Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, February 11, 2026 | **12:00 PM** | **6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

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 THE AGENDA

3. ADOPTION OF MINUTES

3.1. 26-0147 Minutes of the Capital Regional District Board meeting of January 14, 2026

Recommendation: That the minutes of the Capital Regional District Board meeting of January 14, 2026 be adopted as circulated.

Attachments: Minutes - January 14, 2026

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. 26-0157 Presentation: Thomas Bevan, Island Corridor Foundation Re: Reconciliation Corridor Initiative

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

Attachments: Presentation: ICF Re: Reconciliation Corridor Initiative

5.2. Delegations

5.2.1. 26-0173 Delegation - Adam Cooper; Representing Abstract Developments: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

5.2.2. 26-0174 Delegation - Ben Mycroft; Representing PATH Developments: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

5.2.3. 26-0175 Delegation - John Bourcet; Representing Woodsmere Holdings Corp.: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

5.2.4. 26-0176 Delegation - Casey Edge; Representing Victoria Residential Builders Association: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

5.2.5. 26-0177 Delegation - Leah Bell; Representing Urban Development Institute: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

5.2.6. 26-0178 Delegation - Marcie McLean; Representing Coexisting with Carnivores Alliance: Re: Agenda Item 6.6.: Large Carnivore Monitoring Project - East Sooke, Matheson Lake and Roche Cove Regional Parks

5.2.7. 26-0179 Delegation - Mehdi Najari; Resident of Saanich: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

5.2.8. 26-0180 Delegation - Gord Baird; Representing Regional Water Supply Commission: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

6. CONSENT AGENDA

6.1. 26-0063 Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That the persons, or class of persons, identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.
(NWA)

Attachments: Staff Report: FSA – Design'n of Fire Safety Inspectors & Investigators

Appendix A: Designation of Fire Inspectors & Investigators for CRD

6.2. 26-0011 Vancouver Island and Coastal Communities - Committee on Solid Waste and Circular Economy Update

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

Attachments: Staff Report: VICC – Committee Solid Waste & Circular Economy Update

6.3. 26-0006 Tendering Hartland Landfill Cell 5B Construction Services

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board that: Staff are authorized to issue the Invitation to Tender for Construction Services for the infrastructure required for Hartland Landfill Cell 5B with the work to commence in 2026.
(WP - All)

Attachments: Staff Report: Tendering Hartland Cell 5B Construction Services

6.4. 26-0061 2026 Appointments Advisory Committee

Recommendation: [At the February 4, 2026 Governance and First Nations Committee, Directors Coleman and Plant volunteered to serve on the committee.]
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the membership of the Appointments Advisory Committee for 2026 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director Coleman, and Director Plant.
(NWA)

Attachments: Staff Report: 2026 Appointments Advisory Committee

Appendix A: CRD Appointment of Public Members to External Boards Policy

6.5. 26-0014 Accessibility Reviews for three Salt Spring Island Recreation Facilities

Recommendation: The Accessibility Advisory Committee recommends the Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the Accessibility Advisory Committee Chair provide a letter of support for the Sparc BC Local Community Accessibility Grant Program.
(NWA)

Attachments: Staff Report: Accessibility Reviews for three SSI Recreation Facilities

Appendix A: SSI Rainbow Road Recreation Centre Accessibility Review

Appendix B: SSI Multi Space (SIMS) Accessibility Review

Appendix C: SSI Portlock Park Accessibility Review

6.6. 26-0026 Large Carnivore Monitoring Project - East Sooke, Matheson Lake and Roche Cove Regional Parks

Recommendation: There are no recommendations. This report is for information only.

Attachments: Staff Report: Large Carnivore Monitoring Project

Presentation: Regional Parks Large Carnivore Pilot Project

6.7. 26-0078 Foodlands Access Service - Bear Hill Farm Pilot Project

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That formal approval be granted for use of the eastern portion of the Bear Hill site (5920 Patricia Bay Highway) by the CRD Foodlands Access Service for a five-year pilot project to explore the activation of under-utilized regional and municipal properties as productive farmland.
(WP - All)

Attachments: Staff Report: Foodlands Access Svc-Bear Hill Farm Pilot Project

Appendix A: Foodlands Farm Pilot - Maps and Aerial Imagery

6.8. 26-0104 Motion with Notice: Collaboration on Protection of Sensitive Ecosystems and Species at Risk (Director Holman)

Recommendation: [At the January 28, 2026 Regional Parks Committee meeting, the motion with notice was revised at Committee and carried as follows:]
The Regional Parks Committee recommends to the Capital Regional District Board:
That CRD staff report on the feasibility and merits of collaborating with First Nations and with other conservation agencies and organizations on conducting a spatial analysis of ecological values in CRD to support Regional Park's land securement and stewardship interests.
(NWA)

6.9. 26-0048 Presentation: Elise Wren and Levi Megenbir, BC Transit Re: Victoria Regional Transit Plan Update

Recommendation: [At the January 28, 2026 Transportation Committee meeting, the attached presentation was received.]
There is no recommendation. This presentation is for information only.

Attachments: Presentation: BC Transit Re: Victoria Reg'l Transit Plan Update

6.10. 26-0074 Presentation: Levi Timmermans, BC Transit Re: Saanich Transit Centre

Recommendation: [At the January 28, 2026 Transportation Committee meeting, the attached presentation was received.]
There is no recommendation. This presentation is for information only.

Attachments: Presentation: BC Transit Re: Saanich Transit Centre

6.11. 26-0045 Fare Free Youth Transit, Resolution for AVICC/UBCM

Recommendation: The Transportation Committee recommends to the Capital Regional District Board:
That the following resolution be submitted to the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities:

WHEREAS the Province of British Columbia's Get on Board! program provides fare-free transit for children aged 12 and under, and youth older than 12 face cost barriers that limit access to education, employment, and community services and to establish lifelong, sustainable travel habits;

AND WHEREAS the immediate expansion of fare-free transit to all youth aged 13 to 18 may present fiscal challenges for the Province;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities request that the Province of British Columbia implement a phased expansion of the fare-free youth transit program by increasing eligibility by one year at a time until fare-free transit is available to youth aged 13 through 18.
(NWA)

Attachments: Staff Report: Fare Free Youth Transit, Resolution for AVICC/UBCM

6.12. 26-0046 Regional Transportation Service Implementation Update and 2026 Work Plan

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

Attachments: Staff Report: Reg'l Trans Svc Implement'n Update & 2026 Work Plan

6.13. 25-1253 Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps

Recommendation: [At the January 28, 2026 Transportation Committee meeting, the Committee received for information the Regional Parks Committee report and passed a motion arising.

