



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, November 8, 2023

11:00 AM

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

P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [23-838](#) Minutes of the October 11, 2023 and October 23, 2023 Electoral Areas Committee Meetings

Recommendation: That the minutes of the Electoral Areas Committee meetings of October 11, 2023 and October 23, 2023 be adopted as circulated.

Attachments: [Minutes - October 11, 2023](#)
[Minutes - October 23, 2023](#)

4. Chair's Remarks

5. Presentations/Delegations

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

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

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

6. Committee Business

6.1. [23-804](#) 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](#)

6.2. [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](#)

6.3. [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](#)

- 6.4.** [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](#)
- 6.5.** [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](#)
- 6.6.** [23-800](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** There is no recommendation. The following minutes are for information only:
- a) Galiano Island Parks and Recreation Commission minutes of September 7, 2023
 - b) Mayne Island Parks and Recreation Commission minutes of September 14, 2023
 - c) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of August 29, 2023
 - d) Willis Point Fire Protection and Recreation Facilities Commission minutes of September 26, 2023
- Attachments:** [Minutes: Galiano Parks & Rec Commission - Sep 7, 2023](#)
[Minutes: Mayne Island Parks & Rec Commission - Sep 14, 2023](#)
[Minutes: SGI Electoral Area CESC - Aug 29, 2023](#)
[Minutes: Willis Pt. Fire Protect & Rec Facil's Commiss - Sep 26, 2023](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is December 13, 2023.

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

Meeting Minutes

Electoral Areas Committee

Wednesday, October 11, 2023

11:00 AM

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

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration (EP); S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal Services; S. Henderson, Senior Manager, Real Estate; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; C. Vrabel, Coordinator, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: T. Pley, Tim Pley & Associates

The meeting was called to order at 11:00 am.

1. Territorial Acknowledgement

Director Wickheim provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the October 11, 2023 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [23-716](#) Minutes of the September 13, 2023 Electoral Areas Committee Meeting

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the minutes of the Electoral Areas Committee meeting of September 13, 2023 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-650](#) Bylaw No. 4573: Tax Exemption (Permissive) Bylaw, 2023

N. Chan spoke to Item 6.1.

Discussion ensued regarding the restrictions to tax exemptions.

**MOVED by Director Holman, SECONDED by Director Wickheim,
The Electoral Areas Committee recommends to the Capital Regional District
Board:**

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

CARRIED

6.2. [23-698](#) Fire Services Governance Review Report

K. Lorette introduced Tim Pley, Tim Play & Associates, and spoke to Item 6.2.

Discussion ensued regarding:

- concern from fire chiefs over loss of autonomy
- cost implications
- the drivers prompting these changes
- the Salt Spring Island Fire Protection Improvement District

**MOVED by Director Wickheim, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District
Board:**

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

6.3. [23-667](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Galiano Island Parks and Recreation Commission minutes of August 10, 2023**
- b) Magic Lake Estates Water and Sewer Committee minutes of June 13, 2023**
- c) Mayne Island Parks and Recreation Commission minutes of August 10, 2023**
- d) Pender Island Parks and Recreation Commission minutes of April 17, 2023**
- e) Pender Island Parks and Recreation Commission minutes of August 14, 2023**

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the October 11, 2023 Electoral Areas Committee meeting be adjourned at
11:34 am.
CARRIED

CHAIR

RECORDER

Meeting Minutes

Electoral Areas Committee

Monday, October 23, 2023

10:00 AM

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

Special Meeting - Provisional Budget

PRESENT

Directors: P. Brent (Chair) (10:30 am), G. Holman (Vice Chair), A. Wickheim

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer (EP); K. Lorette, General Manager, Planning and Protective Services; A. Fraser, General Manager, Integrated Water Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Henderson, Senior Manager, Real Estate; R. Lachance, Senior Manager, Financial Services; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Finance Services; C. Vrabel, Coordinator, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director C. Plant

The meeting was called to order at 10:00 am.

1. Territorial Acknowledgement

Director Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the agenda for the October 23, 2023 Electoral Areas Committee meeting be
approved.

CARRIED

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the meeting be recessed until 10:30 am.

CARRIED

The meeting went into recess at 10:02 am.

Director Brent joined the meeting at 10:30 am.

The meeting reconvened at 10:30 am.

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

4.1. [23-697](#) Service Planning 2024 - Local Government Community Need Summary

K. Lorette noted that staff from each electoral area was in attendance then spoke to Item 4.1.

Discussion ensued regarding:

- the rural housing program
- clarification of cost breakdown by electoral area
- service improvement through digitization of building permit records and forms

**MOVED by Director Wickheim, SECONDED by Director Holman,
The Electoral Areas Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:**

**That Appendix A, Community Need Summary - Local Government, be approved
as presented and form the basis of the Provisional 2024-2028 Financial Plan.**

CARRIED

4.2. [23-651](#) 2024 Preliminary Electoral Area Budget Review

N. Chan spoke to Item 4.2.

Discussion ensued regarding clarification of the elections reserve fund levels.

**MOVED by Director Holman, SECONDED by Director Brent,
The Electoral Areas Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:**

**1. That the 2024 Electoral Area Services Budgets be given provisional approval
with specific direction on amendments.**

CARRIED

MOVED by Director Holman, SECONDED by Director Wickheim,

1.a) To reduce the requisition for 2024 elections by \$25,000.

CARRIED

MOVED by Director Holman, SECONDED by Director Brent,

**1.b) To reduce the 2024 requisition for building inspection by \$20,000 with the
difference to be made up with an additional draw in operating reserve.**

DEFEATED

OPPOSED: Brent, Wickheim

MOVED by Director Holman, SECONDED by Director Wickheim,

**1.c) To reduce the requisition for 2024 nuisances & unsightly premises by \$5,000
and make up the difference from the operating reserve fund.**

CARRIED

Discussion ensued regarding:

- the additional administrative position to support the Local Community Commission
- potential efficiencies that can be gained in the elections budget

MOVED by Director Wickheim, SECONDED by Director Holman,

**2. That the new initiatives for January 1, 2024 implementation identified in
Appendix D, be approved for expenditure.**

CARRIED

5. Adjournment

MOVED by Director Wickheim, SECONDED by Director Brent,

**That the October 23, 2023 Electoral Areas Committee meeting be adjourned at
11:39 am.**

CARRIED

CHAIR

RECORDER



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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.

Fire Service Area	Funding Proposal
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
Total	\$179,439.98

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 or (604) 270-8226 ext. 220.

SECTION 1: Applicant Information	_____ (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)

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. 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>2. Rationale for Regional Projects. 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:

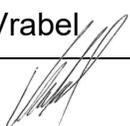
- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management.
- Current Certificate of Good Standing.

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



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

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>Otter Point OCP Bylaw No. 3819</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>Shirley Jordan River OCP Bylaw No. 4001</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; & 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); & 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; & 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; & 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>Port Renfrew Comprehensive Community Development Plan for Port Renfrew: Schedule “A” OCP Bylaw No. 3109</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; & 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; & 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

<u>Guidance from the 2023 Community Parks and Recreation Strategic Plan</u>	
Section: Heading(s) (Page No.)	Related Goal/Objective/Policy
<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 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.

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 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.

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^ 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.

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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 JdFPA 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

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^ 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 Eligible 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) Grant Request: (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 *

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^ 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
H1349-2022-23_ATNP_Cost_Estimate.xlsx	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
ATNP_LETTER.pdf	114.94 kB

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

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

* 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
Class A	- Detailed estimate based on final drawings and specifications - Used to evaluate tenders
Class 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
Class C	- Prepared with limited site information and based on probable conditions - Captures major cost elements - Used to refine project definition and for preliminary approvals
Class D (INELIGIBLE)	- 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

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 **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

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**

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

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

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

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.



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 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 railings 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).

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 *
Total Eligible Cost:	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

Version: 4

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

Items should reflect the components in your project.

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

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

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

* 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 Classes - definitions & assumptions

[sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]



Cost estimate class		Features & Uses
Class A		<ul style="list-style-type: none"> - Detailed estimate based on final drawings and specifications - Used to evaluate tenders
Class B		<ul style="list-style-type: none"> - 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
Class C		<ul style="list-style-type: none"> - Prepared with limited site information and based on probable conditions - Captures major cost elements - Used to refine project definition and for preliminary approvals
Class D - INELIGIBLE		<ul style="list-style-type: none"> - 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
<p>Eligible/Ineligible Costs: The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials</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 only 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



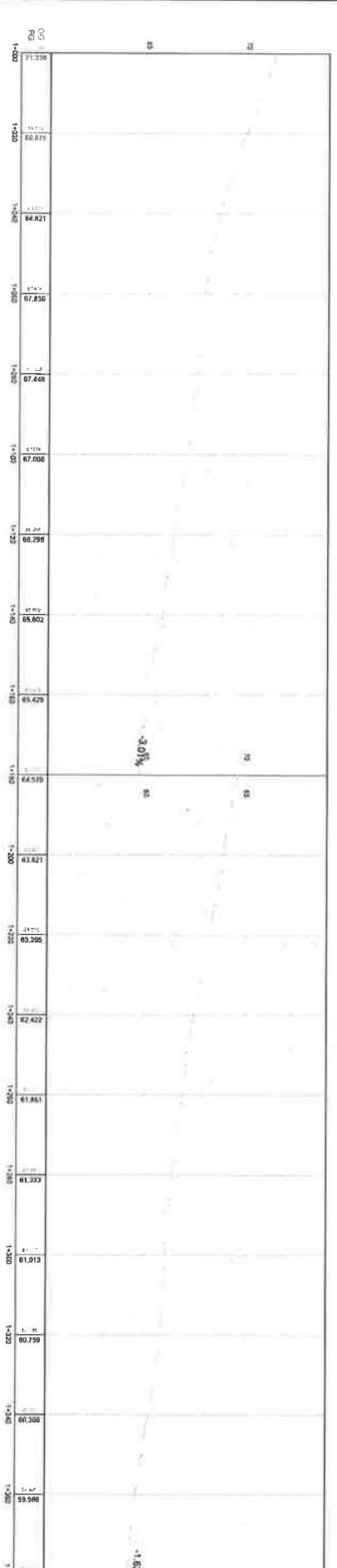
Making a difference... together

33413

REV.1



PLAN
SCALE 1:500



PROFILE
SCALE 1:500/1:100V

DATE	DESCRIPTION	BY
11/11/2021	ISSUED FOR GRANT APPLICATION	JK
11/11/2021	ISSUED FOR GRANT APPLICATION	JK
11/11/2021	ISSUED FOR GRANT APPLICATION	JK
11/11/2021	ISSUED FOR GRANT APPLICATION	JK



ROAD WORKS

SCHOONER WAY
1+000 - 1+380



ISSUED FOR GRANT APPLICATION

33413



DATE: 11/11/2021
BY: JK



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



PROJECT / REVISION	DATE	ISSUED BY	SCALE
DESIGNED FOR GRANT APPLICATION	08/13/2023	TK	1/800'



ROAD WORKS
SCHOONER WAY
1+380 - 1+760

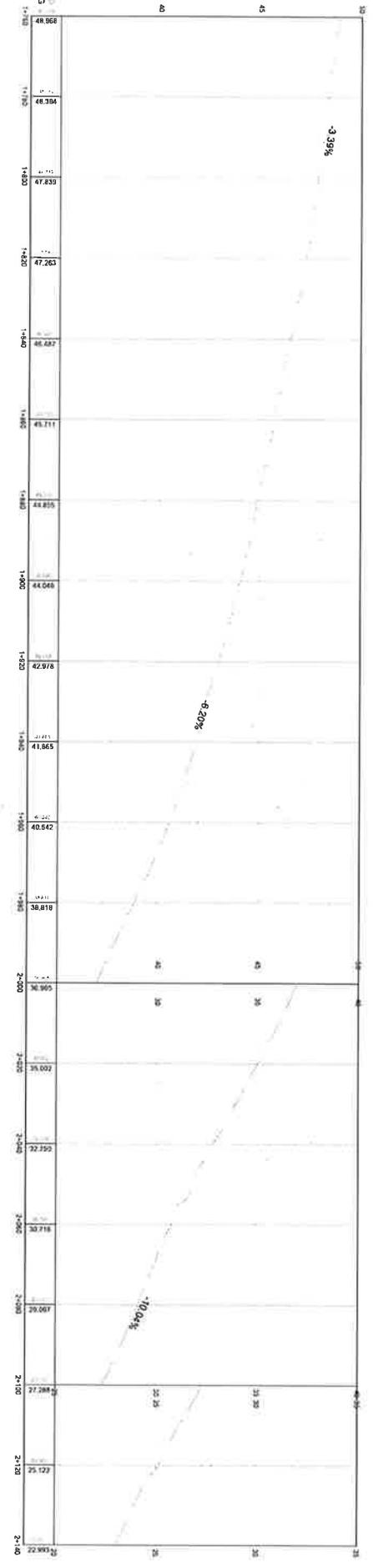


SCALE	1/800'	DATE	08/13/2023
ISSUED BY	TK	DESIGNED BY	TK
CHECKED BY	KJ	APPROVED BY	IM

33413



PLAN
SCALE 1:500

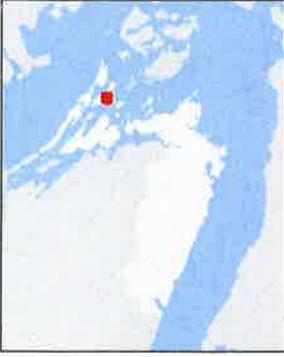


PROFILE
SCALE 1:500V / 1:100H

PROJECT INFORMATION		DATE		SCALE	
PROJECT NO.	2303-13-03	DATE	1/23/2023	SCALE	1:500
PROJECT NAME	SCHOONER WAY	DESIGNER	ISL	CHECKER	TK
CLIENT	CRPD	APPROVED BY	IM	DATE	2023-01-03
CRPD Making a difference... together		ISL Infrastructure Solutions Limited		33413	
ROAD WORKS		SCHOONER WAY		2023-01-03	
1+760 - 2+140		DESIGN NO.		33413	
ISSUED FOR GRANT APPLICATION		DESIGN NO.		33413	
SCALE 1:500		DESIGNER		ISL	
CHECKER		APPROVED BY		DATE	
TK		IM		2023-01-03	
4/1		1/1		04	
1/1		1/1		07	
1/1		1/1		07	

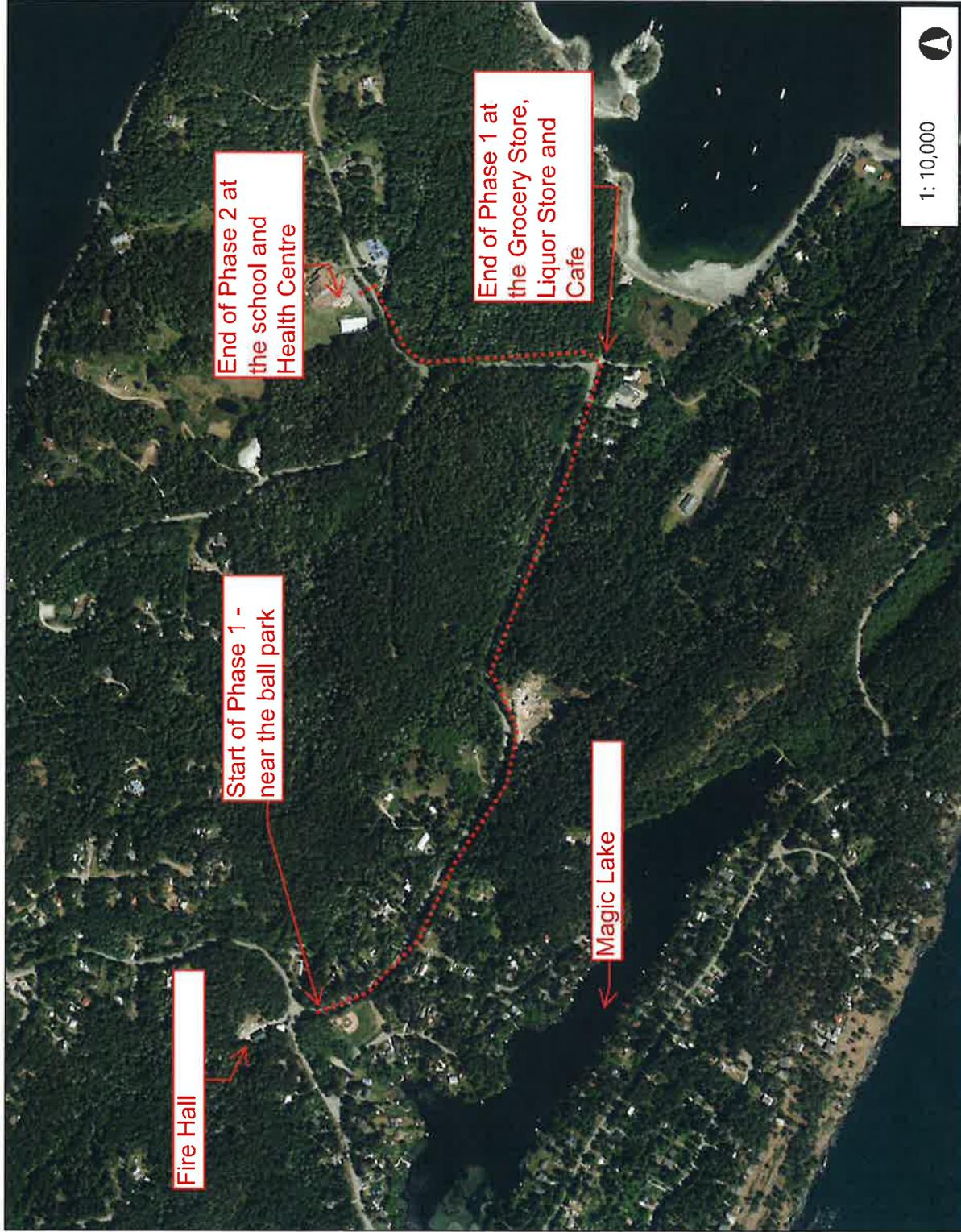
LOCATION MAPS

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.

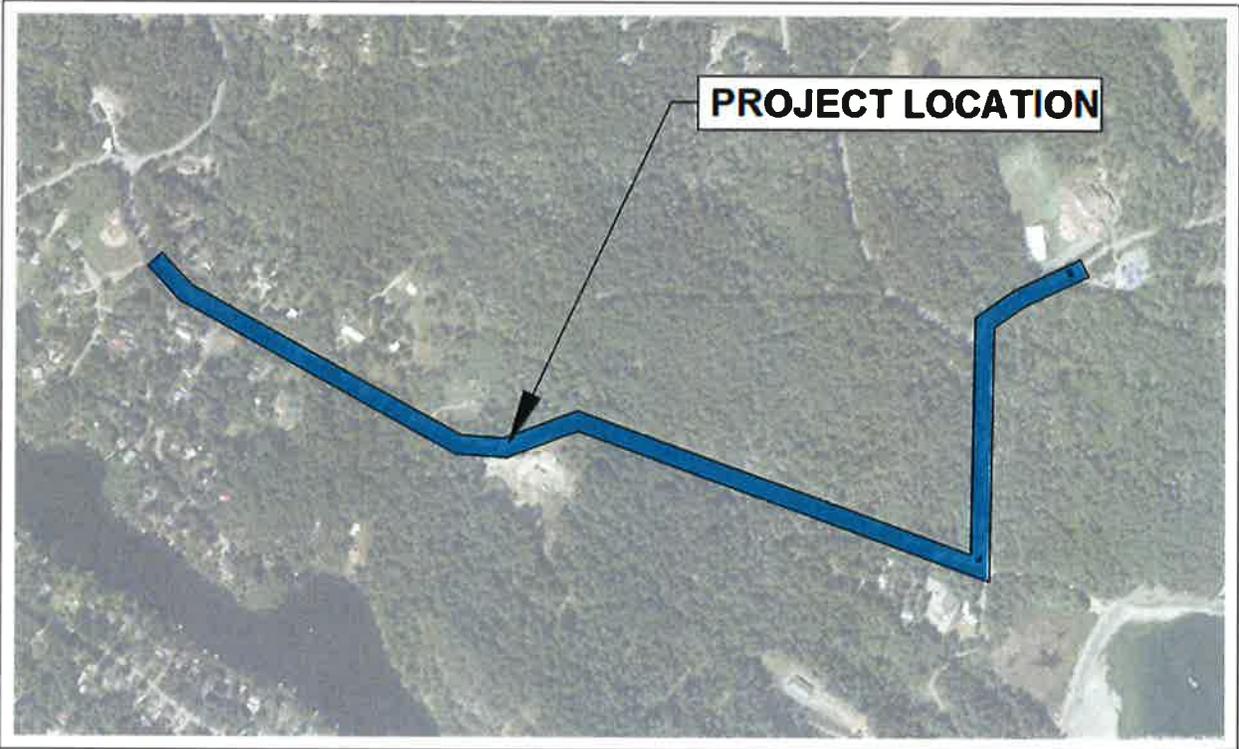
508.0 0 254.0 508.0 Meters

NAD_1983_UTM_Zone_10N
© Capital Regional District

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



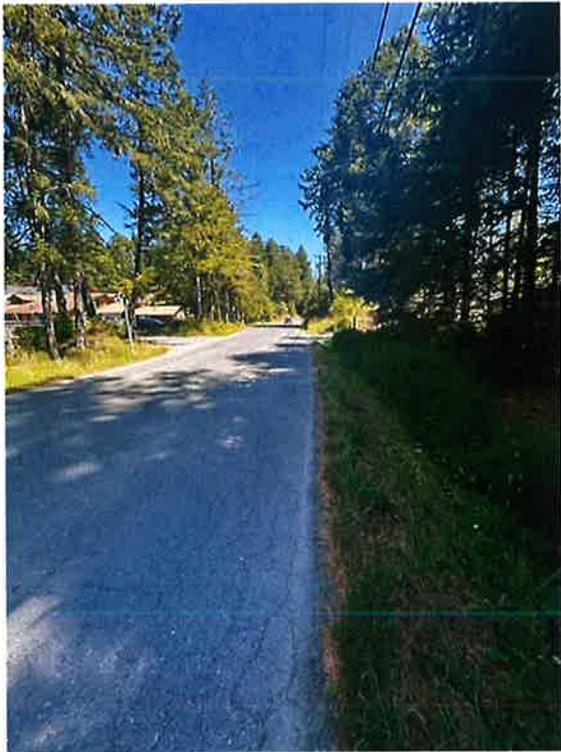
Phase 1 – Schooner Way shoulder where trail will go



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

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:

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:

CRD is hosting a project page at 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:

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 pender.

