



Notice of Meeting and Meeting Agenda Salt Spring Island Local Community Commission

Thursday, October 9, 2025

5:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

[MS Teams Meeting Link](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

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. [25-1056](#) Minutes of July 10, 2025 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the July 10, 2025 meeting be adopted as circulated.

Attachments: [Minutes: July 7, 2025](#)

4. Chair, Director, and Commissioner Reports

5. Senior Manager Report

6. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address for "Addressing the Salt Spring Island Local Community Commission" 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 Salt Spring Island Local Community Commission (LCC) at saltspring@crd.bc.ca.

6.1. Presentation

- 6.1.1. [25-1058](#) Presentation: Jamie Sterling, Southern Gulf Island Tourism Partnership
Re: SGITP updates and LCC Financial Contribution

Attachments: [Presentation Request: Jamie Sterling, SGITP, September 12, 2025](#)
[Presentation: SGITP updates and LCC Financial Contribution](#)

6.2. Delegation

- 6.2.1. [25-1059](#) Delegation: David Courtney, SSI resident Re: Agenda item 7.1.
Burgoyne Bay - High-Level Analysis of Liquid Waste Management
Options

Attachments: [Delegation Request: David Courtney, September 28, 2025](#)

7. Commission Business

- 7.1. [25-1062](#) Burgoyne Bay - High-Level Analysis of Liquid Waste Management
Options

Recommendation: The Salt Spring Island Local Community Commission recommends that staff do not
pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.

Attachments: [Staff Report: Burgoyne Bay - High-Level Analysis of Liquid Waste Management](#)
[Appendix A: March 20, 2025, Staff Report on Geotubes](#)
[Appendix B: June 26, 2025, Press Release on CRD Bio Char Pilot Project](#)

- 7.2. [25-1064](#) SSI Off Leash Dog Park Alternative Location Assessment

Recommendation: That the Salt Spring Island Local Community Commission requests that staff defer
consideration of the Community Dog Park Designs project to the 2027 Budget Planning
meeting.

Attachments: [Staff Report: SSI Off Leash Dog Park Alternative Location Assessment](#)
[Appendix A: Detailed Project Phases and Milestones](#)

8. Notice(s) of Motion

8.1. [25-1070](#) Motion with Notice: Flexible Roadside Reflectors Locations (G. Baker)

Recommendation: [At the Sept 18, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission (LCC) request that the Ministry of Transport and Transit (MoTT) prioritize the following locations when installing additional flexible roadside reflectors:

1) Cusheon Lake Road

2) Cranberry Road:

- The curve between 251 Cranberry Road and 304 Cranberry Road
- The curve between 611 Cranberry Road and 595 Cranberry Road

3) Stark's Road

- The curve near 415 Stark's Road
- The curve near the intersection of Macalister Road
- The curve near 327 Stark's Road
- The curve near 205 Stark's Road

4) Channel Ridge Road

5) Stewart Road: Both sides of Stewart Road approaching and going around the bend at Arnell Park.

6) Collins Road. :From the mid 100 block to the 300 block.

7) North End:

- Curves before the intersection of Fairview Road along St. Mary Lake
- The curve south of the intersection Epron Road
- The curve near 195 North End Road
- The curve near 2121 North End Road.

8) Sunset Road:

- The curve near 1340 Sunset Road
- The curve south of 1330 Sunset Road and the intersection Simson Road
- The curve near 1325 Sunset Road
- The curve near 1076 Sunset Road
- The curve near 930 Sunset Road
- The curve near 720 Sunset Road
- The curve near south of Sir Echos Way"

8.2. [25-1071](#) Motion with Notice: Green Municipal Fund, Safe and Active School Routes Grant (G. Baker)

Recommendation: [At the Sept 18, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission requests that staff submit an application to the Green Municipal Fund, Safe and Active School Routes in the amount of \$125,000 to support project (26-01 Ganges Pathway Construction) with a total project budget of \$375,000 funded by \$130,000 of capital on hand, \$120,000 of Community Works Funding and \$125,000 of Green Municipal Funding."

8.3. [25-1072](#) Motion with Notice: Implications of Amending Bylaw 1465 (E. Rook)

Recommendation: [At the Sept 18, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Rook into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission request Staff report back on the process and implications for amending the CRD Bylaw 1465 Animal Regulation and Impounding to exempt the Salt Spring Electoral Area from the animal noise section 26 of that bylaw with reference to Bylaw 3384 Noise Suppression Bylaw (Salt Spring Island) as the sole animal noise bylaw applicable to Salt Spring Island."

8.4. [25-1073](#) Motion with Notice: Review Exemptions in SSI Noise Bylaws (E. Rook)

Recommendation: [At the Sept 18, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Rook into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission request Staff report back clarifying all exemptions to the Bylaw 3384 Noise Suppression Bylaw (Salt Spring Island and Bylaw 1465 Animal Regulation and Impounding Section 26, their scope, legal basis if outside of the bylaw, and definition of eligibility for exemptions."

8.5. [25-1074](#) Motion with Notice: Report on Bylaw Adjudication Process (G. Baker)

Recommendation: [At the Sept 18, 2025 Salt Spring Local Community Commission meeting, the following notice was read by Commissioner Baker into record to be discussed at a following meeting:]

"That the Salt Spring Island Local Community Commission request Staff report back on the new adjudication process and provide information on undertaking an option for a locally customized mediation process."

9. Adjournment

Next Meeting:

*-Thursday, October 16, 2025, at 9:00am in the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5*

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, July 10, 2025

5:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

PRESENT:

COMMISSIONERS: E. Rook, G. Holman (Director), B. Corno, B. Webster, G. Baker

STAFF: S. Henderson, General Manager, Electoral Area Services; D. Ovington, Senior Manager, SSI Administration; L. Taylor, Receptionist, (Recorder)

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the agenda for the July 10, 2025, meeting of the Local Community
Commission be approved as presented
CARRIED**

3.1. Minutes of May 8, 2025 Salt Spring Island Local Community Commission

**MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the minutes of the May 8, 2025, meeting be adopted as circulated.
CARRIED**

4. Chair, Director, and Commissioner Reports

Director Holman spoke of the following items:

- Kings Lane Housing funding
- BC Housing Drake Road Operator selected
- Maliview Sewer sewage plant and collection

Commissioner Baker spoke of the following items:

- ASK Salt Spring
- GIFTS Funding
- Crosswalk Study
- Saturday Market parking signs
- Salt Spring Island Information Ambassadors

Commissioner Webster spoke regarding the Stingrays Swim club Swim meeting July 12-13

Commissioner Rook spoke of the following items:

- Hands Across the Water event
- Scheduling of next joint Islands Trust meeting

5. Senior Manager Report

D.Ovington spoke regarding

- Approval of parks services bylaw amendment
- Ganges Fire Hall scope of work

S. Henderson spoke regarding

- New electoral area services department (EAS)
- Started new role and transitioning as EAS General Manager
- New regional arts service

6. Presentations/Delegations

6.1. Presentation

6.1.1. Presentation: Calvin Gray, CRD Building Inspection Re: Building Inspection Digital Submission

C.Gray spoke regarding Building inspection digital submissions process.