Previously, at the December 10, 2025 Capital Regional District Board meeting, the Board discussed and carried the following recommendations from the Regional Parks Committee meeting of November 11, 2025:
The Regional Parks Committee recommends to the Capital Regional District Board:
1. That the planning, implementation, and operation of all regional trails on the Gulf Islands-such as those identified in the Gulf Islands Regional Trails Plan-be referred to the CRD Transportation Committee for consideration;
2. That this report, including the Gulf Islands Regional Trails Plan, be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and
3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.]

The Transportation Committee recommends to the Capital Regional District Board:
That staff report back on the implications of the CRD Gulf Island trails being considered as regional trails under the Regional Transportation Service, during the update of the Regional Transportation Plan.
(NWA)

Attachments: Staff Report: SSIRT Feasibility Study Findings & Next Steps

Appendix A: SSIRT Final Section of Salish Sea Trail Network

Appendix B: Gulf Islands Regional Trails Plan

Presentation: SSIRT Feasibility Study & Next Steps

6.14. 25-1240 Motion with Notice: Fulford-Ganges to Vesuvius multi use pathway Advocacy (B. Webster)

Recommendation: [At the January 28, 2026 Transportation Committee meeting, the Committee considered the CRD Board's referral of the following Motion with Notice from the Salt Spring Island Local Community Commission (SSI LCC):

"That the Salt Spring Island Local Community Commission request that the Capital Regional District Board consider advancing the trail designs of the Fulford-Ganges to Vesuvius multi use pathway designs out of Salt Spring Island Regional Trail Feasibility Study from 2027 to 2026 in the Five-Year Financial Plan."

At the Transportation Committee meeting, CRD staff indicated that regional parks do not have the capacity to advance the trail design work in 2026. However, the SSI LCC could advance the trail design work as part of their 2026 work plan. As making a recommendation to the SSI LCC on their work plan is outside the mandate of the Transportation Committee, staff were directed to report back to the Commission suggesting that they put forward a new recommendation to the CRD Board indicating that the SSI LCC would take on the responsibility of advancing the trail design work in 2026.

The Transportation Committee's consensus (without objection) was to report back to the CRD Board with NO RECOMMENDATION.]

There is no recommendation from the Transportation Committee.

6.15. 26-0152 2026 Committee and External Membership Appointments - Update #2

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

Attachments: 2026 Board and Committee Membership Appointments (9 February 2026)

7. ADMINISTRATION REPORTS

7.1. 26-0153 2027-2030 Board Remuneration and Travel Expense Reimbursement Review Update

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

Attachments: Staff Report: Board Remuneration/Travel Expense Reimbursement Review Upd

Appendix A: Board Remuneration/Travel Expense Reimbursement Policy (2026

Presentation: Western Compensation and Benefits Consultants' Project

7.2. 26-0148 AAP Requirements for Bylaw No. 4704: Performing Arts Facilities Service Establishing Bylaw No. 1, 2025

Recommendation: 1. That in accordance with section 86(3) of the Community Charter, the date of March 30, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4704, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4704 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and
3. That the total number of registered electors within the service participating area is 315,735 and that 10% of that number is 31,574 electors.
(NWA)

Attachments: Staff Report: AAP Requirements for Bylaw No. 4704
Appendix A: Bylaw No. 4704 at Third Reading
Appendix B: Synopsis of Bylaw No. 4704
Appendix C: Notice of AAP for Bylaw No. 4704
Appendix D: Elector Response Form Bylaw No. 4704
Appendix E: Communication Channels for Bylaw No. 4704
Appendix F: FAQs for Bylaw No. 4704

7.3. 26-0085 Bylaw No. 4741: Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026

Recommendation: 1. That Bylaw No. 4741, "Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4741 be adopted.
(WA, 2/3 on adoption)

Attachments: Staff Report: Bylaw No. 4741 - Temporary Borrowing (Maliview)
Appendix A: Bylaw No. 4741

7.4. 26-0127 Operating Surplus Report 2025 for SEAPARC

Recommendation: That staff be directed to transfer the 2025 operating surplus to the Capital Reserve Fund.
(WP - JDF EA and Sooke)

Attachments: Staff Report: Operating Surplus Report 2025 for SEAPARC

7.5. 26-0111 Biosolids Beneficial Use Management - January Update

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

Attachments: Staff Report: Biosolids Beneficial Use Management - January Update

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 26-0116 Bylaw No. 4677, “Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026”

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026" be introduced and given first, second and third reading; and
(NWA)
2. That Bylaw No. 4677 be adopted.
(NWA, 2/3 on adoption)

Attachments: Staff Report: Bylaw No. 4677 - Fire Services Fire Prevention & Admin

Appendix A: Bylaw No. 4677

8.2. 26-0117 Bylaw No. 4734 to Amend Bylaw No. 3654 - Fire Commissions

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4734, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026" be introduced and given first, second and third reading; and
(NWA)
2. That Bylaw No. 4734 be adopted.
(NWA, 2/3 on adoption)

Attachments: Staff Report: Bylaw No. 4734 to Amend Bylaw No. 3654

Appendix A: Bylaw No. 4734

Appendix B: Consolidated Bylaw No. 3654 - Redlined

Environmental Services Committee

8.3. 26-0012 Beyond Hartland 2050 - Landfill Design Plan and Alternative Options

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
1. That staff commission a conceptual design plan to build out Phase 3 of Hartland Landfill in alignment with Strategy 15 of the 2021 Solid Waste Management Plan;
2. That staff develop a comprehensive options analysis that outlines and evaluates a broad set of future waste disposal alternatives to landfilling at the Hartland site;
3. That staff include timely information on these planning activities in the scope of ongoing government-to-government conversations with First Nations who have identified solid waste management as a topic of interest; and
4. That staff present the results of the above activities to the Board in 2027, including a shortlist of options to inform early development of the CRD's 2030 Solid Waste Management Plan.
(WP - All)

Attachments: Staff Report: Hartland 2050 Beyond & Options

Appendix A: 2021 Solid Waste Management Plan (July 2023)

Appendix B: Solid Waste Management Plan Approval Letter (July 13, 2023)

Presentation: Beyond Hartland 2050 - Landfill Design Plan & Altern. Options

Governance and First Nations Relations Committee

8.4. 26-0082 CRD Reconciliation Action Plan

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That the Board direct staff to share the draft Reconciliation Action Plan with First Nations for their review and input, and where possible, work with First Nations to incorporate their feedback; and
2. That staff report back to the Board with the revised Plan for final approval.
(NWA)

Attachments: Staff Report: CRD Reconciliation Action Plan

Appendix A: Reconciliation Action Plan Draft Action Items

Presentation: CRD Reconciliation Action Plan

Juan de Fuca Land Use Committee

8.5. 26-0002 Zoning Bylaw Amendment Application for Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026; PID: 024-994-944 - East Sooke Road