Great idea

very excited to ~~see~~ see bike around pender (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.

Marcie Clb

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^wsepsəm (Esquimalt), W̱JOŁEŁP (Tsartlip), BOKÉĆEN (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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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.

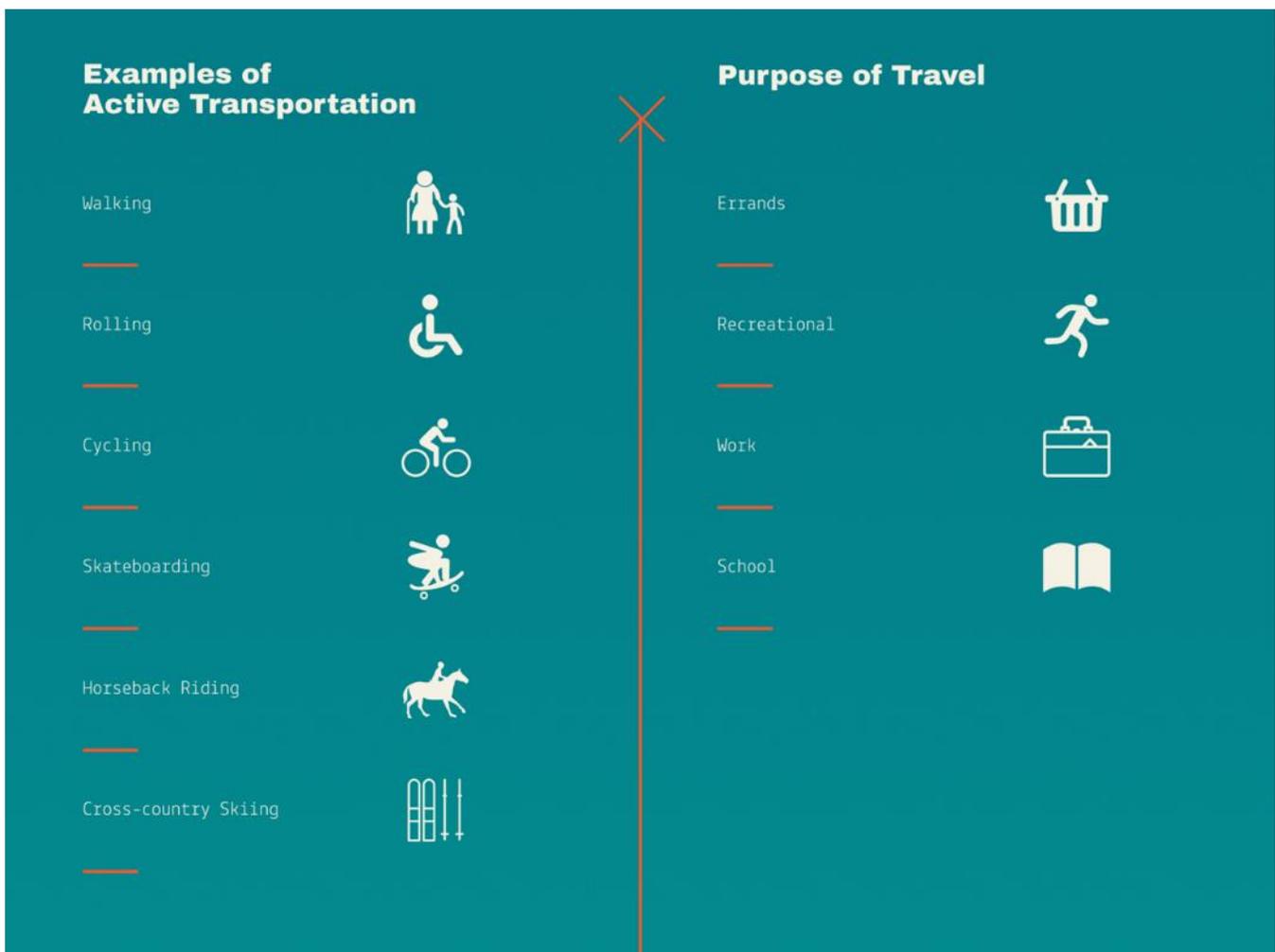
Active Transportation Plan Key Components

- 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.”



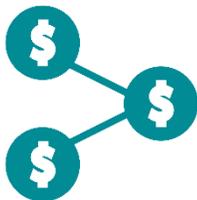
Active transportation users are a diverse group and include those who are walking, cycling, rolling (e.g., skateboarding, longboarding, scootering) and people using mobility devices such as wheelchairs, walkers, and strollers. All these forms of active travel are pursued for a variety of reasons; some 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

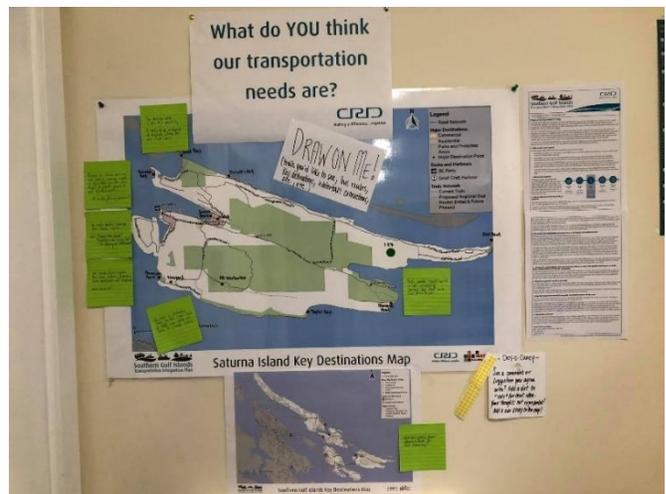
Undertaken from January 2021 to February 2022, the SGI Active Transportation Plan was guided by a collaborative process involving staff from the CRD, First Nations, Active Transportation Advisory Groups, community stakeholders and the consulting team.

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

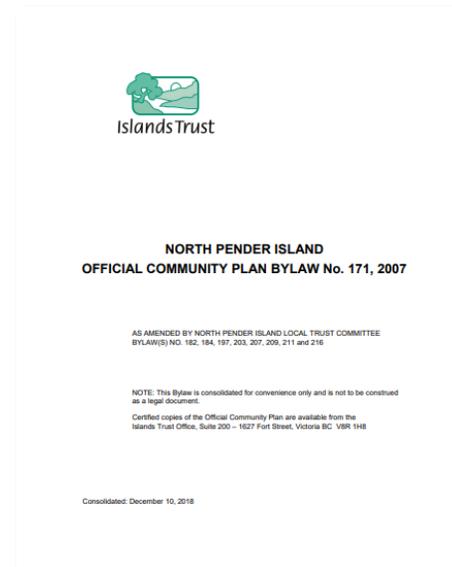
There is a strong policy framework supporting Active Transportation development in the Southern Gulf Islands. As part of the development of this plan, the project team reviewed all of these plans to identify specific supporting policies. The following provides a summary of that review.

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)).

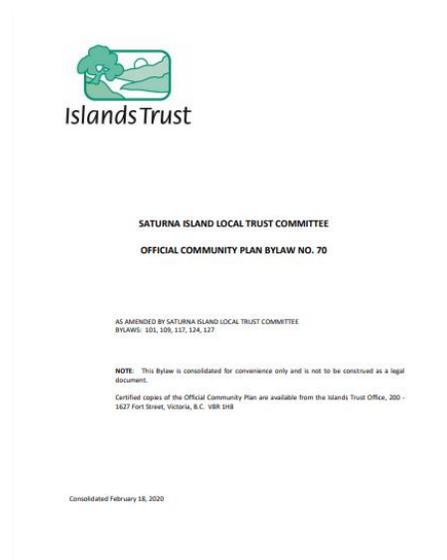


- The LTC will “support agency and community group efforts to develop the network of bicycle routes, pathways, walkways and trails shown on OCP Schedules “D” and “H”” (BL 115 iv) and will “use rezoning applications as an opportunity to work toward development of the network of bicycle routes, pathways, 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).

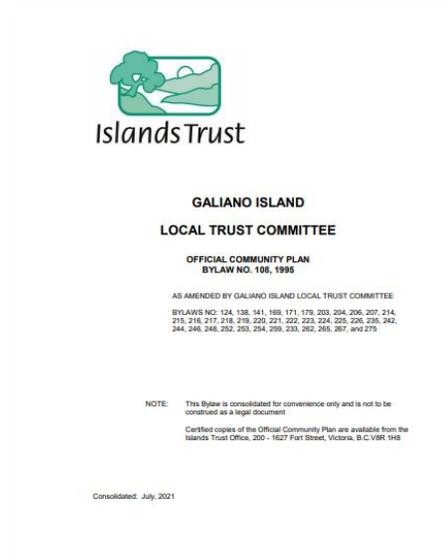
- The LTC requests that MoTI “support alternative transportation initiatives including...bicycle path networks and walking trails linking population to services” (F.2.8; BL 101) and to “co-operate in the development of new public recreational lands by: a) approving applications by the Parks and Recreation 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).

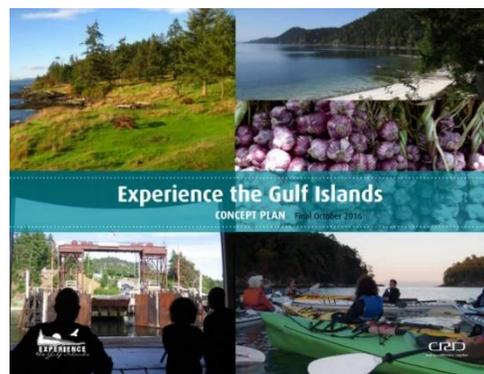


2.2 Other Plans

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

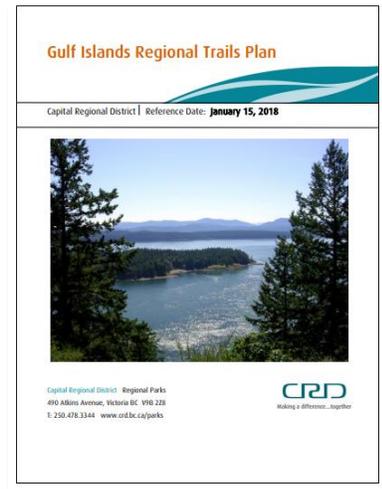


Transportation identified in the ETGI Concept Plan is: **build sustainable transportation connections and linkages that limit or lower on-island car traffic, such as cycling and walking paths.**

[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.

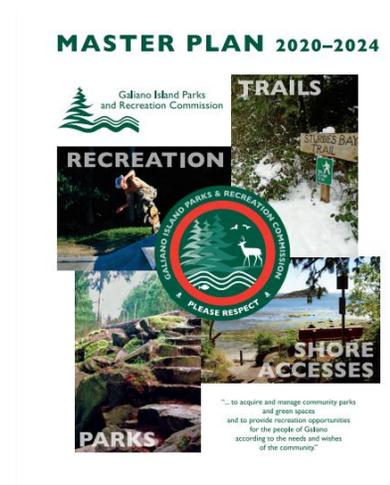
- “Each of the trail routes proposed in this plan will connect a main transportation hub, such as a ferry terminal, with key destinations on island; for example, a commercial hub or a regional, provincial or national park” (5), and in total the five new regional trails will cover approximately 50kms 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

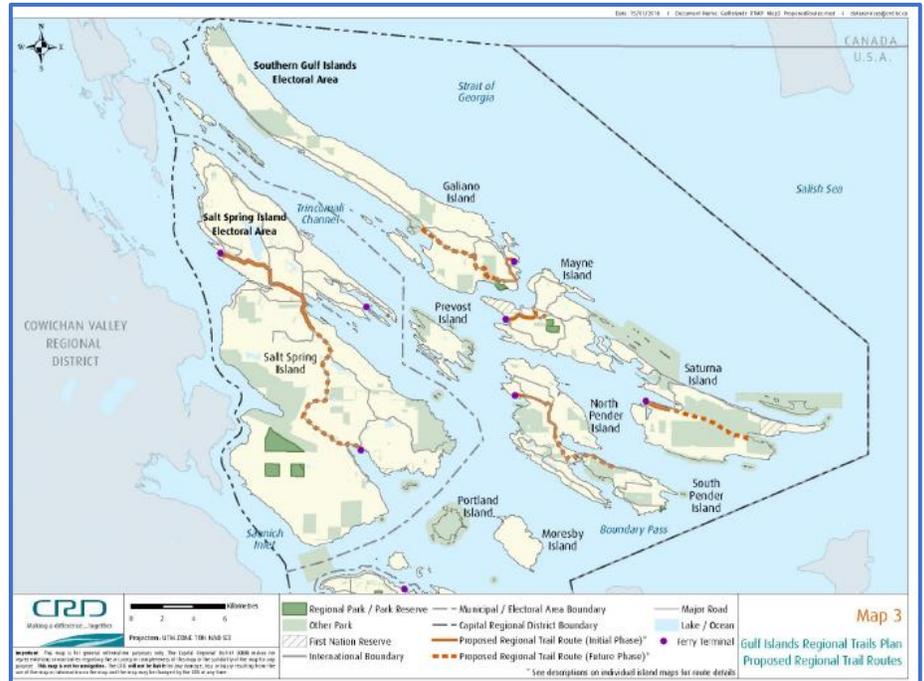
The Gulf islands are an interconnected archipelago of living, working communities in the Salish Sea. Like a necklace jeweled together by unique destinations, the islands are a special place in every season. From wild coasts and beaches, pastoral farmlands, spectacular bluffs, and quaint villages to cool 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.

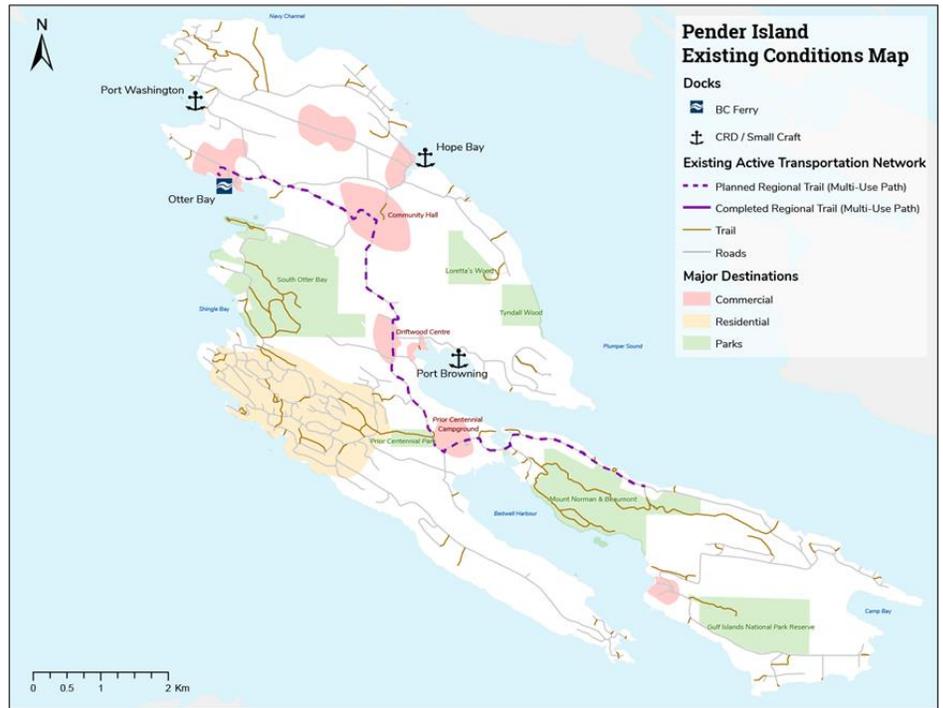
This lack of a transportation function for the SGI and potential solutions are being explored as part of the of larger Transportation Integration Plan. As mentioned previously, this Active Transportation Plan will link with the larger plan and provide a framework for regional and local trail development 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)

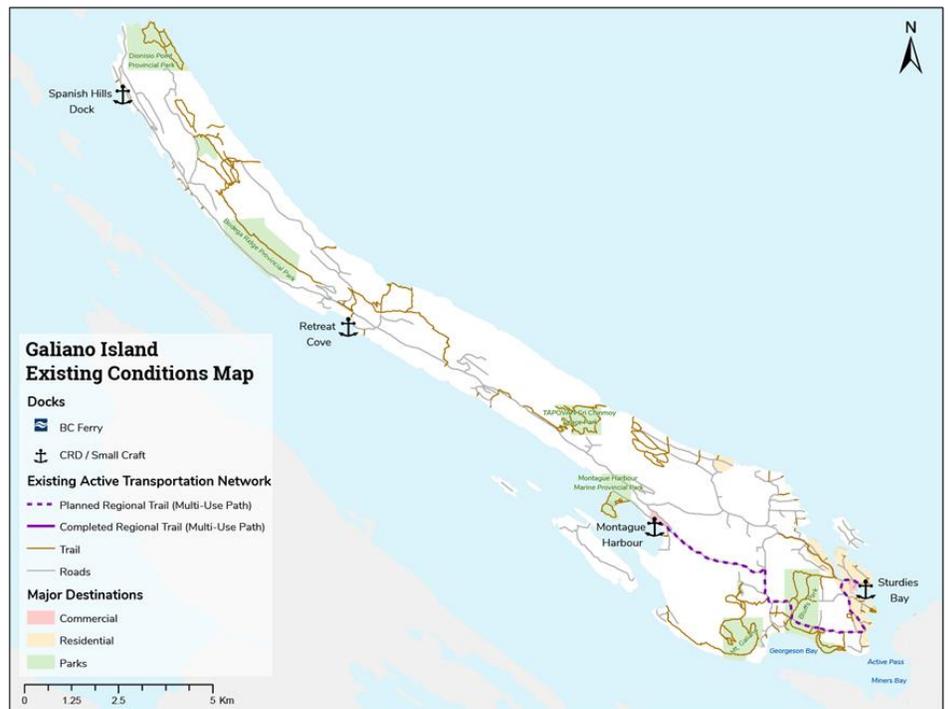
The trails on the SGI are a mix of local and regional trails as well as some larger “Trans-Canada” trails that are part of trails running across Canada (The Great Trail and the Salish Marine Trail). The existing trails are generally located within public lands, are maintained and managed by a variety 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.

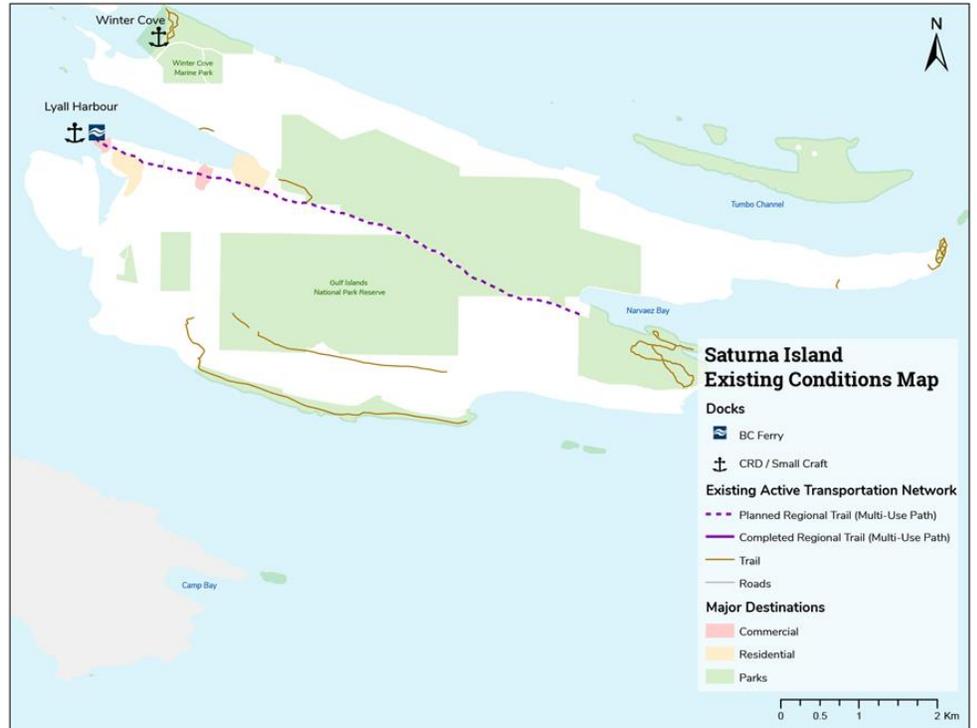
3.2.1 North Pender Island map



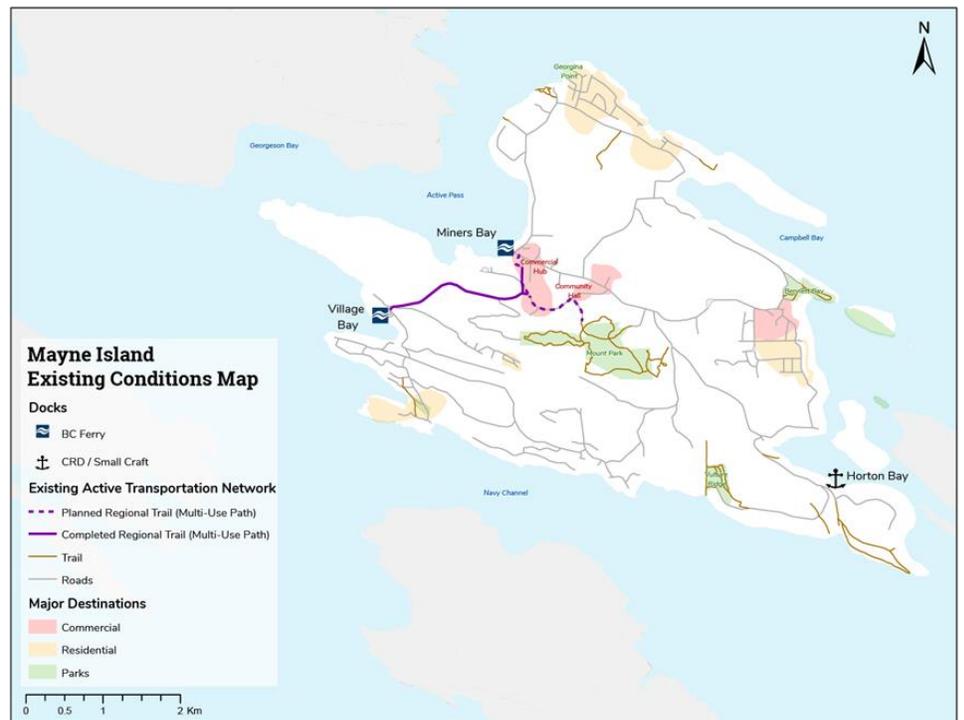
3.2.2 Galiano Island map



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.

