LWMP, the District of North Saanich has requested to join the Onsite Wastewater Management Service starting in 2024 (Appendix A) so that the CRD can educate septic system owners, apply and enforce the CRD’s onsite regulatory bylaw in the District of North Saanich. The District of Central Saanich and the Town of Sidney have no LWMP commitment for onsite management. However, they will be reminded of the opportunity for CRD service participation in an upcoming Saanich Peninsula LWMP Technical Advisory Committee process anticipated to begin in early 2024.

CRD staff have prepared Bylaw No. 4572 “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023” (Appendix B) to amend Bylaw No. 3478 by adding the District of North Saanich to the service area. This change is shown in a blackline version of Bylaw No. 3478 (Appendix C).

**ALTERNATIVES**

*Alternative 1*

1. That Bylaw No. 4572, “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023”, be introduced and read a first, second and third time;
2. That participating area approval be obtained from two-thirds consent of participants;

3. That Bylaw No. 4572 be forwarded to the local public health officer for comment; and
4. That Bylaw No. 4572 be referred to the Inspector of Municipalities for approval.

*Alternative 2*

That Bylaw No. 4572 be deferred pending further information from staff.

**IMPLICATIONS**

*Financial Implications*

After adoption of this amendment by the CRD Board, the 2024 budget for the Onsite Wastewater Management Service will be increased with a requisition for the new participant at the same rate as the existing participants (approximately \$18.14 per property with a septic system).

*Environmental Implications*

The District of North Saanich has an approximate total of 2,465 septic systems and through participation in the CRD's Onsite Wastewater Management Service will achieve an improved level of protection for the environmental quality of their watersheds and shorelines. The Service uses education and guidance to septic system owners to provide them with the necessary information to appropriately maintain their septic systems. The Service also maintains relationships and information sharing with septic system maintenance operators in the region and their professional associations. Ticketing is available under CRD Bylaw No. 3479 when required to resolve non-compliance issues causing environmental contamination.

*Regulatory Implications*

After the District of North Saanich is added as a participant in the CRD Onsite Wastewater Management Service, the CRD will apply a regulatory maintenance bylaw to all septic systems in North Saanich. This will satisfy one of North Saanich's commitments under the Saanich Peninsula Liquid Waste Management Plan.

The District of North Saanich also approved a resolution to consult with CRD staff regarding enhanced maintenance for properties within the Coles Bay Watershed. Participation in the Onsite Wastewater Management Service is a significant contribution by North Saanich towards a commitment to work together with the Pauquachin First Nation to improve conditions and work towards restoring shellfish harvesting in Coles Bay. Following their inclusion in the Onsite Wastewater Management Service, CRD staff will work with the District of North Saanich to determine what enhanced regulations could be applied to this specified geographic area under CRD Bylaw No. 3479.

*Legal Implications*

In accordance with the *Public Health Bylaws Regulation*, BC Reg 42/2004, as an amendment relating to the maintenance of sanitary conditions, the local public health officer must be consulted prior to adoption. Consultation in this case likely consists of notice, as the content of the service is not changing, merely the optional participation in the service.

**CONCLUSION**

The Capital Regional District’s (CRD) Onsite Wastewater Management Service currently operates a service to prevent the environmental degradation and public health risks associated with poorly maintained onsite sewage systems. The current service area includes the boundaries of the District of Saanich, the Town of View Royal, the City of Colwood and the City of Langford. The District of North Saanich has requested to be added to the CRD Onsite Wastewater Management Service. CRD Bylaw No. 3478, “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007” requires an amendment to add the new participant to the service whereby the CRD will educate and guide septic system owners in the new service area to appropriately maintain their septic systems and apply and enforce the CRD’s onsite regulatory bylaw as needed.

**RECOMMENDATION**

1. That Bylaw No. 4572, “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023”, be introduced and read a first, second and third time;
2. That participating area approval be obtained from two-thirds consent of participants;
3. That Bylaw No. 4572 be forwarded to the local public health officer for comment; and
4. That Bylaw No. 4572 be referred to the Inspector of Municipalities for approval.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio, Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Letter from the District of North Saanich regarding CRD Bylaw No. 3478 Management of Onsite Sewage Systems Service Establishment Bylaw, 2007 (September 27, 2023)
- Appendix B: Bylaw No. 4572 “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023”
- Appendix C: Blackline version of Bylaw No. 3478, “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007”

September 27, 2023

Via email to: [kmorley@crd.bc.ca](mailto:kmorley@crd.bc.ca)

Kristen Morley, General Manager  
Corporate Services, Capital Regional District  
625 Fisgard Street  
Victoria, BC V8W 1R7

Dear K. Morley:

**Re: CRD Bylaw No. 3478, Management of Onsite Sewage Systems Service Establishment  
Bylaw, 2007**

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At the Regular meeting of Council held September 25, 2023, the District of North Saanich Council approved the following resolutions:

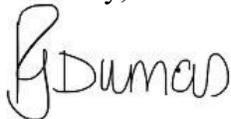
1. *“That Council join the CRD’s Bylaw No. 3478 for the regulation and maintenance of onsite sewage systems”.*
2. *“That Council direct Staff to consult with the CRD regarding adding an enhanced maintenance aspect to Bylaw No. 3478 and determine the cost and required resources to include properties within the Coles Bay watershed”.*
3. *“Appoint the Director of Infrastructure Services as a dedicated staff liaison with Pauquachin First Nation on this initiative as outlined in Staff Report No. IS-23-017”.*

Attached for your reference, please find a copy of Staff Report No. IS-23-017.

We look forward to hearing from you in respect of next steps.

Should you have any questions or concerns relating to this matter, please do not hesitate to contact me at 250-655-5453 or [RDumas@northsaanich.ca](mailto:RDumas@northsaanich.ca).

Sincerely,



Rachel Dumas

Director of Corporate Services

Encls: Staff Report No. IS-23-017, and supporting attachments



# STAFF REPORT

To: Stephanie Munro  
Interim Chief Administrative Officer

Date: September 25, 2023

From: Ben Martin  
Director of Infrastructure Services

File: 0400-60\FN Governments  
\Staff Report IS-23-017 &  
0640-60\IS-23-017

Re: **Stormwater Quality in Coles Bay – Joining CRD Bylaw No. 3479**

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## **RECOMMENDATION(S):**

That Council:

- 1) Join the CRD's Bylaw No. 3479 for the regulation and maintenance of onsite sewage systems; and
- 2) Direct staff to consult with the CRD regarding adding an enhanced maintenance aspect to Bylaw No. 3479 and determine the cost and required resources to include properties within the Coles Bay watershed; and
- 3) Appoint the Director of Infrastructure as a dedicated staff liaison with Pauquachin First Nation on this initiative as outlined in Staff Report No. IS-23-017.

## **STRATEGIC PLAN IMPLICATIONS:**

This matter relates to the following Council strategic priorities:

- ***Protect the natural environment***
- ***Maintain a safe, inclusive, healthy and vibrant community***
- ***Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency***

## **INTRODUCTION/BACKGROUND:**

This staff report is in response to the Council motion made at the August 14, 2023 meeting regarding correspondence received on June 21, 2023 from Chief Rebecca David of Pauquachin First Nation. Below is a summary of historical context which is relevant to the discussion and recommendations within this report.

### **Saanich Peninsula Liquid Waste Management Plan (SPLWMP)**

In the early 1990's a need for additional sewage treatment was identified on the Saanich Peninsula. Sidney and Central Saanich were served by sewage treatment plants which had insufficient capacity to meet future needs. Both plants discharged sewage residuals to the marine environment in contravention to their permits. The Bazan Bay treatment plant, serving Dean Park Estates, had occasional permit violations and was expensive to operate. Pauquachin and Tseycum First Nation had collection systems, however no treatment and disposal systems. Parts of North Saanich which were unsewered had problems with their in-ground disposal systems. In addition, there was a need to deal with concerns which included source control of contaminants, inflow and infiltration reductions, stormwater quality and septage management.

After obtaining agreement amongst Central Saanich, North Saanich and Sidney Councils, the CRD Board, at its meeting of August 10, 1994, unanimously passed a resolution to prepare a Liquid Waste Management Plan for the Peninsula - the Saanich Peninsula Liquid Waste Management Plan (SPLWMP).

During the planning stages of the SPLWMP, the Ardmore area (Coles Bay) was identified as a potential problem area for onsite systems due to poor site conditions. In addition, significant onsite wastewater problems in the Deep Cove and the Southeast Quadrants were identified.

In July 1996, the Ministry of Environment directed that the SPLWMP achieve “permanent solutions with firm commitments with acceptable timelines for the areas of North Saanich that are exhibiting on-site sewage disposal problems”. Subsequently, the SPLWMP which was approved in October 1996, contained the following commitments for managing liquid waste outside of sewerage areas:

North Saanich committed to:

- Sewer Deep Cove and the Southeast Quadrant of North Saanich; and,
- Require new subdivision onsite disposal systems be designed appropriately and in compliance with the Subdivision Assessment Standards prepared by VIHA; and,
- Join or implement a septic maintenance program that requires compulsory pumping of septage tanks and compulsory maintenance of small treatment plants by the end of 2007.

CRD committed to:

- Develop and implement a program for the management of onsite systems within the region that will require compulsory pump-outs for septage tanks and compulsory maintenance of small treatment plants, with enhanced public information to encourage voluntary inspections so that problems are identified, and systems are repaired.

Since the adoption of the SPLWMP in 1997, North Saanich has addressed some of the significant requirements such as installing sewer service in the neighbourhoods of Deep Cove and the Southeast Quadrant. The Saanich Peninsula Wastewater Treatment plant commenced operation in 2000, replacing three individual aging CRD sewage treatment plants.

### **CRD Bylaw No. 3479 – Maintenance of Onsite Sewage (Septic) Systems**

In 2007, the CRD in cooperation with participating municipalities, implemented Bylaw No. 3479 in response to their obligations in the SPLWMP and the Provincial Sewerage System Regulations. This bylaw ensures regular maintenance of onsite sewage systems which will help to prevent the public health risks and environmental degradation associated with poorly maintained onsite septic systems. Onsite sewage systems are used to treat domestic sewage, they have commonly been referred to as ‘septic fields’. They are common in the District of North Saanich as many areas are not served by sanitary sewer.

There are three types of onsite systems, and these are defined in the Provincial Sewerage System Regulation (SSR); Type 1 treatment is provided by a septic tank and drainfield. It is the simplest and most common onsite system. Type 2 and Type 3 treatment systems are more complex and are employed where there are site or soil constraints that prevent a Type 1 system from being used.

When Bylaw No. 3479 was established in 2007, owners of Type 1 systems in the participating municipalities of Colwood, Langford, Saanich and View Royal were required to have their septic tanks pumped out every 5 years. For Type 2 or 3 systems, maintenance was required by an authorized person (as defined in the SSR) at least once per calendar year.

Although the District of North Saanich participated in the development of the Onsite Sewage Bylaw No. 3479, it did not consent to the adoption of the Bylaw at its meeting on December 17, 2007, citing concerns that the requirement to pump septic tanks periodically was too permissive and would not result in repairs to systems. North Saanich expressed a preference that the bylaw require an enhanced maintenance inspection for all systems on a regular basis so that malfunctions could be proactively identified, and repairs made.

### **Onsite Sewage System Management & Jurisdiction**

The oversight and assessment, or jurisdiction, of onsite sewage systems is carried out by the Province under Island Health. Under the Provincial Public Health Act, the Sewerage System Regulation (SSR) governs the management of residential onsite sewage systems. An ‘authorized person’ under the SSR can be a ‘Registered Onsite Wastewater Practitioner (ROWP)’ or a Professional Engineer. The SSR requires an ‘authorized person’ submit to the Health Authority information about the sewage system along with a letter of certification. Regarding ongoing operation, site investigations may be initiated in cases of negative affect to drinking water or the environment and are generally complaint driven. These are carried out locally by Environmental Health Officers.

### **Saanich Peninsula Stormwater Quality Program**

This program promotes and coordinates the management of stormwater quality in consultation with the peninsula municipalities and First Nations. It monitors water quality parameters in creeks, water bodies and stormwater outfalls to the ocean to resolve high-risk stormwater discharges by undertaking upstream investigations to find sources of contaminants and bacteria. The Stormwater program also provides public education.

The CRD created the program to support commitments in the SLWMP and administers an annual peninsula stormwater quality report which monitors and reports locations of concern. CRD staff access approximately 300 stormwater discharge pipes on the Peninsula and at locations of concern assign mitigative action to the appropriate jurisdiction.

Figure 1 & 2 below show stormwater quality results in Coles Bay from the 2022 Saanich Peninsula Stormwater Quality Report. The Public Health Rating is based on a combination of contamination level, typical flow and potential flushing. Moderate and High ratings indicate a source of contamination.

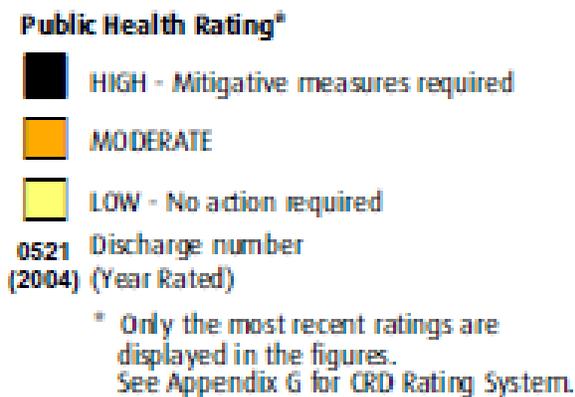


Figure 1: Public Health Rating Key (Source: Saanich Peninsula Stormwater Quality Report 2022)

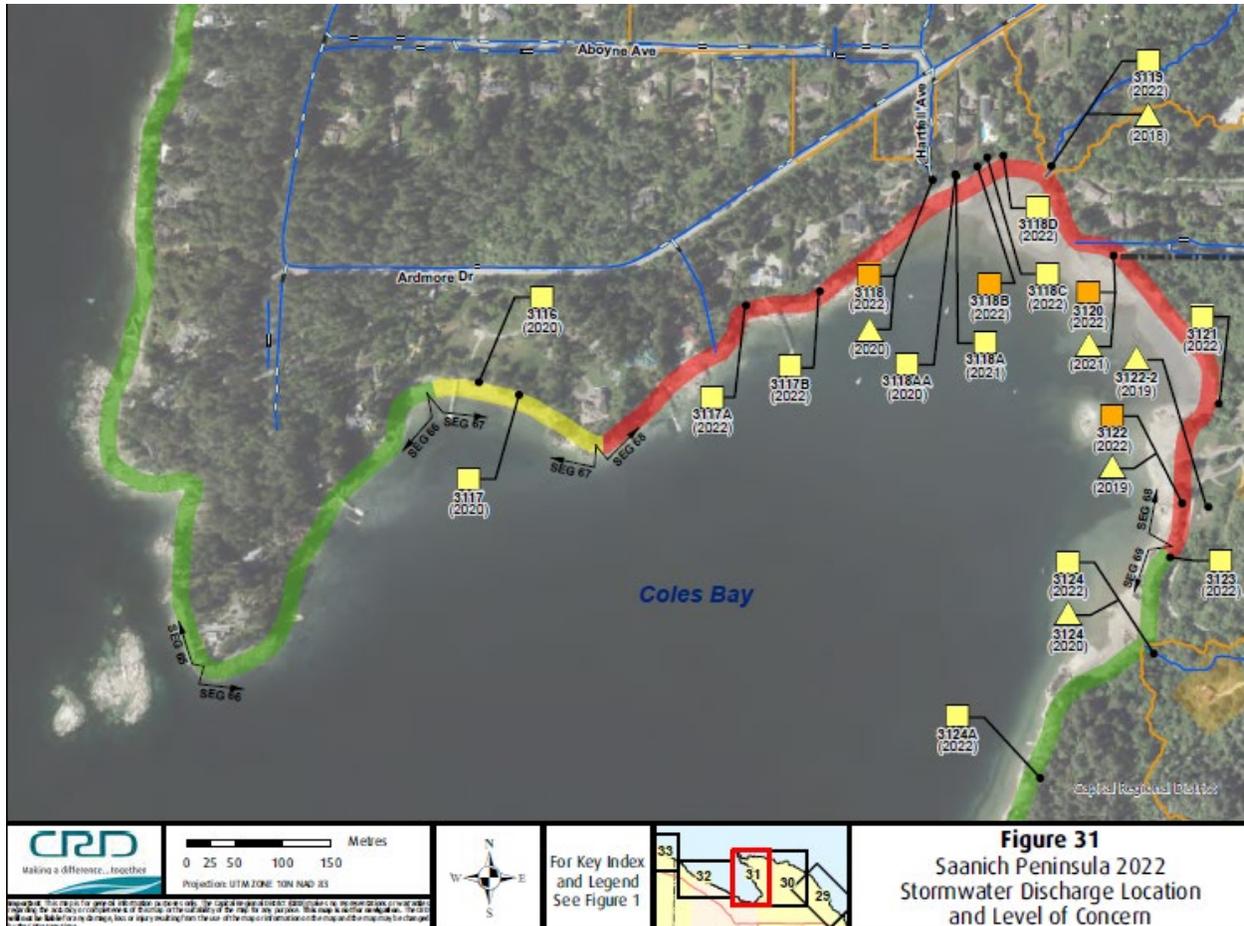


Figure 2: Coles Bay Stormwater Discharge Points & Public Health Rating (Source: Saanich Peninsula Stormwater Quality Report 2022)

Monitoring results indicates that residential malfunctioning septic systems contribute to contamination to Coles Bay. Current and historical evidence shows elevated fecal bacteria from human sources entering the bay and high bacteria concentrations in the upstream ditches in the Ardmore neighbourhood. High bacterial concentrations have also been identified in the unnamed creek outfall on the Pauquachin First Nation. In addition, the Pauquachin sewage pump station, located adjacent the shoreline, is currently unequipped with standby power which has resulted in overflows to Coles Bay. As shown in Figure 2, elevated public health ratings along the shoreline outfalls are identified in both the Ardmore neighbourhood and Pauquachin First Nation.