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
1. That the referral of proposed Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025", to the East Sooke Advisory Planning Commission; CRD departments; Sc'ianew (Beecher Bay) First Nation; T'Sou-ke First Nation; Agricultural Land Commission; BC Hydro; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Forests - Water Protection Section; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Transit; RCMP; and Sooke School District #62 be approved and the comments received;
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
2. That Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025", be introduced and read a first, second and third time; and
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
3. That Bylaw No. 4657 be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: Staff Report: Zoning Bylaw Amendment Application RZ000287

Appendix A: Location, Zoning & DPA Map

Appendix B: Rural (A) Zone

Appendix C: Rural Residential (6A) Zone

Appendix D: Proposed Subdivision Plan

Appendix E: ALR Buffer Report

Appendix F: Riparian Areas Protection Regulation Report

Appendix G: Potable Water Letter

Appendix H: Proposed Bylaw No. 4657

Appendix I: Referral Comments

Regional Parks Committee

8.6. 26-0043 Bylaw No. 4688: Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4688, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025", be read a first, second, and third time; and
(WP - All)
2. That Bylaw No. 4688 be adopted.
(WP - All, 2/3 on adoption)

Attachments: Staff Report: Bylaw No. 4688

Appendix A: Bylaw No. 4688

Appendix B: Bylaw No. 4225 (Redlined)

Regional Water Supply Commission

8.7. 25-0038 Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

Recommendation: That the Regional Water Supply Commission recommend to the Capital Regional District Board that:
1. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
(WP - All except SGI & SSI)
2. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be submitted to the British Columbia Inspector of Municipalities for Statutory Approval pursuant to the Local Government Act.
(NWA)

Attachments: Staff Report: RWS DCC Bylaw No. 4658

Appendix A: Bylaw No. 4658

Appendix B: RWS DCC Background Report - December 2025

Appendix C: Summary of Previous and Planned Staff Reports

9. BYLAWS

9.1. 26-0172 Adoption of Bylaw No. 4714, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”

Recommendation: That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be adopted.
(NWA)

Attachments: Bylaw No. 4714

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 26-0141 Motion to Close the Meeting

Recommendation: 1. That the meeting be closed for appointments and personal information in accordance with Section 90(1)(a) of the Community Charter. [1 item]
2. That the meeting be closed for land expropriation in accordance with Section 90(1)(e) of the Community Charter. [1 item]
3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 item]
4. That the meeting be closed for contract negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 item]
5. That such disclosures could reasonably be expected to harm the interest of the Regional District. [1 item]
6. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter. [2 items]

13. RISE AND REPORT

14. ADJOURNMENT

Votinq Key:
NWA - Non-weighted vote of all Directors
NWP - Non-weighted vote of participants (as listed)
WA - Weighted vote of all Directors
WP - Weighted vote of participants (as listed)

Meeting Minutes

Capital Regional District Board

Wednesday, January 14, 2026 **12:10 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

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

STAFF: T. Robbins, Chief Administrative Officer; A. Fraser, General Manager, Infrastructure and Water Services; S. Henderson, General Manager, Electoral Area Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; V. Somosan, Acting Chief Financial Officer/General Manager, Finance and Technology; S. Carey, Senior Manager, Legal & Risk Management; C. Neilson, Senior Manager, People, Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Tooke, Senior Manager, Environmental Innovation; G. Tokgoz, Manager, Transportation; M. Lagoa, Deputy Corporate Officer; J. Ives, Committee Clerk; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 12:26 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Murdoch, SECONDED by Director Brice,
That the agenda for the January 14, 2026 session of the Capital Regional District Board be approved with the following amendment:
- Item 7.3. be moved to be considered as agenda item 9.2.b.
CARRIED

3. ADOPTION OF MINUTES

3.1. 26-0013 Minutes of the Capital Regional District Board meeting of December 10, 2025

MOVED by Director Murdoch, SECONDED by Director Desjardins,
That the minutes of the Capital Regional District Board meeting of December 10, 2025 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

Chair McNeil-Smith welcomed everyone back from their holidays.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

There were no delegations.

6. MOTION TO CLOSE THE MEETING

6.1. 26-0018 Motion to Close the Meeting

MOVED by Director Brice, SECONDED by Director Kobayashi,
That the meeting be closed for personal information in accordance with Section 90(1)(a) of the Community Charter.
CARRIED

The meeting moved to the Closed Session at 12:29 pm.

The meeting rose from closed session and reconvened at 12:37 pm without report.

Director Tait left the meeting at 12:37 pm.

7. CONSENT AGENDA

MOVED by Director Kobayashi, SECONDED by Director Coleman,
That consent items 7.1., 7.2., and 7.4. through 7.7. be approved.
CARRIED

7.1. 25-1254 Capital Regional District 2025 Audit Planning Discussion

That the Capital Regional District 2025 Audit Plan developed by KPMG be approved.

7.2. 25-1258 Capital Regional District External Grants Update

This report was received for information.

7.4. 25-1340 2025 Regional Water Supply Strategic Plan - Final

This report was received for information.

7.5. 26-0022 2026 Terms of Reference for Standing Committees

That the 2026 Terms of Reference for standing committees be approved.

7.6. 25-1285 CRD Evolves 2024-2025 Organizational Plan Update

This report was received for information.

7.7. 26-0073 2026 Committee and External Membership Appointments - Update #1

This report was received for information.

8. ADMINISTRATION REPORTS

8.1. 25-1352 CAO Quarterly Progress Report No. 4, 2025

Director Tait rejoined the meeting electronically at 12:44 pm.

T. Robbins presented Item 8.1. for information.

Discussion ensued regarding the delay in projects as a result of tendering.

This report was received for information.

Director Goodmanson left the meeting at 12:53 pm.

8.2. 26-0005 Biosolids Beneficial Use Management - December Update

L. Jones presented Item 8.2. for information.

Discussion ensued regarding:
- that untreated sludge requires further processing to be considered biosolids
- future reports on the advanced thermal project

This report was received for information.

8.3. 26-0080 252 Gorge Road East - Authority to Enter and Remedy Risk to CRD Works

K. Lorette spoke to Item 8.3.

Discussion ensued regarding:
- timeline and next steps to advance and complete this work
- the scope of authority provided by ss. 290 and 291 of the *Local Government Act*

Director Goodmanson rejoined the meeting in person at 1:06 pm.

MOVED by Director Caradonna, SECONDED by Director Szpak,
That, pursuant to ss. 290 and 291 of the Local Government Act, CRD employees and contractors necessary for investigation of landslip and failure of the slope and retaining wall located at or around 252 Gorge Road East, endangering CRD property and services, may enter on, break up, alter, take, or enter into possession or use of the lands to investigate and remedy concerns.
CARRIED

9. REPORTS OF COMMITTEES

Electoral Areas Committee

9.1. 26-0004 Bylaw No. 4713, Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025

Directors Coleman, Kobayashi, Plant, and Murdock left the meeting at 1:09 pm.

MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4713, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025" be introduced read a first, second and third time; and
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4713 be adopted.
CARRIED

9.2. 25-1346 Bylaw No. 4678: Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025

Directors Coleman and Plant rejoined the meeting in person at 1:11 pm.

MOVED by Director Brent, SECONDED by Director Holman,
1. That the attached Certification of Results of Petition for Borrowing - Lyall Harbour/Boot Cove Water Service be received.
CARRIED

Director Kobayashi rejoined the meeting in person at 1:12 pm.

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for approval.
CARRIED

9.2.b. 26-0007 Motion with Notice: Communicating Building Permit Fee and Processing Changes (Director Holman)

MOVED by Director Holman, SECONDED by Director Brent,
That the building permit fee and processing changes be reviewed by staff and a report provided to the Electoral Areas Committee after a year.
CARRIED

Finance Committee

9.3. 25-1266 Municipal Finance Authority 2026 Spring Issue - Capital Regional District Security Issuing Bylaw Nos. 4742 and 4743

MOVED by Director Brice, SECONDED by Director Coleman,
1. That Bylaw No. 4742, "Security Issuing Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Coleman,
2. That Bylaw No. 4742 be adopted.
CARRIED

MOVED by Director Brice, SECONDED by Director Coleman,
3. That Bylaw No. 4743, "Security Issuing Bylaw No. 2, 2026", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brice, SECONDED by Director Coleman,
4. That Bylaw No. 4743 be adopted.
CARRIED

10. BYLAWS

10.1. 26-0067 Adoption of Bylaw No. 4370, “Maliview Estates Sewerage System Loan Authorization Bylaw No. 1, 2020”

Director Caradonna left the meeting at 1:15 pm.

Director Murdock rejoined the meeting in person at 1:16 pm.

Directors Desjardins and Szpak left the meeting at 1:16 pm.

MOVED by Director Holman, SECONDED by Director Goodmanson,
That Bylaw No. 4370, “Maliview Estates Sewerage System Loan Authorization Bylaw No. 1, 2020” be adopted.
CARRIED

10.2. 26-0068 Adoption of Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025”

Director de Vries left the meeting at 1:17 pm.

MOVED by Director Holman, SECONDED by Director Goodmanson,
That Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025” be adopted.
CARRIED

10.3. 26-0069 Adoption of Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025"

MOVED by Director Holman, SECONDED by Director Goodmanson,
That Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be adopted.
CARRIED

10.4. 26-0072 Adoption of Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022"

MOVED by Director Wickheim, SECONDED by Director Goodmanson,
That Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022" be adopted.
CARRIED

Director Desjardins rejoined the meeting in person at 1:18 pm.

10.5. 26-0070 Adoption of Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025"

Director Tobias left the meeting at 1:18 pm.

MOVED by Director Wickheim, SECONDED by Director Goodmanson,
That third reading of Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be rescinded.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Goodmanson,
2. That Bylaw No. 4714 be amended under Section 1 by replacing the words "Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999" with the words "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999".
CARRIED

Directors Tobias and Caradonna rejoined the meeting in person at 1:19 pm.

MOVED by Director Wickheim, SECONDED by Director Goodmanson,
3. That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be read a third time as amended.
CARRIED

11. NOTICE(S) OF MOTION

There were no notice(s) of motion.

12. NEW BUSINESS

There was no new business.

13. MOTION TO CLOSE THE MEETING

13.1. 26-0075 Motion to Close the Meeting

Directors de Vries and Szpak rejoined the meeting in person at 1:20 pm.

MOVED by Director Murdoch, SECONDED by Director Goodmanson,
1. That the meeting be closed for appointments and personal information in accordance with Section 90(1)(a) of the Community Charter.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,
2. That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,
3. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,
4. That the meeting be closed for contract negotiations in accordance with Section 90(1)(k) of the Community Charter.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,
5. That such disclosures could reasonably be expected to harm the interest of the Regional District.
CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,
6. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter.
CARRIED

The meeting went into the closed session at 1:21 pm.

14. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 5:18 pm, and reported on the following:

In accordance with Bylaw No. 3654, that the following be appointed to the Galiano Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2027:
Len Hagan, Kieran Kelleher, Kenneth Kucille, Robert Matson, Idora Scott, Allison Whitlock

In accordance with Bylaw No. 3763, that the following be appointed to the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for a term expiring December 31, 2027:
Tracy-Jill Guenard, Eric Stepura, Sandy McAndrews, Sid Jorna

In accordance with Bylaw No. 3654, that the following be appointed to the Otter Point Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2027:
Dave Gollmer, Diane Morton, Paul White

In accordance with Bylaw No. 2397, that the following be appointed to the Peninsula Recreation Commission for a term expiring December 31, 2027:
Vince Kreiser

That the Transportation Committee be permitted to meet in closed session for intergovernmental negotiations with the provincial government in accordance with Section 90(2)(b)(i) of the Community Charter. [1 item]

15. ADJOURNMENT

MOVED by Director Brice, SECONDED by Director Holman,
That the Capital Regional District Board meeting of January 14, 2026 be adjourned at 5:18 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

Reconciliation Corridor Initiative

PRESENTATION TO THE CRD BOARD, 11 FEBRUARY 2026

ISLAND CORRIDOR FOUNDATION

Background and Context

- 2023: $18m Provincially Funded Shared Vision project launched
  - $600K allocated to the CRD, extended to March 2027
- Work underway since
  - Information gathering: Reversion, remediation and encumbrances
  - Consultant work: including CRD, ACRD, Comox VRD, Cowichan VRD (completed), RDN, K'ómoks, Malahat, Tseshaht, SNA First Nations
  - Regional Districts supported ICF coordination role ($30K per RD)
    - No project management function for the project
  - CRD provided $80,000 for subregional scope with ICF to March 2026

ISLAND CORRIDOR FOUNDATION

Turning Point:
All Parties Meeting June 2025

- Parties uncomfortable addressing Corridor use outside of their own jurisdictions
- Challenges reaching a "shared" vision
  - 19 parties
  - Limited information sharing and collaboration between parties
  - No formal process to negotiate around different interests
- Regional priorities emerging
- Kosapsum Nation Proposal:
  - Move from discussion to negotiation at a regional level

ISLAND CORRIDOR FOUNDATION

Capital Region Shared Vision Work

- Kosapsum Nation led exploratory meetings summer/fall 2025
  - Kosapsum Nation
  - Songhees Nation
  - CRD
  - Mayors of Victoria, Esquimalt, View Royal, Langford, Colwood (participation grew overtime)
  - CFB Esquimalt
  - ICF and Southern Rail of VI
- Focus on CRD portion of the Island corridor (VicWest to Langford)
- Steering Committee and Working Group established
  - ICF provides project management capacity
- Reconciliation Corridor Initiative **ʔayʔnəwəlʔist** announced December 2025

ISLAND CORRIDOR FOUNDATION



ʔaýnəwəlʔist

Moving Forward Together for the Good of All

RCI Points of Agreement

- Rail will be removed through the residential area of Kosapsum Nation's reserve.
  - That part of the alignment will be remediated and returned to the Nation
- Parties will explore together
  - Realignment through the economic development lands of Kosapsum Nation
  - The feasibility of a passenger rail service running from VicWest to Westhills/Langford using the former E&N Corridor
  - Opportunities for the RCI to contribute to:
    - regional transportation system
    - economic development for the region and the Nations, and
    - affordable housing/transit-oriented development along the Corridor.