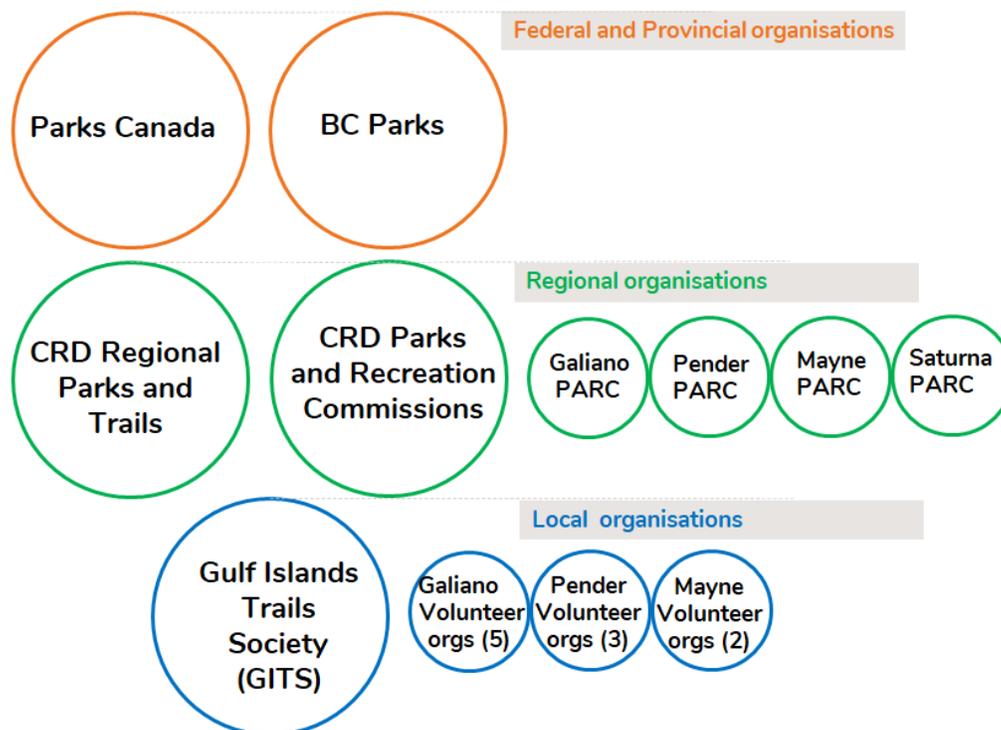
Trail infrastructure, for pedestrians and cyclists, is an important component of the visitor experience and residents' on-island transportation network. Providing trail information – locations, connections, trail etiquette – to both residents and visitors is an important component of any trails program.

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:

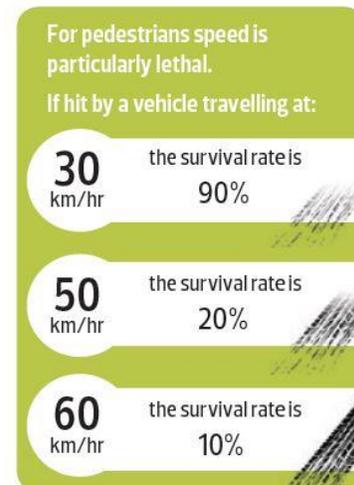
- Lack of wide shoulders, forcing people walking, biking and driving to share the road despite a large speed differential between user groups.
- In discussions with MoTI, it was noted that the current MoTI road standards were not associated with the road network on the islands, given that the network 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.

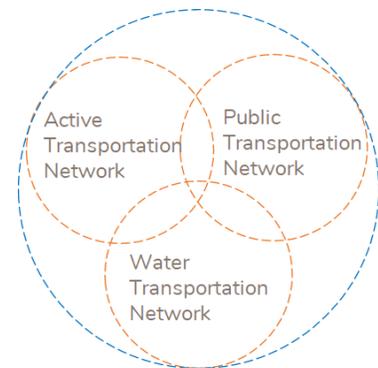
Furthermore, in many cases, volunteer organizations are not eligible to apply for grant funds unless they partner with a local government, and the local government would own any resulting infrastructure/stock. As SGI does not have a transportation service, the CRD cannot partner on these applications.

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.

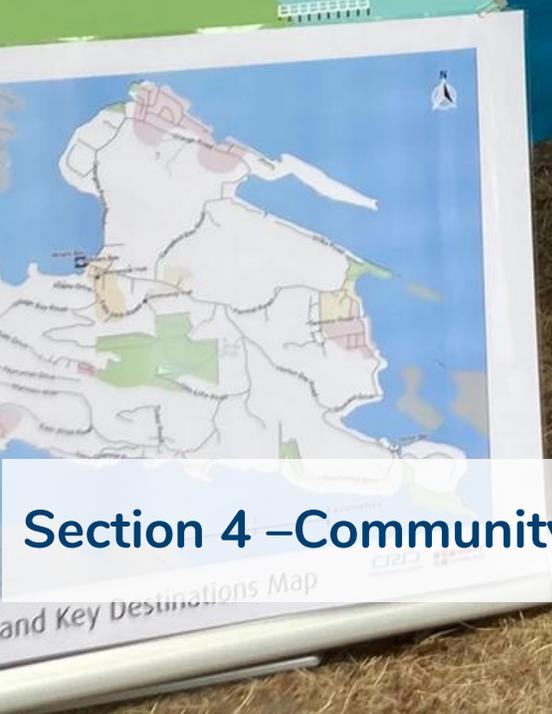
Being able to take advantage of all this funding is contingent on the CRD being able to establish a transportation function on the SGI, as has been previously mentioned.

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.



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.

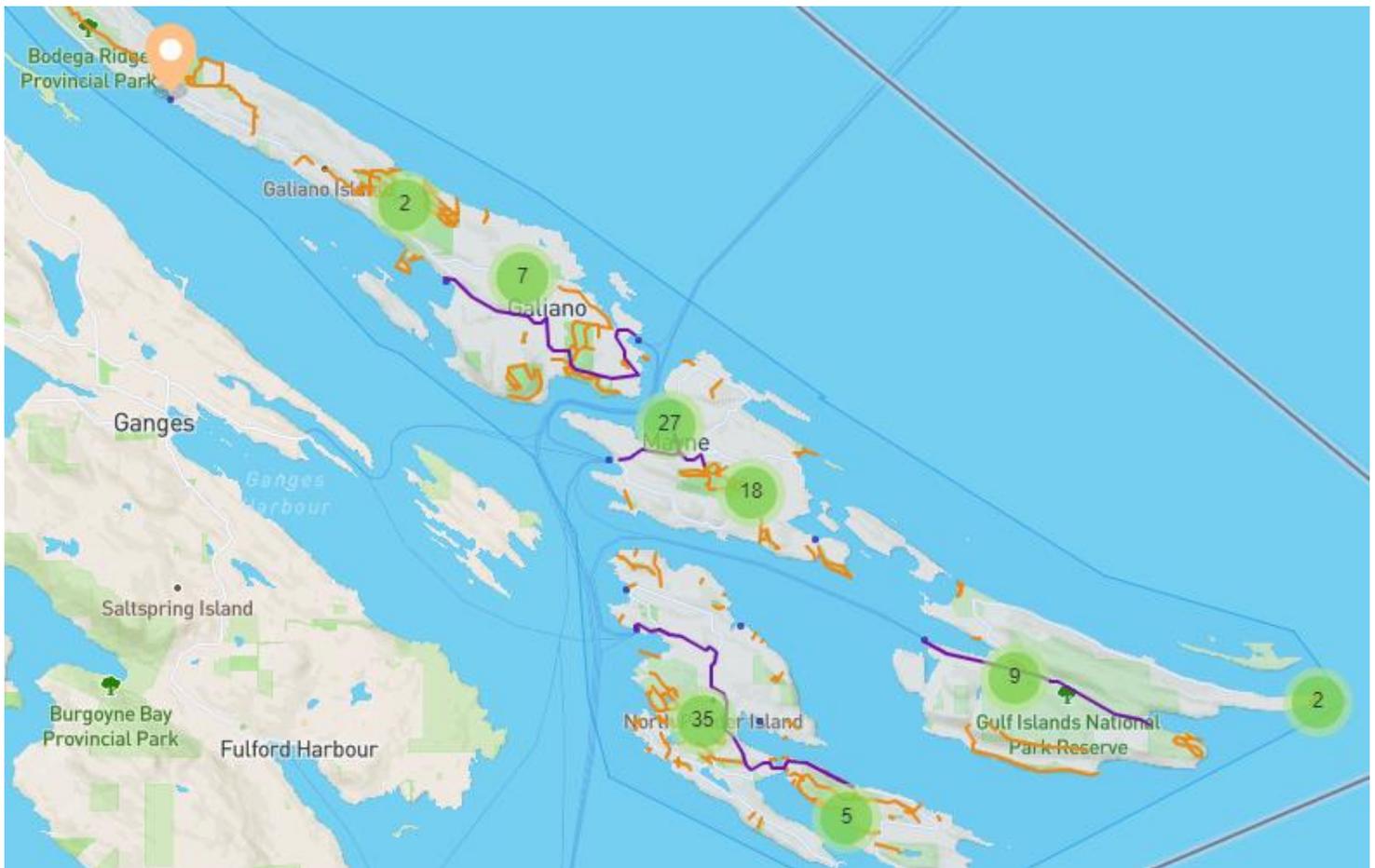
4.3 Interactive Mapping

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.



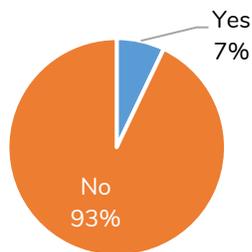
Based on the pins that were dropped, top ten pins related to connections and concerns are shown below.

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

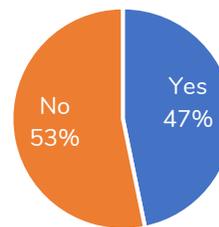
4.4 Survey Responses Specific to AT

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.

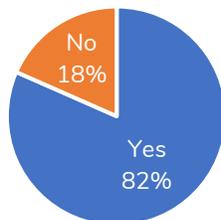
Do you think our roads are safe enough for cyclists and pedestrians?



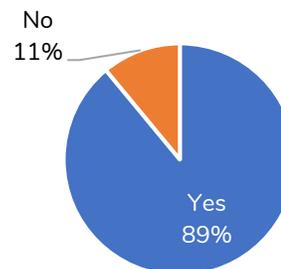
Would you support an increase to property tax to help build safe walking and cycling trails to key destinations?



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



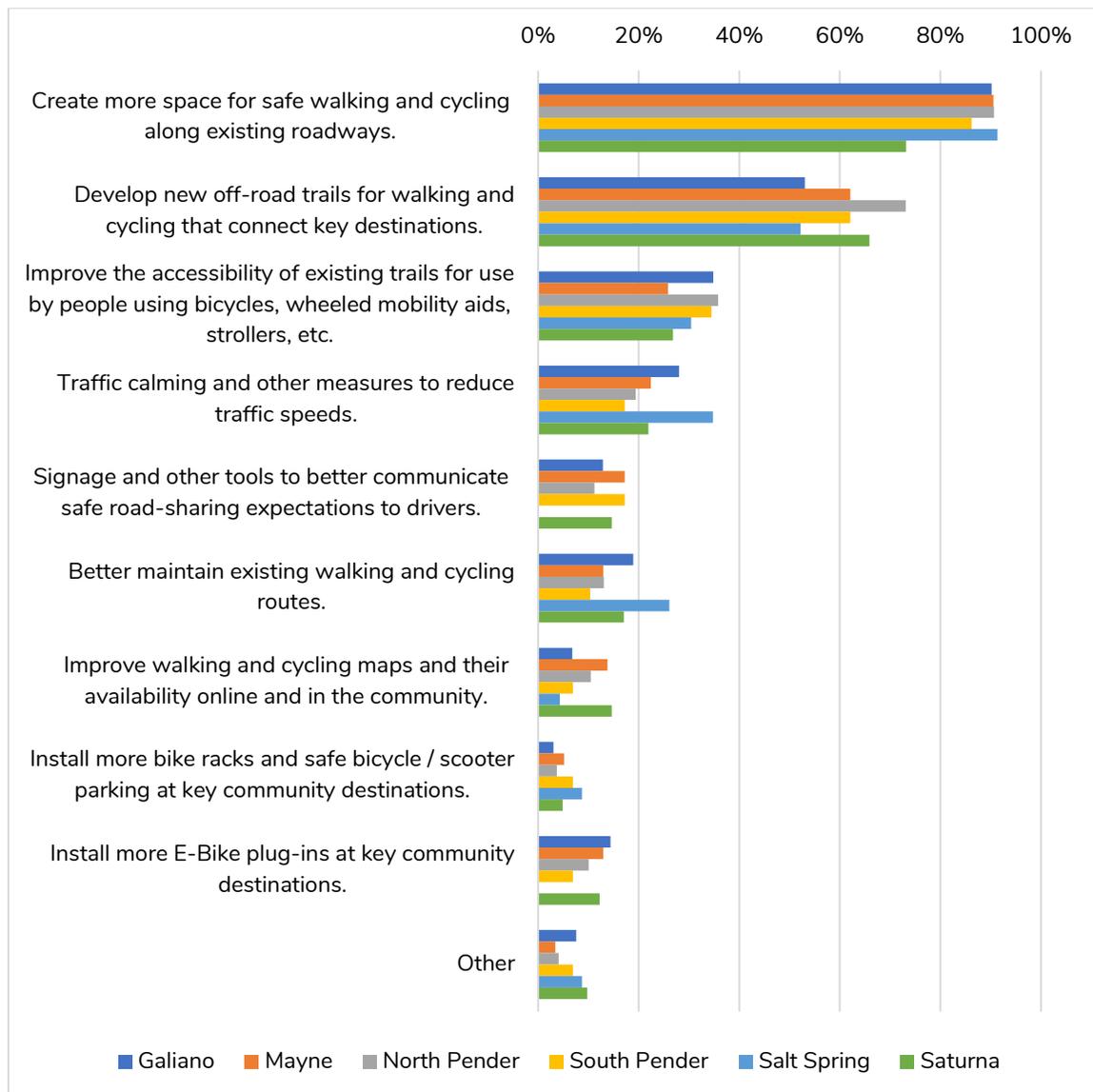
Do you think that improvements are required to better support active transportation in the Southern Gulf Islands?



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.

MAYNE ISLAND
TRAILS MAP



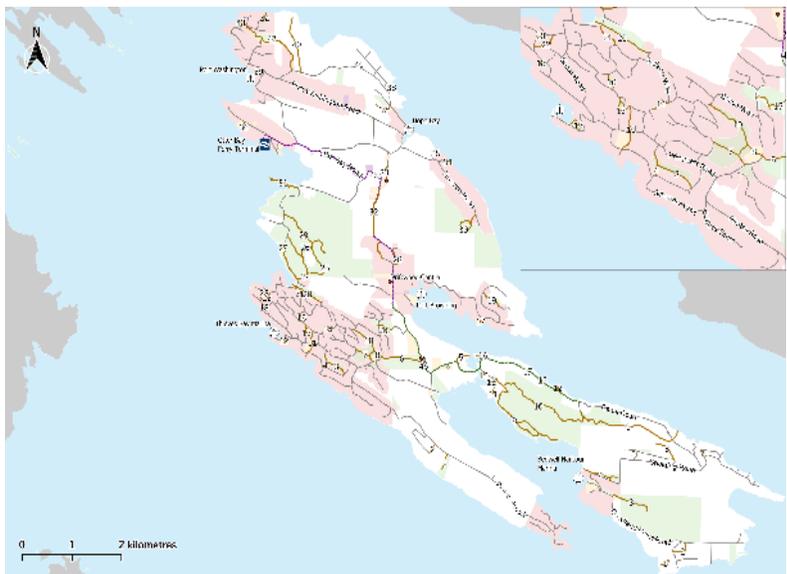
GALIANO ISLAND
TRAILS MAP



SATURNA ISLAND
TRAILS MAP



PENDER ISLAND
TRAILS MAP



Legend

Trails Network	Docks & Harbours
— Current Trails	BC Ferry
- - - Proposed Regional Trail Route (Initial Phase)	⊕ Small Craft Harbour
- - - Proposed Regional Trail Route (Future Phase)	Major Destinations
Southern Gulf Island Road Network	Commercial
— Roads	Residential
	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.

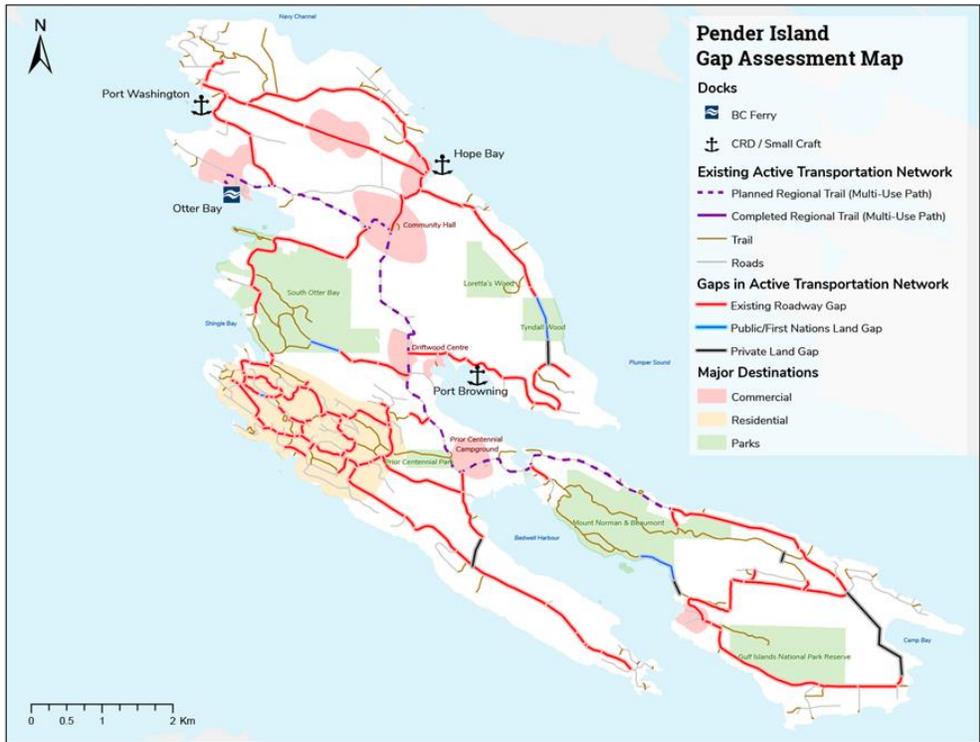
Generally speaking, the results of the analysis indicate that strongest desire lines for people walking, jogging, and biking are on the roadway network. In addition, there are desire lines on trails through parks and First Nations lands on each of the islands. Some of these desire lines are on informal 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.

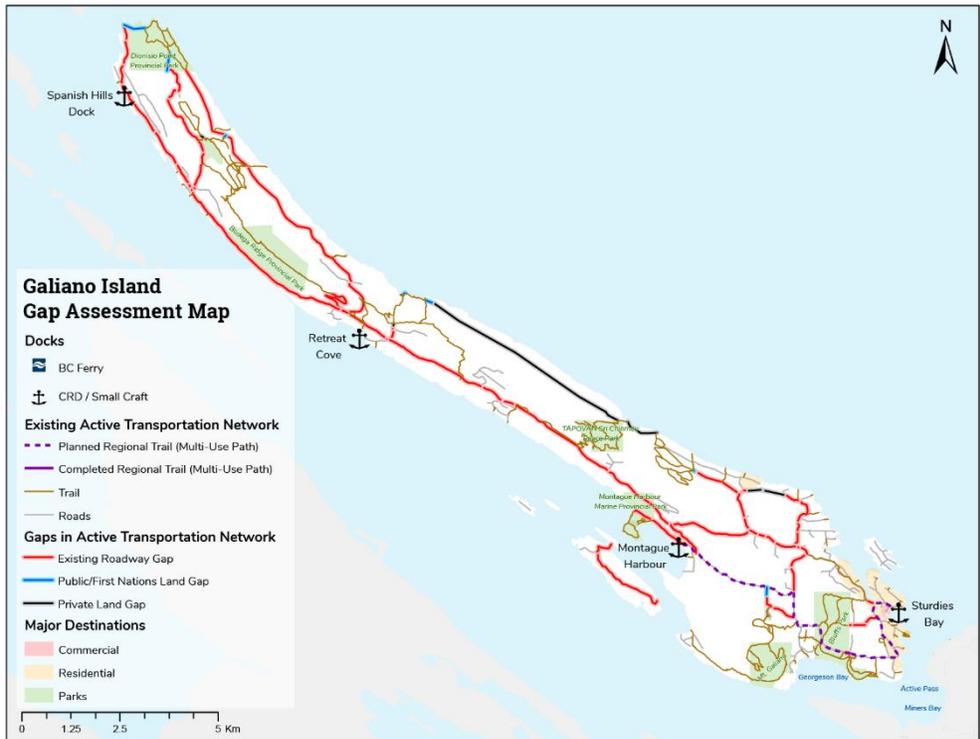
What is Strava?

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.