In some cases, sources have been traced to properties with malfunctioning septic systems and Island Health notified. Individual malfunctioning systems can be challenging to track and enforce because Island Health does not have the resources to do inspections, lengthy dye-tests or follow through with enforcement at times. Island Health is only mandated to follow up where sewage is surfacing, and it is considered a Health Hazard.

### Closure of Shellfish Harvesting in the Saanich Inlet

The Federal government issued an order closing shellfish harvesting in 1997 due to high bacteria levels. The Department of Fisheries and Oceans (DFO) continued testing Coles Bay for several years, however not seeing any improvements by 2014, ceased testing. Since 2014, the Federal government has been using the CRD Stormwater Monitoring results to inform whether the closure should stay in place. Closures are made based on the Canadian Shellfish Sanitation Program criteria.

From 1999 to 2006, the CRD and Environment Canada collaborated on the Open Saanich Inlet Shellfish Beds project. The project worked to restore productive shellfish harvesting areas along the eastern shore of Saanich Inlet for recreational, commercial and First Nations use.

In 2015, CRD staff were directed by the CRD Board to “convene a meeting with First Nations and other levels of government to explore the current environmental status of shellfish resources, any gaps in monitoring and to understand the CRD’s role in the regulatory regime that oversees the closures and explore how to restore shellfish harvesting sites with the goal of supporting local first nations in once again harvesting shellfish safely.” The CRD First Nations Relations Division facilitated this initiative and coordinated meetings with stakeholders in the region, including peninsula mayors, local government staff, health agencies, DFO and Environment Canada beginning in September 2016. In 2018, Pauquachin First Nation requested that the group focus efforts at Coles Bay, as it had the most potential of re-opening shellfish harvesting on the peninsula.

In May 2020, Pauquachin sent a letter to the North Saanich Mayor and Council requesting that North Saanich resolve sources of pollution from residential onsite septic systems and provide support for ongoing monitoring of the freshwater and/or marine environment to ensure that efforts to reduce bacterial inputs are working. At the December 7, 2020 Regular Council Meeting, North Saanich staff suggested that one of the options available to the District, which would work to improve conditions in Coles Bay, was would be to join the CRD Onsite sewage system service under Bylaw 3479 as committed to in the SPLWMP.

In 2020, the Pauquachin First Nation was successful in obtaining funding to create Pauquachin Marine, which operates as marine stewards for Pauquachin First Nation from Saanich Inlet to Saturna Island. One of Pauquachin Marine’s goals is to ensure restoration and management of traditional food species and ecological health in Coles Bay. Pauquachin Marine has an operating budget of approximately \$1 million per year and are funded through to 2024. Pauquachin Marine presented to Mayor and Council at the October 4, 2021 Regular Meeting.

In January 2021, CRD staff presented to North Saanich council on the options for management of onsite wastewater systems. The presentation included information on the Septic System Maintenance Assessment study, which acknowledged that compliance with the Bylaw No. 3479 pump-out requirements does not mean the onsite system is functioning properly. CRD staff indicated that inclusion of maintenance assessment could be considered as an amendment to the existing bylaw to further ensure proper function of the septic system.

## **DISCUSSION:**

At the regular Council Meeting on August 14, 2023, Council received a letter from Chief Rebecca dated June 21, 2023, along with a report from the Environmental Law Center titled ‘*Cleaning up Coles Bay: A Partnership for Justice and Shellfish Restoration*’. At the meeting, Council approved the following motion:

- 317 That the Mayor respond with an interim response on behalf of Council to the correspondence on June 21, 2023, from Chief Rebecca David and that staff be directed to prepare a report for a future meeting in inform a more detailed response.

An interim response letter was sent to Chief Rebecca David in August 18, 2023 from Major Jones indicating that the District looks forward to working with Pauquachin First Nation and upon consideration of the requested staff report, will follow-up with Pauquachin First Nation.

The report from the Environmental Law Center outlines the cultural importance of the harvest of shellfish to Coast Salish indigenous peoples and requests the District work collaboratively with Pauquachin First Nation to work towards improving water quality in Coles Bay, ultimately leading to the restoration of the Coles Bay shellfish harvest. One of the 5 actions within the report is for the District to join the CRD's Bylaw No. 3479 to ensure residential onsite septic systems are regularly pumped out.

In 1997, the District made commitments under the SPLWMP to join or implement a septic maintenance program that requires compulsory pumping of septage tanks and compulsory maintenance of small treatment plants. Further, a CRD lead 2019 audit of commitments in the SPLWMP found the North Saanich commitment to manage their onsite systems or join the CRD management program to be "Non-Compliant".

Bylaw No. 3478 (Bylaw to Establish a Service to Develop and Implement a Management Program for Onsite Sewage Systems), attached to this report, set the requisition terms for the cost of the service which are updated each year. The costs to join Bylaw No. 3479 are apportioned to the participating municipalities as their share of the number of parcels having onsite sewage systems. The budget for North Saanich for 2024, based on apportionment of number of households with septic fields, is estimated at \$44,310 which represented \$18 per property for the estimated 2,465 properties with septic systems.

The Pauquachin First Nation is actively working towards making lasting improvements to the water quality in Coles Bay. Their initiative with the creation of Pauquachin Marine is providing important stewardship framework for marine ecological protection in our local waters. Pauquachin First Nation is also addressing land-based issues with their sewage pump station with plans in place for upgrades to add back-up power to their pump station to ensure no overflows enter Coles Bay.

Since the implementation of Bylaw No. 3479, CRD has confirmed that a pump out itself will not fix a malfunctioning system. In 2015, CRD staff launched a study to evaluate the benefit of an enhanced Maintenance Inspection option in the bylaw. This study showed that even with high compliance of the five-year pump out requirement for Type 1 septic systems, almost 75% of systems were malfunctioning in some way and are likely passing untreated or partially treated effluent to the environment. The study concluded that the pump out requirement alone is unlikely to achieve the program goal to reduce or eliminate the environmental and public health risks of poorly maintained systems.

This CRD study found utilizing a Maintenance Assessment inspection is a good process to ensure systems are in good working order and to recommend a pump-out frequency based on current conditions in the system. The benefit of the Maintenance Assessment inspection is that system owners gain a full understanding of the state of their system. Maintenance dollars can be directed where needed and in some cases the pump-out frequency can be extended. Although there is an initial cost to doing the assessment there can be a future cost savings.

In order for the District to join the Bylaw No. 3479 for 2024, the District must make request to the CRD, by way of resolution, no later than September 26, 2023. Should the District make a request to join, the CRD will take a staff report requesting an amended service bylaw to the CRD Committee of the Whole and the CRD Board on October 25th. Note that there are also procedural steps should the CRD Board adopt the amendment bylaw, such as approval of the provincial Inspector of Municipalities and 2/3 consent from all the service participants.

With regard to the District's asset management efforts, with the recent adoption of the *Integrated Stormwater Management Plan* in the Tseycum watershed, and the District wide *Drainage Master Plan*, significant improvements, affecting both quantity management and quality, have been identified. Addition staff resources to responsibly manage this asset will be required going forward.

### **OPTIONS:**

Council can:

- 1) Join the CRD's Bylaw No. 3479 for the regulation and maintenance of onsite sewage systems.
- 2) Direct staff to consult with the CRD regarding adding an enhanced maintenance aspect to Bylaw No. 3479 and determining the cost and required resources to include properties within the Coles Bay watershed.
- 3) Appoint the Director of Infrastructure as a dedicated staff liaison with Pauquachin First Nation on this initiative.
- 4) Pre-approve an additional 1.0 full time staff member for 2024 in the Infrastructure Services Department to further support stormwater infrastructure improvements.
- 5) Other.

### **FINANCIAL IMPLICATIONS:**

The costs to join Bylaw No. 3479 are apportioned to the participating municipalities as their share of the number of parcels having onsite sewage systems. The budget for North Saanich for 2024, based on apportionment of number of households with septic fields, is estimated at \$44,310 which represents \$18 per property for the estimated 2,465 properties with septic systems. It is anticipated that the cost will increase approximately 3.5% annually. The CRD has indicated that the District of Sooke will also be discussing joining the bylaw at their September 25, 2023, meeting.

The CRD will include this additional program cost in their annual general requisition to North Saanich which North Saanich will then levee participating properties on a parcel tax basis.

The cost of an additional full time staff member in Infrastructure Services to support stormwater works is approximately \$103,000 including wages and benefits and would be incorporated into the 2024 operating budget if approved.

### **LEGAL IMPLICATIONS:**

None are anticipated. However, the District of North Saanich made a commitment in the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) *"to participation in the regional program for maintenance of onsite systems."*

### **COMMUNICATIONS IMPLICATIONS:**

Public information activities on the District potentially joining the CRD's onsite program have not yet been planned or initiated. Public messaging with sufficient background information along with the Districts commitment to water quality improvement would be prepared.

### **SUSTAINABILITY AND CLIMATE CHANGE IMPLICATIONS:**

No significant climate change implications are anticipated. A potential benefit of joining the CRD's program is improved performance of septic systems and consequently reduced discharges of biological contaminants into the environment which would be more sustainable.

**SUMMARY/CONCLUSION:**

Council received a letter from Chief Rebecca David of Pauquachin First Nation requesting the District collaboratively work together with the Pauquachin First Nation to improve conditions and work towards restoring shellfish harvesting in Coles Bay. Joining the CRD's Bylaw No. 3479 for the regulation and maintenance of onsite sewage systems and exploring the benefit of adding an enhanced maintenance aspect to the bylaw is a significant contribution to this commitment.

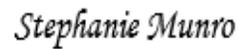
Respectfully submitted,



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Ben Martin  
Director Infrastructure Services

Concurrence,



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Stephanie Munro  
Interim Chief Administrative Officer

Attachments:

Attachment 1: CRD Bylaw No. 3478 – A Bylaw to Establish a Service to Develop and Implement a Management Program for Onsite Sewage Systems

Attachment 2: CRD Bylaw No. 3479 – A Bylaw to Regulate the Maintenance of Onsite Sewage Systems in the Capital Regional District

Attachment 3: Coles Bay Watershed Map

Attachment 4: Letter received June 21, 2023, from Chief Rebecca David, Pauquachin First Nation, for reference

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3478

\*\*\*\*\*

A BYLAW TO ESTABLISH A SERVICE TO DEVELOP AND IMPLEMENT A MANAGEMENT  
PROGRAM FOR ONSITE SEWAGE SYSTEMS

\*\*\*\*\*

**WHEREAS:**

- A. The Capital Regional District may establish a service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Capital Regional District Core Area Liquid Waste Management Plan approved by the Minister of Environment contains a commitment by the Capital Regional District to develop and implement a management program for onsite sewage systems;
- C. By Section 14 of the Capital Regional District Regulation BC Reg. 65/90, the Capital Regional District has been granted the authority of a municipality for public health under Section 8(3)(i) of the *Community Charter* to regulate, prohibit and impose requirements in relation to public health and has the authority to regulate for the maintenance of sanitary conditions under Section 523 of the *Local Government Act*;
- D. The Capital Regional District wishes to establish a service to prevent the environmental degradation and public health risks associated with poorly maintained onsite sewage systems;
- E. The consent of the participants within the Core Area is not required under Section 24(7) of the *Environmental Management Act*; and
- F. Under the Saanich Peninsula Liquid Waste Management Plan, the Capital Regional District is committed to work with North Saanich on education programs with respect to onsite sewage treatment and disposal;

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

1. **Service**

The service established by this Bylaw is the Onsite Sewage System Service (the "**Service**") for the purpose of developing and implementing a management program for the onsite sewage systems in the Service Area.

2. **Boundaries**

The boundaries of the Service Area are coterminous with the boundaries of the District of Saanich, the Town of View Royal, the City of Colwood and the City of Langford (the "**Service Area**").

3. **Participating Areas**

The "Participating Areas" are the District of Saanich, the Town of View Royal, the City of Colwood and the City of Langford.

**4. Cost Recovery**

As provided in Section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel tax imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under Section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

**5. Maximum Requisition**

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Service is the greater of:

- (a) Two Hundred Eleven Thousand and Seventy dollars (\$211,070.00) dollars; or
- (b) an amount equal to the amount that could be raised by a property value tax rate of \$0.008 per One Thousand dollars (\$1,000.00) which, when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned under Section 806.1 of the *Local Government Act* for the Service.

**6. Apportionment of Costs**

Costs of the Service shall be apportioned among the Participating Areas as follows:

- (a) the cost of the Service apportioned to a Participating Area shall be equal to the number of parcels having onsite sewage systems within that Participating Area as a percentage of the total number of parcels having onsite sewage systems within the Service Area.
- (b) within a Participating Area, costs shall be apportioned among all properties, other than those parcels that are not connected to an onsite sewage system.

**7. Citation**

This Bylaw may be cited for all purposes as "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007".

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READ A FIRST TIME THIS	14 <sup>th</sup>	day of	November	2007
READ A SECOND TIME THIS	14 <sup>th</sup>	day of	November	2007
READ A THIRD TIME THIS	13 <sup>th</sup>	day of	February	2008
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	12 <sup>th</sup>	day of	March	2008
ADOPTED THIS	19 <sup>th</sup>	day of	March	2008

Original signed by Christopher Clement  
Chair

Original signed by Carmen Thiel  
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 26<sup>th</sup> day of March 2008

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3479**

\*\*\*\*\*

**A BYLAW TO REGULATE THE MAINTENANCE OF ONSITE SEWAGE SYSTEMS  
IN THE CAPITAL REGIONAL DISTRICT**

\*\*\*\*\*

**WHEREAS:**

- A. The Board has established a service to develop and implement a management program for onsite sewage systems under Bylaw 3478, cited as "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007", for the purposes of maintaining, promoting or preserving public health or maintaining sanitary conditions;
- B. The Capital Regional District Core Area Liquid Waste Management Plan approved by the Minister of Environment contains a commitment by the Capital Regional District to develop and implement a regulatory management program for onsite sewage systems;
- C. By Section 14 of the Capital Regional District Regulation BC Reg. 65/90, the Capital Regional District has been granted the authority of a municipality under Section 8(3)(i) of the *Community Charter* to regulate, prohibit and impose requirements in relation to public health and has authority to regulate for the maintenance of sanitary conditions under Section 523 of the *Local Government Act*;
- D. The Capital Regional District wishes to regulate and impose requirements in relation to the use of onsite sewage systems within a portion of the Capital Regional District, for the purpose of preserving public health and maintaining sanitary conditions;

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

**1. Application**

This regulation applies to the maintenance of onsite sewage systems.

**2. Definitions**

A word or phrase defined in the Sewerage System Regulation, BC Reg. 326/2004 has the same meaning where used in this Bylaw.

- (a) **"Authorized person"** means a person who qualifies as a registered practitioner or professional under the Regulation.
- (b) **"Maintenance"** includes an onsite review of an Onsite Sewage System to determine that the system continues to function properly in a manner that does not cause or contribute to a health hazard.
- (c) **"Maintenance plan"** has the same meaning as in the regulation.
- (d) **"Maintenance records"** means a written record kept by the owner of all maintenance activities under Section 3.

- (e) **"Regulation"** means the Sewerage System Regulation, BC Reg. 326/2004.
- (f) **"Onsite Sewage System"** means a system for treating domestic sewage that is a Type 1 System, a Type 2 System or a Type 3 System.
- (g) **"Type 1 System"** means an onsite sewage system classified as Type 1 under the definition of 'treatment method' in the Regulation.
- (h) **"Type 2 System"** means an onsite sewage system classified as Type 2 under the definition of 'treatment method' in the Regulation.
- (i) **"Type 3 System"** means an onsite sewage system classified as Type 3 under the definition of 'treatment method' in the Regulation.

### 3. Maintenance of Onsite Sewage Systems

3.1 An owner must:

- (a) cause a Type 1 System on the owner's land to be pumped out on or before December 31, 2010; and
- (b) thereafter cause the Type 1 System to be pumped out every five years.

3.2 An owner must:

- (a) maintain a Type 2 System or Type 3 System according to the maintenance plan for the onsite sewage system; and
- (b) where a Type 2 System or Type 3 System is located on an owner's land, cause the onsite sewage system to be maintained by an authorized person at least once per calendar year.

3.3 An owner must:

- (a) retain records of all maintenance carried out on the onsite sewage system by the authorized person; and
- (b) provide copies of the maintenance records within three (3) days of a request by the Capital Regional District.

### 4. Enforcement

A bylaw enforcement officer is authorized at all reasonable times to enter onto any property for the purposes established by sections 268 and 314.1 of the *Local Government Act* and any other authority to enter property granted in the *Local Government Act*, the *Community Charter* or another Act in accordance with subsections 16(1) to (5) of the *Community Charter* or other conditions of entry if any, set out in the *Local Government Act*, the *Community Charter* or another Act.

**5. Offence**

A person who contravenes a provision of this Bylaw commits an offence and is liable on summary conviction to a fine not exceeding Two Thousand (\$2,000.00) Dollars.

**6. Citation**

This Bylaw may be cited for all purposes as "Onsite Sewage System Maintenance Bylaw, 2007".

READ A FIRST TIME THIS 14<sup>th</sup> day of November 2007

READ A SECOND TIME THIS 14<sup>th</sup> day of November 2007

READ A THIRD TIME THIS 14<sup>th</sup> day of November 2007

DEPOSITED WITH THE MINISTER OF HEALTH SERVICES THIS 18<sup>th</sup> day of March 2008

ADOPTED THIS 9<sup>th</sup> day of April 2008

Original signed by Denise Blackwell  
Chair

Original signed by Carmen Thiel  
Secretary



ATTACHMENT 3

NORTH SAANICH

COLES BAY WATERSHED

BOKÉĆEN PAUQUACHIN FIRST NATION

LÁU, WELNEW/ JOHN DEAN PROVINCIAL PARK

NORTH SAANICH

DRAFT

Coles Bay



Projection: UTM ZONE 10N NAD 83

# COLES BAY WATERSHED

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



## Pauquachin First Nation

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June 21, 2023

District of North Saanich  
1620 Mills Rd  
North Saanich, BC, V8L 5S9

To Mayor Peter Jones and the Honorable Council of the District of North Saanich:

### **Re: Rehabilitation of Shellfish Habitat on the Saanich Peninsula**

As you are undoubtedly aware, in 1997 the federal Department of Fisheries and Oceans imposed a closure on shellfish harvesting at Coles Bay beaches, citing sanitary contamination. As of today, a quarter-century later, that closure remains in effect.