ISLAND CORRIDOR FOUNDATION

Work underway

- **HDR consultant team:** ridership study, costing estimates
  - Report due March 20th 2026 to Steering Committee
  - Funding for work currently provided by Esquimalt Nation
- **The Stewart Group**: strategic investment presentation
  - Requested by federal MPs and provincial MLAs
  - Goal to formally engage federal government in RCI
  - Project Pitch Deck Due March 31st 2026
- **Consultant TBC:** Larger technical feasibility study
  - Building to a business case, potentially in phases
  - Wider scope of work estimated at $2.1m to $3.6m
    - Anticipated completion mid-late 2027.
- **Project Management:**
  - Strengthening connections with MOTT, BC Transit, provincial and federal politicians
  - Supporting consultants, Working Group, Steering Committee

ISLAND CORRIDOR FOUNDATION

Concurrent work at CRD

- CRD update to Regional Transportation Plan (RTP) underway
  - The RCI and the RTP
    - The Corridor's role in an integrated transportation plan for the region
    - How a reactivated Corridor can support future rapid transit and be integrated into the regional transit network.
  - Regional growth and land use considerations
    - Potential multimodal hub at transit stations:
    - Land use and transit-oriented area densities necessary to support rapid transit
  - Regional integration is part of the technical feasibility study

ISLAND CORRIDOR FOUNDATION

Support requested

- Immediate support needed to continue coordination work, advance the full technical feasibility study, and obtain federal financial contribution to this work.
- $300,000 approved by CRD board for use to support Reconciliation Corridor Initiative (subject to provincial approval on scope)
- $1.6M in legacy CRD capital funding agreement with ICF for railway work
  - Can this be used to support technical feasibility study costs?
  - Continued engagement and coordination with partnership table
  - Additional point of connection with CRD through RTAC

ISLAND CORRIDOR FOUNDATION

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT: *Fire Safety Act* – Designation of Fire Safety Inspectors and Fire Investigators

ISSUE SUMMARY

To designate positions to serve as fire safety inspectors and fire investigators for the Capital Regional District (CRD), in accordance with the *Fire Safety Act (FSA).*

BACKGROUND

The *FSA*, which received Royal Assent in 2016, was finally brought into force as of August 1, 2024, superseding and replacing the *Fire Services Act*. Under the *FSA,* the CRD must designate fire safety inspectors and investigators.

The *FSA* obliges the CRD to provide border-to-border fire inspection capabilities and fire investigation services, which is a new requirement for all regional districts.

The training qualification standards for fire investigators and fire inspectors are set by the Office of the Fire Commissioner (OFC). The standards have been released, including processes for recognition through assessment of prior learning; however, the training sessions have yet to be offered by the OFC. Staff will work closely with the individual departments to assist designated individuals in meeting qualification standards through the prior learning assessments and training sessions as they become available.

Designation of Fire Inspectors

The CRD Board, as a local authority, must "designate in writing persons, or a class of persons, as fire inspectors to conduct fire safety inspections". Any person, or class of persons, so designated must meet the "applicable standards established by the fire commissioner". For a regional district, the designations that it makes must, in aggregate, cover the entirety (geographically) of the unincorporated areas for which it is responsible.

Under section 9 of the *FSA*, any person designated as a Fire Inspector may undertake a fire safety inspection "for the purpose of determining compliance with the *FSA* or regulations in the following circumstances":

- on receiving a complaint
- if believed advisable by the Fire Inspector, without receiving a complaint
- on the request of an owner or occupier of premises; and
- as part of any compliance monitoring program that may be established by a regional district

Designation of Fire Investigators

The CRD Board, as a local authority, must "designate in writing persons, or a class of persons, as fire investigators to conduct fire investigations". Any person, or class of persons, designated must meet the "applicable standards established by the fire commissioner". For a regional district, the designations that it makes must, in aggregate, cover the entirety (geographically) of the unincorporated areas for which it is responsible.

Under section 26 of the *FSA*, fire investigators are granted broader powers than fire inspectors. They may enter property or premises at any time in connection with an investigation, including land or premises where the fire has occurred, or which are proximate to the incident, to conduct

the investigation. Fire investigators have a wide range of authority in connection with their investigations, as detailed in the *FSA*.

Appendix A reflects both rescissions and additions of named persons or class of persons. Salt Spring Island Fire Captains were previously designated as part of a "class of persons" and Appendix A reflects a change for Salt Spring Island Fire Captains from "class of persons" to "persons", which is consistent with all other fire service areas. In addition for East Sooke officers, the designation has been expanded to include both inspector and investigator and new designations added for Galiano and Mayne islands.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the persons, or class of persons, identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

Alternative 2
That this report be referred back to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Financial Implications

If the CRD-designated personnel are unavailable or require support, the CRD may initiate a request for support from the OFC at no cost to the CRD. The OFC has stated that this arrangement will be evaluated on an ongoing basis.

CONCLUSION

The CRD Board, as a local authority, must designate in writing persons, or a class of persons, as fire inspectors and fire investigators to conduct fire safety inspections and fire cause investigations throughout the unincorporated areas.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the persons, or class of persons, identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

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

ATTACHMENT

Appendix A: Designation of Fire Inspectors and Fire Investigators for the Capital Regional District – Effective February 11, 2026 – List

APPENDIX A

DESIGNATION OF FIRE INSPECTORS AND FIRE INVESTIGATORS FOR THE CAPITAL REGIONAL DISTRICT

Effective February 11, 2026

Rescinding of Designation of a Person or Class of Persons effective February 11, 2026	**Scope**	**Inspector**	**Investigator**
Salt Spring Island Fire Captains (Career)	Salt Spring Island	X	X