6.1.2. Presentation: Steve Martin, Watts Consulting Re: Crosswalk Study

S. Martin spoke regarding the Ganges Crosswalk Study.

6.1.3. Presentation: Pam Tarr, Transition Salt Spring Re: Neighbourhood Wood Chipping Pilot Program

P. Tarr spoke regarding wood chipping pilot project.

MOVED by Commissioner Webster, SECONDED by Director Corno
That the Salt Spring Island Local Community Commission refer this initiative back to staff for review and report on options.
CARRIED

6.2. Delegation

There were no delegations.

7. Commission Business

7.1. Rainbow Recreation Centre Off-Leash Dog Park

MOVED by Commissioner Webster, SECONDED by Director Corno,
That the Salt Spring island Local Community Commission request that staff report back on cost implications associated with exploring alternative locations for the dog park located at 262 Rainbow road.
CARRIED

7.2. Food Services for the Salt Spring Island Multi Space

MOVED by Director Holman, SECONDED by Director Corno,
That the Salt Spring Island Local Community Commission request that staff proceed with purchasing a vending machine and products in 2025 with a budget of \$6,500 and that revenues and expenditures are added to the 2026-2030 SSI Parks and Recreation Preliminary Budget for review.
CARRIED

7.3. SSI Harbours Fall Workshop Costing

MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission request staff proceed with organizing a second Harbours Roundtable Workshop in 2025 funded by the 1.236 Small Craft Harbours Service.
CARRIED

7.4. Per-Visit Pass Expiry Dates

MOVED by Director Holman,
That the Salt Spring Island Local Community Commission approve a two-year
expiry date for all 10 and 20 visit passes, effective September 1, 2025.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,
That the motion be postponed until the next Salt Spring Local Community
Commission meeting on July 17, 2025.

CARRIED

8. Notice(s) of Motion

8.1. Motion with Notice: Joint-Use Committee with SD64 (B. Webster)

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That the Salt Spring Island Local Community Commission (LCC):**

- 1. Appoint one member of the LCC to serve on the Joint Use Committee identified in the 2021 Joint-Use Agreement Between the Capital Regional District and the Board of Trustees of School District No. 64 (Gulf Islands).**
- 2. Request that the Joint Use Committee meet before October 31, 2025, and plan to meet at least twice yearly thereafter.**
- 3. Request that the Joint Use Committee review and recommend appropriate revisions to the 2021 Joint-Use Agreement Between the Capital Regional District and the Board of Trustees of School District No. 64 (Gulf Islands).**
- 4. Request that the Joint Use Committee review all current agreements between Gulf Islands School District and the LCC and provide recommendations on how best to manage these and any new agreements that might be entered into in the future.**

Commissioner Webster amended the Motion with Notice.

“ That the Salt Spring Island Local Community Commission (LCC):

1. Appoint one member of the LCC to serve on the Joint Use Committee identified in the 2021 Joint-Use Agreement Between the Capital Regional District and the Board of Trustees of School District No. 64 (Gulf Islands).
2. Request that the Joint Use Committee meet once the new SSI Parks and Recreation Manager has started in the position and plan to meet at least twice yearly thereafter.
3. Request that the Joint Use Committee review and recommend appropriate revisions to the 2021 Joint-Use Agreement Between the Capital Regional District and the Board of Trustees of School District No. 64 (Gulf Islands).
4. Request that the Joint Use Committee review all current agreements between Gulf Islands School District and the LCC and provide recommendations on how best to manage these and any new agreements that might be entered into in the future.”

The question was called on the Motion with Notice as amended.

That the Salt Spring Island Local Community Commission (LCC):

- 1. Appoint one member of the LCC to serve on the Joint Use Committee identified in the 2021 Joint-Use Agreement Between the Capital Regional District and the Board of Trustees of School District No. 64 (Gulf Islands).**
- 2. Request that the Joint Use Committee meet once the new SSI Parks and Recreation Manager is hired and plan to meet at least twice yearly thereafter.**
- 3. Request that the Joint Use Committee review and recommend appropriate revisions to the 2021 Joint-Use Agreement Between the Capital Regional District and the Board of Trustees of School District No. 64 (Gulf Islands).**
- 4. Request that the Joint Use Committee review all current agreements between Gulf Islands School District and the LCC and provide recommendations on how best to manage these and any new agreements that might be entered into in the future.**

CARRIED

8.2. Notice of Motion: Staff Report Grace Point Pathway (E. Rook)

Commissioner Rook proposed the following Notice of Motion for consideration at the next regular meeting:

“That the Salt Spring Island Local Community Commission request staff report back on the condition of the Grace Point Statutory Right of Way, issues of use or misuse of the ROW, and options for resolving those issues including, but not limited to, those issues and possible solutions raised by the Grace Point Strata Board”

8.3. Notice of Motion: BC Ferries Vesuvius Advocacy (G. Holman)

Director Holman proposed the following Notice of Motion for same day consideration:

“That a joint letter from Director Holman and LCC Chair Rook be sent to the BC Ferries CEO and copied to the Minister of MOTT and the Chair of the Ferry Services Board, requesting the home-porting of one of the Island Class vessels being deployed in 2027 on the Vesuvius-Crofton route, at Vesuvius.”

**MOVED by Director Holman, SECONDED by Commissioner Webster,
That same day consideration be applied to the Notice of Motion.
CARRIED**

**MOVED by Director Holman, SECONDED by Commissioner Webster,
That a joint letter from Director Holman and LCC Chair Rook be sent to the BC
Ferries CEO and copied to the Minister of MOTT and the Chair of the Ferry
Services Board, requesting the home-porting at Vesuvius.of one of the Island
Class vessels being deployed in 2027 on the Vesuvius-Crofton route,
CARRIED**

8.4. Notice of Motion: Grant in Aid Chamber of Commerce Hands Across Water (G. Holman)

Director Holman proposed the following Notice of Motion for consideration at the next regular meeting:

"That the Salt Spring Island Local Community Commission support in principle and subject to approval from CRD Finance, a Grant-in-Aid proposal from the Chamber of Commerce to help fund the US-Canada Hands Across the Water event of Sept. 19-21, 2025"

**MOVED by Director Holman, SECONDED by Commissioner Webster,
That same day consideration be applied to the Notice of Motion.
CARRIED**

**MOVED by Director Holman, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission support in principle and subject to approval from CRD Finance, a Grant-in-Aid proposal from the Chamber of Commerce to help fund the US-Canada Hands Across the Water event of Sept. 19-21, 2025.**

**MOVED by Director Holman, SECONDED by Commissioner Webster,
That the motion be postponed until the next Salt Spring Local Community Commission meeting on July 17, 2025.
CARRIED**

9. Adjournment

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That the Local Community Commission adjourn the meeting at 7:02pm
CARRIED**

CHAIR

SENIOR MANAGER

From: Capital Regional District <noreply@crd.bc.ca>

Sent: Friday, September 12, 2025 3:57 PM

To: Legserv <Legserv@crd.bc.ca>

Subject: New Submission from Addressing the CRD Board & Committees webform - Submission #49 SID #5939

Submitted on Fri, 09/12/2025 - 3:57pm

Submitted by: Anonymous

Submitted values are:

Name

Jamie Sterling

I represent

Southern Gulf Islands Tourism Partnership

Telephone

[2505377087](tel:2505377087)

Email address

exec@southerngulfislands.com

Street Address (optional)

PO Box 797

Municipality/Electoral Area in which you reside

[Salt Spring Island](#)

I wish to address

[Salt Spring Island Local Community Commission](#)

Meeting Date

2025-10-09

Agenda Item

Presentation

My reason(s) for appearing (is/are) and the substance of my presentation is as follows:

LCC financial contribution + SGITP updates

I will attend the meeting

In person

I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.