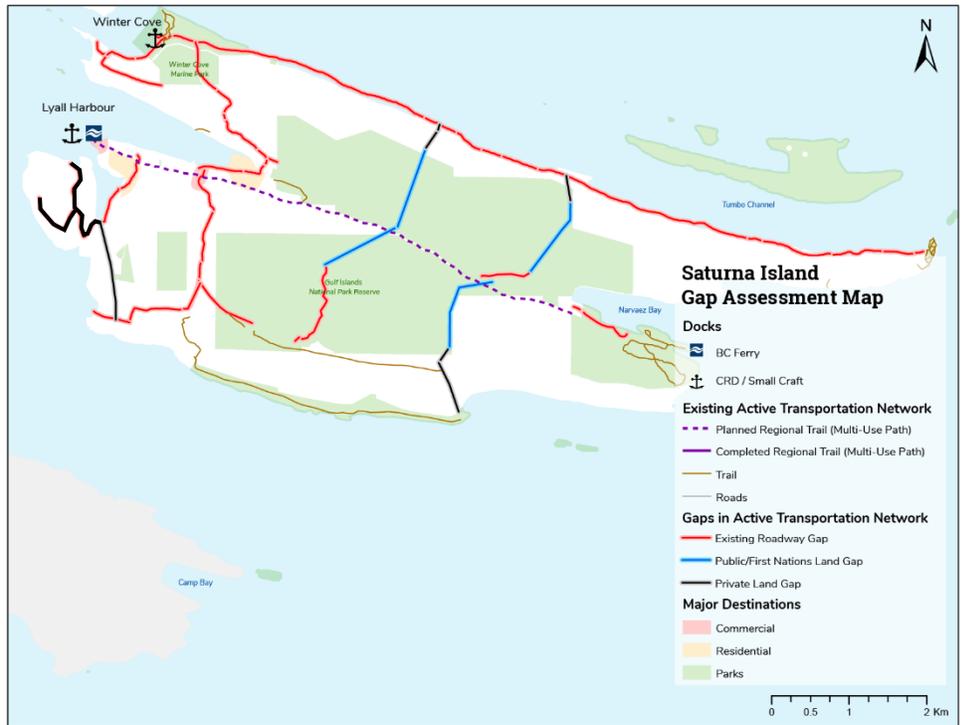
5.1 Pender Island



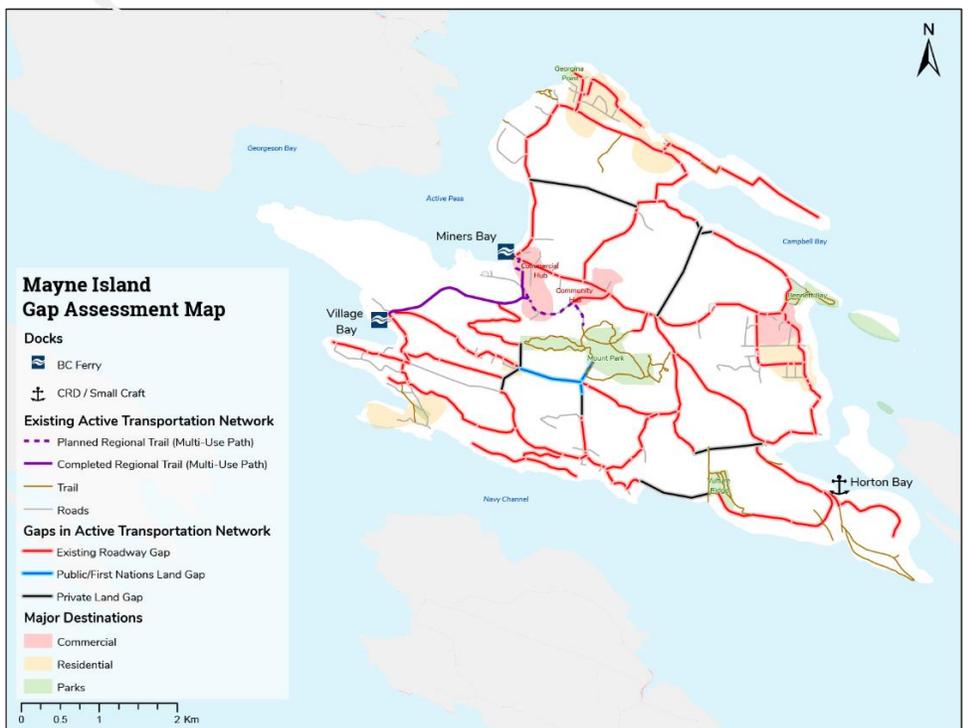
5.2 Galiano Island



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 retroreflective 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.

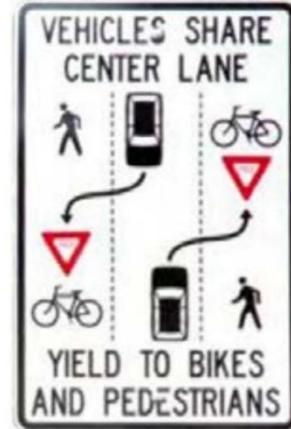
Advisory Lanes

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:

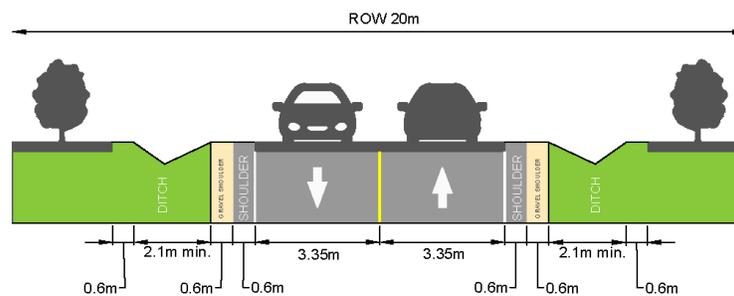
- Requires little right-of-way and can be used on narrow roads that cannot accommodate a dedicated bicycle lane, opening the possibility for adding bicycle facilities to more roads
- People cycling have a dedicated (but not exclusive) area where they have priority
- Increases predictability of bicycle 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



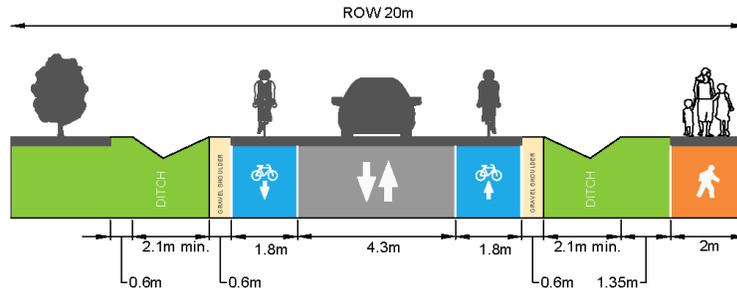
6.2 Potential Roadway Cross-Sections

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

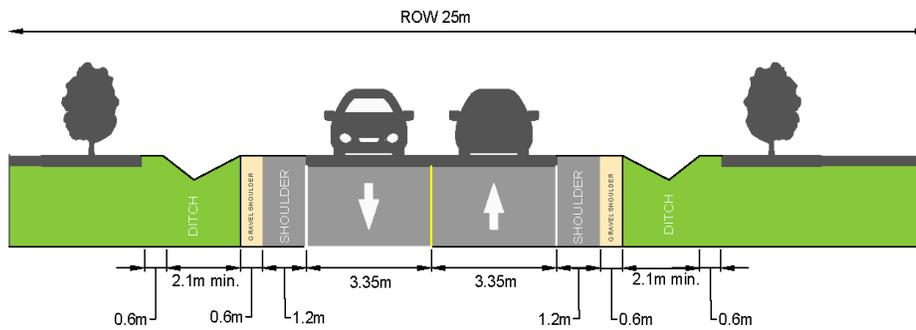


Existing Main Rural Road

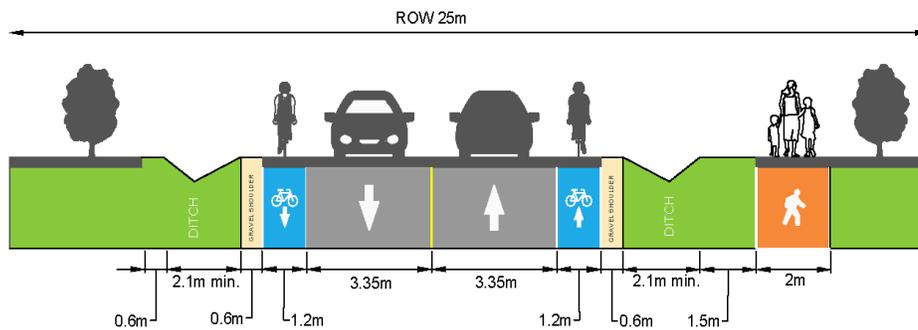


Proposed Advisory Lanes with Off-Street Footpath

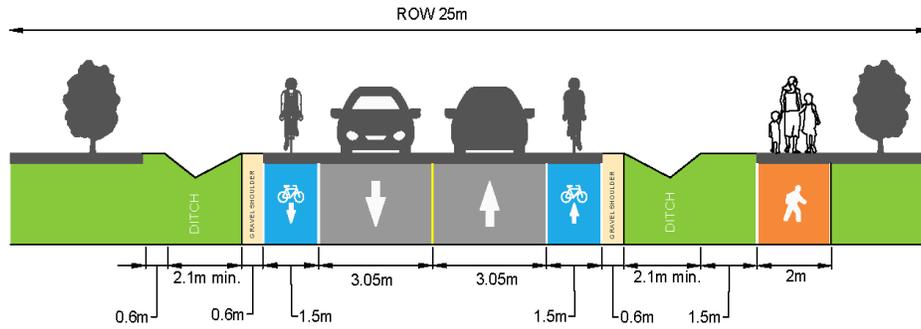
6.2.2 Major Rural Road



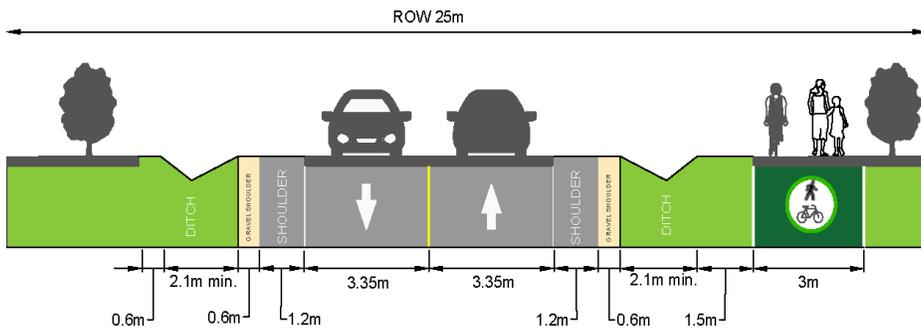
Existing Major Rural Road



Proposed Accessible Shoulder & Footpath

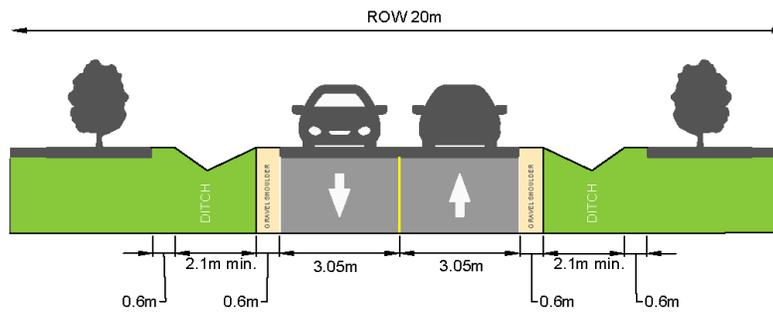


Proposed Narrowed Travel Lanes & Accessible Shoulder & Footpath

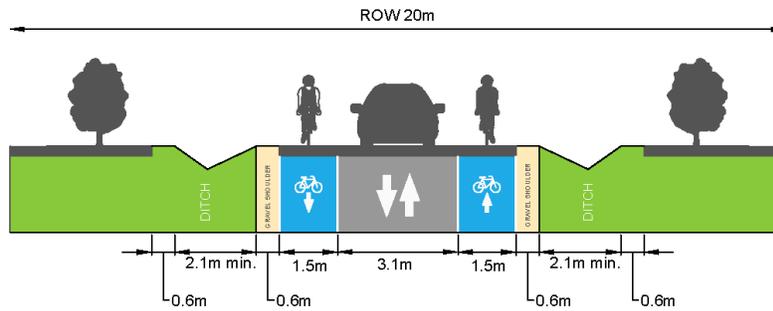


Proposed Multi-Use Pathway

6.2.3 Minor Rural Road

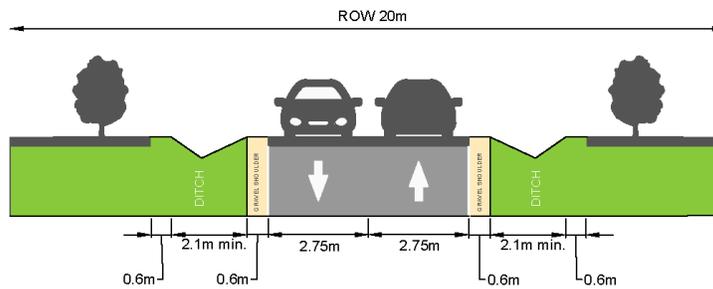


Existing Minor Rural Road

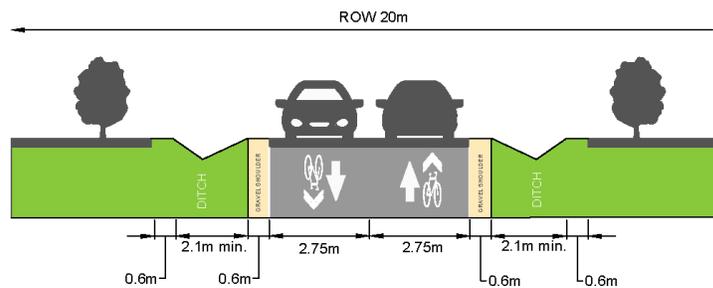


Proposed Advisory Shoulders

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 Program¹ 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)² 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.

² 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



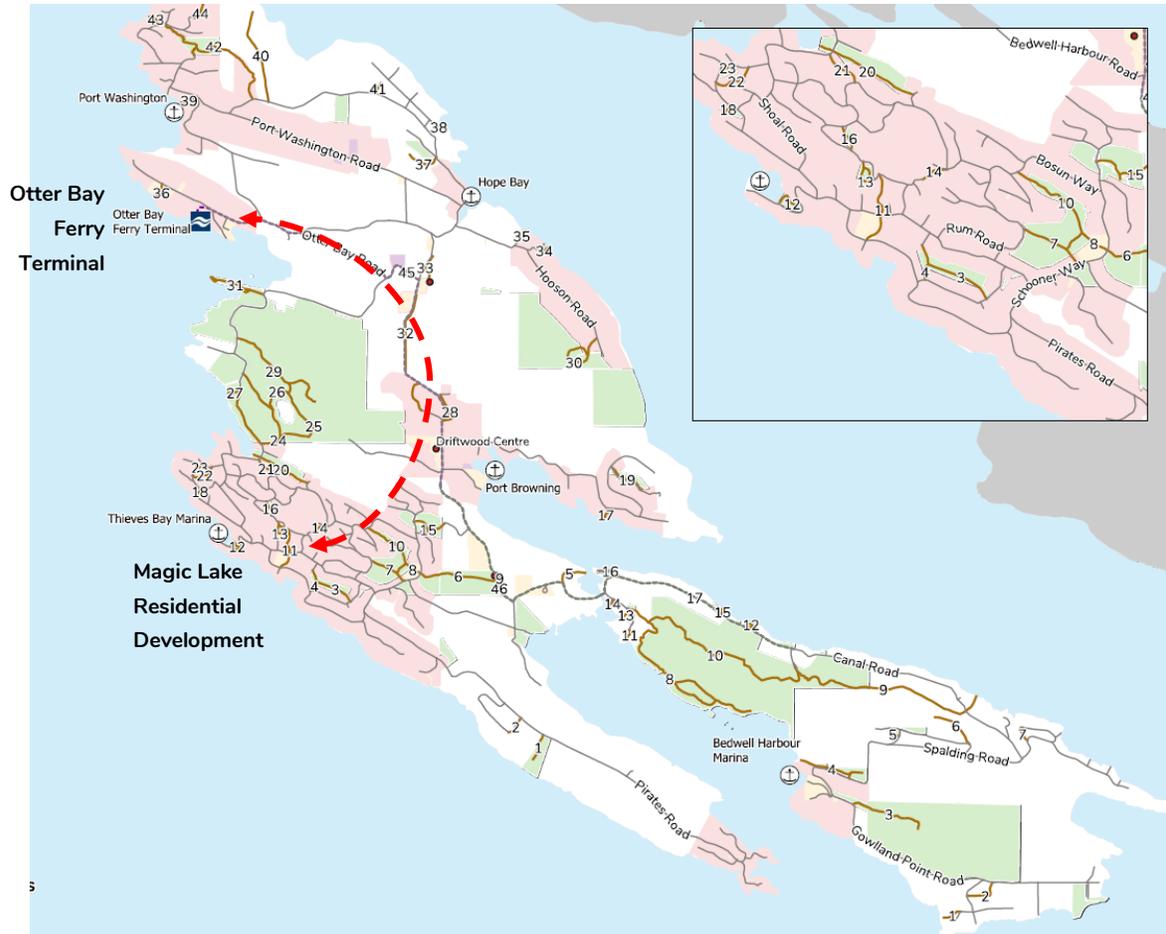
While the focus of most of the trail organizations on the SGI is the development of recreational trails on the islands for the enjoyment of residents as well as visitors, developing transportation trails to improve the connectivity on islands is important from a number of perspectives:

- 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

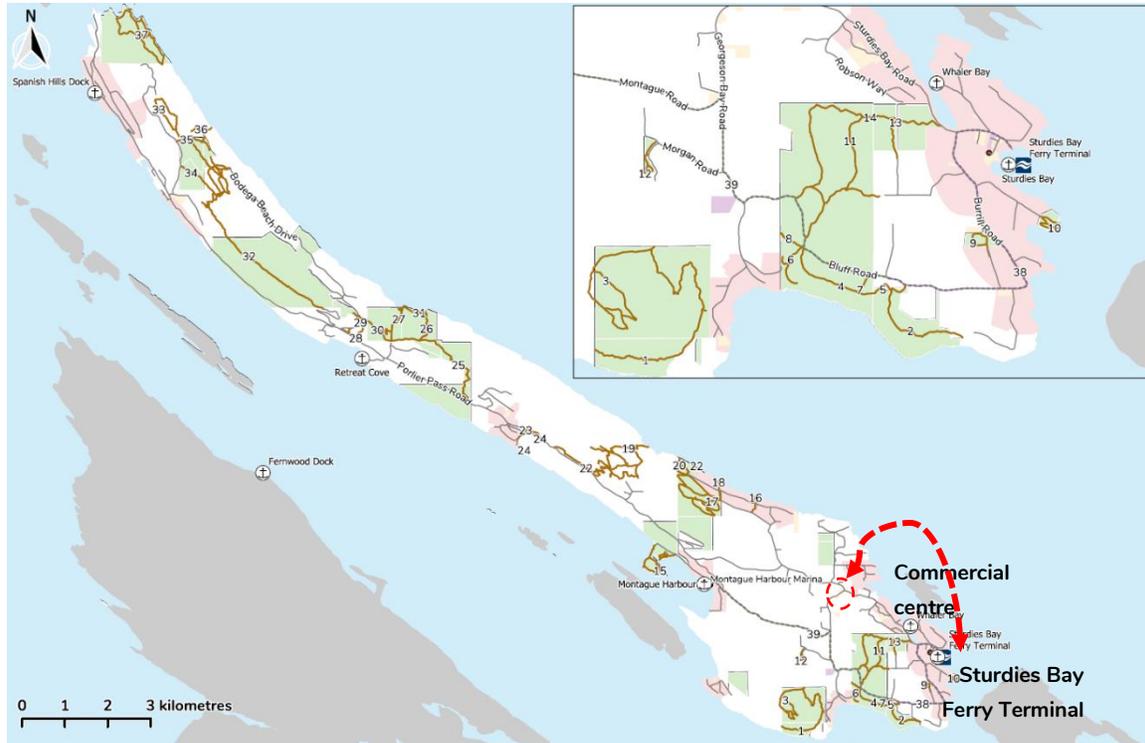


On Pender Island, the Magic Lake area (shown in pink and labeled) is the most populated residential area. **There is currently no transportation trail connecting Magic Lake to the BC Ferries terminal at Otter Bay or the core shopping area at Driftwood Centre which is enroute to Otter Bay.** If a direct 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.

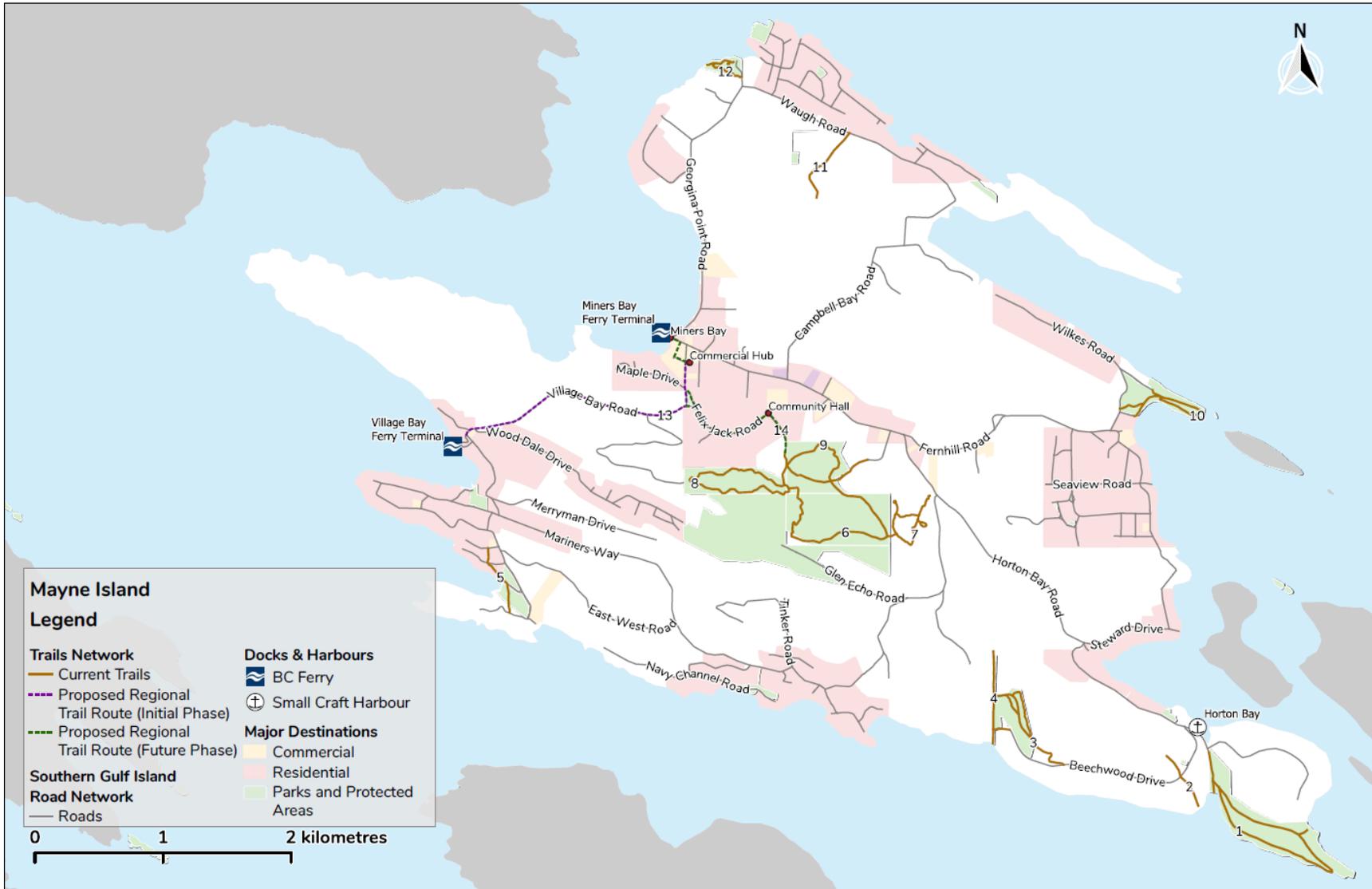
8.0 NEXT STEPS

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.