Testing has revealed a principal source of the contamination to be malfunctioning septic tanks from residences located along or near the waterfront above Coles Bay – a matter that lies within the jurisdiction of the District of North Saanich.

Throughout the period of the closure, the Pauquachin First Nation has attempted to engage with various levels of government in an effort to address the matter, thus far without effect. The attached position paper, entitled *Cleaning up Coles Bay: A Partnership for Justice and Shellfish Restoration*, represents our latest attempt to stimulate discussion and remedial action. The paper outlines the nature and source of the problem and suggests a number of legal and practical measures which may be undertaken to resolve it.

Pauquachin stands ready and willing to tackle the matter in an amicable and cooperative way. Coastal contamination is our common problem, and we believe that working together is by far the best path to a solution.

That said, there is an extra dimension to the issue that involves the Pauquachin and our fellow WSÁNEĆ Nations alone: we are signatories to the North Saanich Treaty of February, 1852, arranged with James Douglas of the Hudson's Bay Company, acting on behalf of the Imperial Crown.

A salient feature of our Treaty dealt with the right to fish:

The conditions of or understanding of this sale is this, that our village sites and enclosed fields are to be kept for our own use, for the use of our children, and for those who may follow after us.... it is also understood that we are at liberty to hunt over the unoccupied lands, and to carry on our fisheries as formerly [emphasis added].



## Pauquachin First Nation

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As the attached paper makes clear, a significant component of our traditional fishery was the harvest of shellfish. Consequently, the closures of the shellfish beaches of our territory and the prohibition of the harvest represent an infringement of the Treaty. This is no small failing.

The status and enforceability of treaties between First Nations and Canada have been eloquently expressed on numerous occasions by the Supreme Court of Canada:

41 First, it must be remembered that a treaty represents an exchange of solemn promises between the Crown and the various Indian nations. It is an agreement whose nature is sacred. ... Second, the honour of the Crown is always at stake in its dealing with Indian people. Interpretations of treaties and statutory provisions which have an impact upon treaty or aboriginal rights must be approached in a manner which maintains the integrity of the Crown. It is always assumed that the Crown intends to fulfil its promises.<sup>1</sup>

Further:

76 Treaties are analogous to contracts, albeit of a very solemn and special, public nature. They create enforceable obligations based on the mutual consent of the parties.<sup>1</sup>

And:

[The parties] entered into this agreement with the intention to create mutually binding obligations that would be solemnly respected.<sup>2</sup>

Accordingly, Pauquachin maintains that the restoration of our traditional fishery represents an enforceable obligation that by its very nature must be solemnly respected.

To give all parties the benefit of the doubt, Pauquachin, like the Supreme Court, believes that “It is always assumed that the Crown intends to fulfil its promises”. Such being the case, it remains to come together to devise a common strategy whereby the Crown’s promise to the Pauquachin First Nation, made 170 years ago, may be fulfilled. The attached submission is Pauquachin’s latest contribution to that process.

The benefits to such cooperation are clear: decontamination of the shoreline of the Saanich Peninsula is a significant good in its own right; further, we are confident that measures devised to

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<sup>1</sup> *R v Badger*, [1996] 1 SCR 771.

<sup>2</sup> *R v Sioui*, [1990] 1 SCR 1025 at p 1026.



## Pauquachin First Nation

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address the problem locally will ultimately find broader application; and finally, resolution will finally bring all Agencies of the Crown into compliance with the law.

We look forward to hearing from you.

Respectfully,

Rebecca David

Chief of Pauquachin First Nation

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4572

\*\*\*\*\*

A BYLAW TO AMEND BYLAW NO. 3478,  
MANAGEMENT OF ONSITE SEWAGE SYSTEMS SERVICE ESTABLISHMENT BYLAW, 2007

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 3478, "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007", the Regional Board has established a service to prevent the environmental degradation and public health risks associated with poorly maintained onsite sewage systems;
- B. The District of North Saanich has requested to join the Service; and
- C. The Board wishes to amend Bylaw No. 3478 to add the District of North Saanich as a participant in the service;

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

- 1. Bylaw No. 3478, "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007", is hereby amended by:

- (a) replacing section 2 in its entirety with:

- "2. Boundaries**

- The boundaries of the Service Area are coterminous with the boundaries of the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford and the District of North Saanich (the "**Service Area**")."; and

- (b) replacing section 3 in its entirety with:

- "3. Participating Areas**

- The "Participating Areas" are the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford and the District of North Saanich."

2. This bylaw may be cited for all purposes as “Management of Onsite Sewage Systems Service Establishment Bylaw, 2007, Amendment Bylaw No. 1, 2023”.

READ A FIRST TIME THIS	th	day of	2023
READ A SECOND TIME THIS	th	day of	2023
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
APPROVED BY TWO-THIRDS OF PARTICIPANTS THIS	th	day of	20__
DEPOSITED WITH THE MINISTER OF HEALTH THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3478

\*\*\*\*\*

A BYLAW TO ESTABLISH A SERVICE TO DEVELOP AND IMPLEMENT A MANAGEMENT PROGRAM FOR ONSITE SEWAGE SYSTEMS

\*\*\*\*\*

WHEREAS:

- A. The Capital Regional District may establish a service the Board considers necessary or desirable for all or part of the Regional District;
- B. The Capital Regional District Core Area Liquid Waste Management Plan approved by the Minister of Environment contains a commitment by the Capital Regional District to develop and implement a management program for onsite sewage systems;
- C. By Section 14 of the Capital Regional District Regulation BC Reg. 65/90, the Capital Regional District has been granted the authority of a municipality for public health under Section 8(3)(i) of the *Community Charter* to regulate, prohibit and impose requirements in relation to public health and has the authority to regulate for the maintenance of sanitary conditions under Section 523 of the *Local Government Act*;
- D. The Capital Regional District wishes to establish a service to prevent the environmental degradation and public health risks associated with poorly maintained onsite sewage systems;
- E. The consent of the participants within the Core Area is not required under Section 24(7) of the *Environmental Management Act*; and
- F. Under the Saanich Peninsula Liquid Waste Management Plan, the Capital Regional District is committed to work with North Saanich on education programs with respect to onsite sewage treatment and disposal;

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

1. **Service**

The service established by this Bylaw is the Onsite Sewage System Service (the "**Service**") for the purpose of developing and implementing a management program for the onsite sewage systems in the Service Area.

2. **Boundaries**

~~The boundaries of the Service Area are coterminous with the boundaries of the District of Saanich, the Town of View Royal, the City of Colwood and the City of Langford (the "**Service Area**").~~

2. **Boundaries**

The boundaries of the Service Area are coterminous with the boundaries of the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford and the District of North Saanich (the "**Service Area**").

### ~~3. Participating Areas~~

~~The "Participating Areas" are the District of Saanich, the Town of View Royal, the City of Colwood and the City of Langford.~~

### 3. Participating Areas

The "Participating Areas" are the District of Saanich, the Town of View Royal, the City of Colwood, the City of Langford and the District of North Saanich.

### 4. Cost Recovery

As provided in Section 803 of the *Local Government Act*, the annual cost of providing the Service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel tax imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under Section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

### 5. Maximum Requisition

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Service is the greater of:

- (a) Two Hundred Eleven Thousand and Seventy dollars (\$211,070.00) dollars; or
- (b) an amount equal to the amount that could be raised by a property value tax rate of \$0.008 per One Thousand dollars (\$1,000.00) which, when applied to the net taxable value of the land and improvements within the Service Area, will yield the maximum amount that may be requisitioned under Section 806.1 of the *Local Government Act* for the Service.

### 6. Apportionment of Costs

Costs of the Service shall be apportioned among the Participating Areas as follows:

- (a) the cost of the Service apportioned to a Participating Area shall be equal to the number of parcels having onsite sewage systems within that Participating Area as a percentage of the total number of parcels having onsite sewage systems within the Service Area.
- (b) within a Participating Area, costs shall be apportioned among all properties, other than those parcels that are not connected to an onsite sewage system.

7. Citation

This Bylaw may be cited for all purposes as "Management of Onsite Sewage Systems Service Establishment Bylaw, 2007".

READ A FIRST TIME THIS 14<sup>th</sup> day of November 2007

READ A SECOND TIME THIS 14<sup>th</sup> day of November 2007

READ A THIRD TIME THIS 13<sup>th</sup> day of February 2008

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS 12<sup>th</sup> day of March 2008

ADOPTED THIS 19<sup>th</sup> day of March 2008

Original signed by Christopher Clement  
Chair

Original signed by Carmen Thiel  
Secretary

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 26<sup>th</sup> day of March 2008



Making a difference...together

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

---

**SUBJECT**     **British Columbia Active Transportation Infrastructure Grant Program – Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A)**

**ISSUE SUMMARY**

To seek a resolution of support from the Capital Regional District (CRD) Board for an application to the British Columbia Active Transportation Infrastructure Grant Program for the Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A), and seek approval for staff to enter into an agreement to receive grant funds if successful.

**BACKGROUND**

The British Columbia Active Transportation Infrastructure Grant Program is an application-based program available for Indigenous, municipal, regional governments and Islands Trust to provide financial assistance for community projects where the focus is on infrastructure that supports safe, human-powered modes of active transportation for daily commuting to school, recreation, work, socializing, culturally-relevant activities and errands.

Following the CRD grant process, information on the BC Active Transportation Infrastructure Grant opportunity was distributed organization-wide to scan for grant-ready and grant-eligible projects. Staff recommended submitting the application for Section A, Phase A of the Regional Trestles Renewal, Trails Widening and Lighting Project. Meeting the infrastructure grant eligibility guidelines with total eligible costs of over \$1,000,000 and a construction completion date prior to March 31, 2026, the application package was submitted in advance of the October 27, 2023 deadline. A fully authorized CRD Board resolution is required to be submitted by December 1, 2023.

**ALTERNATIVES**

*Alternative 1*

- 1) That the Board support the application to the British Columbia Active Transportation Infrastructure Grant Program for the priority Regional Trestles Renewal, Trail Widening and Lighting Project (Section A, Phase A);
- 2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Regional Parks service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.

*Alternative 2*

That staff be instructed not to proceed with an application to the Active Transportation Infrastructure Grant program.

## **IMPLICATIONS**

### *Financial Implications*

In July 2023, options to fund the Regional Trestles Renewal, Trails Widening and Lighting Project (the Project) were presented to the Transportation Committee. The Transportation Committee recommended to the CRD Board that the Project be accelerated by the inclusion of the Project in the 2024-2028 Financial Plan, that project funds be secured by way of debt, and that staff continue to develop partnerships, pursue grant opportunities and report back to the Regional Parks Committee at the September 27, 2023, meeting with options to generate additional funds through non-tax revenue. To date, \$1.9 million has been secured through the Growing Communities Fund, as reflected in the 2024-2028 Financial Plan.

The total estimated cost for Section A, Phase A of the Project is \$1,323,623.65 (Class B estimate, based on 2024 expected valuations). With a population community profile of greater than 25,000, 50% of eligible project costs with a maximum cost share of \$500,000, are anticipated.

### *First Nations Reconciliation*

The Project has been introduced to STÁUTW (Tsayout) First Nation, BOKÉĆEN (Pauquachin) First Nation, x̣ẉsepsəm (Esquimalt) Nation, Songhees Nation, and to the W̄SÁNEĆ Leadership Council on behalf of W̄JOŁEŁP (Tsartlip) and W̄SÍKEM (Tseycum) First Nations, and regular updates are being provided. Feedback from the Nations to date indicates interest in understanding the archaeological and environmental implications of the project and an expressed interest to have cultural monitors present during land altering activities. Project staff will continue to work closely with First Nations by sharing information.

### *Intergovernmental Implications*

Through partnership development with the City of Victoria, there is an opportunity to coordinate infrastructure improvement projects taking place within a 350 m section of the Galloping Goose Regional Trail (Cecelia Ravine). The section is within the Project area, as identified as Section A, Phase A (Appendix A). The City of Victoria intends to initiate underground service improvements along the 350 m section and the CRD intends to use this opportunity to replace the trail surface with a widened 6.5 m separated-use configuration with lighting. Aligning construction project schedules in 2024 to 2025 will increase efficiency, reduce service disruptions and capitalize on a 'dig once' methodology.

The CRD, Ministry of Transportation and Infrastructure and the BC Transportation Financing Authority are operating within a Memorandum of Understanding (MOU) agreement established in 2015. A separate MOU agreement was established in 2021 to collaborate on the Project design and implementation, with an aim to achieve active transportation targets.

### *Alignment with Existing Plans & Strategies*

The Project (Section A, Phase A) supports the CRD Corporate Plan (2023-2026) goals of supporting investments, expansion and equitable access to active transportation and low carbon transportation. The Project supports priority 4-1b of the Regional Parks and Trails Strategic Plan (2022-2032), to plan for and implement priority regional trail enhancement and expansion projects. The Project will also increase accessibility for all ages and abilities, improve user experience, safety and personal security.

**CONCLUSION**

The British Columbia Active Transportation Infrastructure Grant application for the Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A) was submitted on October 27, 2023. The Project meets the grant program eligibility guidelines with a total eligible cost of over \$1,000,000. Efficiencies will be gained through the coordination of infrastructure improvement projects in the project area with the City of Victoria.

A CRD Board resolution is required to be submitted by December 1, 2023, confirming the funding share for the project is available and supported with a construction completion date prior to March 2026.

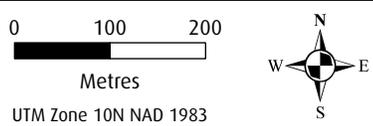
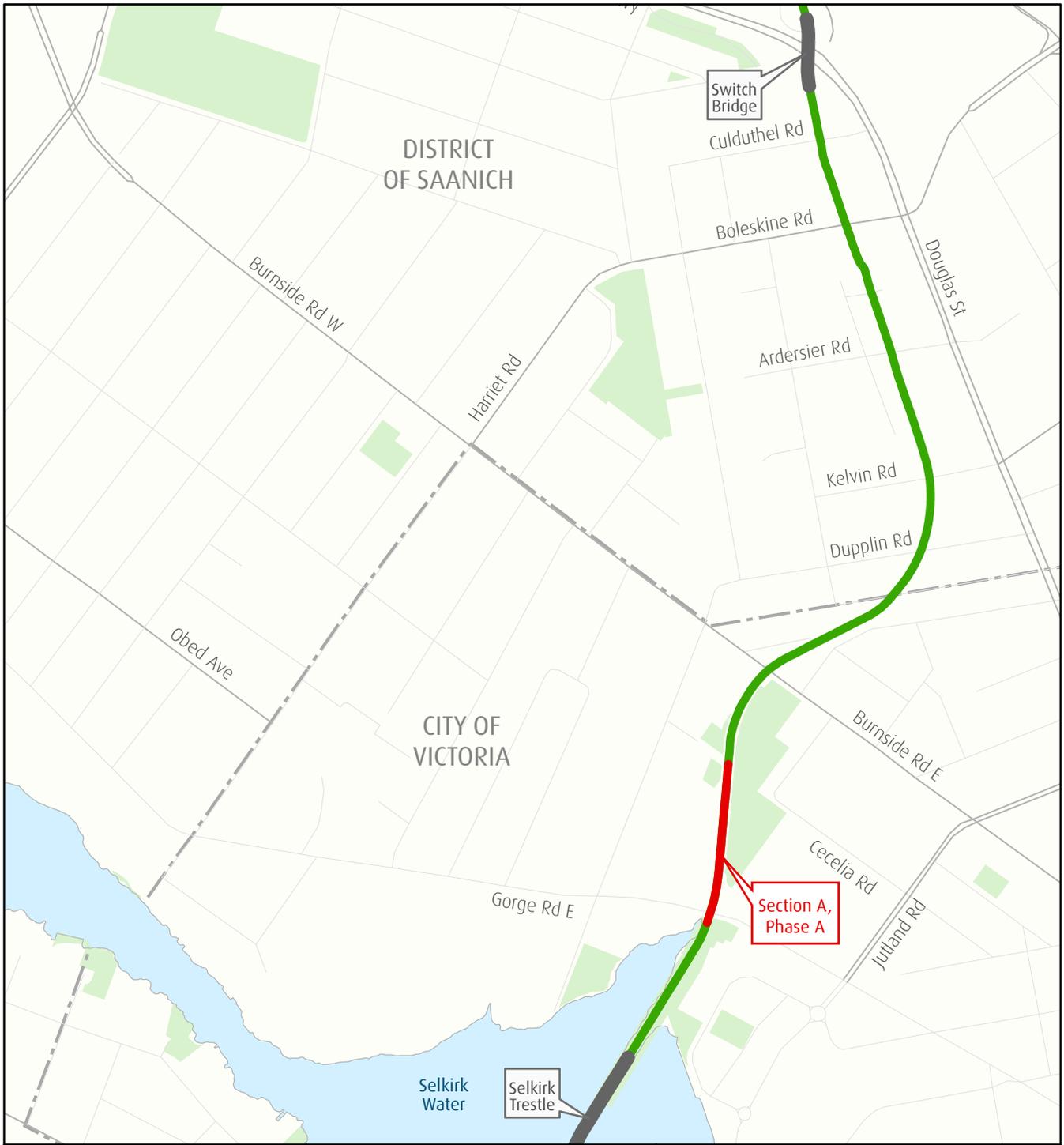
**RECOMMENDATION**

- 1) That the Board support the application to the British Columbia Active Transportation Infrastructure Grant Program for the priority Regional Trestles Renewal, Trail Widening and Lighting Project (Section A, Phase A);
- 2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Regional Parks service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.