Yes

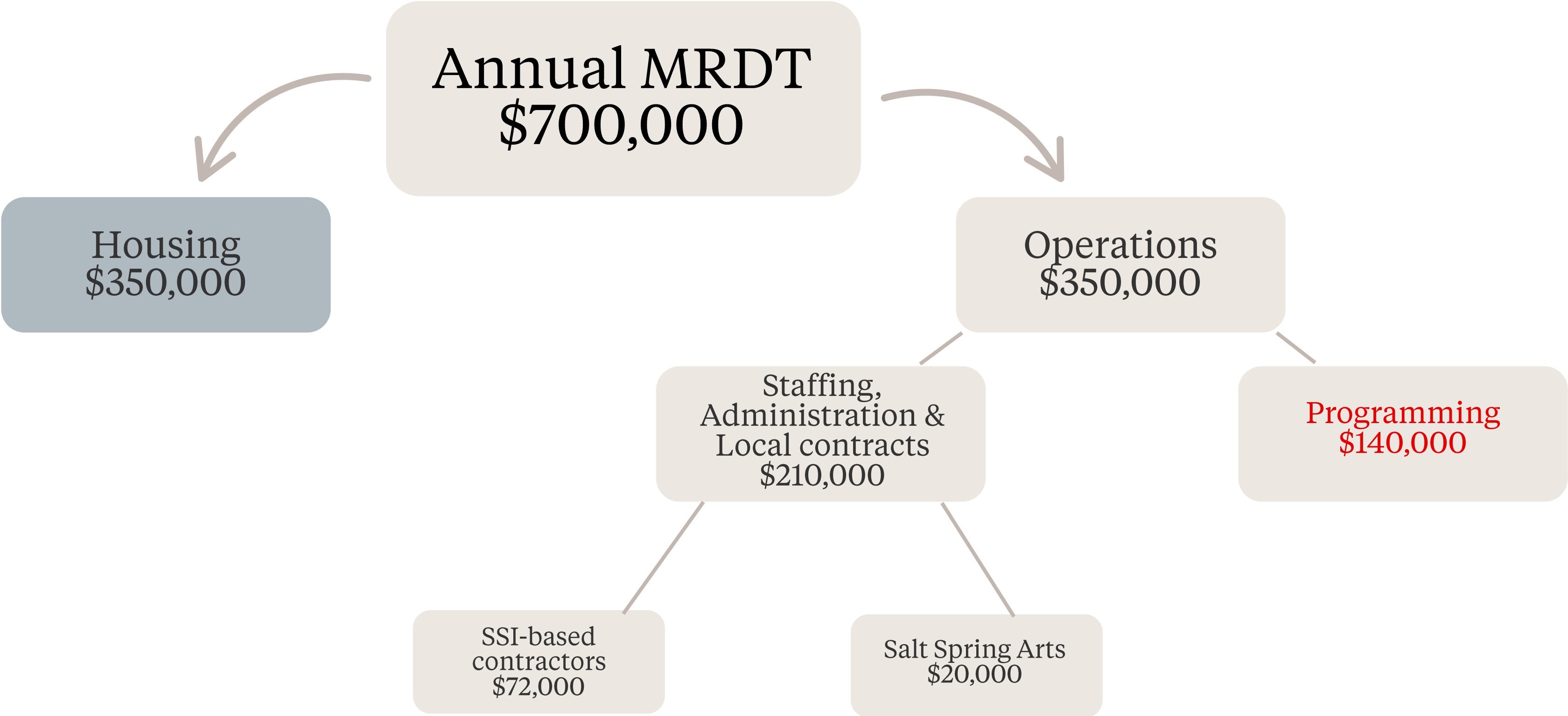
I understand

Yes

SOUTHERN GULF ISLANDS

Tourism Partnership

I. SGITP REVENUE BREAKDOWN



II. PLANS FOR 2026



Focus funds on SGITP's core priority: driving shoulder- and off-season visitation.

- ✗ Visitor Education
- ✗ Print maps for Chambers
- ✗ Business subsidies
- ✗ SSI-based contract work

- ✓ Digital ads
- ✓ Sector participation
- ✓ Website upgrades
- ✓ Social media
- ✓ Trade shows
- ✓ Regional print guide
- ✓ Media Relations
- ✓ Photos & Videos

- + Visitor & Economic Impact study
- + Resident sentiment survey

III. MRDT PROGRAM CONTRIBUTION



Must align with our approved Five-Year Strategic Business Plan.

PRINT VISITOR MAP FOR THE CHAMBER

Supports both organizations
Can house Visitor Education messaging

EVENT SPONSORSHIP FUND

Can attract off-season visitors
Supports a real need

Other key goals: seasonal dispersion, improving resident sentiment, engaging visitors in conservation efforts, interacting with the business community.

IV. SHORT-TERM RENTALS IMPACTS REPORT



A vibrant community and sustainable economy must include a healthy visitor economy.

- Short-term rentals on Salt Spring continue to grow.
- SGITP promotes gentler tourism to improve quality of life.
- Marketing alone isn't enough to address impacts.
- Community needs regulatory tools:
 - Business licensing for STR compliance.
 - Mechanisms to curb summer overtourism.

**TOURISM SOLUTIONS
MUST GO BEYOND
SGITP'S MARKETING
ROLE.**

QUESTIONS?



From: Capital Regional District <noreply@crd.bc.ca>

Sent: Sunday, September 28, 2025 6:27 PM

To: Legserv <Legserv@crd.bc.ca>

Subject: New Submission from Addressing the CRD Board & Committees webform - Submission #55 SID #6395

Submitted on Sun, 09/28/2025 - 6:26pm

Submitted by: Anonymous

Submitted values are:

Name

David Courtney

I represent

Myself as aNeighbour to the Burgoyne Bay Liquid Management Site and foremost a Ratepayer.

Telephone

[REDACTED]

Email address

[REDACTED]

Street Address (optional)

[REDACTED]

Municipality/Electoral Area in which you reside

[Salt Spring Island](#)

I wish to address

[Salt Spring Island Local Community Commission](#)

Meeting Date

2025-10-09

Agenda Item

Burgoyne Bay Liquid Waste Management Final Report.

My reason(s) for appearing (is/are) and the substance of my presentation is as follows:

To suggest and resurrect an option for treating our liquid waste from the Spring of 2013 and the Committee at that time.

I will attend the meeting

In person

I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.

No

I understand

Yes

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, OCTOBER 09, 2025**

SUBJECT **Burgoyne Bay – High-Level Analysis of Liquid Waste Management Options**

ISSUE SUMMARY

A request to complete a high-level assessment of biochar as an element of liquid waste treatment, and consider the greenhouse gases implications of the dewatering options at the Salt Spring Island (SSI) Burgoyne Bay liquid waste management facility.