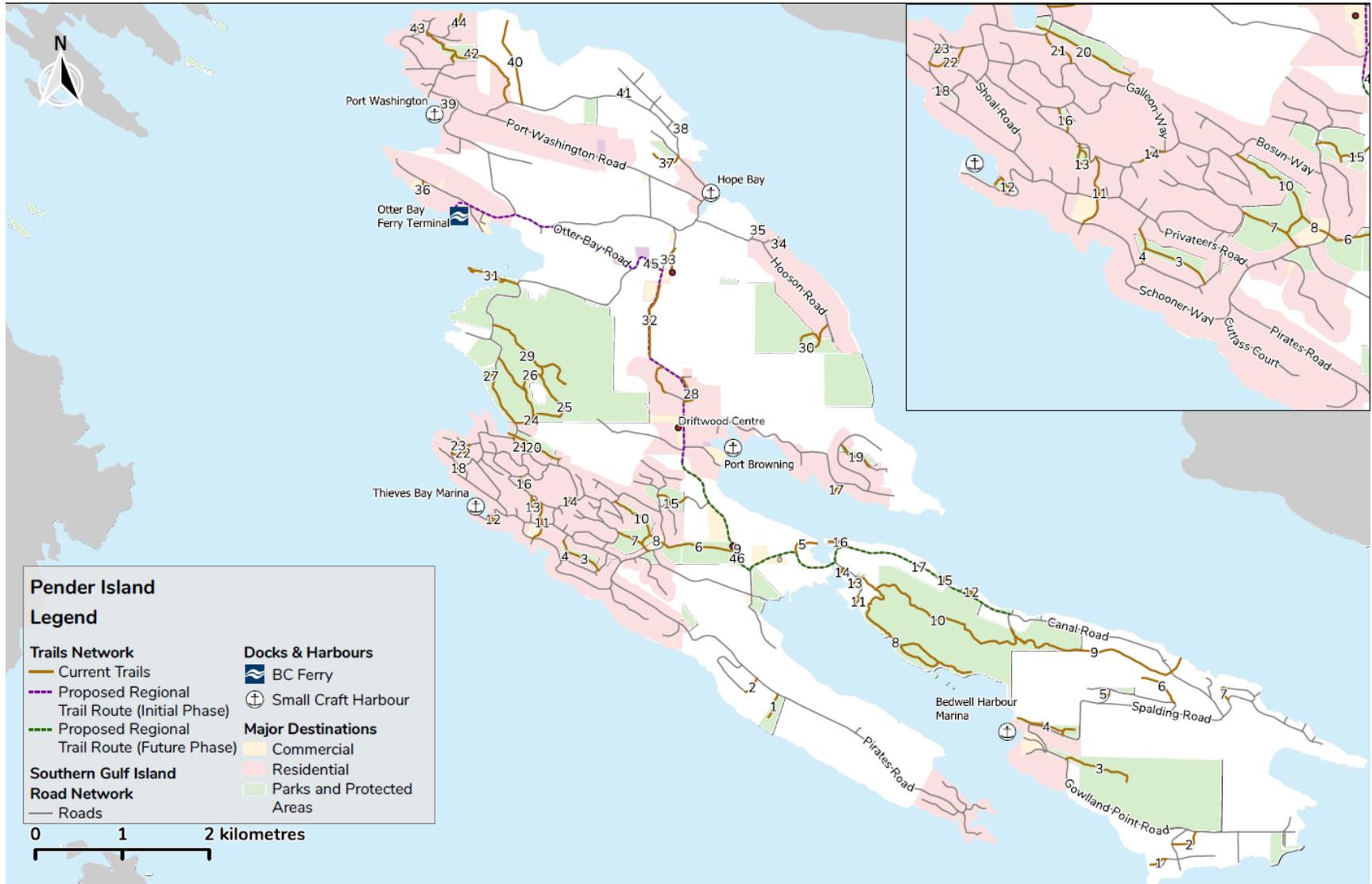
APPENDIX A: TRAIL MAPS

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



Pender Island Legend

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

0 1 2 kilometres

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

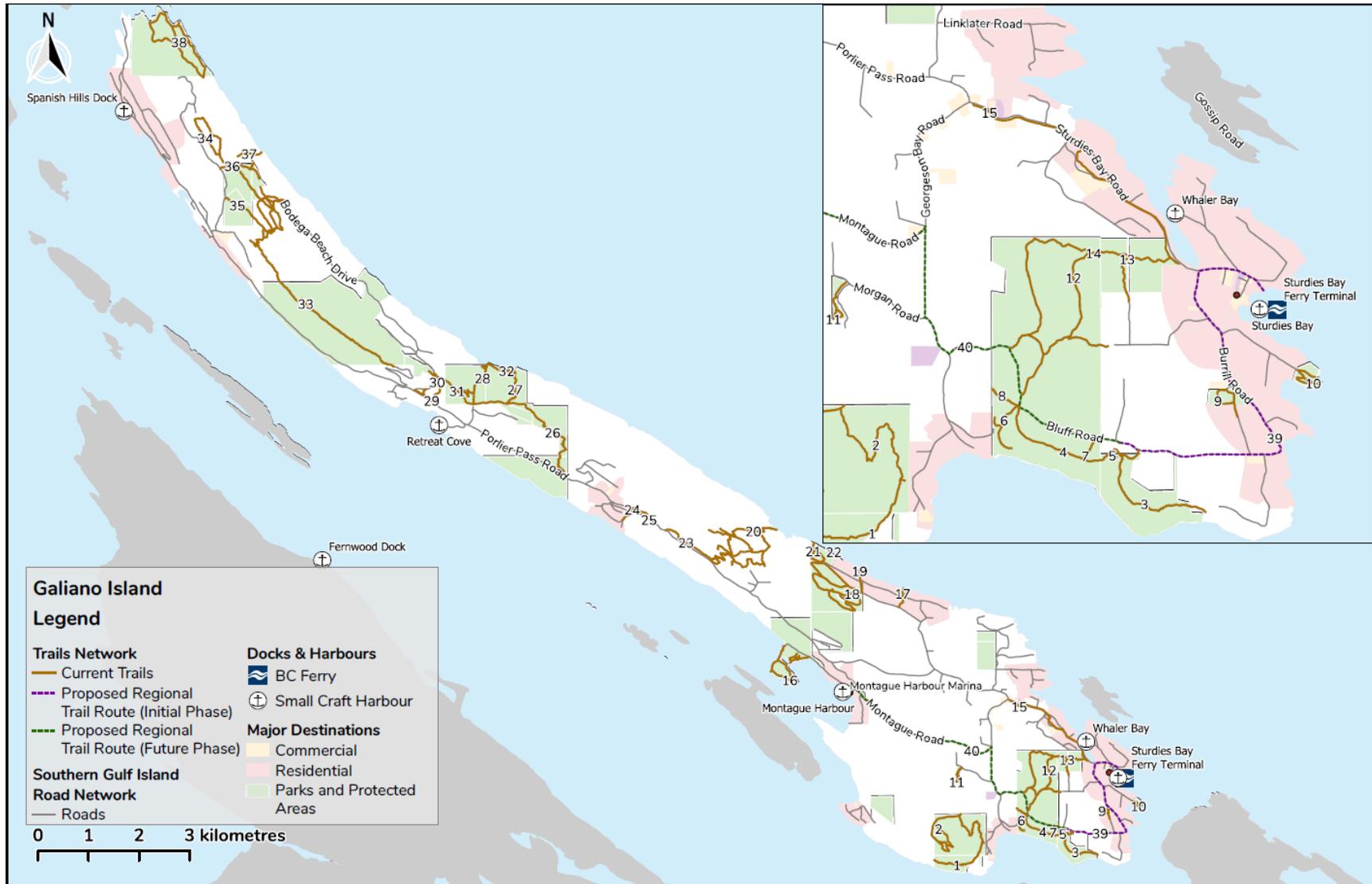
Trail Number	Name	Island	Status	Type	Managed By
1	Southlands Drive/Tilly Road Viewpoint	South Pender	Current	Hiking Trail	PIPRC
1	Drummond Bay Ocean Access	South Pender	Current	Shore Access	PIPRC
2	Craddock Drive Ocean Access	South Pender	Current	Shore Access	PIPRC
2	Craddock Drive Gowlland Point Road 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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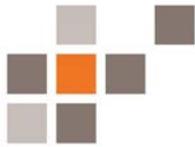


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1.0 PROJECT OVERVIEW

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

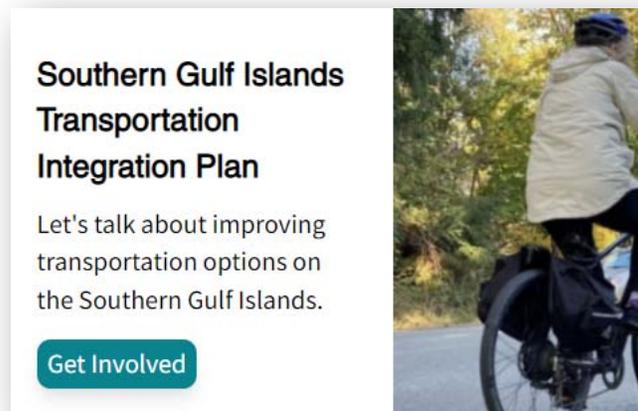


969 participants in quick polls



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.





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.

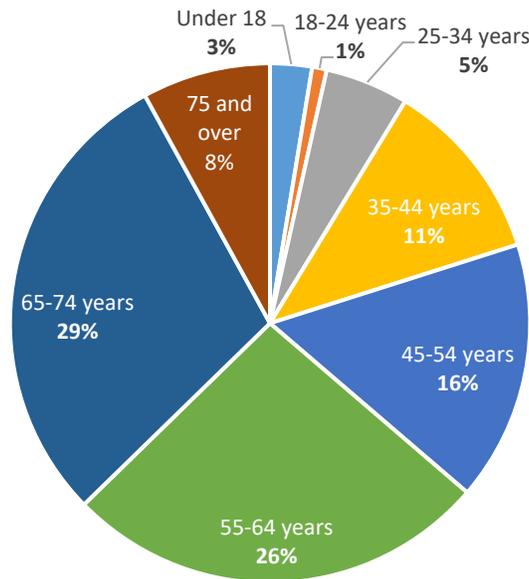


Figure 1. Survey Respondent Ages



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.

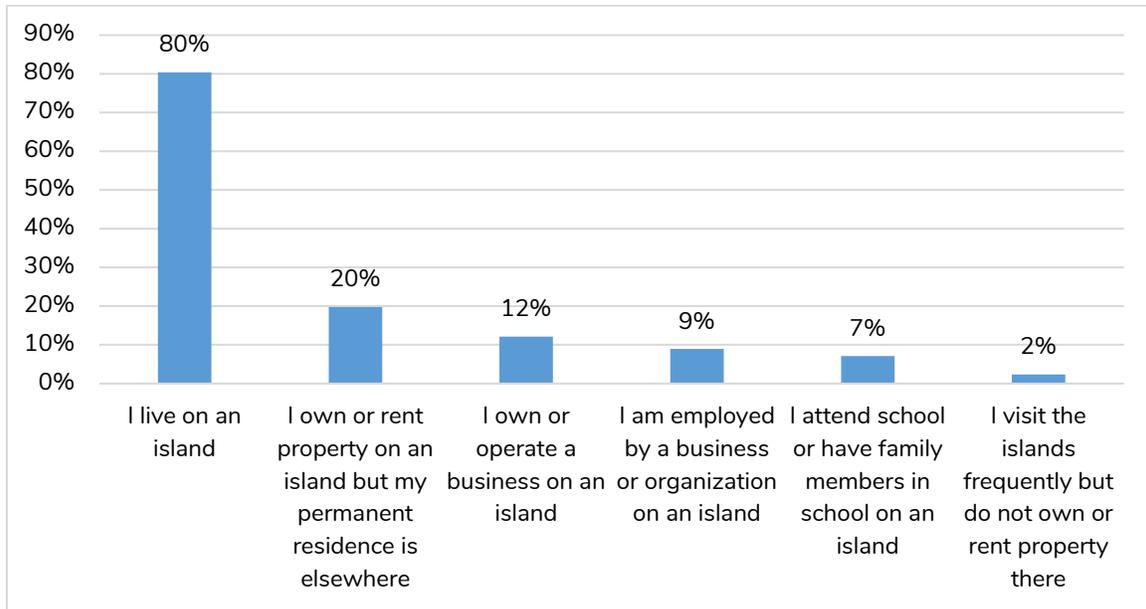


Figure 2. Survey Respondent Connection with Islands

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.

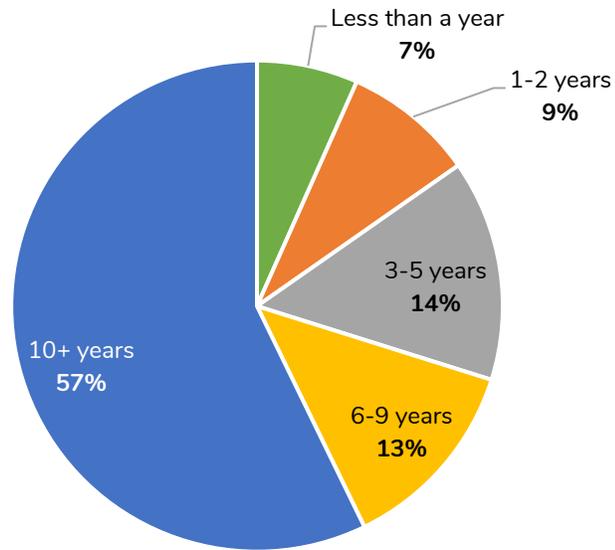


Figure 3. Survey Respondent Time Spent in Southern Gulf Islands Community

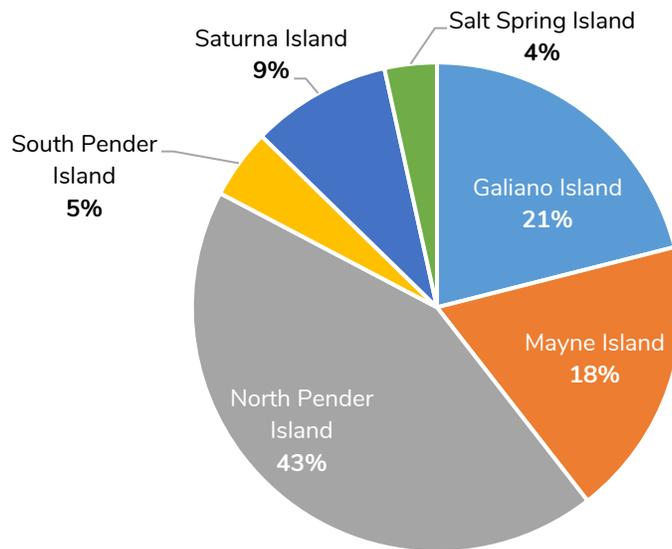


Figure 4. Survey Respondent Primary Island



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.

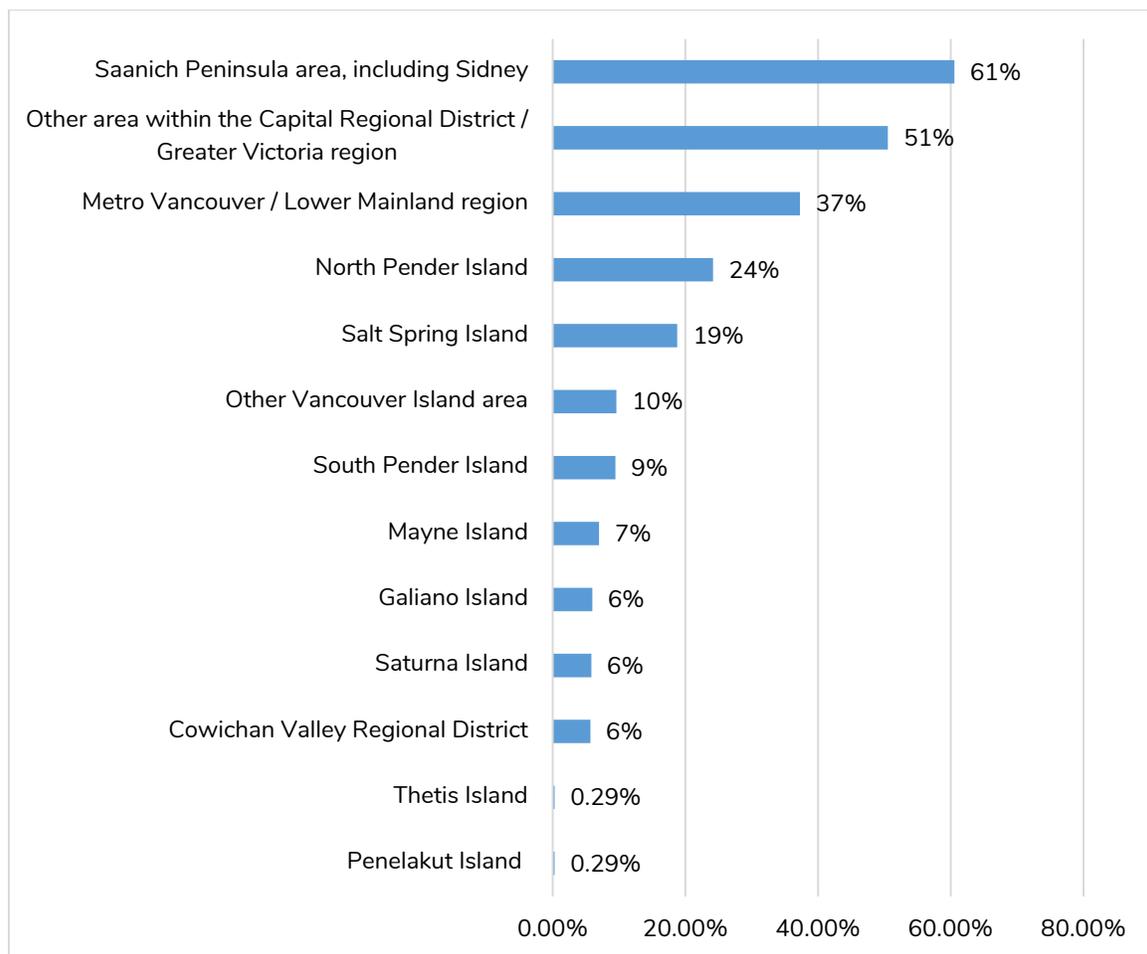


Figure 5. Survey Respondent Other Destinations

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%).

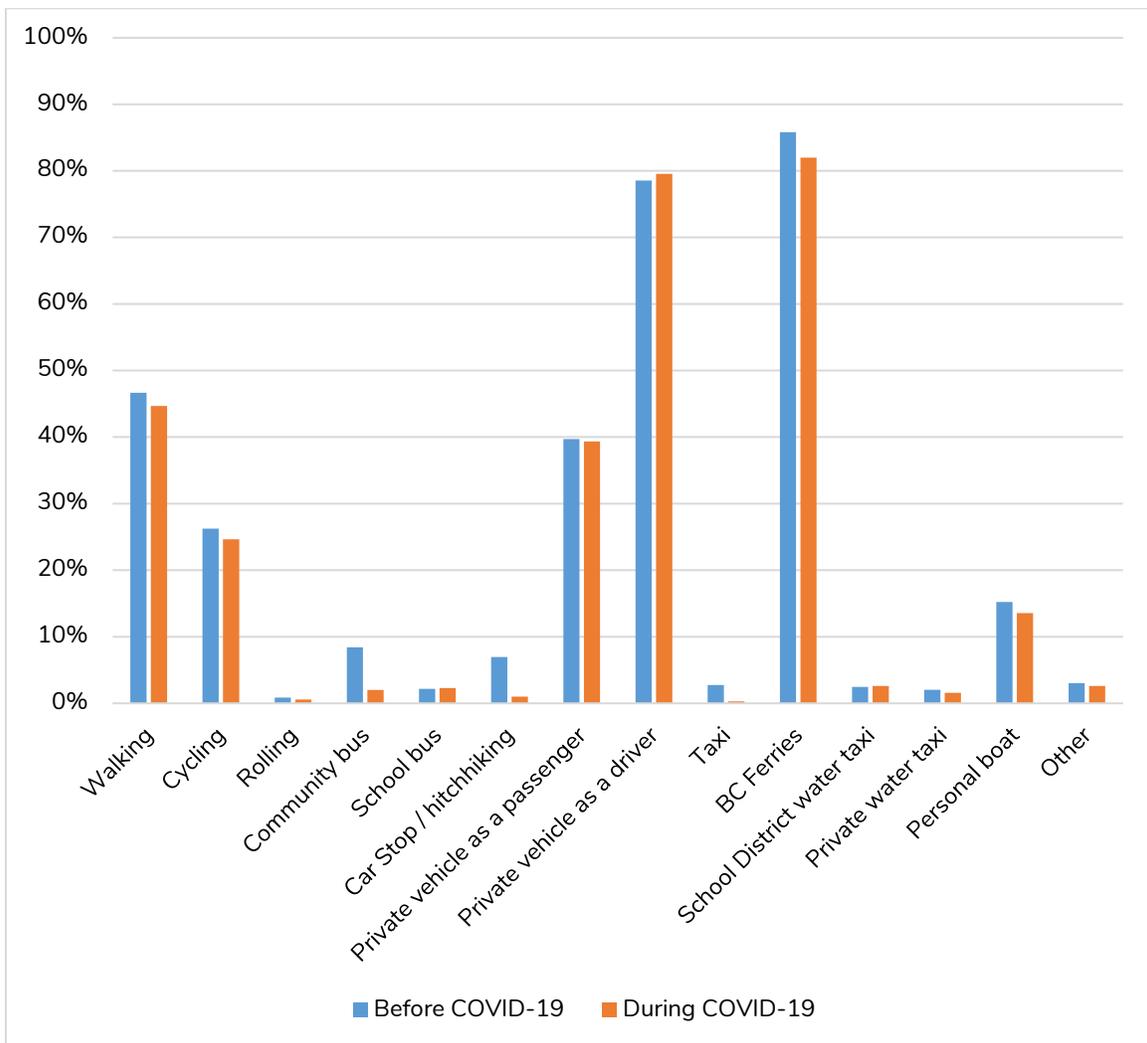


Figure 6. Survey Respondent Transportation Modes Before and During COVID-19



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.