Submitted by:	Mike MacIntyre, Acting Senior Manager, Regional Parks
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C.Tech, Chief Administrative Officer

**ATTACHMENT**

- Appendix A: Map – Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A)
- Appendix B: Grant Program Application Form



**Important** This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

- Section A, Phase A
- Bridge / Trestle
- Galloping Goose Regional Trail
- Major Road
- Local Road
- Municipal Boundary
- Park / Protected Area

**Appendix A**  
Regional Trestles Renewal,  
Trails Widening and Lighting Project  
(Section A, Phase A)  
Capital Regional District  
Board Staff Report  
November 8, 2023



<https://submit.digital.gov.bc.ca/app/user/draft?s=291a5762-8c33-453f-ab02-ca9a3ead0b79>

## SECTION 1. APPLICANT INFORMATION

Primary government applicant

Legal name of government applicant: Capital Regional District

Street address: 625 Fisgard Street City: Victoria Postal code: V8W 1R7

Community population: 383,360 (2016)

Government applicant type: Regional District

Contact name: Sarah Forbes

Contact title: GIS, Design and Development Program Coordinator

Phone: (250) 360-3366 Email: sforbes@crd.bc.ca

Is this project a partnership between two governments?

- Yes
- No

## SECTION 2. FUNDING AVAILABLE

B.C. Active Transportation Infrastructure projects are eligible for funding up to a total of \$500,000 per project.

Check the eligible provincial cost-share option according to the [2021 Census](#).

Available funding

- up to 80% (Indigenous community and/or Indigenous government with local government partnership)
- up to 70% (local government with community population less than 15,000)
- up to 60% (local government with community population between 15,000 to 25,000)
- up to 50% (local government with community population over 25,000)

### SECTION 3. REQUIREMENTS IN ORDER TO ADVANCE

**NOTE: If you answered NO to any of the below questions, your project may not be shovel-ready which is a requirement to advance in the evaluation process. Contact [BCATgrants@gov.bc.ca](mailto:BCATgrants@gov.bc.ca) for application help.**

1. If you have B.C. Active Transportation Grant projects from before 2022/23, are they now complete? \*

- Yes
- No
- N/A

2. Do you have the Active Transportation Infrastructure Cost Estimate form to submit with this application?

- Yes
- No

**Please see [Active Transportation Infrastructure Cost Estimate Form](#).**

3. Do you have the Council/Board/Band Council resolution/approval to submit with this application?

- Yes
- No

**NOTE: If an authorized resolution is not available by the application deadline due to meeting schedules, a draft resolution with anticipated date of submission for fully authorized resolution may be submitted with application package. The fully authorized resolution must be submitted by December 1, 2023.**

4. Is your proposed project part of an Active Transportation Network Plan (ATNP), or equivalent?

- Yes
- No

Provide the website link and relevant pages/paragraphs

The proposed project is part of an active transportation network plan, as illustrated through the following key documents:

[CRD Regional Parks and Trails Strategic Plan 2022-2032](#)

Providing a long-term vision for regional parks and trails, the plan defines the regional trails system as a separated, primarily off-street pathway system connecting urban and rural communities across the Capital Region. There are over 100 km of regional trails available for use 24 hours a day, 365 days per year. The regional trail system serves as an anchor for the region's active transportation network and recreational greenway corridors.

The regional trail classification system outlined in the Strategic Plan establishes the intended purpose for each regional trail type, including Urban Bike and Pedestrian. Priority projects outlined in the Strategic Plan include enhancements to Urban Bike and Pedestrian trails in high use sections (with separated use pathway and lighting designs). Following the guiding principle of minimizing service disruptions on the regional trails whenever possible, the Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A) (the Project) has been identified as a priority Urban Bike and Pedestrian section, and opportunities for efficiencies exist with aligning the enhancement project with other planned works (City of Victoria planned underground works in the same project area).

The Project aligns with Priority 4 of the Regional Parks and Trails Strategic Plan (Climate Action and Resiliency). The commitment to advance regional active transportation opportunities that contribute to greenhouse gas reduction through regional trail enhancement and expansion projects is illustrated through Priority Action 4-1b (plan for and implement priority regional trail enhancement and expansion projects) and Priority Action 4-1f (support, participate, and collaborate in the planning and implementation of a regional active transportation network that improves connectivity, identifies system gaps, and establishes desired design standards and service levels).

With regional trail user volumes increasing, the Project will improve user safety and comfort, aligning with Priority 3-1 of the Strategic Plan (offer compatible outdoor recreation opportunities that are enjoyable, healthy, safe and immersed in nature).

#### [CRD Board Priorities \(2022-2026\)](#)

The CRD Board Priorities complement and build on previous Board actions, and existing plans and budgets. The desired outcome of the transportation priority is for residents to have access to convenient, green and affordable multi-modal transportation systems that enhance livability in the region. The priority is supported through initiative 1b, to support investments, expansion, and equitable access to active and low carbon transportation. In April 2023, the CRD Board approved AAA facility criteria based on the BC Active Transportation Design Guidelines. The proposed widening and separated-use pathway design meets the AAA facility criteria.

#### [CRD Regional Trails Management Plan](#)

The Regional Trails Management Plan (2016) provides overarching guidance and policy direction for the regional trails, including: *The Galloping Goose Regional Trail (Galloping Goose)*, *The Lochside Regional Trail (Lochside)* and *the E&N Rail Trail-Humpback connector (E&N Rail Trail)*. The CRD regional trail system facilitates active, healthy lifestyles for people of all ages and abilities by providing opportunities for both recreation and active transportation. The mission statement for the Victoria to Luxton section of the Galloping Goose Regional Trail, where the Project area (Section A, Phase A) is located, notes the trail provides a major route for active transportation and recreation, as well as provides access to key regional and location destinations.

#### [CRD Regional Growth Strategy, 2018](#)

The Regional Growth Strategy (Bylaw No. 4017) supports the development of a balanced and sustainable transportation system providing residents with reasonable and affordable transportation choices that enhance overall regional quality of life.

#### CRD Corporate Climate Action Strategy

The CRD signed the BC Climate Action Charter in 2008 and is taking steps to adapt, mitigate, and reduce climate change impacts. In February 2019, the CRD Board identified Climate Action and Environmental Stewardship as a priority for the region and approved a motion to declare a climate emergency, committing to limit global warming to 1.5°C above pre-industrial levels.

In 2021, the CRD completed a comprehensive, data-driven planning process to create a renewed Climate Action Strategy. The Low-Carbon Mobility Goal (Goal 3) reflects actions to support, endorse, and encourage active, public, and zero-emission transportation options across the region, including the community-focused action of accelerating infrastructure improvements that support active transportation.

#### CRD Regional Transportation Plan, 2014

The Regional Transportation Plan, 2014 sets out a strategic vision for transportation over the next 25 years and is closely linked with emerging initiatives in the Regional Growth Strategy. The plan puts forth a multi-modal transportation network concept for the region that includes sections of regional trails functioning as separated, off-street active transportation corridors. The plan vision is to provide a future where transportation is sustainable, offers choices, enables smart growth, and makes livable communities possible. The Project is in line with Action 4.2 under the Regional Outcome Statement #2: *To enhance existing regional trails and continue to fund the expansion of new trails, in line with the Pedestrian and Cycling Master Plan design guidelines, with a focus on connectivity. The existing regional trails system is an important "spine" in the cycling network.*

#### CRD Pedestrian and Cycling Master Plan, 2011

Part of the Regional Transportation Plan (RTP), the 2011 Pedestrian and Cycling Master Plan (PCMP) sets out a strategy for significantly increasing active transportation throughout the region. The plan has been developed using the Canadian National Active Transportation Strategy, British Columbia Active Transportation, and British Columbia Active Transportation Design Guide. The PCMP focuses on infrastructure and programming that responds to the needs of both rural and urban communities. The plan targets a regional mode share of 15% each for walking and cycling - with 25% in densely populated areas – by 2038. The plan also identifies the priority to implement a high level of pedestrian accommodation and improved sense of user comfortability, particularly in 'pedestrian priority areas' closer to the city, which align with the design principles of the Project. A recent origin and destination household travel survey indicated the region's mode share is 26%, with 5.1% of trips taken by cycling and 13.7% taken by walking.

**5. It is a grant eligibility requirement to be able to complete the project within ~1 year once Conditional Grant Agreement is signed, if total eligible project costs are under \$1 million or ~2 years if total eligible project costs are over \$1 million. What is the total eligible project costs?**

- under \$1M
- over \$1M

**Will the project be completed within 3 years of the application deadline year?**

- Yes
- No

Completed by: March 31, 2026.

**6. Is the project at the stage where construction can begin immediately once provincial funding has been announced and local weather conditions allow ("shovel-ready")?**

- Yes
- No

**7. Is your funding share and, if applicable, third-party funding secured?**

- Yes
- No

**8. Has the detailed project design work been completed for your project by a qualified engineer or technologist?**

- Yes
- No

**9. Will your project be available for public use once it is completed?**

- Yes
- No

**10. If any part of the project is located on or adjacent to Reserve land, does the project have Indigenous government endorsement?**

- Yes
- No
- N/A

Please see [Indigenous Engagement Guide](#).

11. If any part of the project is located in the Agricultural Land Reserve, does the project have approval from the Agricultural Land Commission?

- Yes
- No
- N/A

12. If any land will need to be acquired for your project, will it be acquired in one year or less after application deadline year?

- Yes
- No
- N/A

Acquired by: October 27, 2024.

13. Does the project have the required right-of-way approvals?

- Yes
- No
- N/A

Please specify

BCTFA Lease

(e.g., B.C. Hydro, B.C. Rail, Ministry of Transportation and Infrastructure, etc.)

**BCTFA CRD Lease Agreement (2015) + MOU BCTFA/MOTI/CRD lightening and widening project (2021)**

[https://goto.crd.bc.ca/teams/pcs/rp/6130ParksTrails/Regional-Trails-Widening-Study/Lease2015GallopingGoose\\_BCTFA\\_REP201400283.pdf#search=BCTFA%20CRD%20Lease%20Agreement](https://goto.crd.bc.ca/teams/pcs/rp/6130ParksTrails/Regional-Trails-Widening-Study/Lease2015GallopingGoose_BCTFA_REP201400283.pdf#search=BCTFA%20CRD%20Lease%20Agreement)

<https://goto.crd.bc.ca/teams/pcs/rp/1850Grants/FederalActiveTransportationFund/MOU-MOTI-CRD-GooseSelkirkEnhancementProject-CapitalRegionVictoriaBC.pdf>

14. Does the project have the required environmental approvals?

- Yes
- No
- N/A

Please specify

Environmental best practices have been incorporated in the design phase and will carry forward through project execution. The construction ready design documents will incorporate feedback from completed geotechnical assessments and an arborist report completed in 2023. Preliminary soil quality assessments have been undertaken by the City of Victoria (in 2022/2023), which will be shared with the CRD as the City of Victoria (CoV) proceeds with underground service upgrades in the project location. Further environmental assessments, including archaeological investigations and permitting, will be completed jointly by the CRD and the CoV.

Trees in the Project area have been identified for removal and tree removals will take place after permits are acquired. Replanting will be in accordance with permit requirements to maintain the properties of a greenway corridor.

**15. Have you completed community consultation for this proposed project?**

- Yes  
 No

**Please indicate what type of consultation:**

- Active Transportation Network Plan  
 Transportation Master Plan  
 Official Community Plan  
 Survey  
 Open House  
 Other

**Please specify**

The 2016 Regional Trails Management Plan (RTMP) identified the need to assess the feasibility of widening and lighting sections of the Galloping Goose and Lochside regional trails, to improve user safety and accessibility.

In 2020, the CRD conducted the [Regional Trails Widening Study](#), and in 2021 the CRD conducted public engagement on the proposed 6.5 m separated-use pathway design with lighting and implementation priorities, as recommended in the study. Public engagement indicated strong support for the Project. Conceptual designs were used during the public engagement process, including online forums, and the final [Public Engagement Report](#) was released in 2021.

The results indicated the majority of respondents (90%) supported the conceptual widened design for the Galloping Goose Regional Trail between the Selkirk Trestle and Switch Bridge, within which the Project is located. 87% of respondents were supportive of lighting the section, to improve user safety and accessibility. When asked for input on the preferred priority sequence for implementation, 83% of respondents agreed the section from the Selkirk Trestle to the Switch Bridge of the Galloping Goose

Regional Trail, within which the Project is located, should be considered the first priority for development.

Letters of support for the Regional Trestles Renewal, Trails Widening and Lighting Project have been received from the City of Victoria, the District of Saanich, the City of Colwood, and the Township of Esquimalt. The letters reflect support for both trail surface widening (from the current configuration of 3-5 m widths to a 6.5 m width in high use areas) and lighting key sections to improve safety and accessibility, and highlight the Project's alignment to municipal goals, aimed at reducing GHG emissions and improvements to multimodal transportation options.

The City of Victoria letter of support demonstrates a commitment to collaboration with the CRD and the District of Saanich, with the aim to align priority projects in the Project area to reduce disruptions to trail users. Through partnership development with the City of Victoria, there is an opportunity to coordinate infrastructure improvement projects taking place the Project area. The City of Victoria intends to initiate underground service improvements along the 350 m section and the CRD intends to use this opportunity to replace the trail surface with a widened 6.5 m separated use configuration with lighting. Aligning construction project schedules in 2024 to 2025 will increase efficiency, reduce service disruptions, share AAA detour routes, and capitalize on a 'dig once' methodology. During 2023 and onwards into 2024 the City of Victoria has been implementing improved AAA cycling infrastructure on the road rights of way parallel to the project location, a timeline that has been motivated by our joint interest in undertaking improvements on the Galloping Goose Trail.

The District of Saanich letter of support outlines the alignment of the Project to the goals identified in the 2020 South Island Transportation Strategy. Identified improvements include enhanced user access, comfort and safety, as well as encouraged active transportation, reduced greenhouse gas emissions, and contributions to regional economic benefits.

The project has been introduced to STÁUTW (Tsawout) First Nation, BOKÉCEN (Pauquachin) First Nation, x<sup>w</sup>sepsəm (Esquimalt) Nation, Songhees Nation, and to the WSÁNEĆ Leadership Council on behalf of WJOLÉLP (Tsartlip) and WSÍKEM (Tseycum) First Nations, and regular updates are being provided. Feedback from the Nations to date indicates interest in understanding the archaeological and environmental implications of the project and an expressed interest to have cultural monitors present during land altering activities. Project staff will continue to work closely with First Nations by sharing information as the project progresses.

**16. Have you consulted large vehicle operators on this proposed route (e.g., B.C. Transit, Emergency Services)?**

- Yes
- No
- N/A

17. If your project does not solely consist of amenities or end-of-trip facilities, have you completed a Usage Count Form at the proposed project site?

- Yes
- No
- N/A

Please see [Usage Count Form](#). You will also get a chance to fill it out as part of the application in Section 5, if applicable.

Count data has been collected in the project location as part of the [CRD Regional Cyclist and Pedestrian Count Program](#). This system provides live count information. CRD Regional Parks also has trail counters along the regional trail system, which provide a historical overview of regional trail usage, dating back to 2013. To validate the information collected, [volunteer counts](#) are captured on an annual basis.

Count data indicates that approximately 2,000,000 users per year use the Galloping Goose Regional Trail for commuting, recreation, and tourism. Current use in the project area is approximately 3,700 users/day (average of 1,369 pedestrians/day) based on the CRD Regional Cyclist and Pedestrian Count Program.

#### Data from CRD Count Program

Date	Station	Count Period	Bicycle	Pedestrian
July 2022 Weekday Average	Galloping Goose North of Selkirk Trestle	7-9am	547	122
July 2022 Weekday Average	Galloping Goose North of Selkirk Trestle	4-6pm	712	225
July 2022 Weekend Average	Galloping Goose North of Selkirk Trestle	10am-4pm	1640	641

Comments: All usage counts represent an hourly average of all weekday/weekends in the month of July 2022 from a permanent eco-counter.

**Section Supplemental:** Please provide any additional information regarding any challenges in achieving the grant funding eligibility requirements, as per the questions above:

The CRD has been awarded BC Active Transportation Infrastructure funding through the 2022/23 intake (Mayne Island Regional Trail). The Mayne Island Regional Trail construction is on schedule, with an anticipated completion date of Spring 2024.

A CRD Board resolution is required to confirm the submission authorization and secured cost share for the Project. A CRD Board staff report has been prepared for the November 8, 2023 CRD Board meeting. The recommendation presented in the staff report is:

That the Capital Regional District Board confirm submission authorization of the BC Active Transportation Infrastructure Grant application for the Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A), provide confirmation that the funding share for the shovel-ready priority project is available and supported with a construction completion date prior to March 2026, and direct staff to provide overall grant management.

A draft resolution will be submitted as part of this application, and prior to December 1, 2023 the CRD will submit the CRD Board resolution.

The Project is shovel-ready with a Class B estimate dated October 2023, with construction and material values aligned with 2024 market valuations.

In line with preferred project grant criteria, partnerships have been identified and pursued. The Project is planned to take place regardless of the City of Victoria's (CoV) underground service upgrade schedule; however, the CRD would like to capitalise on synergies with CoV to align construction schedules and streamline operations where possible. An agreement between CoV and CRD has been drafted and details shared responsibilities such as Environmental Assessments and permitting. If construction schedules do not align, the CRD will initiate Environmental Assessments and permitting for the Project, in advance of the planned construction window in 2024.

This recreational and active transportation trail enhancement will not be taking place within to a road right of way, therefore large vehicle operation consultation was deemed not applicable.

#### **SECTION 4. PROJECT TYPE**

Project title: *Regional Trails Widening and Lighting Project (Section A Phase A)*

Project rank in priority if multiple applications (2 maximum per community) are submitted:

- N/A
- 1st priority
- 2nd priority

Infrastructure type

**Infrastructure Type:** Active transportation relates to human-powered forms of transporting goods and people to work, school and community destinations. It can take many forms and is continually

evolving as new technologies emerge. It includes **walking, cycling, rolling** (e.g., skateboarding, in-line skating), and **other existing and emerging modes**.

The [B.C. Active Transportation Design Guide](#) can help identify the infrastructure type(s) that best describe(s) your project.

Please select at least one option below from the following categories: *pedestrian-only facilities, cycling-only facilities, multi-use facilities, intersections and/or street crossings, end-of-trip facilities*.