BACKGROUND

The SSI Local Community Commission (LCC) reviewed an analysis of using geotubes as a technique for dewatering on March 20, 2025 (attached as Appendix A). Following a discussion on geotubes further information was requested and the following motion was passed.

That staff report back on a high-level assessment of bio-char as an element of liquid waste treatment and the greenhouse gases implications of the overall process for various options.'

High-Level Analysis of Biochar

The CRD Board has been considering the construction of a biochar facility at Hartland in recent years. Prior to reporting back on biochar, staff have been awaiting anticipated direction from the CRD Board on the consideration of an advanced thermal facility to produce biochar using biosolids from the Core Area wastewater treatment process produced at the Residuals Treatment Facility (RTF) at Hartland as feedstock.

On June 26, 2025, the CRD Board announced Pyrocal PTY Ltd was selected as the preferred proponent to provide the CRD with commercially demonstrated technology for biochar production to be integrated as component addition to the existing RTF. The CRD Board confirmed \$10 Million for the project in its 5-year capital plan. A press release is included in Appendix B. The biochar facility will be the first of its kind in Canada. The proposed system is designed as an added component to the RTF at Hartland Landfill and will process all Class A biosolids that are currently produced.

In North America there are existing pyrolysis plants used to process organic material like forest or agricultural residues. These plants process a consistent source material that enables successful plant operation. This is a key factor to consider when considering a biochar facility. The CRD is not aware of any commercially operating plants in North America processing biosolids. One of the primary reasons Pyrocal was selected is because they have been commercially operating a plant for the City of Logan in Australia.

To create Biochar the production process uses pyrolysis to heat organic material in the absence of oxygen. This process requires a consistent dry feedstock. The CRD's new facility at Hartland will be leveraging the existing drying infrastructure from the adjacent RTF that results in a greater than 90% dry biosolid and enables a business case for biochar production.

On SSI the current liquid waste at Burgoyne Bay is significantly more saturated and varies from a 2% to a 5% solid. The liquid waste is composed of a combination of the outputs from two SSI wastewater treatment plants (WWTP) at Ganges and Maliview, and a greater amount of unprocessed raw septage from the septic tanks across the island. The amount of septage varies through the year. This combination of effluent creates a unique liquid waste product that has a high variability¹.

The RTF could receive other municipal wastewater treatment solids, but an engineering assessment would be required before the introduction of any materials from Salt Spring to determine feasibility and any potential pre-treatment requirements. If the Burgoyne Bay liquid waste were to be shipped to the Hartland facilities a processing fee would need to be determined.

The cost of the RTF facility was \$135 million and was completed in year 2020. The cost of the RTF and biochar facilities are associated with the CRD's Core Area Service, that does not include SSI as a participant. In addition to the capital costs associated with the RTF, the annual operations and maintenance requires a sophisticated and dedicated operator. The staffing of the RTF facility requires a 24 hour a day and seven day a week operation. The biochar facility is also expected to be a complex facility. If either facility was to be considered at a smaller scale on Salt Spring a further in-depth analysis of costs and logistics would need to be completed prior to progressing.

High-Level Greenhouse Gases Analysis

An evaluation of the potential to reduce greenhouses gases (GHG's) was completed at a high level. The evaluation considered the reduction in the amount of greenhouse gases that could occur if the liquid waste was dewatered at the Burgoyne facility prior to trucking the material to Vancouver Island for processing.

The evaluation focused on any potential reductions in GHG's if fewer trucks were on the ferry to Victoria. As part of the evaluation an assumption was made that whether geotubes or an alternative method like a screw press were used for dewatering that the solids in either process would increase to a 20% solid. Subsequently the amount of trucking off-island would be reduced by about 83%.

The conclusion of the greenhouse gas analysis indicates that an equivalent GHG discharge associated with nine gasoline cars would be removed from the roads as a result of dewatering using geotubes. However, this was based on assuming the truck/tractor hauling the waste continues to be powered by a diesel engine. There is an opportunity for the truck/tractor to be exchanged for a vehicle that is powered by electric motor(s) and if that occurred, the difference in greenhouses gases could become negligible.

Overview

This high-level analysis of biochar and greenhouse gases has been completed by utilizing the expertise within the Capital Regional District. A third-party more in-depth analysis of either area of interest must be completed if recommended to progress.

In the March 20, 2025 staff report the following alternatives were provided, however a decision was deferred until additional information on biochar and greenhouse gases were provided. These alternatives remain to be decided on:

¹ Burgoyne Bay Septage Receiving Facility, Alternative Waste-Stream Management Option Analysis, Page 4, Vassos, August 4, 2023

ALTERNATIVES

Alternative 1

The Salt Spring Island Local Community Commission recommends that staff do not pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.

Alternative 2

The Salt Spring Island Local Community Commission recommends that staff do not pursue options of using alternate dewatering techniques at Burgoyne Bay if the costs of operating the current service cannot be reduced.

Alternative 3

The Salt Spring Island Local Community Commission recommends that staff retain a third-party consultant to further investigate and analyze geotubes as an alternative dewatering technique at Burgoyne Bay with a budget of up to \$50,000.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The LCC's Strategic Plan from 2024 to 2027 includes a Goal of *cost effective and environmentally responsible management of liquid waste and residuals*. The evaluation of geotubes and biochar directly addresses the Goal as well as the Objectives and Initiatives related to evaluating and reducing the volume of liquid waste transported off SSI, as well as proper liquid effluent and solid residuals disposal.

Intergovernmental and First Nations Implications

The proposed activities would involve acquiring approvals from provincial agencies and engagement with the local community and First Nations prior to progressing. The Burgoyne facility borders Burgoyne Bay Provincial Park and is in close proximity to properties held by a First Nations Society and island residents.

CONCLUSION

A high-level assessment of biochar as an element of liquid waste treatment and the greenhouse gases implications of the overall process for various options has been completed

The creation of biochar from the liquid waste on Salt Spring could be considered. However the initial high-level review does not indicate this will result in any reduction in costs to operate the service. The amount of greenhouse gases that could be reduced as a result of dewatering the liquid waste on Salt Spring prior to trucking to Vancouver Island was derived to be the equivalent of removing 9 gasoline cars from the roads.

The Alternatives from the March 20, 2025 have not been progressed and continue to be available for the LCC to provide a recommendation on how to proceed.

RECOMMENDATION

The Salt Spring Island Local Community Commission recommends that staff do not pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

APPENDIX

Appendix A – March 20, 2025, Staff Report on Geotubes

Appendix B – June 26, 2025, Press Release on CRD Bio Char Pilot Project

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, MARCH 20, 2025**

SUBJECT **Burgoyne Bay – The use of Geotubes as an Alternative Liquid Waste Management Method**

ISSUE SUMMARY

The Salt Spring Island (SSI) Local Community Commission (LCC) has requested the evaluation of geotubes as an alternative for liquid waste management at the Burgoyne Bay facility.

BACKGROUND

The SSI Local Community Commission (LCC) passed the following motion on June 20th, 2024.

‘That the Salt Spring Island Local Community Commission recommends to CRD Board: that the SSI Liquid Waste Disposal Service 2024 Capital Plan be amended to add a new project for evaluating alternatives to liquid waste disposal (24-03) for \$60,000 budget, funded from the Capital Reserve Fund.