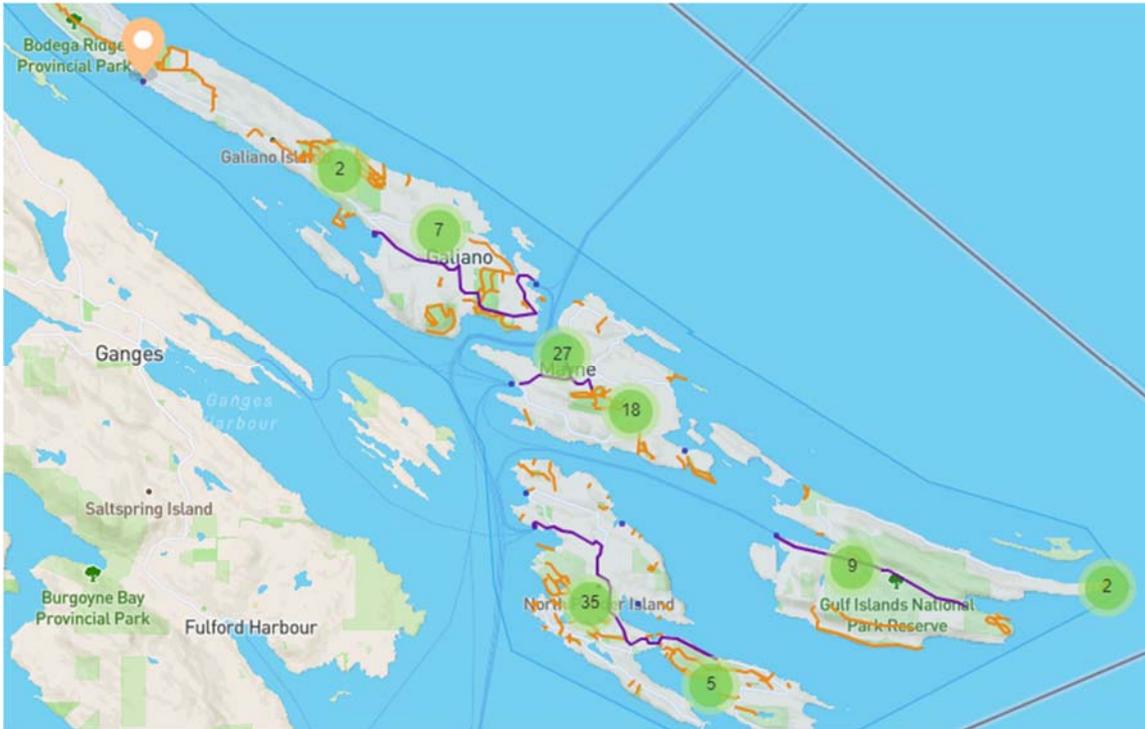


Figure 7. Pin Distribution on Interactive Map

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**.

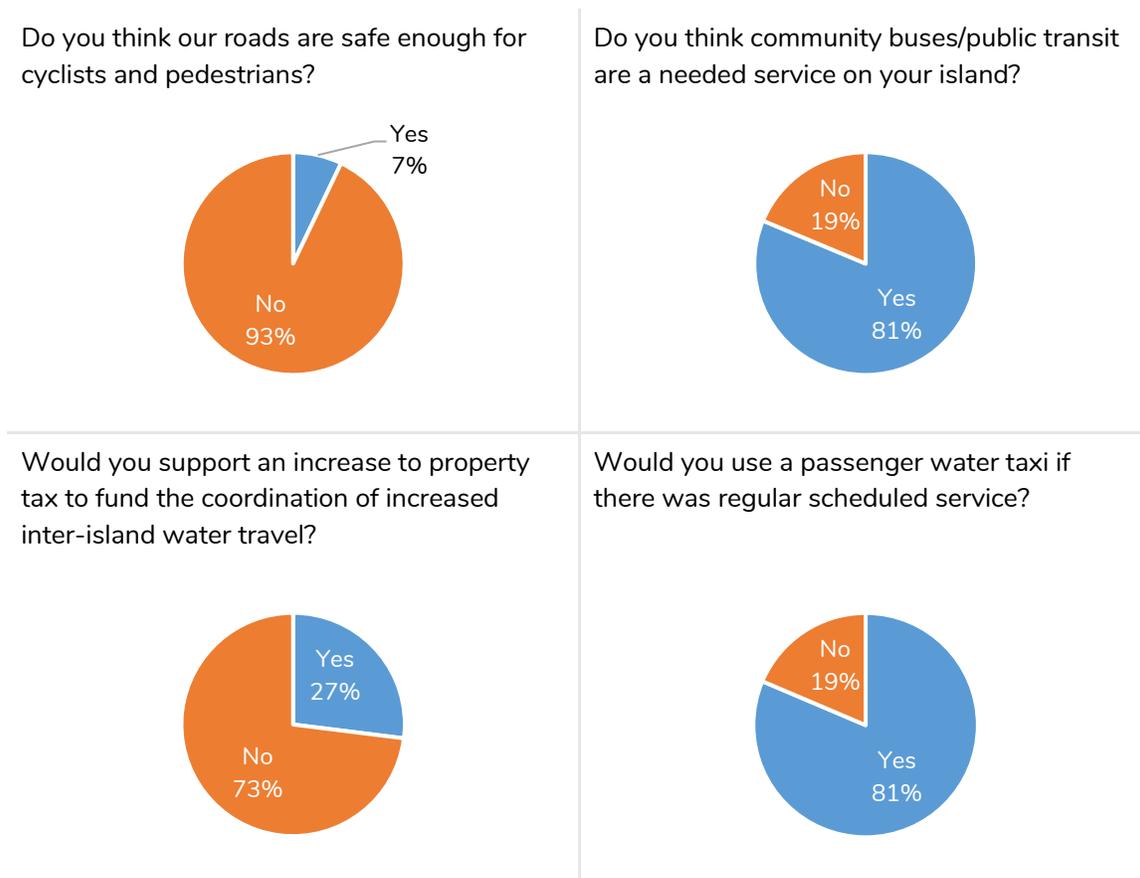
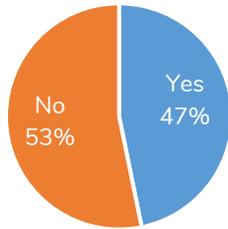


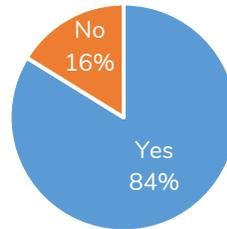
Figure 8. Quick Polls Results



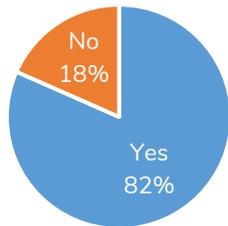
Would you support an increase to property tax to help build safe walking and cycling trails to key destinations?



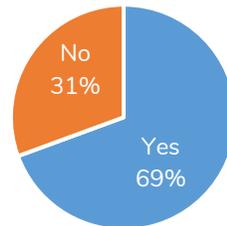
Would you use a community bus/public transit for some of your travel?



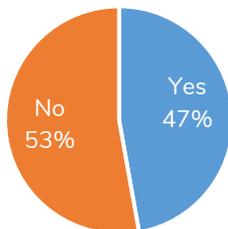
Would you cycle, walk or roll more if there were bike lanes or designated sidewalks/safe shoulders?



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?

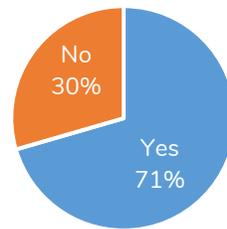


Figure 8. Quick Polls Results



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.

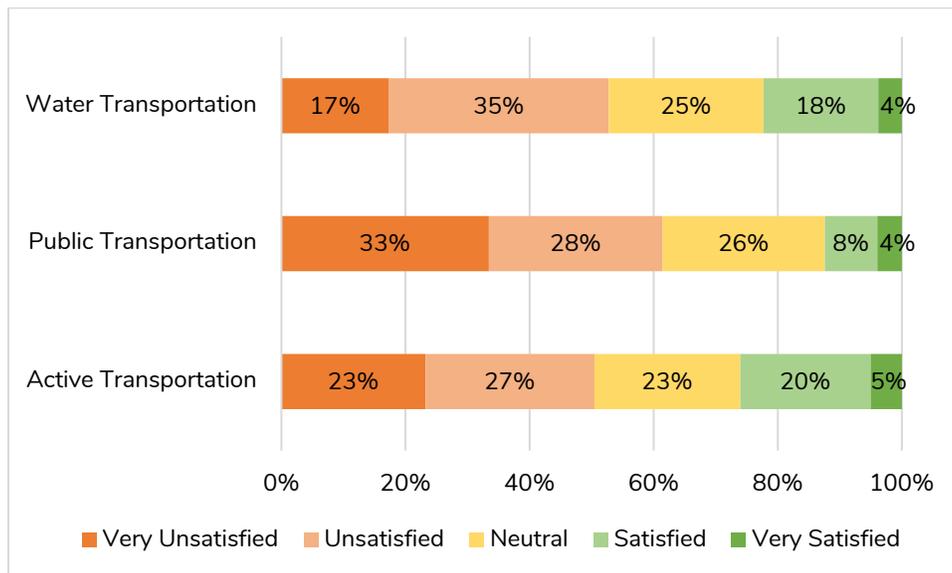


Figure 9. Satisfaction with Current Transportation Services and Infrastructure



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.

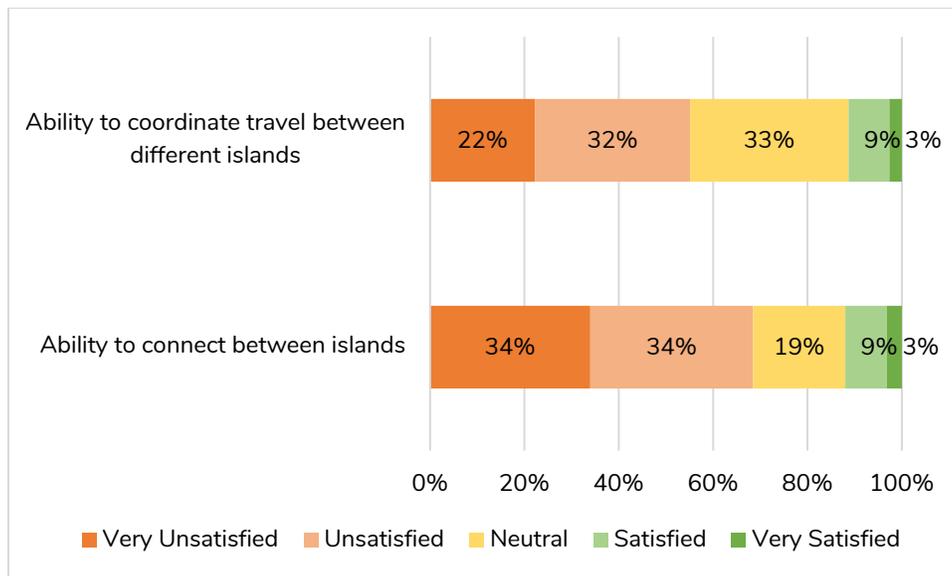


Figure 10. Satisfaction with Ability to Coordinate Travel



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?

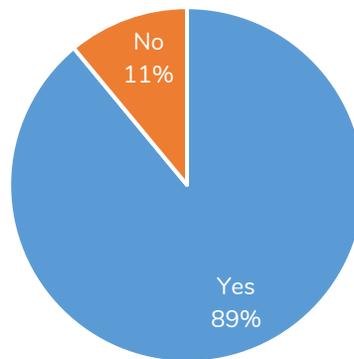


Figure 12. Support for Active Transportation Improvements

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.

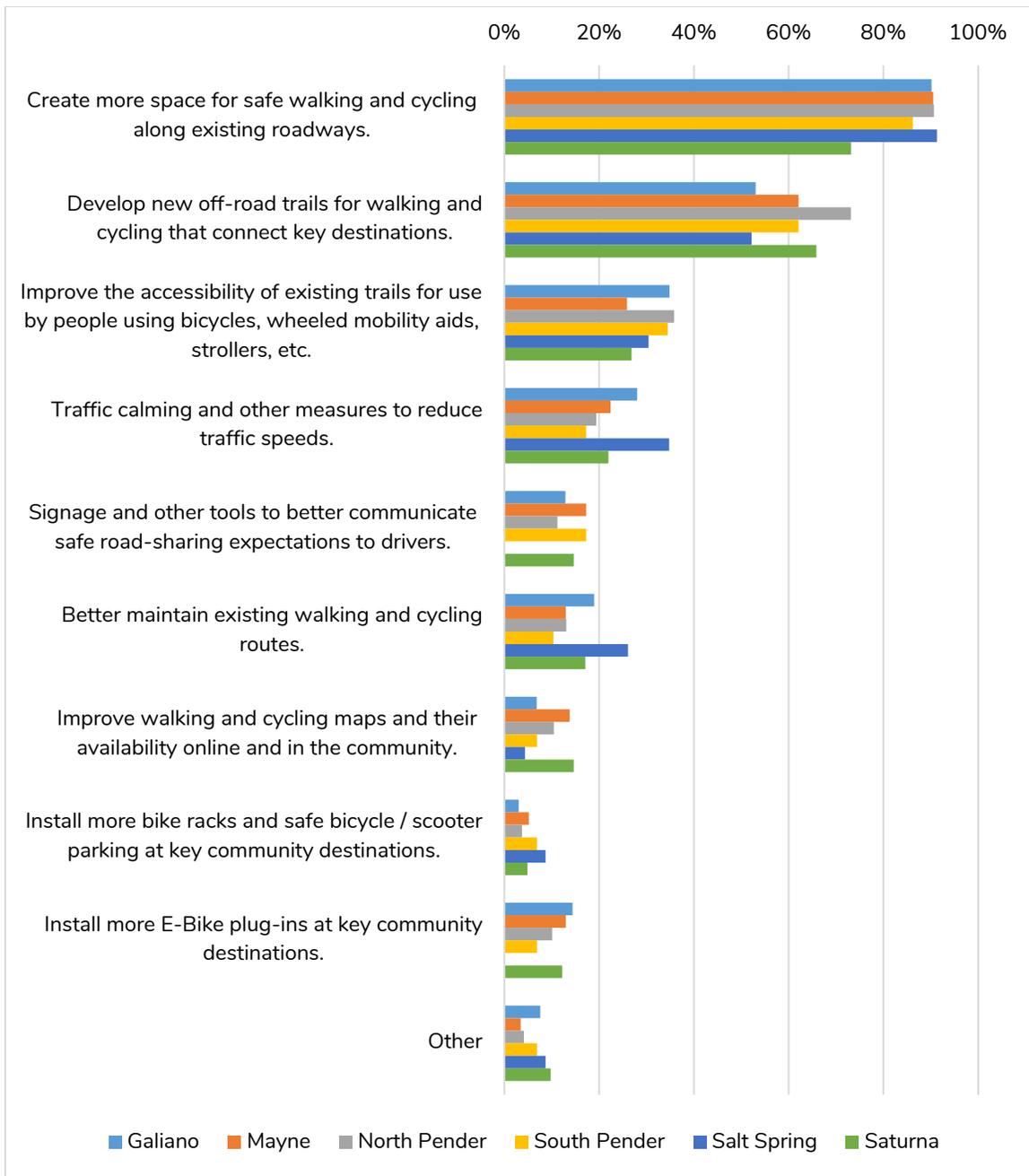


Figure 13. Active Transportation Priorities by Island



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?

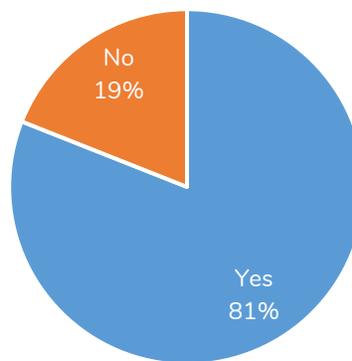


Figure 14. Support for Public Transportation Improvements

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.

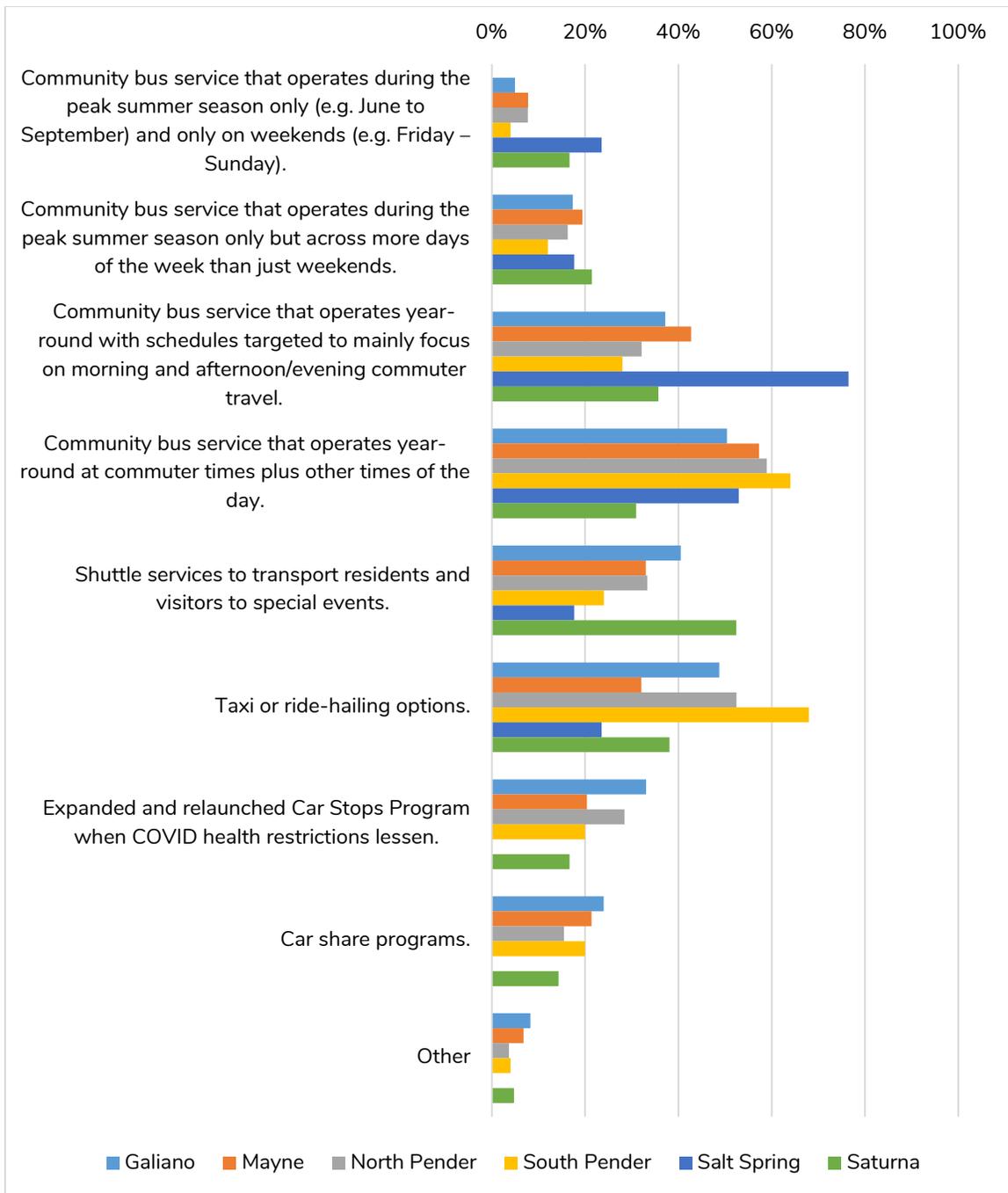


Figure 15. Public Transportation Priorities by Island

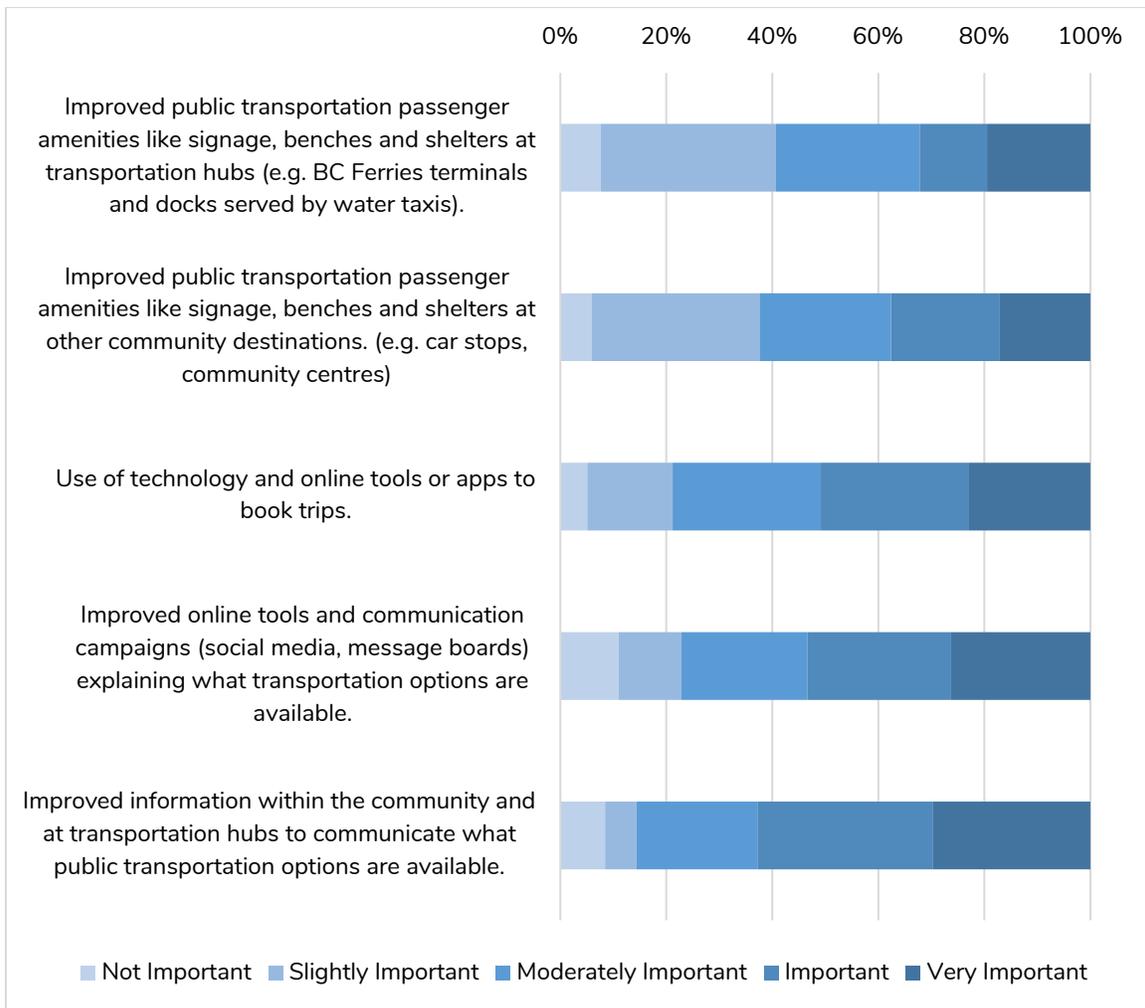


Figure 16. Importance of Public Transportation Supports - Galiano Island

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.