Check all that apply: \*

[Learn more about Pedestrian-Only Facilities](#)

18. Pedestrian-Only Facilities: **NA**

- New
- Upgrade
- Sidewalk
- Bridge/overpass
- Actuated crosswalks
- Stairs
- Curb extensions
- Improved accessibility
- Trail
- Pavement markings
- Automatic counters
- Other

[Learn more about Cycling-Only Facilities](#)

19. Cycling-Only Facilities: **NA**

- New
- Upgrade

- Protected one-way bicycle lane
- Protected two-way bicycle lane
- Neighbourhood bikeways
- Buffered bicycle lanes
- Painted bicycle lanes
- Bicycle accessible shoulders
- Advisory bicycle lanes
- Bridge/overpass
- Automatic counters
- Other

[Learn more about Multi-Use Facilities](#)

#### 20. Multi-Use Facilities:

- New
- Upgrade
- Multi-use path with mode separation
- Multi-use path without mode separation
- Bridge/overpass
- Pedestrian/cyclist counters
- Personal mobility share
- Other

[Learn more about Intersections and/or Street Crossings](#)

#### 21. Intersections and/or Street Crossings: NA

- Street Markings
- Signage
- Traffic Island
- Traffic Lights
- Curb Ramps
- Other

[Learn more about End-of-Trip Facilities](#)

22. End-of-Trip Facilities: **NA**

- Bike Racks
- Washrooms
- Water fountains
- Lockers
- Other

23. Other types of active transportation infrastructure: **Lighting and Signage**

## SECTION 5. PROJECT OVERVIEW

24. Provide the following information about your project in one to three sentences: project type, location (*address start and end points*) and total length (km) (*if length is applicable*): \*  
**Latitude and longitude refer to geographic coordinates of the start and end points for the project. Enter the coordinates, if known, and MoTI will use them to map active transportation projects in B.C. for an inventory and for future funding purposes.**

Project Start Latitude: 48°26'34.6"N

Project Start Longitude: 123°22'46.0"W

Project End Latitude: 48°26'41.8"N

**Project End Longitude:** 123°22'44.9"W

Section A, Phase A of the Regional Trestles Renewal, Trails Widening and Lighting Project consists of enhancing a high use 350 m section of the Galloping Goose Regional Trail to a 6.5 m separated use pathway design with lighting. The project area is within the existing Galloping Goose Regional Trail, between Gorge Road and Cecelia Road. The project will incorporate Active Transportation Design Guidelines.

**25. List the physical works to be undertaken for the project:**

**Be sure to include all project components (e.g., lighting, automatic counters, fencing), attach maintenance agreement if applicable.**

The existing Galloping Goose Regional Trail surface between Gorge Road and Cecelia Road will be disturbed due to City of Victoria underground service upgrades scheduled in 2024. Gaining efficiencies through the alignment of the Project with the CoV underground service upgrades, the Project aims to restore the regional trail surface to a widened 6.5 m separated-use pathway with lighting. The physical works to be undertaken for the CRD trail enhancement project will include:

- Construction of a widened 6.5m, separated-use pathway with lighting.
- Clearance of asphalt surface that has not been removed as part of the City of Victoria underground service upgrades.
- Land clearing and grading, excavation, trenching and backfilling.
- Lighting conduit, wiring, and fixture installation.
- Tree removal.
- Trail use and safety signage.
- Regional Trail reconstruction including, but not limited to: asphalt surfacing; drainage works, handrail installation, riprap, landscaping, retaining walls, native planting, line marking, and signage (according to MOTI and MMCD specifications).

**26. Is any part of the project being constructed on property that is not owned by the applicant?**

Yes

No

**27. Will the primary applicant maintain the infrastructure once it is built?**

Yes

No

**28. What plans are in place and where will funds be sourced from if project costs escalate beyond budgeted contingencies (cost overruns)? (e.g. line of credit, changing the scope of the original project)**

Please note that this grant program does not provide additional funds to cover cost overruns.

In July 2023, options to fund the Regional Trestles Renewal, Trails Widening and Lighting Project were presented to the CRD Transportation Committee. The Transportation Committee recommended to the

CRD Board that the project be accelerated by the inclusion of the Project in the 2024-2028 Financial Plan, and that project funds be secured through grant funding and the borrowing bylaw as required.

To date, grant funding has been secured through the Growing Communities Fund (GCF) to advance the Regional Trestles Renewal, Trails Widening and Lighting Project (Section A, Phase A). Class B estimates are current as of October 2023 and include contingency allocations. If project costs escalate beyond budgeted contingencies, additional funds will be made available through annual CRD budget processes.

## **Section 6. SAFETY**

**29. Provincially funded active transportation projects must be consistent with the best practices for active transportation design appropriate for the local community context. Indicate how your project design aligns with the [B.C. Active Transportation Design Guide](#) or other publications: \***

The Project meets the BC Active Transportation Design Guide standards, with improvements aligning to requirements for increased usership, public safety, accessibility and comfort.

Average user counts for the Regional Trestles Renewal, Trails Widening and Lighting Project (Section A Phase A) area currently exceed the BC Active Transportation Design Guide Calculation Guidance for Separating Pathway. The daily average of >3,000 users (>20% pedestrians) is justification to widen the trail surface to 6.5 m and move towards separated-use functionality with lighting. Efficiencies will be gained through project alignment with the City of Victoria's planned underground service upgrades, restoring a busy section of the Galloping Goose Regional Trail to a widened 6.5 m design with lighting, in preparation for future separated-use development planned as part a 6.6 km separated-use trail enhancement project (4 m bi-directional cycle lane and 2.5 m pedestrian lane).

As per the BC Active Transportation Design Guide, the CRD has included lighting in the initial options study, public engagement and detailed designs.

Key elements of the design guide which influenced our planning and design process are detailed below:  
E.2 – Multiuse-Use Pathways

1. Trails with 1,400 users per day (20% pedestrians and total user volumes are greater than 33 persons per peak hour) should aim for trail surface no smaller than 4 m in width for bi-direction traffic. With a recorded daily average of >3,000 users, we aim to increase the trail capacity, restoring the trail to a widened state of 6.5 m, in preparation for future separated-use development.

E.3 – Separated-Use Pathways

1. When the volume of users on a multi-use pathway is (or is expected to be) high, separating bicycle users from other pathway users may be required. (Page 236).
2. Separated bicycle and pedestrian pathways create a more comfortable environment and minimize the potential safety conflicts between people walking and faster-moving active transportation users, such as people cycling, in-line skaters, and other modes. (Page 234).
3. Desirable bi-directional bicycle path width is 4 m. (Page 235).
4. Desirable pedestrian pathway (adjacent to a separated bicycle pathway) is 2.5 m (Page 236).
5. Regardless of land-use context, a bicycle pathway should always be located parallel to a pedestrian pathway or a sidewalk. If a parallel facility for pedestrians is not provided, it is likely that a bicycle pathway will be used by pedestrians and function as a multi-use pathway. (Page 233).

G.1 – Design Considerations – Lighting

1. Lighting: Where feasible, lighting should be provided along the entire active transportation facility. (Page 285).

#### H.4 - Lighting

1. Lighting is important for active transportation users because it enhances the aesthetics of the built environment, increases comfort and safety, and helps with wayfinding, navigation, and observation. Lighting also helps to enhance the visibility of road and pathway surfaces, the surrounding environment, and other roadway and pathway users. Lighting can provide significant value in enhancements to both real and perceived comfort and safety. (Page 457).

2. The area identified is impacted by vandalism and public safety concerns have been raised. Lighting can be used to address safety concerns on pedestrian and cycling facilities since it improves the visibility of the roadway and pathway surfaces, surrounding environment, and other users of a facility, and enables users to anticipate potential conflicts and hazards. This is particularly important for pedestrian and cycling facilities with high variability in user operating speeds, such as multi-use pathways and bicycle facilities along roadways. (Page 458).

3. It is recommended to include lighting for off-street pathways and on-street bicycle facilities for all new construction or road upgrades. (Page 462).

4. A pedestrian or cycling facility that is designated an all-ages and abilities facility and/or is intended to be used for transportation purposes should have illumination along the entire route regardless of facility type. Illumination along the entire corridor will ensure that the pedestrian and cycling facility is accessible and available for all users at all times of day for transportation use. (Page 462).

30. Is this project responding to any safety concerns raised in the community?

Yes

No

#### **31. Please detail how safety will be monitored post-completion:**

Safety will be monitored post-completion in the following ways:

1. CRD Park Rangers will conduct regular patrols of the trail to assess user compliance with the trail regulations as defined in the CRD Regional Parks Regulation Bylaw No. 1, 2018.

2. Members of the public can submit safety concerns to the online Report to Parks program.

Staff will review any reported crash incidents (to ICBC or National Database) and will work with MOTI around areas of concern.

3. Asset management and maintenance program will regularly assess the safety of the facility and any required infrastructure improvements, and preventative maintenance requirements (i.e. to lighting, trail markings, drainage, railings, resurfacing requirements).

4. An annual operating program to address vegetation management, facility management, preventative maintenance, condition assessments and safety inspections will be implemented.

5. CRD will deliver it's Cruise with Courtesy campaign on an annual basis.

6. Public sense of safety and comfort will be perceived in increased use numbers, especially at darker times of the year, and through user survey activity.

7. Open communication with RCMP to monitor crime statistics.

**32. Is the infrastructure physically separated from motor vehicles?**

- Yes
- No

**33. Identify which additional safety measures exist within the design of your project:**

- Maintenance plan
- Lighting
- Signage
- Lowered speed limit
- Other

The [B.C. Active Transportation Design Guide](#) recommends minimum widths for different types and contexts of active transportation infrastructure (see [Program Guidelines, Section 6.1: Preferred Project Criteria](#)).

**34. Does the proposed infrastructure widths align with the Design Guide recommendations?**

- Yes, conforms to 'desired' recommendations
- Yes, conforms to 'constrained' recommendations
- No
- N/A (project is amenities only)

**Please provide details on your project's width. Cite specific pages in the Design Guide if possible. If achieving Design Guide recommendations is not possible due to local context, please explain:**

Average user counts for the Regional Trestles Renewal, Trails Widening and Lighting Project (Section A Phase A) area currently exceed the BC Active Transportation Design Guide Calculation Guidance for Separating Pathway. The daily average of >3,000 users (>20% pedestrians) is justification to widen the trail surface to 6.5 m and move towards separated-use functionality with lighting. Efficiencies will be gained through project alignment with the City of Victoria's planned underground service upgrades, restoring a busy section of the Galloping Goose Regional Trail to a widened 6.5 m design with lighting, in preparation for future separated-use development planned as part a 6.6 km separated-use trail enhancement project (4 m bi-directional cycle lane and 2.5 m pedestrian lane).

## E.2 – Multiuse-Use Pathways

1. Trails with more than 1,400 users (20% pedestrians and total user volumes are greater than 33 persons per peak hour) should aim for trail surface no smaller than 4 m in width for bi-direction traffic. With a recorded daily average of >3,000 users, we would like to accommodate for 6.5 m trail to be constructed in preparation for future separated use development plans. (Page 224).

## E.3 – Separated-Use Pathways

1. When the volume of users on a multi-use pathway is (or is expected to be) high, separating bicycle users from other pathway users may be required. (Page 236).
2. Separated bicycle and pedestrian pathways can be located in a variety of contexts, including those similar to multi-use pathways. This includes rail corridors, greenway corridors, parks, and along waterfronts. (Page 233).
3. Separated bicycle and pedestrian pathways create a more comfortable environment and minimize the potential safety conflicts between people walking and faster-moving active transportation users, such as people cycling, in-line skaters, and other modes. (Page 234).
4. Desirable bi-directional bicycle path width is 4 m. (Page 235).
5. Desirable pedestrian pathway (adjacent to a separated bicycle pathway) is 2.5 m (Page 236).

**35. The B.C. Active Transportation Design Guide recommends certain facility types for different road contexts, e.g., speed and volume. Does the proposed infrastructure align with Design Guide recommendations?**

- Yes
- No
- N/A (project is amenities only)

**Please provide details. Cite specific pages in the Design Guide if possible. If achieving Design Guide recommendations is not possible due to local context, please explain:**

The proposed infrastructure aligns with the BC Active Transportation Design Guide recommendations. The Project consists of widening the existing regional trail surface to 6.5 m, in preparation for future separated use improvements (allowing for a 2 m pedestrian walkway alongside and 4 m bi-directional cycleway). With daily user volumes in excess of 1,400 (with >20% pedestrians) the current user volumes exceed the guidance width for a high-use multi-use pathway.

These specifications are guided by the following the AT Design Guidelines:

Table E-21 (Page 224): Calculation Guidance for Separating Pathway Users

More than 20% of users are pedestrians and total user volumes are greater than 33 persons per peak hour = 4 m width for 1,400 users /day (Our count data reads >3,700 users/day with >20% pedestrian)

Table E-23 (Page 235): Bicycle Pathway Width Guidance

Bicycle Pathway (Bi-Directional Bicycle) = 4 m (3 m if constrained)

Table E-24 (Page 236): Pedestrian Pathway Width Guidance

Pedestrian Pathway (Adjacent to a Separated Bicycle Pathway) = 2.4-3 m (1.8 m constrained).

Table F-27 (Page 268): Recommended AT Facility Width based on Road Classification.

Road Class and Design Speed = Urban - Off -Street Pathway  
Off-Street Pathways Width = 3.0m – 4.0m  
Off-Street Pathways Offset = Boulevard

**36. When the project encounters or transitions to another facility type (e.g., a bike lane crossing an intersection, a multi-use path ending at a sidewalk), are there design features in place to minimize conflicts and ensure a safe transition for all intended users?**

- Yes
- No
- N/A (project is amenities only)

**Please provide details:**

The 350 m Section A Phase A enhancement is the first in a planned series of trail enhancement projects as part of the wider Regional Trestles Renewal, Trails Widening and Lighting Project. As the intent is to widen this section of the trail, at either end of the project location, trail widths will vary and these width changes will require mitigation. The following design features will be in place to minimize conflicts and ensure safe transitions between trail widths for all users: conflict zones Pathway alignment through line tapering, adequate sightlines and lighting have been considered throughout the design process to mitigate potential conflicts. A white fog line will mark the trail edge and taper to provide a seamless transition between the new surface and the old trail. Clear signage will provide warning of width changes, to raise awareness of potential conflict points, and indicate a shared right of-way. Lighting will provide clear sightlines during darker hours of operation. The CRD Cruise with Courtesy campaign will also be delivered after implementation to improve user awareness and etiquette.

## **Section 7: Project Alignment with Provincial Priorities**

### **Economy / Tourism**

**37. What are the economic benefits of this project to your community or region? How does this project create or protect economic opportunities for existing local businesses, or create opportunities for new business activities?**

The immediate economic benefits of the Project to the region include job creation in assessments, design, construction, material supply.

There are several ongoing direct economic benefits provided by the Galloping Goose Regional Trail, that will be enhanced by the Project. These include local spending associated with trail users supporting local businesses near the trail, including cafes, restaurants and other stores. Providing safe, all ages and abilities access to the City of Victoria downtown core, will support spending across a range of businesses.

Furthermore, safe transportation corridors that enable regular active transportation reduces individuals cost of living, through reduced vehicle costs. An increase to transit revenues will be seen due to enhanced connection to transit hubs.

Providing a safe and accessible trail network for residents will also result in several downstream economic benefits. A widened and lighted trail will promote increased recreational and active transportation trail use, increasing regional physical activity levels. Hours of use will also be extended, especially in winter months with the implementation of lighting.

Increased physical activity levels is associated with reduced prevalence of chronic illness and mental health conditions. These outcomes will result in health care cost savings, reducing the \$5.3 billion that is spent annually across Canada due to physical inactivity (18 Transport Canada. Active Transportation: A Primer. Accessed Sept. 28,2012: <http://www.tc.gc.ca/eng/programs/environment-urban-guidelinespractitioners-atg-2-2674.htm>)

Finally, increasing the active transportation mode share can result in a reduction in road maintenance cost, along with the demand for roadway expansion and parking. Highway and parking construction costs far exceed the cost of trail maintenance, improvement, and expansion.

### **38. How will this project contribute to tourism in your community?**

The Capital Region is a key tourism destination within British Columbia. The regional trail network connects the BC Ferries terminal at Swartz Bay on Vancouver Island with downtown Victoria (along the Lochside and Galloping Goose Regional Trails).

The Galloping Goose Regional Trail is a key attraction for cycling trips from Victoria to western communities of View Royal, Langford, Colwood, Metchosin and Sooke and directly links to regional parks such as Thetis Lake, Matheson Lake, and Sooke Potholes. Many people from the lower mainland come to ride the regional trails and stay within the Capital Region while visiting. Regional trail enhancements realized to this busy section of the Galloping Goose Regional Trail will improve the experience of active tourism travelers and potentially increase active tourism overall. The project area is located a short distance from the Black Ball Ferry dock in downtown Victoria and the Galloping Goose Regional Trail is a regional attraction for visitors from the United States. Regional trail enhancements realized through the Project will provide the potential for increased cycling tourism from the rest of Canada and the United States.

The high-use section of the Galloping Goose Regional Trail provides a key link between transit hubs between Uptown and the core of city, with anticipated further transit enhancements soon to be implement at Uptown.

### **Environment**

**B.C. is committed to a GHG reduction of 40% by 2030, relative to a 2007 baseline as per CleanBC.**

### **39. Describe the environmental benefits of this project, including any greenhouse gas reductions, local measurements of GHG share from transportation, or alignment with local sustainability plans:**

Section A, Phase A of the Regional Trestles Renewal, Trails Widening and Lighting Project, a 350 m section of the Galloping Goose Trail, is the first step towards accelerating enhancement projects along

6.6 km of the high-use regional trails. The Regional Trestles Renewal, Widening and Lighting Project will be initiated in 2024, with the aim of completion within 6 years.