The intention of this motion was to enable funding for evaluation of geotubes as an alternative method for liquid waste management on SSI at the Burgoyne Bay facility. The objective of using geotubes would be to reduce the volume of liquid waste that needs to be transported off the island with the ultimate objective of reducing the cost of operating the service.

A pilot project has been completed and a summary of the analysis are provided within. The pilot project has identified that if geotubes are used at Burgoyne Bay then additional facilities will need to be constructed and operated. The geotubes would effectively become step one of a three step process. The steps are explained in a condensed format and explained as the following:

1. Geotubes – The bulk sewage and septage liquid waste that is collected in the existing tanks at the Burgoyne Bay facility would be pumped into geotubes that would be located on a newly constructed concrete slab on the same property. The geotubes would be used to dewater the waste and there would be an output of solids and liquids.
2. Liquid Disposal - The liquid output from the geotubes would be collected and directed towards a new man-made septic field to further treat and dispose of the liquid waste. The ground conditions at Burgoyne are shallow to bedrock and do not allow for direct ground disposal. The output from the septic field would then be discharged directly to ground.
3. Solid Disposal - The solid residuals from the geotubes are forecast to be from 14% to 22% solids content (based on the pilot project). This would be similar to a wet soil consistency. The solids would be loaded onto a truck and hauled to Vancouver Island for disposal.

Geotubes are step one in the process outlined above and one of several options that are available to reduce the amount of residual waste that would be transported off Salt Spring Island. The Alternative Waste Stream Management Option Analysis report completed in August 2023 considered other dewatering methods in addition to geotubes that included: suspended air flotation (SAF), screw press and plate filter press. These methods would all require the purchase of equipment and require additional labour to operate a new facility. All of these methods would

also require treatment and disposal of the liquid and solid outputs.

The financial review of geotubes that has been completed as part of this report is considered preliminary and a more intensive third-party review of cost estimates is recommended prior to progressing any of the options.

ALTERNATIVES

Alternative 1

The Salt Spring Island Local Community Commission recommends that staff does not pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.

Alternative 2

The Salt Spring Island Local Community Commission recommends that staff does not pursue options of using alternate dewatering techniques at Burgoyne Bay if the costs of operating the current service cannot be reduced.

Alternative 3

The Salt Spring Island Local Community Commission recommends that staff retain a third party consultant to further investigate and analyze geotubes as an alternative dewatering technique at Burgoyne Bay with a budget of up to \$50,000.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The LCC's Strategic Plan from 2024 to 2027 includes a Goal of *cost effective and environmentally responsible management of liquid waste and residuals*. This evaluation of geotubes directly addresses the Goal as well as the Objectives and Initiatives related to evaluating and reducing the volume of liquid waste transported off SSI, as well as proper liquid effluent and solid residuals disposal.

Service Delivery Implications

The use of geotubes would increase the complexity of the process on Salt Spring Island and require more capital investment and additional staff.

The process for geotubes that has been analyzed includes the following assumptions:

1. Geotubes

- a. A concrete pad about $\frac{3}{4}$ the size of a hockey rink would need to be constructed for the geotubes, designed and constructed to enable the solids to be mechanically loaded into as many as four large geotube bags per year. Each geotube would be about 20 metres in circumference and 2.3 metres high, and about 26 metres long.
- b. Equipment would need to be purchased and additional labour would be required to operate the facility.
- c. Pumping equipment would need to be installed to transfer the liquid and add flocculant on its way from the existing receiving storage facility to the geotubes.

- d. The used geotube bags would be disposed of in a landfill.
- e. The concrete pad would have a berm and be designed and constructed with an integral collection sump and requisite piping to capture the liquid from the geotubes and direct it to the septic field.
- 2. Liquid Disposal
 - a. A septic field would be constructed downslope on the existing property. The option of transferring the liquids to Ganges wastewater treatment plant was considered and would require new facilities in Ganges. This option was determined to be too costly and would not meet the objective of reducing operational costs. The proposed engineered septic field would need to be man-made with material brought onto the site, as the existing shallow bedrock site conditions are not adequate.
 - b. The liquid output from the septic field would be disposed of directly to ground.
- 3. Solid Disposal
 - a. The solid materials from the geotubes would be between 14% (result from pilot project) and 22% solids and loaded onto a truck and transported to Vancouver Island.
 - b. This would likely involve about 45 to 62 truck loads depending on the percentage of moisture in the solids.
 - c. A fee would be charged for the disposal of the solids at the facility.

Financial Implications

An initial financial analysis has been completed using expert input from the retained consultant and CRD engineers who are currently operating and maintaining the three CRD wastewater treatment plants at McLoughlin, Ganges and Saanich Peninsula. The initial financial analysis is attached in Appendix B. This analysis is considered high-level and does not meet the criteria for a Level D evaluation. A more detailed analysis is required prior to progressing with this proposal.

The estimated total capital expenditure is forecast to be about \$3.5 million. Annual operating costs, including debt servicing, are assumed based on 50% of the capital expenditure being covered by a potential grant. The remainder would need to be recovered through the service being permitted to take out a loan.

The annual operating expenditure is estimated and includes semi-annual debt payments for the capital. A contribution to a capital reserve is required for repair and replacement of the new capital assets. The operation of a geotube dewatering process is forecast to have annual operating costs including debt servicing of about \$740,000 however with debt servicing (for 20 years) the total will be about \$875,000.

The current annual operating costs to dispose of the liquid waste off-island were about \$745,000 in 2024.

Intergovernmental and First Nations Implications

The proposed activities would involve acquiring approvals from provincial agencies and engagement with the local community and First Nations prior to progressing. The Burgoyne facility borders Burgoyne Bay Provincial Park and is in close proximity to properties held by a First Nations Society and island residents.

CONCLUSION

The initial evaluation of the use of geotubes at Burgoyne Bay have been considered. The initial analysis indicated this method of reducing the amount of liquid shipped off the island is feasible. To enable this to occur, additional infrastructure, equipment and staff would be required. Preliminary cost estimates suggest the use of geotubes would be more expensive than the current method in the first 20 years of operation. Once the capital is paid off the operation of geotubes should be comparable to the existing method.

The financial review that was completed as part of this report is considered preliminary and a more intensive review of cost estimates is recommended prior to progressing any of the options.