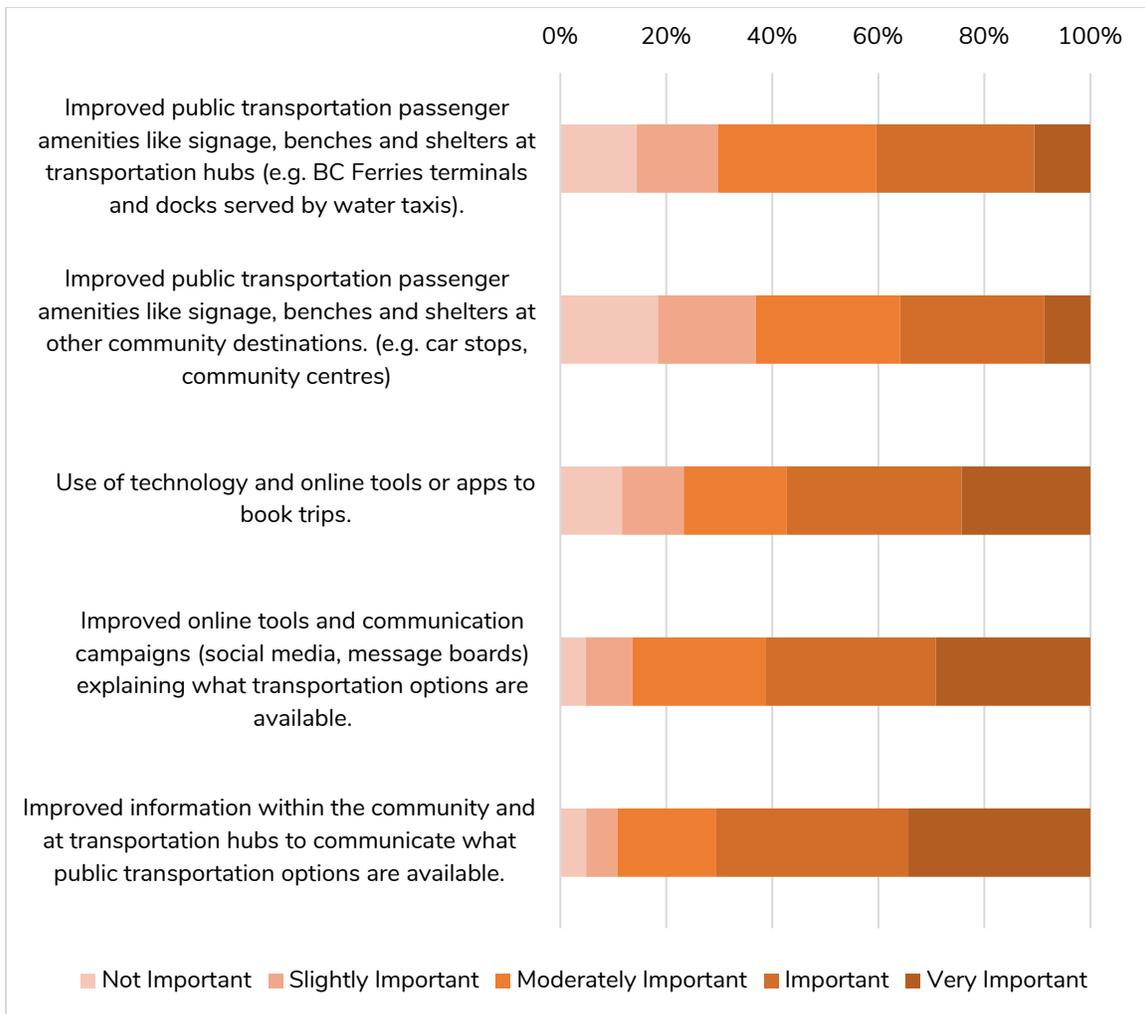


Figure 17. Importance of Public Transportation Supports - Mayne Island

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.

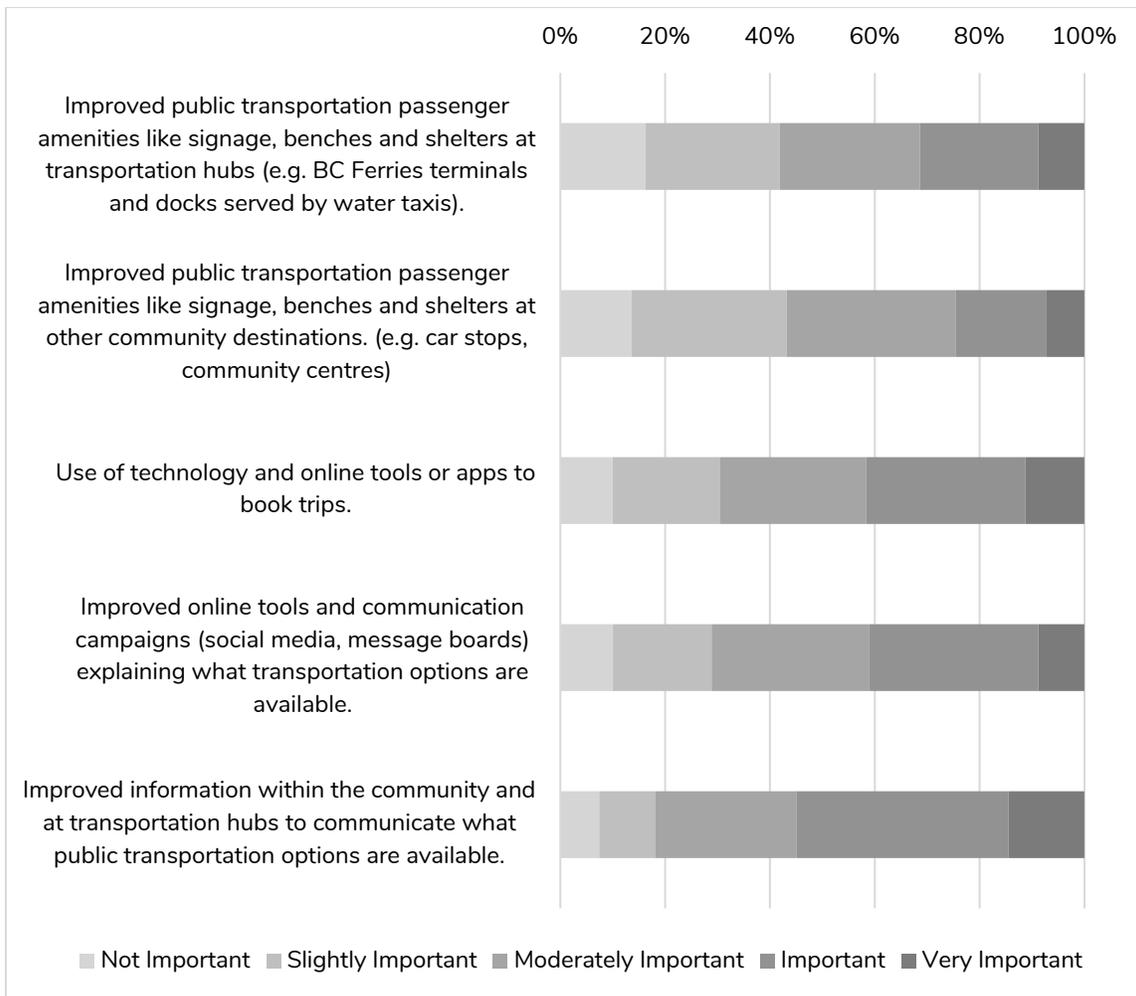


Figure 18. Importance of Public Transportation Supports - North Pender Island

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.

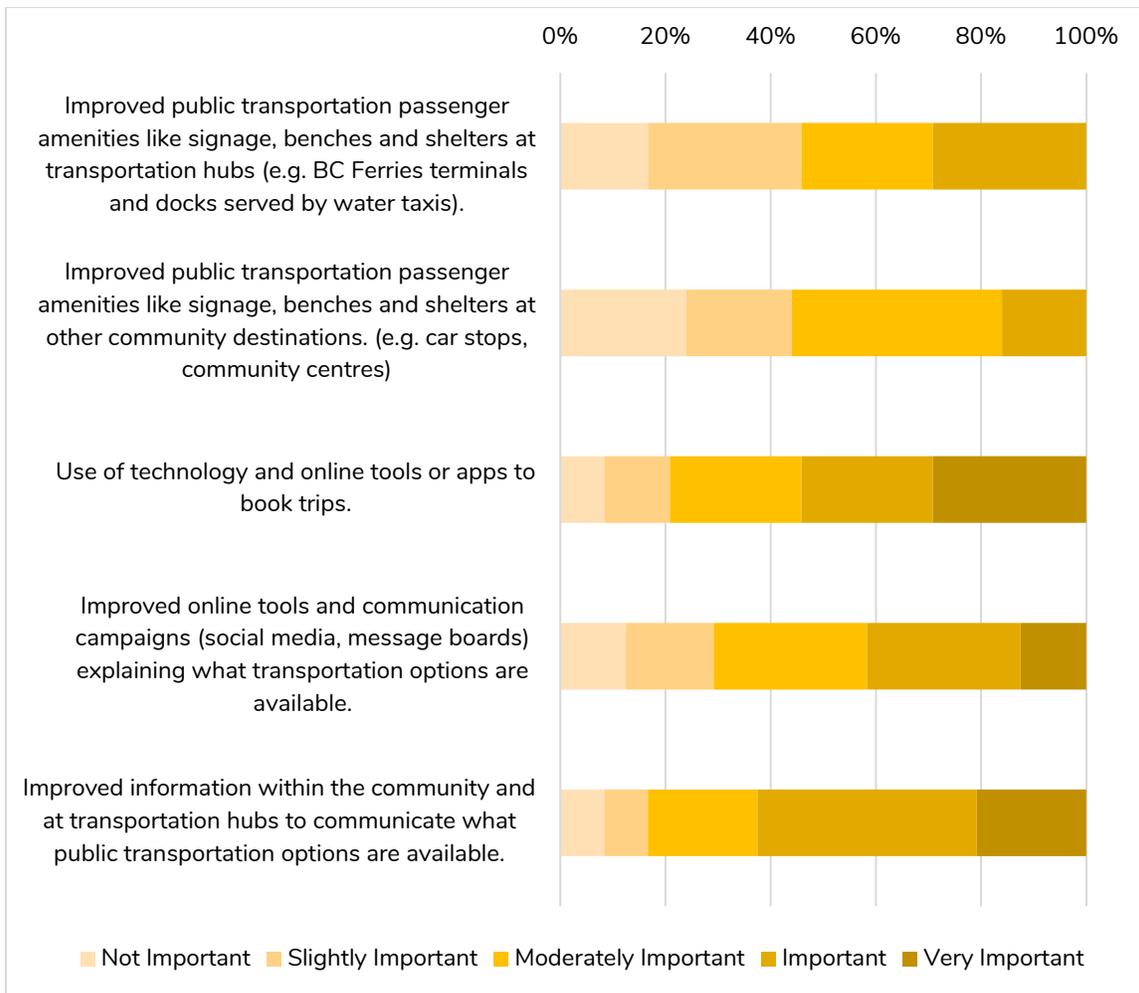


Figure 19. Importance of Public Transportation Supports - South Pender Island

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.

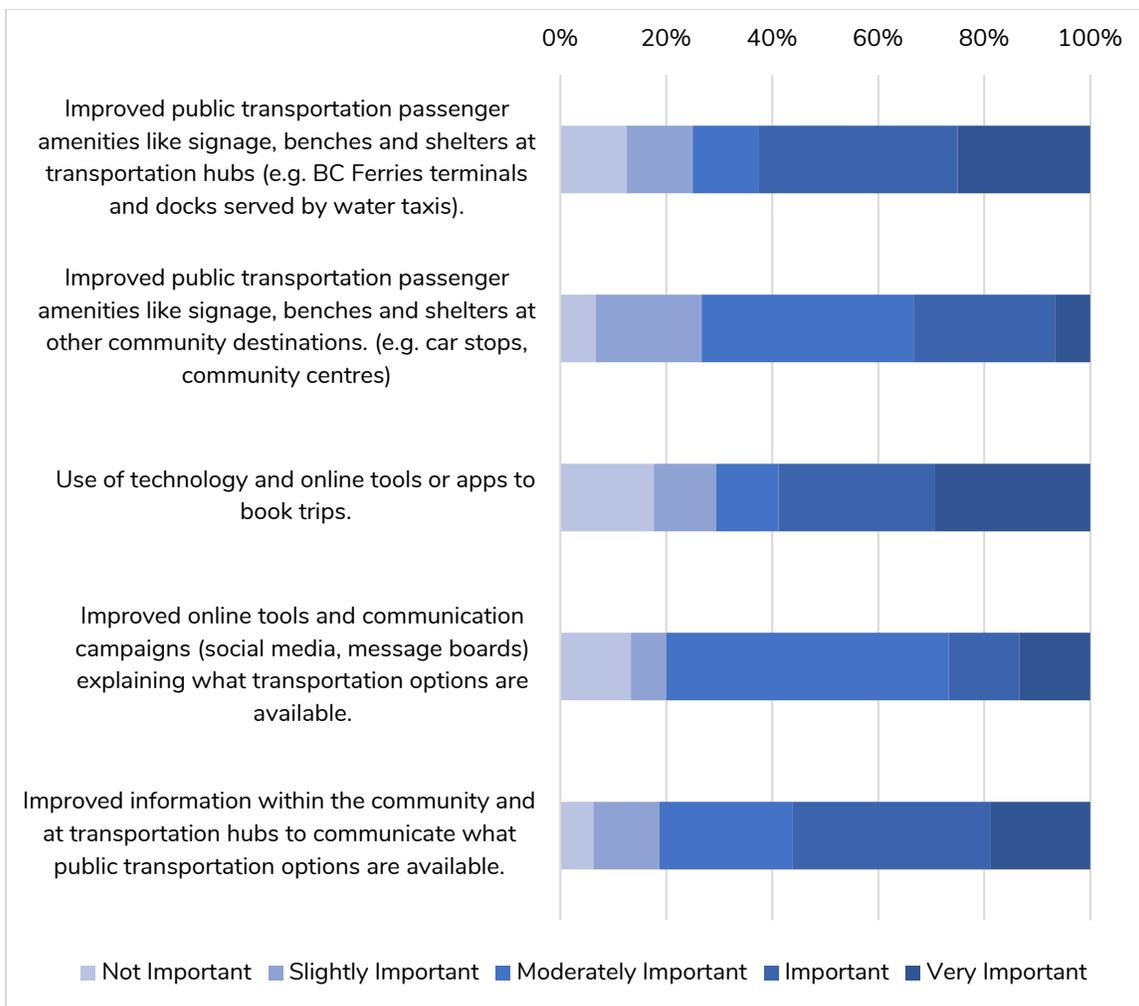


Figure 20. Importance of Public Transportation Supports - Salt Spring Island

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.

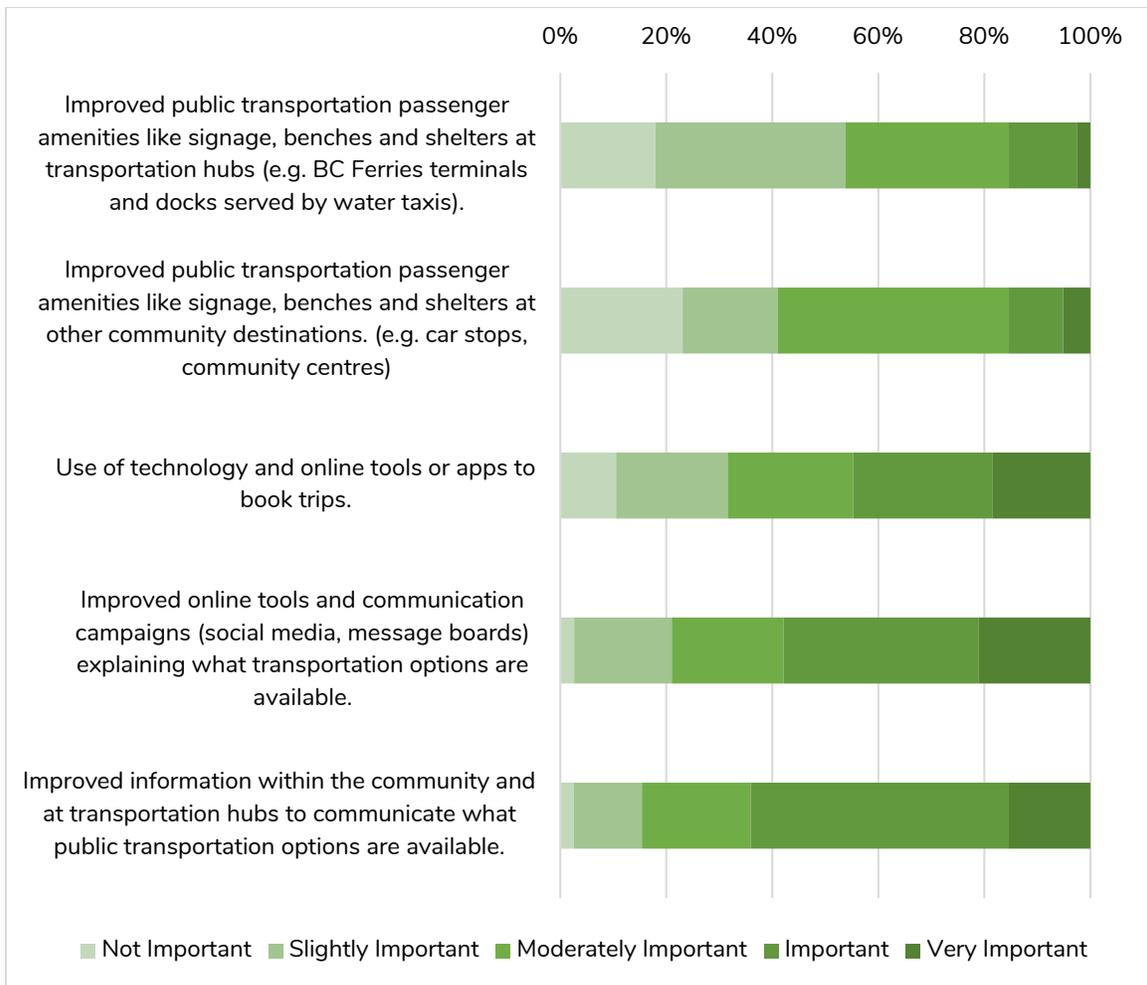


Figure 21. Importance of Public Transportation Supports - Saturna Island

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?

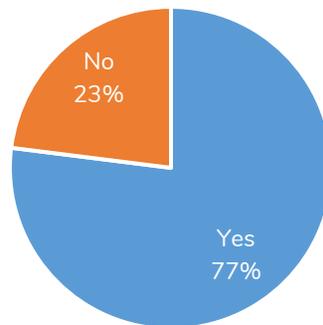


Figure 22. Support for Increased Water-Based Transportation

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**.

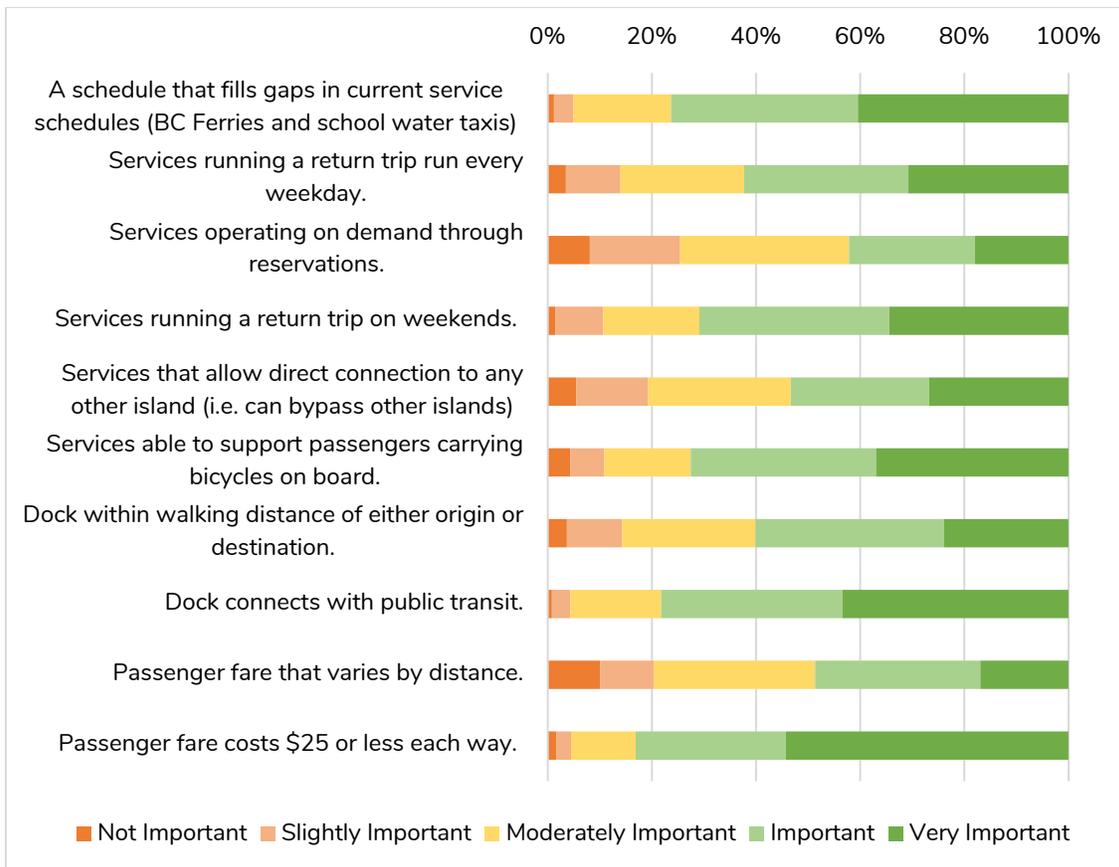


Figure 23. Importance of Water-Based Amenities or Service Features

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

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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

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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

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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?