Section A, Phase A regional trail enhancements will not directly contribute to GHG emission reduction, but it is a necessary task in order to complete the full 6.6 km widening and lighting project, which is expected to support the annual avoidance of 120 tCO<sub>2</sub>e while maintaining an estimated avoidance of 395 tonnes per year provided by the existing infrastructure. These calculations are based on 2021 data from cyclist and pedestrian counters on the existing pathway and a project user growth of 2.5% per year based on historical use patterns outlined in the Regional Trails Widening Study (Urban Systems, 2020). The calculation of avoided emissions of equivalent motor vehicle journeys, the calculation used the distance-based emission factor for passenger vehicles from provincial guidelines (B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions).

The annual GHG impact of the lighting for Section A, Phase A has been calculated to be less than 10 kgCO<sub>2</sub>e, and is considered insignificant on the region's total emissions.

The avoided GHG emissions resulting from the completion of this phased project will directly support the CRD's Regional GHG Emission Reduction Target of 61% Reduction by 2038 based on 2007 levels.

**40. Will the project be designed to retain the existing trees?**

- Yes
- No

**41. How many new trees will be planted?**

62

**42. How are environmental best practices or innovations incorporated into the design and construction of this project, including climate adaptation measures?**

Incorporating environmental best practices are a mandatory requirement of the design and construction tenders. Arborist, soil contamination and geotechnical studies have taken place during the planning phase of the project and qualified Environmental consultants will be engaged as part of the joint initiative with the City of Victoria. Employment of a 'dig once' approach to align the project with the City of Victoria's planned underground utility work, ensures efficiency of construction mobilization and utilization of materials.

Vegetation removal will be conducted outside of the bird nesting window. As the project location has a close proximity to water, the fish window will be accounted for in project planning and best working practices will be abided by. Local resources will be used where possible to reduce the carbon footprint of the work being done. No critical habitat has been identified for terrestrial or aquatic species at risk at the project site.

Drainage and stormwater management are factored into the design and construction of the widened trail design, to increase resiliency to flood impacts from climate change.

Energy efficient LED lights will be used. Although, solar lighting was investigated, it is not a viable solution for the setting due to the existing tree canopy and slope aspect in the trail corridor.

CRD will work to retain the regional trail as a greenway corridor, protecting trees and shade cover where possible will. The CRD will also utilize the opportunity to clear the invasive species growth and revegetate with native species in the project location.

Evaluation of construction proposals will include consideration of the proponent's environmentally friendly solutions/materials.

### **Connectivity / Land Use**

Please see [multi-modal integration](#).

**43. Does this project connect with other modes of transportation?**

Yes

No

**44. Does this project connect with other community infrastructure?**

Yes

No

**45. Does this project connect with other active transportation infrastructure?**

Yes

No

**46. Does this project connect a gap between two or more existing active transportation facilities?**

Yes

No

**47. Is this project a phase or component of a larger municipal/provincial/federal active transportation infrastructure project, plan, or strategy (e.g., an Active Transportation Network Plan)?**

Yes

No

## Accessibility / Intersectionality

### **48. How does this project enable individuals of all abilities to use and benefit from the proposed infrastructure, e.g., through [Universal Design \(see B.3\)](#)?**

This project incorporates the universal design principles as highlighted by the B.C. Active Transportation Design Guide. The project will provide a widened trail with a smooth asphalt surface, that will support equitable use. The trail will have minimal slope grades (<1.43%) and sightlines suitable for user design speeds, ensuring users can navigate the project area with low physical effort. The widened trail will provide users with increased space to account for various users and user speeds, desired side-by-side pedestrian travel, and mobility vehicle maneuverability. Trail lighting will support user comfort, and usability for individuals with visual impairments.

Initially, the project will provide a section of widened, multi-use trail, that meets All Ages and Abilities standards, and enables simple, intuitive, and equitable use, with plans to eventually separate use part of the larger Regional Trestles Renewal, Trails Widening and Lighting Project. As part of this larger 6.6km regional trail enhancement project, the CRD intends to work closely with a Lived Experience Consultant to inform the transformation from multi-use to separated use.

### **49. How does this project incorporate principles of [GBA+](#) and equity? Are there any groups who will benefit from this project, particularly vulnerable groups?**

*Examples: providing lighting along a path so people will feel safer at night, providing gender-neutral and family washrooms, building safer active transportation infrastructure in an economically disadvantaged area.*

The project will improve accessibility to all visitors and will benefit vulnerable populations in the region by improving active transportation accessibility, safety and user comfort. Widening the trail will increase the desired operating space for pedestrians and cyclists that incorporate space for mobility devices, strollers, side-by-side travel and passing for all ages and abilities, particularly youth, seniors and persons with disabilities.

Using Crime Prevention Through Environmental Design (CPTED) principles, the project will benefit people who feel their personal safety is at risk when using the trail during periods of darkness, particularly single women and families, by installing lighting along the trail corridor.

Research undertaken by the CRD in partnership with the Community Social Planning Council identify that 30% of CRD trail users were women. A study was undertaken to identify the barriers women and LGBTQ+ individuals face when accessing the CRD Regional Trails. Feeling unsafe was identified as the main deterrent faced by individuals, both lack of lighting and overcrowding of trails was specified as contributing elements to causing safety concerns. Participants identified that during times of low visibility, particularly mornings and evenings, they would often select alternative routes to avoid unlit sections of the trail. This project will provide lighting in an area that has been identified as a particular safety concern for users from vulnerable groups, due to its urban nature and challenges arising from the increase in the unhoused population. The proposed widening of the trail will provide an increased space for all users and reduce the perception of crowdedness felt by vulnerable groups.

The project will remove the stigma associated with not affording a vehicle by those experiencing poverty and/or homelessness by creating an attractive active transportation user experience and enhancing trail connectivity to transit facilities and the commercial centre.

The project aims to improve the safety and quality of mobility options for these specific equity-seeking groups and will provide benefit to all residents and visitors within the Capital Region by improving active transportation accessibility, safety, and user comfort between key destinations.

### Promotion / Education

#### 50. Will promotional or educational initiatives accompany the completed infrastructure that encourage health by walking or cycling instead of driving (mode shift)? Please describe:

The Province is working on the Clean Transportation Action Plan (CTAP), a commitment under the CleanBC Roadmap to 2030 to reduce greenhouse gas emissions in the transportation sector by 27-32% by 2030. CTAP includes mode shift which is a change from vehicle use to less carbon intensive modes, such as cycling or walking.

After project completion, the CRD Cruise with Courtesy campaign will be delivered to improve user awareness and etiquette. CRD is an official GoByBikeBC week partner hosting information stations on the trail and will continue to support these activities following implementation. The CRD aims to host 10 pop up events annually on the trail to promote safe use of the Regional Trails. The CRD has formed links with Electric Alpine Biking, supporting their grant application to deliver several modal shift workshops/sessions aim at CRD residents, particularly those from low-socioeconomic backgrounds and those living with a disability.

### Section 8 Project Cost Information

Please see [Program Guidelines](#) for information on eligible costs, ineligible costs, and third-party contributions.

Grant request must be the appropriate cost-share percentage of total eligible costs less third-party or in-kind funding, or \$500,000, whichever is less.

<b>(A) Total Estimated Project Cost:</b>	CA\$1,782,0
<b>(B) Total Estimated Eligible Project Cost (must match Cost Estimate form):</b>	CA\$1,373,4
<b>(C) Third party contribution(s), or in-kind/donated contributions:</b>	CA\$873,467
<b>(D) Total Estimated Eligible Project Cost less third-party or in-kind contributions: (B) - (C)</b>	CA\$500,000
<b>(E) Grant Request:</b>	CA\$500,000
<b>Cost-share percentage of (D) as determined in Section 2, OR \$500,000, whichever is less.</b>	
<b>Applicant Share: (A) – (C + E)</b>	

## SECTION 9: FISCAL YEAR BREAKDOWN

Fiscal Year	Total Eligible Project Costs (April 1 to March 31)
2023 - 2024	100,000
2024 - 2025	1,143,467
2025 - 2026 (if total project value is over \$1M)	130,000
<b>Total Eligible Cost:</b>	<b>1,373,467</b>

**NOTE: Total Fiscal Year Breakdown must equal Total Eligible Costs on the attached [Cost Estimate Form](#).**

## SECTION 10. ATTACHMENTS

**NOTE: Supported file formats: PDF, PNG, XLSX, DOC, DOCX, JPG, JPEG.**

**Active Transportation Infrastructure Cost Estimate Form:**

- **File Name**  
**Size**

Please see [Active Transportation Infrastructure Cost Estimate Form](#).

**Detailed design drawings made by a qualified engineer or technologist:**

- **File Name**  
**Size**

**Project specific map(s) detailing: project location, municipal boundaries, associated cycling/pedestrian networks, linkages to other modes of transportation and destination choices:**

- **File Name**  
**Size**

(e.g., schools, shopping areas, large employers)

**Before photos of the proposed project:**

- **File Name**  
**Size**

After photos will be required upon project completion

**Community and/or Indigenous government consultation summary:**

- **File Name**  
**Size**

**Council/Board/Band Council resolution OR draft resolution with anticipated submission date for fully authorized resolution:**

- **File Name**  
**Size**

**NOTE: fully authorized resolution must be submitted by December 1, 2023.**

**Permits/Approvals/Authorization letters (if applicable):**

- **File Name**  
**Size**

(e.g., Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, Lands and Natural Resource Operations, B.C. Hydro, etc.)

**Partnership agreements (if applicable):**

- **File Name**  
**Size**

**Environmental approvals (if applicable):**

- **File Name**  
**Size**

(e.g., from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc.)

**Endorsement from large vehicle operators (if applicable):**

- **File Name**  
**Size**

(e.g., B.C. Ferries, Public Transit, Emergency Services)

**Letter(s) of support (if applicable):**

- **File Name**  
**Size**

## **SECTION 11. AUTHORIZATIONS**

We, Capital Regional District, certify that the information contained in the Application Package is to the best of our knowledge, correct and complete. We confirm that necessary local funds have been allocated for this project, that the project is a priority and is 'shovel ready' as per the criteria in the Application Form, and that our intention is to complete this project within the required timeline. We are aware that, if grant is awarded, incurred costs will be eligible as of the project approval date.

**Project Manager Approver**

**Project Manager Approver Signature**

*Glenn Harris*  
Sign above

General Manager, CRD Parks & Environmental Services (ACTING)

**Name**

Glenn Harris

**Date**

October 26, 2023

**Financial Approver**

**Financial Approver Signature**

*Nelson Char*  
Sign above

CHIEF FINANCIAL OFFICER  
(CRD)

**Name**

Nelson Char

**Date**

10-26-2023

## Appendix A – Answers to additional questions that appeared on digital application entry.

### 30. Is this project responding to any safety concerns raised in the community?

- Yes
- No

**If so, what are the known safety issues that will be addressed by this project? Please provide details on how this project addresses those concerns, including supporting documentation and data. (ICBC Statistics and crash maps for the province and Transport Canada's National Collision Database provides data on bicycle and pedestrian collisions with vehicles). Anecdotal data can also be provided.**

Widen trail and Separate users: Results from the 2019 CRD Regional Trail Visitor Survey indicate the following public safety concerns on the Galloping Goose Regional Trail: High trail user volumes; high speed differential between cyclists and pedestrians; lack of trail user safety and personal security; conflict between motorists and trail users at intersections; poor trail user etiquette (when passing other users or inattentive behavior). Based on a review of current and projected trail user volumes and the ratio of cyclists to pedestrians (80:20), best practice design guidelines indicate that the current 350 m multiuse trail is over-capacity and that a 6.5 m wide separated user pathway design is warranted for the high-volume urban section of the Galloping Goose.

Signage: Clear signage will provide warning of width changes, to raise awareness of potential conflict points, and indicate a shared right of-way

Lighting: Personal safety and security concerns have been documented on the Galloping Goose through CRD's visitor surveys in 2013, 2017 and 2019. The project aims to reduce these concerns by installing LED lighting along the trail. Trail lighting will reduce potential trail user collisions during dark periods, allow users to recognize hazards and decision-points more readily, improve user's sense of personal security and safety, reduce real and perceived intruder threats, aid in wayfinding and deter criminal activity.

Ten municipalities that will directly benefit from this project, feature within the top 20 list for incident numbers within the ICBC Crash Count database (Victoria, Saanich, Lanford, Sidney, Sooke, Central Saanich, Colwood, Esquimalt, Oak Bay, View Royal). The CRD aims to enable a reduction in these figures, by providing a safe, accessible and affordable off-road transportation option for residents of the capital region

### 32. Is the infrastructure physically separated from motor vehicles?

- Yes

No

**How is the infrastructure separated?**

Infrastructure substantially distanced from motor vehicles - The Regional Trail Network Section A Phase A is an Active Transportation Greenway Corridor separated from road Right of Way. Please see project specific maps for more detailed overview.

**33. Identify which additional safety measures exist within the design of your project:**

Maintenance plan

Lighting - LED lighting is detailed in the design. Trail lighting will reduce potential trail user collisions during dark periods, allow users to recognize hazards, improve user's sense of personal security and safety, reduce real and perceived intruder threats, aid in wayfinding and deter criminal activity.

Signage - Clear signage will provide warning of width changes, to raise awareness of potential conflict points, and indicate a shared right-of-way.

Lowered speed limit

Other



Making a difference...together

**REPORT TO FINANCE COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 01, 2023**

**SUBJECT**     **Bylaw Nos. 4585, 4583 and 4584: Amendments to Operating Reserve Fund  
Bylaw Nos. 4102, 4144 and 4146**

**ISSUE SUMMARY**

To amend Capital Regional District (CRD) Board approval of Bylaws No. 4102, 4144 and 4146 relating to the administration of Operating Reserve Funds.

**BACKGROUND**

In 2016, the CRD Board approved establishment of these three Operating Reserve Fund bylaws listed below. These bylaws enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses and special one-time operating projects, as well as to mitigate fluctuations in revenue. Contained in each of these bylaws is the list of services for which operating reserve funds are authorized.

At the May 10, 2023 CRD board meeting, Operating Reserve Guidelines were introduced in addition to the Capital Reserve Guidelines adopted in July 2021. These guidelines provide measures to evaluate the health of operating reserves and set targets to support sustainable service delivery, aligning with the corporate plan priority. CRD service areas are advised to maintain reserves for unforeseen events, revenue fluctuations, cyclical maintenance and operating programs. Specific reserve target levels have been recommended for each type of reserve, such as revenue stabilization and emergency/contingency.

In summary, the target range for revenue stabilization reserves is a minimum of half (1/2) a month to a maximum of four (4) months' operating expenses, emergency or contingency reserves between half (1/2) a month to one (1) month's operating expenses and targets for cyclical maintenance are determined by the lifecycle plan and associated costs.

On March 15, 2023, the Board approved the 2023-2027 CRD Financial Plan inclusive of reserve transfers. Transfers amounts are established through evaluation of the operating reserve guidelines, with some new reserves required before December 31.

It is proposed that the following bylaws be amended and reserves be created:

<b>Bylaw No.</b>	<b>Bylaw Title</b>	<b>Amendment</b>
4102	Capital Regional District Regional Services Operating Reserve Fund Bylaw, No. 1, 2016	Bylaw No. 4585 Add: 'Fire Dispatch' 'Regional Goose Management'
4144	Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016	Bylaw No. 4583 'Harbours Environmental Action Service – Peninsula'

4146	Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016	Bylaw No. 4584 Add: 'JDF Electoral Area Administration' 'SSI Electoral Area Administration' 'SSI Street Lighting' 'Galiano Parks'
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**ALTERNATIVES**

*Alternative 1*

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4585 cited as the “Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2023” be introduced and read a first, second and third time.
2. That Bylaw No. 4585 be adopted.
3. That Bylaw No. 4583 cited as the “Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2023” be introduced and read a first, second and third time;
4. That Bylaw No. 4583 be adopted.
5. That Bylaw No. 4584 cited as the “Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2023” be introduced and read a first, second and third time.
6. That Bylaw No. 4584 be adopted.

*Alternative 2*

That Bylaws 4585, 4583 and 4584 be deferred pending further information from staff.

**IMPLICATIONS**

*Financial Implications*

The proposed amendments to the bylaws will enable the transfer of funds to reserve for future operating expenditures and revenue stabilization as required. Funds transferred to and from these reserves will be approved by the Board as part of the annual financial planning process and will be held in separate funds for each service. Monies set aside in reserve can only be used for purposes as per bylaw.

For amending Bylaw No. 4585, the addition of an operating reserve for the Fire Dispatch service is to fund one-time projects and to stabilize future requisition over time, as service expenditures fluctuate based on call volumes. The Regional Goose Management service will use the operating reserve to enable one-time programs and to cover unforeseen operating costs.

For amending Bylaw No. 4583, the Harbours Environmental Action Service – Peninsula requires an operating reserve for cyclical expenditures such as ecological inventories and special one-time operating projects.

For amending Bylaw No. 4584, the establishment of operating reserves for the Juan de Fuca and Salt Spring Island Area Administration services will be used to fund one-time program costs and

to mitigate future fluctuations in requisition. Salt Spring Island Street Lighting service operating reserve will be used to fund cyclical programs and mitigate future fluctuations in requisition. Galiano Parks service requires an operating reserve to hold funds donated for the ongoing maintenance costs of the donated lands on Active Pass Drive.

**CONCLUSION**

Bylaws No. 4102, 4144 and 4146 enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Contained in these bylaws is the list of services for which operating reserve funds are authorized. The recommendation is to amend these bylaws to include the additional services with Bylaw Nos. 4585, 4583, 4584. Funds transferred to and from these reserves will be approved by the Board as part of the annual financial planning process and will be held in separate funds for each service.

**RECOMMENDATION**

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4585 cited as the “Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2023” be introduced and read a first, second and third time.
2. That Bylaw No. 4585 be adopted.
3. That Bylaw No. 4583 cited as the “Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2023” be introduced and read a first, second and third time;
4. That Bylaw No. 4583 be adopted.
5. That Bylaw No. 4584 cited as the “Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2023” be introduced and read a first, second and third time.
6. That Bylaw No. 4584 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Bylaw No. 4585
- Appendix B: Bylaw No. 4583
- Appendix C: Bylaw No. 4584

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4585

\*\*\*\*\*
A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT
REGIONAL SERVICES OPERATING RESERVE FUNDS BYLAW
\*\*\*\*\*

The Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. Bylaw No. 4102, "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016", is hereby amended as follows:

By deleting Section 1 in its entirety and replacing it with the following:

"1. The Regional District hereby establishes a separate operating reserve fund for each of the following Capital Regional District regional and sub-regional services:

- a) Legislative and Government
b) Regional Parks
c) Regional Planning Services
d) Regional Growth Strategy
e) Climate Action and Adaptation
f) Regional Source Control
g) Land Assembly, Housing and Land Banking
h) Hazardous Materials Incident Response
i) Emergency Response Telephone
j) Regional Emergency Program
k) Community Health
l) Geo-Spatial Referencing System
m) Regional Goose Management
n) Fire Dispatch."