Confirmation of Designation of a Person or Class of Persons, effective February 11, 2026	**Scope**	**Inspector**	**Investigator**
Pender Island Fire Officer Grelik, Jon	Southern Gulf Islands	X	X
Mayne Island Fire Officer Hadley, Dan	Southern Gulf Islands	X	X
Mayne Island Fire Officer Stobart, Kyle	Southern Gulf Islands	X	X
Mayne Island Fire Officer Walker, Eric	Southern Gulf Islands	X	X
Galiano Island Fire Officer Tessier, Valerie	Southern Gulf Islands	X	X
Galiano Island Fire Officer Wilson, Rich	Southern Gulf Islands	X	X
Salt Spring Island Fire Officer Akerman, Ken	Salt Spring Island	X	X
Salt Spring Island Fire Officer Hunsberger, Cody	Salt Spring Island	X	X
Salt Spring Island Fire Officer Nuyens, Warren	Salt Spring Island	X	X
Salt Spring Island Fire Officer Akerman, Clayton	Salt Spring Island	X	X
Salt Spring Island Fire Officer Byrne, Patrick	Salt Spring Island	X	X
Salt Spring Island Fire Officer Fraser, Gord	Salt Spring Island	X	X
Salt Spring Island Fire Officer Holmes, Jamie	Salt Spring Island	X	X
Salt Spring Island Fire Officer Lundy, Dale	Salt Spring Island	X	X
East Sooke Fire Officer Larkin, Fiona	Juan de Fuca	X	X
East Sooke Fire Officer Bigelow, Dave	Juan de Fuca	X	X

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ERM 26-03

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 21, 2026

SUBJECT **Vancouver Island and Coastal Communities – Committee on Solid Waste and Circular Economy Update**

ISSUE SUMMARY

To provide an update on current and future advocacy activities that will be coordinated by the Vancouver Island and Coastal Communities' Committee on Solid Waste and Circular Economy (VICC-CSWCE).

BACKGROUND

As a member of the VICC-CSWCE, the Capital Regional District (CRD) collaborates with seven other regional districts to share information and data, discuss solutions for common challenges and present cohesive input and advocacy to other levels of government on matters related to responsible waste management.

While staff from the eight participating regional districts meet regularly, the VICC-CSWCE also includes elected officials that meet annually to share progress reports from each region and to discuss shared challenges, opportunities and areas where an expert unified voice could be leveraged to assist other levels of government and non-governmental organizations in developing effective waste management programs and policies.

2025 Progress Summary

Over the past year, the VICC-CSWCE drafted several successful Union of BC Municipalities (UBCM) resolutions that were endorsed in September 2025, including:

- the development of a provincial disaster debris response plan
- the development of a provincial circular economy strategy
- actions to conserve BC's remaining landfill capacity
- sustainable funding support to help regional districts and landfill owners comply with landfill gas regulations
- a call to remove the requirement for regional districts to get Provincial approval on policies included in approved Solid Waste Management Plans

The VICC-CSWCE also issued a media release on the Province's unexpected decision to pivot from their previous commitment to create an extended producer responsibility (EPR) program for mattresses and their foundations, leading to a coordinated effort that saw the majority of committee members call for the Province to include mattresses in the next update of BC's *Recycling Regulation* via reports to their respective Boards, letters to the Minister of Environment and Parks and associated media activities.

Key Issues

Building on this effective advocacy work, the VICC-CSWCE identified the following priorities as key areas for collaboration throughout 2026:

- managing financial pressures to maintain service affordability
- addressing slow progress and gaps in the Province's *Recycling Regulation* and associated EPR programs
- expanding recycling opportunities and regulations in the industrial, commercial and institutional sector
- providing effective services for remote and rural communities
- increasing overall waste diversion rates across material streams
- reducing contamination in organics collection programs
- addressing the vulnerability of waste export systems and markets

Future Advocacy

The VICC-CSWCE approved these issues as priority areas for its advocacy efforts throughout 2026, directing the committee's executive to take action through direct conversation with the Minister of Environment and Parks and ministry staff, future UBCM resolutions, press releases and coordinated reporting and letter-writing from participating regional districts as appropriate.

Ongoing advocacy support from the CRD aligns with several strategies in the CRD's current Solid Waste Management Plan, including:

- Strategy 2E to "Advocate provincially and federally to limit or eliminate the manufacturing, distribution and/or sale of single use items and non-recyclable materials."
- Strategy 2F to "Advocate provincially and federally for sustainable product and packaging design."
- Strategy 3C to "Advocate for regulations that support avoiding food waste."
- Strategy 10A to "Advocate to the Province to expand EPR programs."
- Strategy 10C to "Advocate for increased return-to-retailer opportunities."

CONCLUSION

As a member of the Vancouver Island and Coastal Communities' Committee on Solid Waste and Circular Economy, the Capital Regional District (CRD) collaborates with seven other regional districts to share information, work together on common challenges and advocate to other levels of government on matters related to responsible waste management. In 2025, this committee took substantial action to advance several solutions for consideration by the Province. This advocacy work will continue in 2026 to address several issues of relevance to the CRD, including reducing contamination, expanding extended producer responsibility programs to non-residential sectors and providing effective services in rural and remote communities.

RECOMMENDATION

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

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Rory Tooke, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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EEE 26-02

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 21, 2026

SUBJECT **Tendering Hartland Landfill Cell 5B Construction Services**

ISSUE SUMMARY

In accordance with the Capital Regional District's (CRD) procurement policy, staff require Board approval to issue a tender for Cell 5B Construction Services at Hartland Landfill.

BACKGROUND

The British Columbia *Environmental Management Act* requires the CRD to provide a safe, secure and sustainable disposal option for regional solid waste in perpetuity. In alignment with this mandate, the CRD's Solid Waste Management Plan establishes the direction to "develop design options that maximize the disposal capacity of Hartland Landfill to 2100 and beyond".

To this end, the planned buildout of Hartland Landfill's Phase 2 was divided into four cells (Cell 4, 5A, 5B and 6) to account for the complex logistics and scheduling of this multi-year construction project. Construction of Cell 4 and 5A was completed in 2024 and 2025, providing approximately four to five years of airspace and adequate time to construct the infrastructure required for Cell 5B.

Landfill Cell 5B Construction Requirements

Planning and design of Cell 5B is underway and construction is scheduled to begin in 2026. The target for completion of Cell 5B is December 31, 2027. Upon completion of the Cell 5B infrastructure, there will be approximately 10 years of landfilling airspace before Cell 6 airspace will be required in approximately 2040.

Section 5 of the CRD Procurement Policy Procedures states that "Invitations to Tender must only be initiated as follows: 5.5.4 For acquisitions over $5,000,000, on approval of the Board by way of a Board resolution authorizing the tender call." As the total value of the contracted construction services for Cell 5B is expected to exceed this threshold, a Board resolution is required. The total cost of construction is estimated to be between $9 million and $11 million. Funding for this project has been provisionally approved by the Board in the Environmental Resource Management (ERM) 2026 capital project budget.