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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)

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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

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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?

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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.					

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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?

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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

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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



Making a difference...together

**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.

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

Website: 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 \(4312\)](#)

Present: Commissioners Charlene Dishaw (Chair), Lorne Byzyna, Barry New, Gerald Longson, Jim Henshall, Cathy Clinton, Lorne Byzyna, Stephen Rybak

Staff: Lori Seay-Potter(Recording Secretary) Emma Davis* (Galiano Liaison for the CRD, Recorder) Kristian Sigvardsen (Maintenance Contractor)

Regrets: Andrew Simon, Paul Brent **EP=Electronic Participation*

The meeting was called to order at 9:00 a.m.

1. TERRITORIAL ACKNOWLEDGEMENT

Commission Chair Dishaw provided a territorial acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Clinton, Seconded by Commissioner Rybak that the 07 Sep. 2023 agenda as amended. **CARRIED.**

3. ADOPTION OF MINUTES

MOVED by Commissioner Clinton, Seconded by Commissioner Longson that the 10 Aug. 2023 minutes be approved as amended. **CARRIED.**

4. CHAIR'S REPORT

4.1 Map Updates: Clarification is pending from Galiano Conservancy Association about trails at Millard Learning Center. Map cover photos will be selected next month. A QR poster for the current map has been developed and will be distributed to key island sites.

4.2 Business Arising

Greig Creek: MOTI has requested photos of the culvert and the trail to include with the License of Occupation application. Red -Legged Frog Trail status is

Mystic Woods Trail: Private trail builders have approached GIPRC seeking information on trails that cross BC Parks. GIPRC referred them to BC Parks.

ACTION: Chair will follow up on map photos with Kristian.
Chair will distribute QR map signage.
Commissioner Henshall will photograph Greig Creek and send photos to the Chair.

5. **PRESENTATIONS/DELEGATIONS:** None.

6. **CORRESPONDENCE:** Covered in Parks, Trails, and Shore Access Reports.

7. **ADMINISTRATION REPORTS**

7.1 Maintenance Contractor's Report: Report was circulated prior to the meeting. All toilets were pumped out in early September. Rainwater is getting into the Silu toilet vault. Kristian asked to use and store his woodworking tools at the Kennedy property woodshop. The Commission referred the woodshop question to the Kennedy Operations Committee. Zuker access is deteriorating and Kristian will proceed with improved traction. A new broom puller is required and will be purchased. Morning Beach toilet lid requires repair and bike rack also needs to be moved. Recent vandalism at Skate Park toilet needs repair.

ACTION: Kristian and Commissioner Longson will pursue solutions for rainwater incursion at Silu outhouse.
Kristian will resubmit his report with correction regarding Skate Park Toilet.

7.2 Parks, Trails and Shore Access Report: Commission received feedback from community members regarding beached logs impeding access to Morning Beach. The Commission discussed the issue and clarified that the Commission cannot take action on the foreshore.

7.3 Recreation Report: Increased coordination and electronic applications are planned for 2024 recreation grants.

ACTION: Chair, Commissioner New and Lori will meet regarding 2024 Rec. Grants.

7.4 Volunteer Report: Commissioner Clinton will work with Lori on sending communications to shore stewards.

7.5 Betty's Place Operations Subcommittee Report: Exterior water use is at 60,000 gallons for the year expected. Operations will share water data with Master Planning Committee to assist with future garden management. Water testing continues with support from Commissioner Clinton. A residential water treatment system will be installed prior to residential rental. Photo inventory of interior assets has been completed by Chair Dishaw has been shared with Stephen Henderson at CRD.

- 7.6 Betty's Place Master Planning Subcommittee:** Report was circulated prior to the meeting. Committee is seeking a 2 year rental. St. Margaret's Church and IMERSS are both in rental discussion with the Master Planning Committee. Next meeting is scheduled for September 14. Another Commissioner will be needed on the Committee when Commissioner Rybak's term ends.

8. TREASURER REPORT

Treasurer Byzyna's report was circulated prior to the meeting. Year to Date projections are under budget for Operations and Capital projects. New AV equipment has been purchased to facilitate online meeting participation.

MOVED by Commissioner Rybak, Seconded by Commissioner Clinton to approve Treasurer's report for July 2023. **CARRIED.**

9. UPDATE STATUS OF CAPITAL PROJECTS

- 9.1 Silú Park Completion:** Photos were circulated. Project complete. Keys will be held by Commissioner Longson and Kristian. Project story and signage is pending. An opening event will be held in Fall.
- 9.2 Zuker-Georgeson Bay Shore Access Restoration:** Jeannine Georgeson is continuing cultural planning for the site. Naming options limited by existence of an already-named Georgeson Bay Access. New UVic student has begun work at the site with support from Andrew and Chair Dishaw. Work party is also being planned.
- 9.3 Matthew Beach Access Trail Improvements:** Kristian and Commissioner Henshall visited the site and are planning work for fall 2023. A post has been ripped out at the site. Michael Carrothers is moving back to Galiano and is available to do some project work on the trail if the current contractor declines.

ACTION: Commissioner Henshall will follow up project interest with Kristian and follow up with Michael where appropriate.

10. NEW BUSINESS

- 10.1 Budget 2024 Submission:** Kristian left the meeting. Treasurer circulated a draft 2024 budget for both Operating and Capital Budgets. Final draft budget by GIPRC will be submitted to CRD by the end of October. CRD funds anticipated to increase 3.5%. Commission

discussed possible increase to Recreation Funds for 2024.

ACTION: Commissioner Byzna will follow up with CRD regarding reallocation of funds from Capital to Recreation.
All Commissioners will review the draft budget in preparation for the October submission to CRD.

10.2 Recording Secretary Contract: Lori left the meeting.

MOVED by Commissioner, Seconded by Commissioner that the Galiano Islands Parks and Recreation Commission shall close the public meeting to enter an In Camera session under Community Charter s.90(1)(e), 90(1)(a) for discussion of property and contract matters. **CARRIED.**

At 11:10 am Chair Dishaw closed the public meeting. At 11:20 am Chair Dishaw re-opened the public meeting and the following Rise and Report was provided: The Commission agreed to increase the Recording Secretary's contracted hourly rate as proposed effective September 7, 2023.

11. UNADDRESSED THOUGHTS AND CONCERNS: None.

12. Adjournment 11:31 a.m.

Approved at the 05 October 2023 Meeting:



CHAIR

(signature block)

COMMITTEE CLERK "



Minutes for a meeting of the Mayne Island Parks and Recreation Commission Library, 411 Naylor Road, Mayne Island on September 14, 2023 at 3 pm.

Present: Debra Bell, (Chair) Michael Kilpatrick, (Vice-Chair)
Peter Askin Veronica Euper
Adrian Wright Kestutis Banelis
Lauren Edwards (Recorder)

Absent: Jacquie Burrows, (Treasurer)
Paul Brent, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm

1. Territorial Acknowledgement

It was acknowledged that the commissioners were honoured to meet on the traditional territory of the Coast Salish people.

2. Approval of Agenda

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick,
that the agenda be approved as amended.

CARRIED

Move: 5.3.4 Land Acquisition update to Item 8 Motion to Close the Meeting.

3. Adoption of Minutes of August 10, 2023

MOVED by Commissioner Askin and **SECONDED** by Commissioner Wright,
that the minutes of August 10, 2023 be adopted as presented.

CARRIED

4. Chair's Remarks

Chair Bell thanked the Recreational Funding Committee for their work and completion of this item. She also thanked the Finance Committee for their work on the budgets. Chair Bell announced that Jane Schneider has resigned and thanked her for her contributions during her term as a commissioner.

5. Reports

5.1. Treasurer's Report

**Mayne Island Parks and Recreation Commission
Minutes for September 14, 2023**

5.1.1. Treasurer's Report for the period August 1 – 31, 2023

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper, that the Treasurer's report for the period August 1 to 31, 2023 be approved as presented.

CARRIED

5.1.2. Five-Year Budgets for 2024 – 2028 and Motions

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that the 2023 Operating surplus, if any, be transferred into the Capital Reserve Fund for parks service.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that the 2023 Community Recreation Surplus, if any, be carried forward and transferred into the surplus account of the Community Recreation Service.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that Mayne Island Parks and Recreation Commission approve the Operating Funds Budget for 2024 to 2028.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin that Mayne Island Parks and Recreation Commission approve the Recreation Funds Budget for 2024 to 2028.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the Donation Funds Budget for 2024 to 2028.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission approve the Five-Year Capital Expenditure Plan for 2024 to 2028.

CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper that Mayne Island Parks and Recreation Commission rename and initiate Capital Projects 24-03 Adachi Pavilion Pergola in the amount of \$7,000 and 23-05 Japanese Memorial Garden Torii Gate in the amount of \$5,000 to Capital Project Japanese Memorial Garden Lighting Upgrade.

CARRIED

**Mayne Island Parks and Recreation Commission
Minutes for September 14, 2023**

5.1.3. New Grant Applications

An application was developed for the New Horizons for Seniors Program and no concerns were raised about applying for this grant.

5.2. Administration

5.2.1. Follow up Action Report (not covered elsewhere)

- a) SharePoint system: CRD advised it is working on the system for MIPRC but a completion date is unknown.
- b) Fallow Deer Committee: It was reported that a meeting was held with Carl Olsen, a WSÁNEĆ First Nation Elder, who was provided a copy of the draft preliminary report. The document will be available to the commissioners when it is submitted to CRD.
- c) Group insurance for events: Investigation of CRD group policy is on hold.
- d) Letter to the Chamber of Commerce regarding July 1st event organization: There was no update.
- e) Park patrol and danger tree assessments: The completed danger tree assessments data will be updated and reported on at the next meeting.
- f) GPS work for Plumper Pass and Naylor Rd with Rob Underhill: Commissioner Askin will discuss this item with Rob Underhill as soon as possible.

5.2.2. Health and Safety Concerns

The report on the dog incident at Dinner Bay Park will be submitted to the acting CRD insurance manager.

5.2.3. Commissioner Resignation, Vacancy and Advertisement

The commissioner vacancy will be advertised in the MayneLiner and on the MIPRC Facebook page.

5.2.4. Events

A report was received with the agenda.

- The Light Fitness Pilot Project will continue until October 1st. Committee members were in agreement.
- Various concerns regarding the use of notice boards at Miners Bay Park were discussed.

MOVED by Commissioner Askin and **SECONDED** by Commissioner Banelis that Mayne Island Parks and Recreation Commission notice boards at Miners Bay Park are to be used for non-commercial community notices only other than Mayne Island Parks and Recreation Commission approved activities.

CARRIED

**Mayne Island Parks and Recreation Commission
Minutes for September 14, 2023**

- It was reported that the Light Fitness Pilot Project went well, that participants were happy and would like to see it repeated. There had been no impact to the parks. This item to be discussed again next spring or sooner.
- A review of the annual Fall Fair on August 19th was discussed. MIPRC had an information table and Commissioners Wright and Askin were thanked for their help. The Japanese Memorial Garden volunteers participated in the parade. Communication and planning regarding MIPRC's participation will take place in advance next year. This item will be added to the calendar.

5.2.5. Monitoring local information affecting MIPRC
No report

5.3. Committees

5.3.1. Fitness Track

MOVED by Commissioner Bell and **SECONDED** by Commissioner Kilpatrick that Mayne Island Parks and Recreation Commission approve the estimate received from Main Stream Solutions Inc. dated September 12, 2023 to prepare the fitness pad at Dinner Bay Park up to and including forms and rebar work subject to other alternate quotes being received by September 22, 2023.

CARRIED

5.3.2. Technology

A report was received with the agenda.

The Commission approved Item #6 on the Technology Committee report.

5.3.3. Sanitation

A report was received with the agenda.

- Miners Bay washroom now has volunteers to open in the mornings and lock up in the evenings.
- Commissioners discussed and agreed to offer an honorarium to the volunteers and a request will be made to the Chamber of Commerce about covering this cost.
- It was reported that the bathroom closures during the evenings has made a positive difference in the state of the washrooms and will reduce maintenance costs.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin that the two Miners Bay washroom monitors be awarded \$200 each in early December 2023 in recognition of their volunteer services.

CARRIED

**Mayne Island Parks and Recreation Commission
Minutes for September 14, 2023**

- It was suggested that the honorarium should continue in 2024 with \$200 awarded to each monitor every six months.

5.3.4. Land Acquisition Update

This topic was moved to Item 8.

5.3.5. Recreational Funding Update

It was reported that the cheques were sent out and emails were sent to organizations where there were conditions to the funding.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Bell that the August 10, 2023 Minutes (Item 7.1) for recreational funding be amended to change “Ladies Fitness” to “Frankie Gowing”.

CARRIED

5.4. Parks

5.4.1. Miners Bay

It was reported that:

- There appears to be no further mysterious unlocking of the washrooms overnight.
- The toilets were functioning properly.
- The Christmas tree and lights to be addressed this Sunday or next.
- The lock box code is changed.
- Commissioner Kilpatrick will discuss fence replacement with the Treasurer and Commissioner Wright will attend.

5.4.2. Dinner Bay

- The net on a piece of playground equipment was reported broken and will be checked.
- The fridge, freezer and a breaker panel in the Adachi Pavilion will be checked.
- Commissioner Wright was commended for a great job cleaning the stove and making some repairs.
- Rodent prevention using tape and steel wool was completed in the Adachi Pavilion.

5.4.3. Cotton Park

A report was received with the agenda.

- No response yet on the disposal of low value assets.
- The water tanks will be checked for sludge buildup.

5.4.4. Japanese Memorial Garden

A report was received with the agenda.

**Mayne Island Parks and Recreation Commission
Minutes for September 14, 2023**

5.4.5. Trail Network Development/Henderson

A report was received with the agenda.

- Good as Wood will deliver wood chips in the next few days and the committee will be gathered to distribute them.
- Commissioner Wright made a 150 lb block and the post was installed for the David Cove sign.
- Commissioner Banelis made a plywood backing for the seal pup sign.
- A volunteer will fill the brochure racks at Tru Value, replacing Commissioner Askin who performed the task for many years.

5.4.6. Village Bay

The dates for the ramp repair will be coordinated by Justine Starke, CRD, and the contract will be extended to the end of October.

6. Correspondence/Meetings

- 6.1. Numerous emails to/from CRD regarding e-transfer system for Japanese Memorial Garden.
- 6.2. Email from SGI Neighbourhood House Restorative Justice Committee.
 - Commissioner Bell responded that commissioners will not be attending the meeting.
- 6.3. Email from/to CRD regarding Mayne Island Reading Centre Society lease.
- 6.4. Inquiry and emails to/from resident concerning Seaview/Arbutus Drive beach access and waste.
- 6.5. Email from resident regarding allowing beach access on private property on Steward Drive.
 - Response was sent. This issue was discussed and it was reported that the site was considered for a right-of-way but was not ideal and that Potato Point was a close and sufficient beach access.
- 6.6. Email from park guardian regarding planter at Emma and Felix Jack Park.
- 6.7. Request from resident to repair post holding plaque at Japanese Memorial Garden.
- 6.8. Emails to/from Terry Fox Run organizing committee member.
- 6.9. Emails/telephone conversations with CRD and contractor regarding timing of Village Bay ramp repair.

7. New Business

There was no new business.

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90(1)(e) and that recorder and staff attend the meeting

MOVED by Commissioner Bell and **SECONDED** by Wright
that the meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(e) and that the recorder and staff attend the meeting.

CARRIED

9. Rise and Report

None

10. Meeting Adjournment

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright that the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED

The meeting adjourned at 5:30 pm

Original signed by

October 12, 2023

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder



Making a difference...together

**SOUTHERN GULF ISLANDS ELECTORAL AREA
COMMUNITY ECONOMIC SUSTAINABILITY COMMISSION**

Tuesday, August 29, 2023 at 1:00pm

Held by Zoom Video Conference

MINUTES

SGI CESC Commissioners: Paul Brent, Director, Chair (Saturna), Mike Hoebel, Vice Chair (Galiano), Richard Piskor, Treasurer (Pender), Deb Goldman (Mayne), Rob Fenton (Pender)

Staff: Justine Starke – Manager, SGI Service Delivery; Melody Pender – Recorder/Pender Liaison; SGI Liaison: Emma Davis (Galiano)

Guests: Ed Andrusiak and Janey Rowland, Southern Gulf Islands Community Resource Centre Society

Regrets: SGI Liaisons: Katie Dentry (Saturna), Kat Ferneyhough (Mayne)

1. Territorial Acknowledgement/Call Meeting to Order

Chair Brent provided the territorial acknowledgement and called the meeting to order at 1:00pm.

2. Approval of the Agenda

The following amendment was made to the Agenda under **4. Financial Report:** Commissioner Piskor will provide a short Financial update.

MOVED by Commissioner Piskor, **SECONDED** by Commissioner Hoebel to accept the Agenda as amended.

CARRIED

3. Approval of Minutes from June 27, 2023.

MOVED by Commissioner Goldman, **SECONDED** by Commissioner Hoebel to accept the minutes of June 27, 2023 as presented.

CARRIED

4. Financial Report – Richard Piskor

Commissioner Piskor provided a summary of finances to date. The Financial Report was received for information by the Commission.

5. SGI Liaisons Update – Justine Starke, Liaisons

Justine Starke – Urban Matters has been awarded a contract to complete the Rural Housing Program feasibility study to inform the CRD's board report at the end of this year. The CRD is also partnering with Islands Trust on a Rural Housing Accelerator application that will fund a rural housing pilot project if the application is successful. A consultant has been hired to hold meetings to conduct a Community Issues Assessment of Magic Lake Estates governance on North Pender Island.

Emma Davis (Galiano) – The Galiano Club will be applying for Community Works funding to renovate the old fire hall on Galiano into a new space for the food bank. Galiano is not currently represented on the SGITPS board so residents are wondering how to voice their concerns at a local level. There is a new restaurant opening this weekend. Emma is



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liaising with local non-profits to investigate funding options for a community bus.

Richard Piskor (Pender) – The Pender Island Fall Fair was a great success and was well-attended following a three-year hiatus due to the pandemic.

6. Housing NOW Final Report and Phase III Statement of Work – Southern Gulf Islands Community Resource Centre

The Commission received the Housing NOW Final Report and the Phase III Statement of Work. Seven successful housing matches have been made. It is challenging to meet the needs of all applicants and hosts, but as the database grows more options will be available to suit a broader range of budgets and circumstances.

Phase III of the project would address the data storage compliance requirements necessary to expand the functionality of the housing database and perform character reference checks of applicants and hosts.

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Hoebel that the Housing NOW Phase III Statement of Work be approved and the requested \$10,000 funding be allocated to support the project.

CARRIED

7. Update on affordable housing – Rob Fenton

Commissioner Fenton is continuing to research trailers/trailer parks as an affordable housing solution on the SGIs. Utilities and scarce resources are a major issue, as is finding a middle ground between land preservation and housing affordability groups on the islands.

8. Old Business – None discussed.

9. New Business – None discussed.

10. Next proposed regular meeting September 19th, 2023

Date change: September 26th, 2023 meeting date approved by consensus.

11. Meeting Adjournment

MOVED by Commissioner Piskor, **SECONDED** by Commissioner Hoebel that the meeting be adjourned at 2:33pm.

CARRIED

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Tuesday Sept 26, 2023 7:30 PM

Present: Brent Kornelson, Gary Howell, Brian McCandless, Aran Puritch, Joel Cotter,

Absent: Jim Potvin, Director Al Wickheim,

Guests & Invitees: Darren Pine, Art Wynans

Meeting called to order at 7:30 pm

1) Approval of Agenda

MOTION by Brent Kornelson, **SECONDED** by Brian McCandless that the Agenda be accepted as presented, **CARRIED**

2) MOTION by Brian McCandless, **SECONDED** by Gary Howell that the minutes of June 9 and June 27 2023 be accepted as presented, **CARRIED**

3) Business Arising:

- a) Hall Managers Report: (see attached)
- b) Cell Tower: Brent reported the replacement Rogers Cell tower built is scheduled for early 2024.
- c) Asphalt Hall Apron: nothing to report,
- d) Rodent Control: Brian will contact pest Control Company to deal with problems in the Annex.

4) Fire Chief Report: Art reports the new engine has been received and outfitting is proceeding, reports steady call out volumes. Engine 2 will be up for sale through CRD fleet services later this year. Engine 1 deployed to Kelowna for 6 days earning about \$56K, (after wages and expenses about \$35K) Water tank grant has been approved; a committee needs to be formed to direct construction. The fire fighter association will be applying for addition grants as opportunities become available.

5) New Business:

- a) **Budget:** Gary reviewed budget for 2024, 3.5% increase was added to 2023 budget. Discussions followed focusing on higher inflation and effect on Fire Department costs, commission agreed that an addition \$5000 be added to the Fire Department budget. Higher overall costs have been partially offset by the higher cell tower lease income helping to keep requisition increases below inflation. Current estimated 2024 commission requisition \$145,730.

6) Elections: With Paul leaving there is an opening on the commission, Up for election this year is Paul seat, Gary and Joel: Gary and Joel have both agreed to stand for an addition term.

Motion by Brian, seconded by Brent to adjourn meeting 9:15 pm, CARRIED.

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

September 26, 2023

Hall Manager's Report

The Pickle Ball group continued to use the Hall through the summer months. There was a private hourly booking on August 11th. The WPCA sponsored a happy hour on September 22nd. They have also reserved the Hall for an Octoberfest on October 20th, the AGM on November 5th, a Remembrance Day function on November 11th and the Christmas Potluck for December 10th. There is a private family function booked for October 7th and the dog trainer is considering some bookings for November.

There are no issues of concern at this time.

Submitted by,

Mariann Malvet

Hall Manager