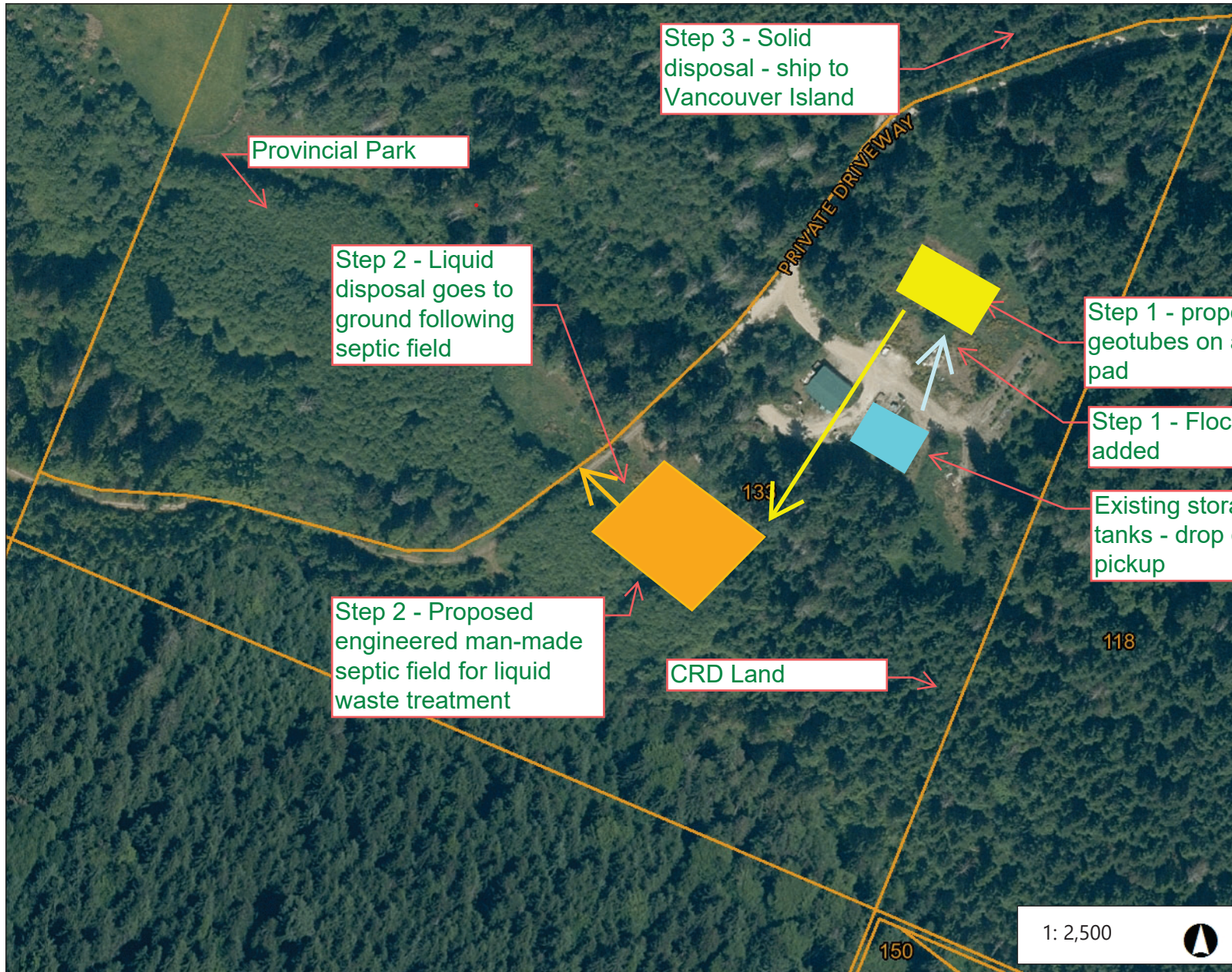
RECOMMENDATION

The Salt Spring Island Local Community Commission recommends that staff does not pursue the option of using geotubes as a dewatering technique at Burgoyne Bay.

Submitted by:	Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands Electoral Area and Saltspring Island Local Community Commission
Concurrence	Dan Ovington, BBA Acting Senior Manager, Salt Spring Island Administration

APPENDIX

- Appendix A – Conceptual Layout of Geotubes at Burgoyne Bay Facility
- Appendix B – High-level Estimate of Capital and Operating Costs of Geotubes installed at Burgoyne Bay
- Appendix C - Photos and Images of Pilot Project and Geotubes in Process



Legend

Notes

127.0 0 63.5 127.0 Meters

NAD_1983_UTM_Zone_10N
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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.

SSI Burgoyne Bay - Liquid Disposal Options for Alternate Methods - Geotube Costs

This is an initial cost estimate that does not qualify as a Level 'D'. Prior to progressing a 3rd Party should be retained to prepare a Class C or D estimate

\$ ESTIMATE	CAPITAL COSTS ASSOCIATED WITH GEOTUBES	SOURCE OF COST ESTIMATE
\$133,786	BISHOP - Geotube Capital Costs (\$93,786 to \$133,786) higher was selected with a more automated mixer of flocculant	Bishops Engineering (consultant)
\$500,000	Construction Costs for concrete pad where Geotubes would go	Based on CRD's recent procurement results
\$500,000	Construction Costs for septic field	Eng Consultant quoted, high level est.
\$100,000	Cost of ground disposal (analysis, design, and installation of monitoring wells)	Internal estimate
\$350,000	OH&S requirements - proper staff facilities - wash water supply (tbd), washroom, flocculant chemical mgmt, and for site maintenance	Estimate for site trailer or renovate existing building, based on recent tender experience
\$150,000	Costs to install on-site conveyance lines including piping modifications valves and pumps	internal estimate
\$25,000	Testing	Bishops Engineering (consultant)
\$10,000	Shipping Costs	Bishops Engineering (consultant)
\$1,768,786	Sum of Capital Elements	
\$353,757	Engineering Design and Studies	20%
<u>\$265,318</u>	<u>CRD Project Mgmt and Administration</u>	<u>15%</u>
\$2,387,861	Sub-Total of Capital with Engineering and Project Management Costs	
\$75,000	Engagement with local community and First Nations	Community Engagement
<u>\$35,000</u>	<u>Alternative Approval Process to receive permission for the service to take on long term debt</u>	<u>Alternative Approval Process</u>
\$2,497,861	Sub-Total of Capital with Engineering and Project Management Costs and Public Engagement	Sub-Total
<u>\$999,144</u>	<u>Contingency</u>	<u>40%</u>
\$3,497,006	TOTAL CAPITAL COST	
\$3,497,006	TOTAL CAPITAL COST - \$2.5M to \$3.5M	
\$1,748,503	50% Grant potential??	
\$1,748,503	Long Term Debt required to be covered by the Service in Operating Costs	

\$ ESTIMATE	OPERATING COSTS WITH GEOTUBES	SOURCE OF COST ESTIMATE
\$87,848	Operating Costs for Geotubes from Bishop Engineering's presentation (bags, geosynthetics, polymer- with a price range \$60,209 to \$87,848)	Bishops Engineering
\$24,000	Cost of Operating Loader to dispose of solids	96 hrs * \$250/hr
	Cost to dispose of Solids	
\$181,250	\$250 per ton to receive Solids at a treatment facility	725 x \$250 - (middle range of forecast output volume in year 2026)
\$74,880	Hauling Solids to Vancouver Island	52 loads x \$1440/trip (\$180/hr*8 hours/trip)
	Additional Labour	
\$49,920	Additional 0.2 FTE for filling Geotubes and maintaining pumps and mixer (supplies and machine costs)	\$120/hr X 2080hrs X .2 FTE (from Bishops Eng.)
\$37,440	Additional 0.15 FTE for trades and maintaining equipment, dosing, OHS, plumbing, SCADA	\$120/hr X 2080hrs X .15FTE (from Bishops Eng.)
	New Costs	
\$10,000	Testing of solid and liquid outputs	CRD - environmental department
\$10,000	Shipping Costs that Bishops did not included	Bishops Engineering (consultant)
\$7,200	Water supply fo site trailer for staff OH&S	\$600 per load of water - 12 loads per yr
\$5,000	Geotube disposal	Landfill the geotube material
\$30,000	Cold Weather - Hauling of Liquids when we have to revert to current hauling methods and during maintenance	based on existing costs
<u>\$69,940</u>	Additional Capital Reserve contribution, based on CRD Asset Mgmt Policy	2%
	Existing Costs that would continue	
\$99,840	Existing 830 hours of labour per year is in the budget	\$120/hr X 2080hrs X .4 FTE
<u>\$50,000</u>	Current continuing direct operational costs (excluding labour)	
\$737,318	Total of Annual Operating Costs	
not accounted for	Contingency	
<u>\$139,000</u>	Annual Debt Servicing - Anticipating 50% Grant Funding is received - double cost if no Grant	\$1,800,000 - 20 years @ 4% interest
\$876,318	Total Operating Costs including 20 years of Debt Servicing	