- 2. This Bylaw may be cited as "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment No. 4, 2023".

READ A FIRST TIME THIS th DAY OF , 2023
READ A SECOND TIME THIS th DAY OF 2023
READ A THIRD TIME THIS th DAY OF , 2023
ADOPTED THIS th DAY OF , 2023

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4583**

\*\*\*\*\*

**A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT OPERATING  
RESERVE FUNDS BYLAW**

\*\*\*\*\*

The Board of the Capital Regional District in open meeting assembled enacts as follows:

- A. Bylaw No. 4144, "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016", is hereby amended as follows:

By deleting Schedule A in its entirety and replacing it with the following:

**SCHEDULE A**

- 1) Core Area and Western Communities Liquid Waste Management Service
- 2) Saanich Peninsula Wastewater
- 3) Harbour Environmental Action Service - Peninsula

**Salt Spring Island:**

- 1) Highland/Fernwood Water
- 2) Beddis Water
- 3) Fulford Water
- 4) Cedar Lane Water
- 5) Septage Composting - Salt Spring
- 6) Ganges Sewer Utility
- 7) Maliview Sewer Utility

**Southern Gulf Islands:**

- 1) Magic Lake Estates Water
- 2) Lyall Harbour Boot Cover Water (Saturna)
- 3) Skana Water (Mayne)
- 4) Sticks Allison Water (Galiano)
- 5) Surfside Park Estates (Mayne)
- 6) Magic Lake Sewer Utility

**Juan de Fuca:**

- 1) Port Renfrew Water
- 2) Port Renfrew Sewer
- 3) Wilderness Mountain Water

1. This Bylaw may be cited as "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2023"

READ A FIRST TIME THIS	th	DAY OF	2023
READ A SECOND TIME THIS	th	DAY OF	2023
READ A THIRD TIME THIS		DAY OF	2023
ADOPTED THIS		DAY OF	2023

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4584**

\*\*\*\*\*

**A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT  
ELECTORAL AREA SERVICES OPERATING RESERVE FUNDS BYLAW**

\*\*\*\*\*

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 4146, "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016" is hereby amended as follows:

By deleting Schedule A in its entirety and replacing it with the following:

**SCHEDULE A**

- 1) Durrance Road Fire
- 2) SGI Emergency Program
- 3) SSI Emergency Program
- 4) Nuisance and Unsightly Premises
- 5) Electoral Area Fire Services
- 6) Soil Deposit and Removal
- 7) Noise Control
- 8) Animal Care Services
- 9) Community Planning (Juan De Fuca)
- 10) SSI Community Transit and Transportation
- 11) SSI Economic Development
- 12) Building Inspection
- 13) Emergency Planning Coordination
- 14) SGI Electoral Area Administration
- 15) SGI Economic Development Commission
- 16) SSI Community Parks
- 17) SSI Community Recreation
- 18) SSI Pool and Park Land
- 19) JDF Electoral Area Administration
- 20) SSI Electoral Area Administration
- 21) SSI Street Lighting
- 22) Galiano Parks

2. This Bylaw may be cited as “Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2023”.

READ A FIRST TIME THIS	th	DAY OF	2023
READ A SECOND TIME THIS	th	DAY OF	2023
READ A THIRD TIME THIS	th	DAY OF	2023
ADOPTED THIS	th	DAY OF	2023

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER



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**REPORT TO FINANCE COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 01, 2023**

---

**SUBJECT**     **Bylaw No. 4577: Revenue Anticipation (General Purpose) Bylaw No. 1, 2023**

**ISSUE SUMMARY**

Approval of a revenue anticipation (General Purpose) bylaw authorizing borrowing of funds up to \$50 million if required prior to receipt of requisition and other revenue expected in 2024.

**BACKGROUND**

Under the *Local Government Act* (LGA) Section 404, regional districts are permitted to adopt a revenue anticipation borrowing bylaw to secure short-term funding to meet financial obligations in advance of expected revenues. The section requires borrowed funds be repaid upon receipt of expected revenue.

Annually, the Capital Regional District (CRD) raises funds for annual operating and capital expenditures from multiple revenue sources including fees and charges, requisition, and grants. Timing for receipt of these revenues vary throughout the year and in many cases are delayed from expenditures of service delivery. As a result, the CRD services may have short-term borrowing requirements throughout the year.

The proposed revenue anticipation bylaw will authorize up to an average of one (1) month of expenditure outflows, ensuring uninterrupted operations and the lowest cost of financing. For 2024, based on current market interest rates and cashflow forecasts, the limit on the general borrowing is recommended to be \$50 million. The calculation for 2024, is equal to one-twelfth (1/12) of the approved 2024 provisional budget for operating and capital of nearly \$600 million.

When utilized, the CRD will borrow funds by leveraging overdraft arrangements within current banking agreements or through the Municipal Financing Authority (MFA). Currently, Royal Bank of Canada's overdraft rate is 7.2% and MFA's short-term borrowing rate is 5.62% (both variable rates as of October 24, 2023).

**ALTERNATIVES**

*Alternative 1*

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4577, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2023", be introduced and read a first, second, and third time.
2. That Bylaw No. 4577 be adopted.

*Alternative 2*

That Bylaw No. 4577 be referred back to staff for additional information.

**IMPLICATIONS**

*Financial Implications*

Historically, staff have presented the revenue anticipation bylaw as a fiscal risk management tool annually. Although the CRD has not utilized this facility in the past, with the current economic environment, learnings from the COVID-19 pandemic, and CRD’s growth, there is an opportunity to optimize this financial strategy.

For this fiscal year, the CRD plans to utilize revenue anticipation borrowing to enhance cash and working capital management. Short-term borrowing ensures liquidity, particularly during periods of revenue fluctuations, it also stabilizes annual budget expenditures, enables quick access to capital project financing and readies the CRD for emergencies if required. Despite current high short-term interest rates, this method is more cost-effective due to the brief borrowing duration. Additionally, elevated short-term investment rates can make revenue anticipation borrowing advantageous by maintaining or potentially increasing interest revenue on reserves intended for future use.

Effective January 1, 2024, the proposed revenue anticipation bylaw limit of \$50 million will allow the CRD to leverage short-term borrowing, addressing working capital needs based on anticipated requisition and other revenue sources. These funds will only be accessed when necessary and will be repaid upon receipt of anticipated revenues in compliance with LGA Section 404. In the upcoming fiscal year, adopting this bylaw permits cost-effective borrowing to address revenue variations and optimally manage working capital.

**CONCLUSION**

This proposed bylaw is brought forward annually for consideration. Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2023, is necessary to authorize borrowing to cover short term expenditures in 2024 if required, pending receipt of anticipated revenues.

**RECOMMENDATION**

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4577, “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2023”, be introduced and read a first, second, and third time.
2. That Bylaw No. 4577 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: Bylaw No. 4577

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4577

\*\*\*\*\*

A BYLAW TO PROVIDE FOR THE BORROWING OF \$50,000,000.00 REQUIRED TO MEET CURRENT LAWFUL EXPENDITURES OF THE CAPITAL REGIONAL DISTRICT

\*\*\*\*\*

WHEREAS:

- A. The Capital Regional District Board does not have sufficient money on hand to meet the current lawful expenditures;
B. The Board of the Capital Regional District is empowered by Section 404 of the Local Government Act to pass and adopt a bylaw to provide for borrowing of money required to meet the current lawful expenditures of the Capital Regional District, and there are no liabilities outstanding per s. 404;

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

- 1. It shall be lawful for the Board of the Capital Regional District to borrow upon the credit of the Regional District the maximum sum of Fifty Million Dollars (\$50,000,000.00) being the amount deemed by the Regional District to be required to meet January 1, 2024 to December 31, 2024 lawful current expenditures of the Capital Regional District.
2. All principal borrowed, along with the interest thereon, shall be repaid upon the receipt of anticipated revenues.
3. The Board of the Capital Regional District hereby pledges as security for the liability incurred under this bylaw, that part of current revenue necessary to fully satisfy any liability created, and the money borrowed shall be a first charge against current revenue received.
4. The sum of money so borrowed shall be expended to meet the current lawful expenditures of the Regional District during the year 2024 and for no other purpose or purposes.
5. The form of obligation to given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.
6. This Bylaw shall come into force January 1, 2024 and may be cited as "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2023".

READ A FIRST TIME THIS day of 20\_\_
READ A SECOND TIME THIS day of 20\_\_
READ A THIRD TIME THIS day of 20\_\_
ADOPTED THIS day of 20\_\_

CHAIR

CORPORATE OFFICER



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## REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, OCTOBER 18, 2023

---

**SUBJECT**     **Canvas Local Governments for Participants in the Foodlands Access Service**

### **ISSUE SUMMARY**

To seek approval to canvas local governments to determine interest in participation in a Foodlands Access Service.

### **BACKGROUND**

On April 13, 2022, the Capital Regional District (CRD) Board directed staff to proceed with the next phase of work to consider establishing a regional Foodlands Access Service by identifying the operational requirements, service participants and funding strategy needed to establish a service.

On July 12, 2023, the CRD Board received an update on the proposed service. CRD staff indicated that operational requirements would be delivered through two programs of work: surplus land conversion to agricultural use and land matching grants. At this meeting, the CRD Board also gave conditional approval for the use of the eastern portion of Bear Hill Regional Park as a trial site for the surplus land conversion program. The goal will be to test activating the currently underutilized site for agriculture and to explore how this and other surplus lands can be converted to productive use. See Appendix A for a location map.

Following this conditional approval, CRD staff initiated a Request for Qualification (RFQ) process to identify potential farm site operators interested in partnering with the CRD to manage the Bear Hill Farm trial site. Submissions have confirmed that a viable operator would be available to provide site farm management. Through the engagement process and RFQ submissions, agricultural stakeholders identified that the service should target expanding farmers rather than focus on entrant farmers as there are existing sites that target entrant farmers in the region. This indicates a need for a land conversion program that offers larger leased parcels to support growing farms, rather than incubator support services. This would allow successful farmers to scale their operations, increase productivity, and maximize food produced on the Bear Hill site.

With this input, CRD staff have finalized the operational requirements needed for service establishment. These are presented in Appendix B. Actions related to program delivery, such as defining the partnership and governance responsibilities between the farm site operator and the CRD, refining the proposed plot sizes and number of farmers, determining the capital investments that would be required and setting land lease terms and conditions for farmers, would be determined through an implementation plan once a service is established.

The next step in the service establishment process is to canvas local government partners to confirm service participants and seek feedback on the proposed operational requirements. Staff propose to use the information presented in Appendix B to support this process.

The proposed service would function best as a regional service. The more local governments who choose to support the new service, the lower the budget requisition will be for each. Seeking input to refine the service proposal is an essential step for attaining widespread support for the new service.

## **ALTERNATIVES**

### *Alternative 1*

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

That staff be directed to canvas local governments for interest in participation in a new Foodlands Access Service, receive feedback about the proposed service and draft a service establishment bylaw based on input.

### *Alternative 2*

That the Canvas Local Governments for Participants in the Foodlands Access Service report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

CRD Corporate Plan initiative 8b-1 is to consider establishment of a new Foodlands Access Service. Work to date advances delivery of this initiative.

### *Alignment with Existing Plans & Strategies*

Development of a new Foodlands Access Service responds to direction from the *CRD Food and Agriculture Strategy (2016)* and the *Regional Growth Strategy (RGS)*. Initial service design has been informed by the *CRD Regional Foodlands Access Program Feasibility Study (2019)* and the *Kwantlen Polytechnic University's (KPU) Foodlands Trust Business Case (2022)*.

### *Intergovernmental Implications*

Staff will canvas the region's 13 local governments and three electoral areas for interest in program participation in Q4 2023. Knowing the number of interested service participants is needed to prepare the service funding strategy and scope the service establishment approval process. The cost to each local government would depend on the number of service participants. Based on past feedback, CRD staff consider that consent on behalf of municipal participating areas would be the preferred approval process.

### *Regional Growth Strategy Implications*

The proposed service supports implementation of RGS objective 6.1, which is focused on fostering a resilient food and agriculture system. It strives to protect the region's food and farmlands, enhances local food security, expands food system economic opportunities, and provides opportunities for expanding farmers to gain access to productive agricultural lands.

### *Service Delivery Implications*

A key assumption on service delivery is that purchasing agricultural parcels would be cost prohibitive. Instead, the service would seek to use a mechanism such as a lease agreement to secure surplus public land that could then be converted to farm. This would allow the service to focus funding on land improvements to bring the land into production.

The proposed Foodlands Access Service would introduce a new service level to the Regional and Strategic Planning Division. A key service delivery assumption is that farm site management is provided by a qualified farm site operator. The CRD does not have agricultural specialists who can manage a farm site.

A qualified farm site operator can only be retained once a service is established. The farm site operator will be responsible for providing a detailed budget for site preparation, equipment and contract service costs.

Staff would begin drafting a service establishment bylaw based on the input received and report back to the Board in Q2 2024.

*Financial Implications*

Costs for canvassing local governments and electoral areas for interest in service participation can be covered through core budget.

There are two financial implications related to service creation. The first implication is the annual cost to deliver the service. The proposed trial program would seek to test service delivery and inform future decisions about program expansion. Decisions about operating costs are made through the annual service and financial planning processes. The first year of operating costs would be 2025.

Table 1 provides a summary of anticipated costs over the first five years of the program. Costs reflect a Class C cost estimate (+/- 25-40%), based on information from the 2022 Foodlands Trust Business Case. Further cost refinements would be undertaken once a service is established, and a qualified farm site operator is selected.

Table 1: Foodlands Access Service Five Year Financial Impacts

Description	2025	2026	2027	2028	2029
Staff	\$-	\$-	\$71,750	\$72,990	\$74,230
Contract services	\$125,000	\$127,500	\$130,000	\$132,500	\$135,000
Site preparation & equipment costs	\$175,000	\$-	\$-	\$300,000	\$-
Land matching grant program	\$20,000	\$100,000	\$100,000	\$100,000	\$100,000
Operating reserve contributions	\$-	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$320,000</b>	<b>\$247,500</b>	<b>\$321,750</b>	<b>\$625,490</b>	<b>\$329,230</b>

The second implication is the requisition limit for the new service. The annual requisition limit identifies the maximum amount of money that can be raised by requisition for the service each year. Staff propose setting a requisition limit that would allow for the Bear Hill trial to proceed and to allow for two additional parcels of land to be phased into the service over the next five to ten years. Based on the five-year operating costs, staff anticipate this would require a requisition limit of \$1 million. The decision about requisition limit is made through the service establishment process and is an item that local governments and electoral areas will be asked to consider.

**CONCLUSION**

The CRD Board has directed staff to consider establishing a Foodlands Access Service. The purpose of the service is to support expanding farmers by providing affordable access to productive farmland. Staff are prepared to engage local governments to discuss operational requirements, identify interested participants and develop a funding strategy. Should all requirements be met, the CRD Board will be able to consider establishing a new service in Q2-Q3 2024.

**RECOMMENDATION**

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

That staff be directed to canvas local governments for interest in participation in a new Foodlands Access Service, receive feedback about the proposed service and draft a service establishment bylaw based on input.