ALTERNATIVES

Alternative 1
The Environmental Services Committee recommends to the Capital Regional District Board that: Staff are authorized to issue the Invitation to Tender for Construction Services for the infrastructure required for Hartland Landfill Cell 5B with the work to commence in 2026.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The table below provides a high-level description of the project components alongside the budgeted funds within ERM's provisionally approved 2026 capital project list:

Project #	Description	Budget Available 2026
17-02	Aggregate Production for Internal Use	$ 500,000
22-01	NW Sedimentation Pond Relining and Expansion	$ 1,000,000
24-01	Cell 5&6 Gravity Retaining Wall Construction	$ 2,750,000
24-05	Cell 5 Liner Construction	$ 6,800,000
24-07	Relocation of N. Toe Road Sedimentation Pond	$ 500,000
25-02	North End Wheel Wash	$ 400,000
26-05	Existing Utilities Relocated for Cell 5	$ 1,150,000
	Total	**$ 13,100,000**

The total provisionally approved ERM capital budget for 2026 is $17.29 million, of which the above sub-set of projects are budgeted at $13.1 million. The estimated total construction cost for Hartland Landfill Cell 5B is between $9 million and $11 million, with the remaining balance of $2.1 million to $4.1 million available for design and project management costs as well as a 20% contingency to cover variable unit rate pay items and for unknown additional scope that may arise during construction.

Environmental Implications

Modern liner technology and redundancy will be implemented to ensure ongoing leachate containment during the contaminating lifespan of the landfill. The design consists of a primary 60 mil high-density polyethylene geomembrane liner and a secondary geosynthetic clay liner, consistent with the requirements of the BC Ministry of Environment 2016 Landfill Criteria for Municipal Solid Waste.

CONCLUSION

Construction of Cell 5B is necessary to ensure solid waste service levels for the region are maintained in accordance with the Capital Regional District's Solid Waste Management Plan and BC's *Environmental Management Act*. Design and planning for Cell 5B are underway and construction for Cell 5B is slated to begin in 2026. Staff require approval to issue an Invitation to Tender for this work in 2026 as the cost is expected to exceed $5 million.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board that: Staff are authorized to issue the Invitation to Tender for Construction Services for the infrastructure required for Hartland Landfill Cell 5B with the work to commence in 2026.

Submitted by:	Stephen May, P.Eng., Senior Manager, Corporate Capital Project Delivery Services
Concurrence:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Rory Tooke, Ph.D., Acting General Manager, Parks Recreation and Environmental Services
Concurrence:	Varinia Somosan, Acting Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 4, 2026

SUBJECT **2026 Appointments Advisory Committee**

ISSUE SUMMARY

Establish membership to the Appointments Advisory Committee for the current year.

BACKGROUND

In 2021, the CRD Board adopted the policy titled "*CRD Appointment of Public Members to External Boards*" attached as Appendix A.

The purpose of this policy is to ensure that the most suitable candidates are selected and appointed as CRD Representatives, and to ensure that the process of appointing Public Members to an External Board is inclusive, transparent, and consistently applied. The policy defines the establishment of an Appointment Advisory Committee as an advisory committee responsible for reviewing applications and making recommendations for public member appointments to the CRD Board.

Section 1.0(c) of the Governance and First Nations Relations Committee's Terms of Reference states:

> *(c) The Committee may establish an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards.*
>
> *i. The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.*

The decision before the Committee is to appoint three of its members to the Appointments Advisory Committee. Historically, the Chair of the Governance Committee has also served as the Chair to the Appointments Advisory Committee.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the membership of the Appointments Advisory Committee for 2026 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director [X], and Director [Y].

Alternative 2
That this report be referred to the Capital Regional District Board for a decision on appointing three members to the Appointments Advisory Committee for 2026.

IMPLICATIONS

The CRD has received notice of the following vacancy requiring appointment in 2026:

- **Royal & McPherson Theatres Society**: Appointment of one Appointed Director for a 2-year term by the March 11, 2026 Board meeting.

- **Accessibility Advisory Committee**: Annual appointment for expired and vacant members for a 2-year term.

Legislative Services staff will prepare the call for expressions of interest and work with CRD Corporate Communications on posting the opportunity to serve on the external boards listed above. Staff will bring forward a report to a Closed meeting of the Appointments Advisory Committee that will include a matrix showing which individuals have met the eligibility requirements and established member criteria. The Appointments Advisory Committee will then make a recommendation to the CRD Board for appointment.

CONCLUSION

The Appointments Advisory Committee is a sub-committee of the Governance and First Nations Relations Committee. The Committee appoints up to three of its members annually to serve on the Appointments Advisory Committee. Appointments considered by this Committee include the Accessibility Advisory Committee (annually) and external boards (as required) when members of the public may be appointed as CRD Representatives. The Appointments Advisory Committee will review the applicants and then make a recommendation to the CRD Board for appointment.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the membership of the Appointments Advisory Committee for 2026 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director [X], and Director [Y].

Submitted by:	Marlene Lagoa, MPA, 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: CRD Appointment of Public Members to External Boards Policy

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CAPITAL REGIONAL DISTRICT
CORPORATE POLICY

Policy Type	Board		
Section			
Title	**CRD Appointment of Public Members to External Boards**		
Adopted Date	April 14, 2021	Policy Number	BRD08
Last Amended			
Policy Owner	Legislative Services		

1. POLICY:

The intent of the policy is to establish a standard process for the CRD Board's appointment of Public Members to External Boards.

2. PURPOSE:

The purpose of this policy is to ensure that the most suitable candidates are selected and appointed as CRD Representatives, and to ensure that the process of appointing Public Members to an External Board is inclusive, transparent and consistently applied.

3. SCOPE:

This policy applies to the filling of vacancies when Public Members are eligible for appointment as a CRD representative or nominee to an External Board.

This policy is intended to supplement, not replace, the appointment processes already prescribed in the establishing governance documents for the External Board. Where sections of this policy conflict with requirements set out in legislation or bylaws, the requirements of those governing documents will prevail.

This policy does not apply to the appointment of CRD Board Members or Municipal Councillors.

4. DEFINITIONS:

"Appointment" means a resolution by the CRD Board to nominate or appoint a Public Member to an External Board.

"Appointment Advisory Committee" means an advisory committee responsible for reviewing applications and making recommendations for public member appointments.

"CRD Board" means the governing and executive bodies of the Capital Regional Board, Capital Regional Hospital District Board, and Capital Region Housing Corporation.

"External Board" means a non-CRD Board or committee, including but not limited to a society, corporation, foundation, public utility or authority, which has a CRD-appointed or nominated representative as a member.

"Public Member" means an individual who is not a CRD Board Member or Municipal Councillor.

5. PROCEDURE:

5.1. Confirmation of Vacancies

- Legislative Services staff will monitor membership terms and vacancies in accordance with the relevant legislation, bylaw, and terms of reference, as applicable.
- External Boards seeking appointments may specify preferred qualifications or areas of experience for prospective CRD Representatives.