Initial Summary of Geotubes Option Prior to Receiving 3rd Party Review

\$3,497,006	TOTAL CAPITAL COST - \$2.5M to \$3.5M
\$876,318	Total Operating Costs including 20 years of Debt Servicing
\$745,000	Current CRD Liquid Waste Disposal Costs at Burgoyne (2024 Actual)

Bench Testing - December 2024 Dewatering Trial



Onsite jar testing (left), Geotube® Dewatering Test (GDT) (middle) and GDT After 2 months - 21% (right).

Bonnechere Valley Township Dewatering Project



Photos of Geotubes in Operation



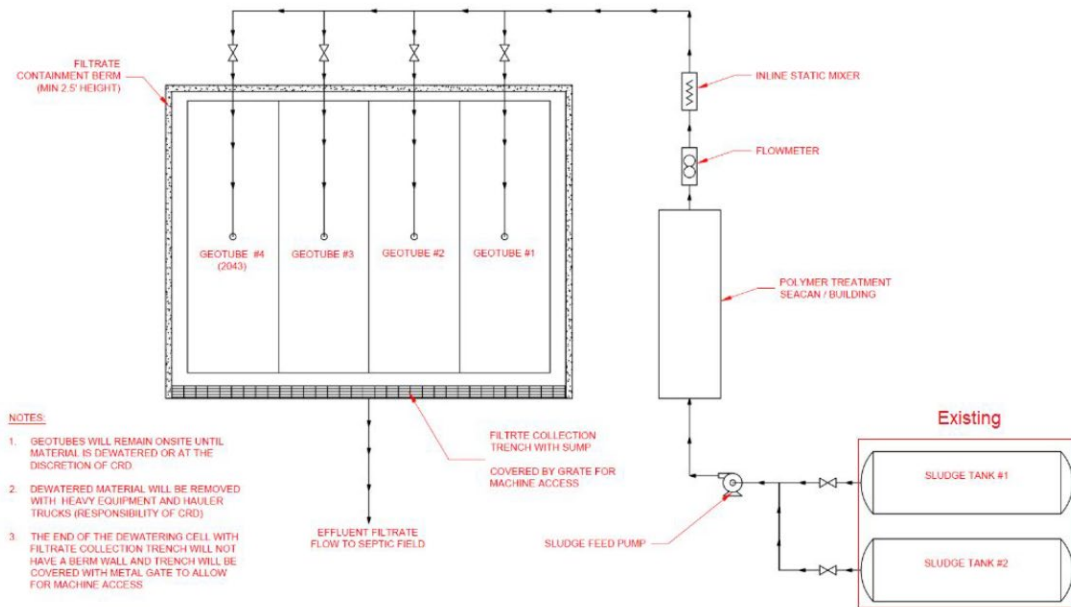
Photos of Geotubes in a Greenhouse and Indoors in Cold Weather Environments



Photos of Equipment Required to Add Flocculant Prior to Entering Geotubes



Dewatering System Process Flow Diagram



CRD Selects Technology Provider to Convert Biosolids into Biochar



June 26, 2025

Victoria, BC– The Capital Regional District (CRD) Board has selected Pyrocal PTY Ltd., an Australian engineering company, as the preferred proponent to integrate innovative technology into the region’s wastewater treatment system to convert biosolids into biochar. The first of its kind in Canada, the proposed system is designed as an added component to the Residuals Treatment Facility at Hartland Landfill and will process all Class A biosolids produced by the CRD.

Pyrocal’s Continuous Carbonisation Technology (CCT) system converts biosolids and other organic materials into biochar, a charcoal-like substance with various benefits including improving soil through moisture and nutrient retention. The production of biochar is expected to not only offset the technology’s operating greenhouse gas emissions, but also remove additional carbon from the atmosphere, providing a pathway for permanent carbon capture and storage.

“This marks a significant milestone in our commitment to sustainable and innovative waste management solutions,” said CRD Board Chair Cliff McNeil-Smith. “The advanced technology and infrastructure that Pyrocal provides will not only enhance our biosolids management capabilities but also contribute to the long-term environmental benefits for our community.”

The Long-term Biosolids Management Strategy outlines a sustainable approach to managing biosolids produced within the region and was confirmed in March 2025 to fulfill obligations set out in the Core Area Liquid Waste Management Plan. It includes the development of innovative



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gasification or pyrolysis technology as an additional processing step to turn biosolids into biochar. Market options for the biochar will be explored to understand the potential revenue generating opportunities of this project.

“We are proud to lead the country with this innovative solution,” said Chair of the CRD’s Core Area Liquid Waste Management Committee, Chris Coleman. “This state-of-the-art technology will set a new standard for managing liquid waste in an environmentally friendly and efficient manner.”

The costs of biochar production using Pyrocal’s technology are expected to be competitive with the CRD’s current out-of-region management options.

Pyrocal CEO Barry Croker said: “From an Australian first to a Canadian first, we’re thrilled to bring our technology to the CRD region. This project marks a major milestone not just for the CRD and Pyrocal, but for biosolids innovation in North America. We’re proud to support the CRD’s forward-thinking approach to biosolids management, delivering real and lasting environmental and economic benefits to Vancouver Island and demonstrating our ability to deliver impactful solutions across borders.”

Staff will return to the Board with a refined financial analysis, operations plan, project agreement and proposed approach to seek elector approval for financing before seeking direction to commit to the full project costs.

Public engagement will include local engagement about the proposed addition to the Residuals Treatment Facility and the project will follow the required provincial and local regulatory approvals for authorization of air emissions under the Environmental Management Act (EMA) which is anticipated to take up to two years. Throughout the process, the CRD will invite First Nations to review the project and provide any comments or concerns and collaborate to develop mitigation measures for identified impacts.

For more information on CRD’s Long-Term Biosolids Management Strategy please visit our [website](#).

The CRD delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24-member Board of Directors, the CRD works collaboratively with First Nations and government partners to enable sustainable growth, foster community well-being, and develop cost-effective infrastructure while continuing to provide core services to residents throughout the region. Visit us online at www.crd.ca.

For media inquiries, please contact:

Zoe Gray, Manager Website and Public Engagement
CRD Corporate Communications
Tel: 250.360.3225
Cell: 250.507.7657



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REPORT SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF Thursday, October 09, 2025

SUBJECT SSI Off Leash Dog Park Alternative Location Assessment

ISSUE SUMMARY

To review cost and staffing implications to determine a new location and design for the Rainbow Recreation Centre off leash dog park.