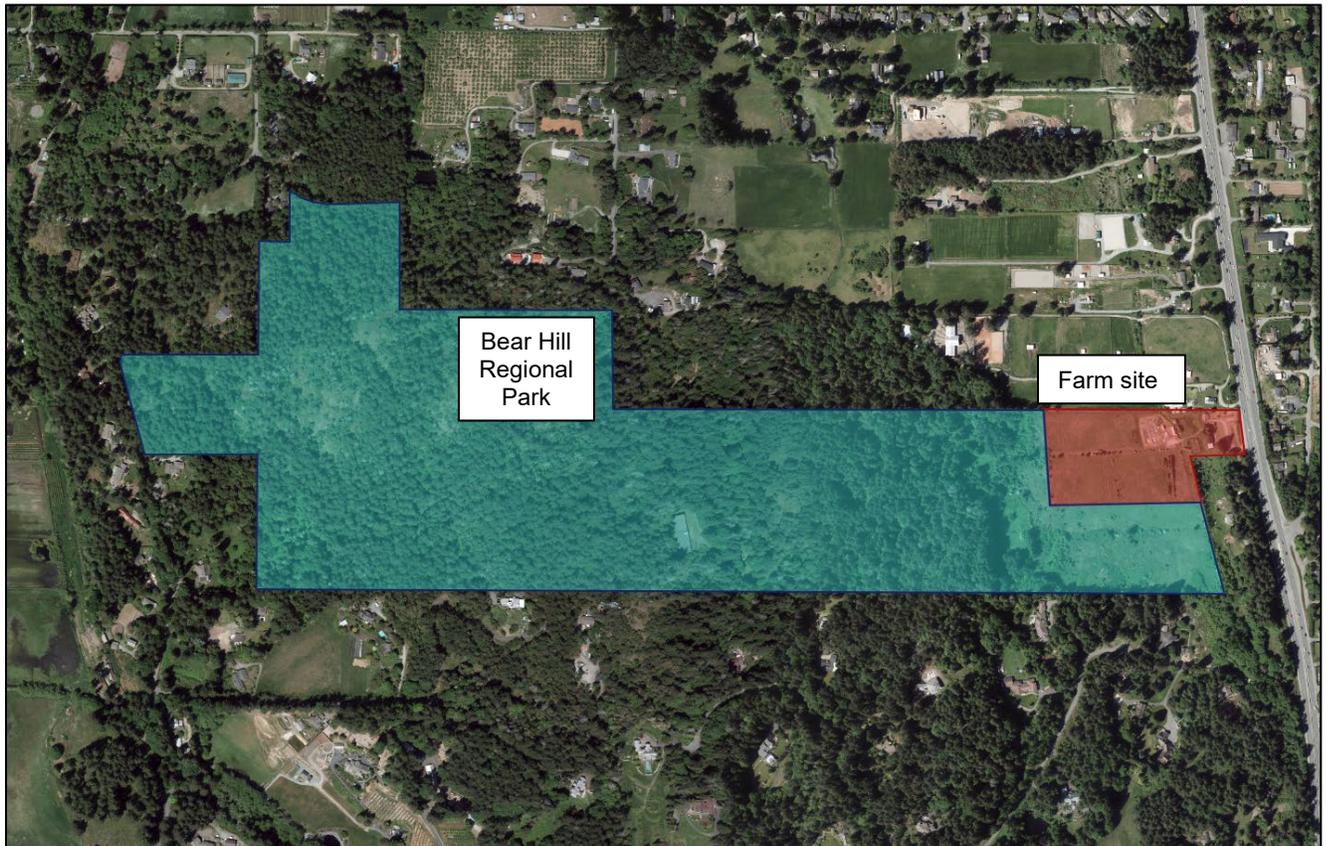
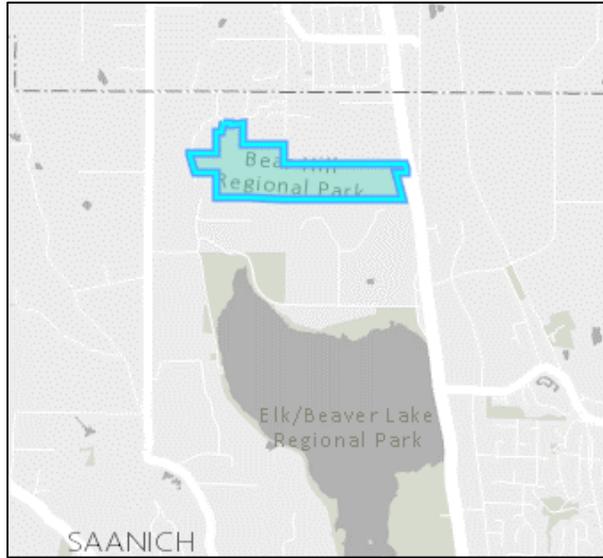
Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional and Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

Appendix A: Bear Hill Farm location map

Appendix B: Foodlands Access Service Information Package

Bear Hill Farm location map

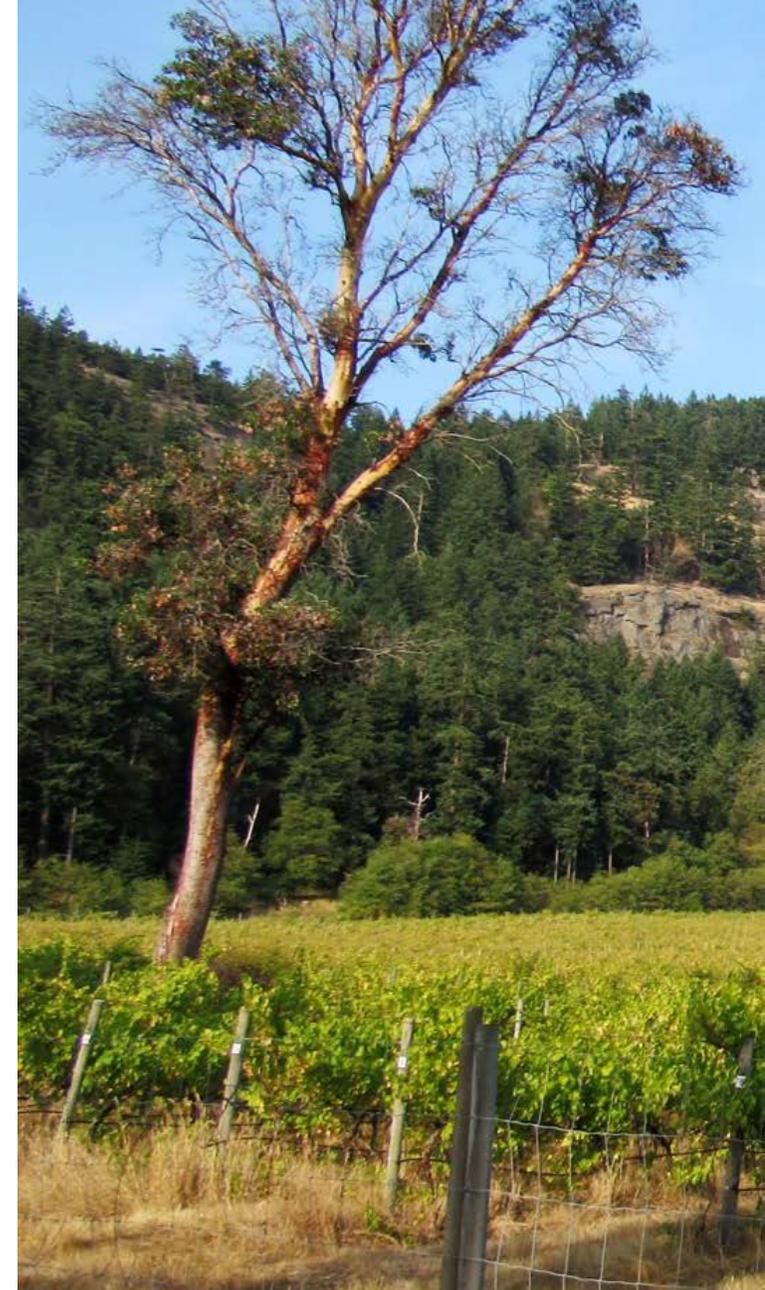




# Foodlands Access Program (FLAP) 2023 Progress Report

# Background

Over the last 10 years, the CRD has been increasingly concerned with food security and focused on developing policy to support local agriculture.

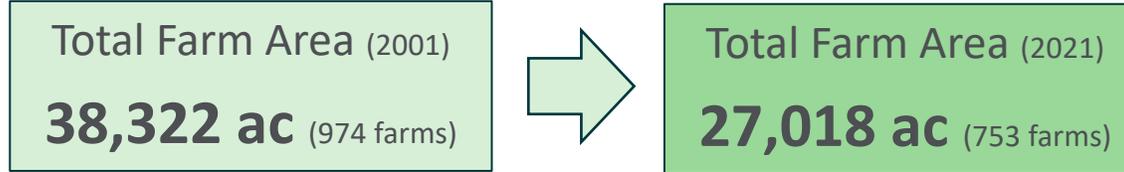


# CRD Farmland - Issue Summary

The farming community in the CRD faces a variety of challenges that are both general to Canadian agriculture and specific to the region.

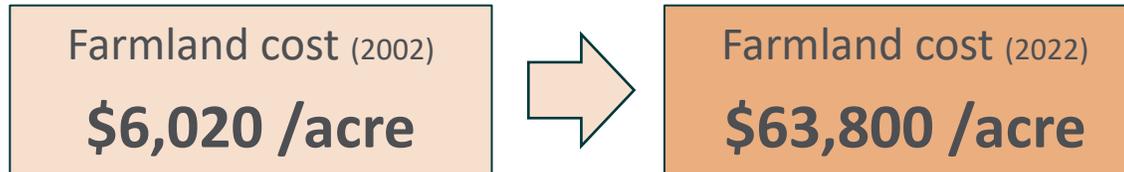
## Total Farm Area (CRD)

Decline of local food production is a challenge for regional food security.



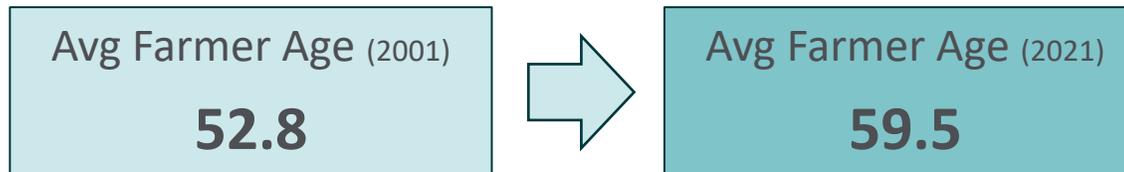
## Farmland Costs (VI)

Agricultural land is not affordable for new and expanding farmers.



## Farmer Age (CRD)

Average age of farmers has increased steadily over the last 20 years.



# Foodlands Access Service Objectives and Goals

This would be the first CRD service to focus on agricultural issues.



Increase farmer access to productive agricultural lands.



Convert surplus CRD and municipal lands to productive food spaces.



Encourage farming on private lands through a Land Matching Initiative.



Demonstrate viability and build CRD internal capacity for long-term goal of a Foodlands Trust.

# Foodland Access Programs

The proposed plan for the Foodlands Access Service would initially have two main programs.

## Bear Hill Farm – Trial Site

Convert surplus regional and municipal lands for agricultural use.



## Land Matching Initiative

Support BC Land Matching Program to convert privately owned lands to food producing farms.

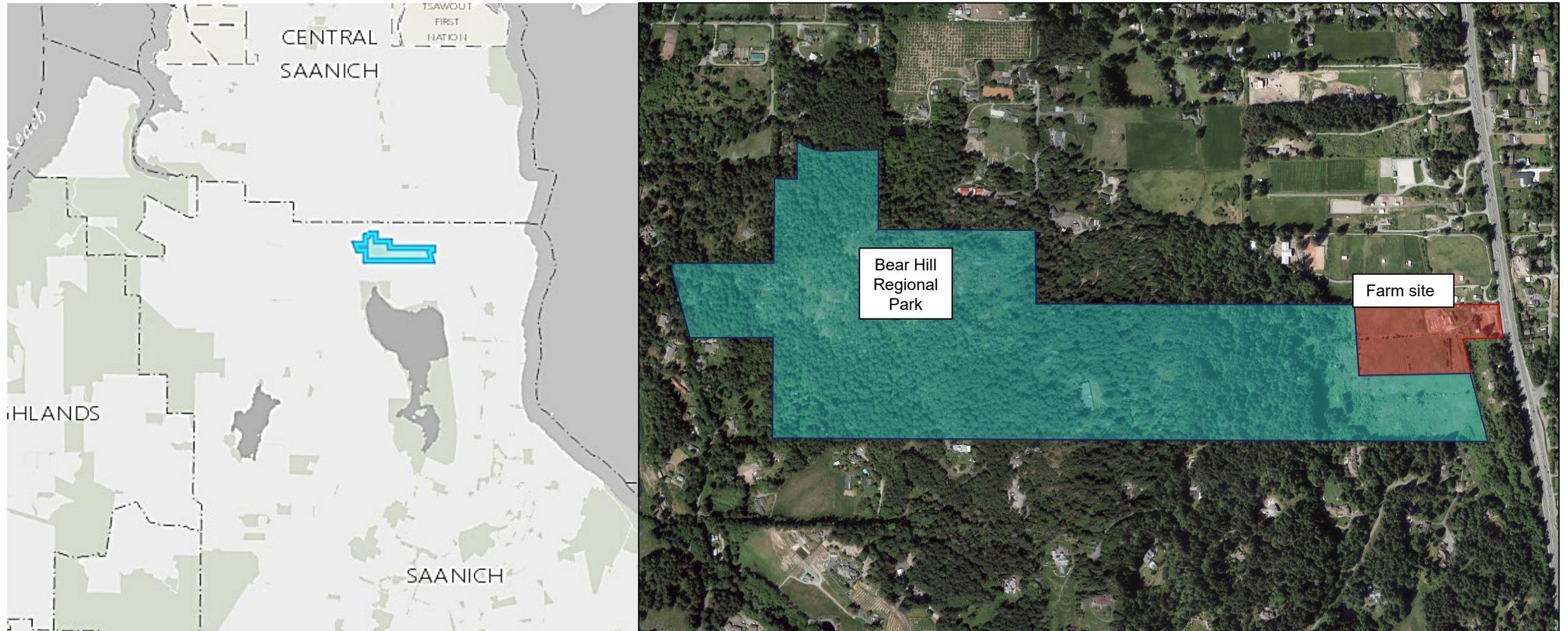




# Bear Hill Farm Trial Project

- Five-year pilot project.
- CRD owned surplus land.
- Strong existing agricultural assets.
- Affordable land leases for expanding farmers.
- Partner with experienced farm site operator to manage site.

# Bear Hill Farm Location





Neighbouring property  
(horse farm)

Patricia Bay  
Highway

Deer Fencing  
(5 acres total area)

GOMPS Tree Nursery  
(0.5 acres)

Farmhouse  
for office use

Access Road

Storage building  
(to be replaced)

Two water lines  
running parallel to  
access road

Blackberry patch  
(not maintained)

Area outside of fencing  
(6 acres total)  
TBD for farming use

# Bear Hill Farm

## Key Features:

- 5 acre fenced area.
- Existing in ground irrigation.
- Farmhouse for office use.
- Centrally located with easy access to Pat Bay Hwy.
- Additional 6 acres outside of fence.

# Why Bear Hill?

In the Foodlands Trust Business Case (2022), three potential sites were explored for a pilot site:

1. Bear Hill
2. Panama Flats
3. Newmann Farms

Bear Hill emerged as the preferred site due to:

- Being owned by CRD Parks.
- Existing deer fencing and in-ground irrigation systems.
- Both Panama Flats and Newmann Farms would require significantly more initial capital investment to get started.
- Panama Flats has water drainage issues, potential impacts on neighbours, and conflict with community use of the park.



# Bear Hill Farm Current Status

- On July 12, 2023, the CRD Board provided tentative approval for use of Bear Hill farm for the trial project.
- Soil and agricultural capacity study will be completed Dec 2023.
- Request for Qualifications (RFQ) active to identify potential farm site operator for partnership.
- Scope of program will be refined with input from RFQ respondents.
- Information sharing and identifying municipal interest is expected to begin in Q4 2023.





## Land Matching Initiative

- Partner with BC Land Matching Program.
- Provide grants to successful land matches that pair private landowners with farmers.
- Can support farmers anywhere in the CRD on land plots of varying sizes.
- Potential to convert more land to farm use.
- Benefits both current landowners through farm receipts and aspiring farmers through land access.

# Summary of New Service Authorities

1. Hold land for the purpose of agriculture.
2. Partner with a third-party farm site operator for program delivery.
3. Lease land to expanding farmers.
4. Provide capital funding for site improvements and operational funding for program delivery.
5. Provide grants to participants in the BC Land Matching Program to support investments needed to convert land to agricultural use.
6. Promote the service.



# Preliminary Financial Analysis – Five-Year Plan

The proposed Bear Hill trial program would test service delivery and inform decisions about future program expansion. The preliminary five-year financial plan is shown below. Costs reflects a Class C cost estimate (+/- 25-40%), based on information from the 2022 Foodlands Trust Business Case.

Further cost refinements would be undertaken once a service is established and a qualified farm site operator is selected.

Please note that costs per municipality would depend on the number of participants in the service.

Description	2025	2026	2027	2028	2029
Staff	\$-	\$-	\$71,750	\$72,990	\$74,230
Contract services	\$125,000	\$127,500	\$130,000	\$132,500	\$135,000
Site preparation & equipment costs	\$175,000	\$-	\$-	\$300,000*	\$-
Land matching grant program	\$20,000	\$100,000	\$100,000	\$100,000	\$100,000
Operating reserve contributions	\$-	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$320,000</b>	<b>\$247,500</b>	<b>\$321,750</b>	<b>\$625,490</b>	<b>\$329,230</b>

# Preliminary Financial Analysis – Maximum Requisition

The Local Government Act requires that service establishment bylaws identify the maximum amount of money that *may* be requisitioned for the service annually.

Based on the five-year operating costs, CRD staff anticipate this would require a requisition limit of \$1 million.

This limit would allow for the Bear Hill trial to proceed and for two additional parcels to be phased into the service over a ten-year period.

The CRD Board determines how much money is spent annually on the service through the service and financial planning process.

# Next Steps

Site conditions studies	Q3 2023 to Q3 2024
Foodlands Access Program service establishment	Q1 to Q3 2024
Request for Proposals (RFP)	Q2 2024
Selection of Farm Site Operator	Q2 to Q3 2024
Service agreement between CRD and Operator	Q4 2024
Capital investment projects	Q1 2025 to Q4 2025
Participant farmer selection	Q1 2025
Farm operations commence	Q2 2025





# Additional information

<https://www.crd.bc.ca/project/food-agriculture>

Noah Brotman, Research Planner  
[nbrotman@crd.bc.ca](mailto:nbrotman@crd.bc.ca)

## Supplemental Regional Cost Share Estimate

### Purpose:

To provide a regional cost share estimate for the proposed Foodlands Access Service. Regional cost share methodology modeled using regional participants weighting both population and converted assessment in equal share (50%\*Converted Assessment + 50%\*Regional Planning Population = cost share %). The cost share % is an estimate for information only and is based on 2023 data. Both the budget projection and cost share % is subject to change.

Service Participants	Percent of Total	Cost Per Average Household	
		Projected 2025 Budget (\$320,000)	Maximum Requisition (\$1,000,000)
<b>Municipalities</b>			
Central Saanich	4.4%	\$1.71	\$5.34
Colwood	4.3%	\$1.73	\$5.40
Esquimalt	3.8%	\$1.93	\$6.04
Highlands	0.6%	\$1.97	\$6.15
Langford	10.7%	\$1.56	\$4.89
Metchosin	1.1%	\$2.11	\$6.59
North Saanich	3.7%	\$2.03	\$6.34
Oak Bay	5.3%	\$2.48	\$7.75
Saanich	27.5%	\$1.93	\$6.02
Sidney	3.3%	\$1.28	\$4.01
Sooke	3.3%	\$1.44	\$4.50
Victoria	22.9%	\$1.59	\$4.97
View Royal	2.6%	\$1.79	\$5.59
<b>Electoral Areas</b>			
Juan de Fuca	1.5%	\$1.23	\$3.85
Salt Spring Island	3.1%	\$1.50	\$4.68
Southern Gulf Islands	1.9%	\$0.90	\$2.82
<b>Total</b>	<b>100.00%</b>		