BACKGROUND

Dogs are welcome on CRD trails and community parks within the Salt Spring Island Parks and Recreation system excluding those community parks with playgrounds. Dogs need to be “under control” meaning within an owner’s direct eyesight and returns immediately when called. Owners are asked to always carry a leash and leash their dog if their dog is young or has a mind of its own or when you are at a trail head or intersection or when approaching other dogs or wildlife.

The Dog Park located at the Rainbow Recreation Centre opened in April of 2011 following a number of monetary and in-kind donations. The small park was envisioned as a place for recreation and social interaction among both dogs and owners. The park features separate fenced areas for small and large dogs, two trees providing shade, a picnic table and a covered shelter. Currently the Rainbow Recreation Centre dog park is the only fenced public dog park on Salt Spring Island. This dog park is well used by some in the community but has experienced conflict with other visitors and regular users in recent months. The current location of the dog park is not ideal due to seasonal flooding and limited shade. The Rainbow Recreation Centre Site Master Plan recommends relocating the dog park to a more suitable location.

In response to recent concerns the following motion was passed at the July 10 meeting of the SSI Local Community Commission (LCC)

“That the Salt Spring Island Local Community Commission request that staff report back on cost implications associated with exploring alternative locations for the dog park located at 262 Rainbow road.”

To explore a more suitable location for a community dog park, staff would be recommending a structured, transparent, and inclusive process to ensure the site is safe, accessible, and supported by the community. To support this process the following steps should be followed (Appendix A):

1. Establish objectives and criteria
2. Conduct a preliminary site inventory
3. Evaluate sites against criteria
4. Community and stakeholder engagement
5. Detailed site analysis of preferred locations
6. Select and approve final site
7. Conceptual design and budgeting
8. Implementation, monitoring and regular maintenance

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission requests that staff defer consideration of the Community Dog Park Designs project to the 2027 Budget Planning meeting.

Alternative 2

That the Salt Spring Island Local Community Commission requests that staff include Project (26-16) Community Dog Park Designs funded by \$11,000 of capital reserve funding in the 2026 Final Budget Parks and Recreation Five Year Financial Plan.

Alternative 3

That the Salt Spring Island Local Community Commission refers the report back to staff for additional information.

IMPLICATIONS

Financial Implications

Relocating the Rainbow Recreation Centre off leash dog park would require funding to support determining the site, community consultation, site assessments, demolition and construction.

The project could be done in two phases with the first phase identifying a site, developing detailed designs and cost estimates. The following cost estimate will allow the project to progress to the end of stage 6 (Select and approve final site). Additional considerations will be needed to execute phase 2 (stages 7 and 8).

Phase 1 – Site Determination and Design Cost Estimates		
Assessments	Environmental, geotechnical, archaeological	\$5,000
Conceptual Designs	Determine scope, separate large and small dogs, fencing, benches	\$2,500
CRD Project management and admin	Develop project plan, site criteria and assessment tools	\$1,400
Community Engagement	Stakeholder workshop / open house	\$600
Cost Estimates	Class D cost estimates	\$1,500
Total		\$11,000

Social Implications

Dog parks provide many benefits including: improving dog socialization, boosting your dog's physical health, promoting active lifestyles, providing a safe space for exercise and socialization. Dog parks also provide social interaction among both dogs and owners. Typical community guidelines have ~1 dog park per every 15-20k residents. With only 1 dog park currently established on Salt Spring Island, care will need to be taken to ensure timelines allow the community to have continuous access to a dog park during the transition.

CONCLUSION

Dogs are welcome in most CRD parks and trails on Salt Spring Island, with owners expected to keep them under control for everyone's safety and enjoyment. The Rainbow Recreation Centre dog park, established in 2011, has served the community well but has faced recent conflicts prompting a review of its location. Staff recommend exploring alternative sites through a structured, transparent process that considers safety, accessibility, and community input. This approach will help the LCC identify a long-term dog park solution that meets present and future needs.

RECOMMENDATION

That the Salt Spring Island Local Community Commission requests that staff defer consideration of the Community Dog Park Designs project to the 2027 Budget Planning meeting.

Submitted by:	Dan Ovington, BBA, Senior Manager, SSI Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

ATTACHMENT:

Appendix A: Detailed Project Phases and Milestones

Appendix A – Detailed Project Phases and Milestones

Site Selection Detailed Steps
1. Establish Objectives and Criteria • Define the purpose and goals of the dog park (e.g., off-leash recreation, socialization, exercise, community engagement). • Identify key criteria for the site, such as: ◦ Minimum size requirements (e.g., typically 0.5–2 acres) ◦ Accessibility for all residents (proximity to neighborhoods, transit, and parking) ◦ Compliance with zoning, land-use bylaws, and environmental regulations ◦ Availability of utilities (water for dogs and maintenance, lighting if needed) ◦ Potential for safe fencing and drainage ◦ Community impacts (e.g. safety, noise, traffic)
2. Conduct a Preliminary Site Inventory • Compile a list of CRD Parkland or potential parcels (including partnerships with CRD Regional Parks, SD64, or private land) • Review zoning, land tenure, and any restrictions (easements, covenants, future development plans) • Eliminate obviously unsuitable sites (e.g., contaminated lands, environmentally sensitive areas, concentrated archeological sites)
3. Evaluate Sites Against Criteria • Use a scoring matrix to rank sites based on their ability to meet purpose and goals of park such as: ◦ Size and shape of the parcel ◦ Safety (distance from roads, compatibility with adjacent uses) ◦ Environmental impact (wildlife habitat, wetlands, tree protection) ◦ Infrastructure needs (grading, water access, parking) ◦ Potential for noise, odor, or traffic conflicts • Engage relevant agencies (First Nations, Island Trust, ALC, MOTT)
4. Community and Stakeholder Engagement • Notify residents early and hold public meetings, open houses, or surveys to gather input on location and design priorities • Engage key stakeholders and First Nations: ◦ Nearby residents and property owners ◦ Dog owners and animal welfare groups ◦ Environmental and accessibility advocates • Address concerns about noise, safety, wildlife disturbance, or parking
5. Detailed Site Analysis of Preferred Locations • Conduct environmental and technical studies: ◦ Environmental impact assessment (if required) ◦ Geotechnical review (soil stability, drainage) ◦ Noise and traffic impact analysis ◦ Archaeological review • Assess cost of development and ongoing maintenance

6. Select and Approve Final Site

- Prepare a staff report summarizing findings, engagement results, and a recommended site
- Present to LCC for review and formal approval
 - Include budget, timeline and initial design expectations to ensure alignment
- Ensure the selection aligns with the Official Community Plan, Parks Strategic Plan, Parks Master Plan, or other guiding documents

7. Conceptual Design and Budgeting

- Develop a preliminary site plan including:
 - Fencing and double-gated entry
 - Separate areas for small and large dogs
 - Water stations, waste bins, shade structures, seating, and signage
- Prepare a detailed cost estimate for construction and long-term maintenance

8. Implementation and Monitoring

- Secure funding and issue RFPs or tenders for design and construction.
- Build the park with input from the community
- Establish operational policies (hours of use, maintenance schedule, rules of conduct)
- Monitor usage and impacts post-opening, adjusting rules or infrastructure as needed