5.2. Call for Expressions of Interest

- Calls for expressions of interest will be posted to the CRD website and on social media.
- Expressions of interest for available vacancies may be published in a local newspaper or posted in a local meeting place.
- Expressions of interest must be open for a period of no less than 30 days from the first date of publication of the call for expression of interest.

5.3. Consideration of Candidates & Appointments

- CRD staff will prepare a Closed staff report for consideration by the Appointment Advisory Committee during a Closed meeting in accordance with Section 90(1)(a) of the *Community Charter*.
- The Closed staff report must include the following information:
    - ***Candidates:*** naming of all individuals who have expressed interest by the deadline and may include materials they have submitted;
    - ***Re-appointments:*** Identify any individuals currently serving on the committee/commission and seeking re-appointment;
    - ***Eligibility-Criteria Matrix***: When applicable, a matrix showing which individuals have met the eligibility requirements and member criteria.
    - ***Recommendation:*** Recommendation to nominate or appoint will be made in accordance with the External Board governing documents and confirmed by a resolution of the CRD Board.
- The appointment of individuals will be determined by a non-weighted all majority vote by the CRD Board.

5.4. Communicating and Tracking Appointments

- Legislative Services staff will send written notice and a certified copy of the CRD Board's resolution to the External Board informing them of the appointment.
- Legislative Services staff will maintain the pertinent contact information of Public Members, along with the appointment information of the External Board to which they have been appointed.

6. SCHEDULE:

Schedule A: External Boards with Public Member Appointments

7. AMENDMENT(S):

Adoption Date	Description:
April 14, 2021	

8. REVIEW(S):

Review Date	Description:
April 2026	

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

CRD Board Procedures Bylaw (No. 3828)
Guidelines for CRD Commissions Policy
Non-Disclosure / Confidentiality Agreement for CRD Commissions Policy

SCHEDULE A

External Boards with Public Member Appointments

Member Agency Boards	Representation Type	Appointment vs. Nomination	Term Length	Current Membership	Governing Documents
BC Ferry Authority	Southern Vancouver Island *CVRD or CRD Representative*	Nomination	3 years	CVRD Public Member	*Coastal Ferry Act*/ BC Ferry Bylaw
CREST Corporation	Director	Nomination	2 years	3 Public Members	*ECC Act*
Greater Victoria Harbour Authority	Member Director	Nomination	2 years	CRD Director	Board Recruitment Policy BRD06
Island Corridor Foundation	Director	Nomination	2 years	CRD Director	ICF Bylaw
Royal and McPherson Theatres Society	Appointed Director	Appointment	2 years *RMTS Board may re-appoint* *(up to 6 years)*	3-5 Public Members	RMTS Bylaw
Victoria Airport Authority	CRD Representative	Nomination	3 years	Public Member	VAA Bylaw No. 3

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REPORT TO ACCESSIBILITY ADVISORY COMMITTEE
MEETING OF TUESDAY, JANUARY 20, 2026

SUBJECT **Accessibility Reviews for three Salt Spring Island Recreation Facilities**

ISSUE SUMMARY

To review recommendations identified in the 2025 Accessibility Reviews for the Capital Regional District's (CRD) Salt Spring Island Rainbow Recreation Centre (RRC), Salt Spring Island Multi Space (SIMS) and Salt Spring Island Portlock Park (PP) and seek a letter of support for a grant.

BACKGROUND

In September 2022, the Accessible BC Regulation came into force requiring public sector organizations to establish an accessibility committee, develop an accessibility plan and implement a tool to receive public feedback. As of September 1, 2023, these requirements were prescribed for regional districts.

Through the Salt Spring Island (SSI) Local Community Commission's SSI Parks and Recreation Service 2025 Capital Plan, included funding to conduct an accessibility assessment for the SSI RRC, SIMS, and PP.

In September 2025, Meaningful Access Consulting was contracted to conduct a facility accessibility review of three CRD SSI facilities that were identified as having high-use public sites with known accessibility barriers reported by users.

The reviews took into consideration the perspectives of people with mobility, cognitive, auditory, and learning, sensory, and visual disabilities. The review criteria was developed by the Rick Hansen Foundation Accessibility Certification program and best practices offered by CSA-B651-23 guidelines. The scope of these reviews included public and staff-only areas of these two facilities including pathways, parking, entrances, access hallways, offices, meeting rooms, washrooms, change rooms, gymnasiums, pools, program spaces, playgrounds and emergency systems.

The three reports provide recommendations to improve inclusivity and enhance accessibility focusing on parking and facility access, wayfinding, lighting, emergency systems, washrooms, changerooms and program spaces. The reports do not include any cost estimates for accessibility improvements. To assist with implementation of some of the recommendations in the Accessibility Reviews, staff are seeking approval to proceed with an application for the Sparc BC Local Community Accessibility Grant program to support up to $25,000 in funding. The next funding intake for Sparc funding is in March 2026. Recommendations exceeding available grant funding will need to be phased into future capital plans.

ALTERNATIVES

Alternative 1
The Accessibility Advisory Committee recommends the Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the Accessibility Advisory Committee Chair provide a letter of support for the Sparc BC Local Community Accessibility Grant Program.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The Accessibility Reviews for the RRC, SIMS and PP are in alignment with the CRD Accessibility Advisory Committee Terms of Reference Purpose:

b) Identify barriers of access to CRD service and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.

Equity, Diversity & Inclusion Implications

The recommendations of the Accessibility Reviews are intended to increase inclusivity and reduce barriers to participation for Salt Spring Island community members to access programs and services in these two recreation facilities.

Financial Implications

The Accessibility Reviews for the RRC, SIMS and PP contain a number of recommendations that exceed available grant funding and will need to be incorporated into future capital plans for facility upgrades over several years. If the grant application is successful, the funding from the Sparc BC Local Community Accessibility Grant program could assist with implementation of basic recommendations identified in the reviews.

CONCLUSION

Accessibility reviews were completed in September 2025 for the Salt Spring Island Rainbow Recreation Centre, Salt Spring Island Multi Space and Salt Spring Island Portlock Park in accordance with the Province of BC's Accessible BC Regulation. The assessments incorporated the perspectives of individuals with mobility, cognitive, auditory, learning, sensory, and visual disabilities. The resulting recommendations are intended to enhance accessibility and promote greater inclusivity across these facilities and provide a roadmap for future capital plans for facility upgrades. Sparc BC Local Community Accessibility Grant program funding will help to support implementation of some of the recommended improvements.

RECOMMENDATION

The Accessibility Advisory Committee recommends the Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the Accessibility Advisory Committee Chair provide a letter of support for the Sparc BC Local Community Accessibility Grant Program.

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
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Salt Spring Island Rainbow Road Recreation Centre Accessibility Review
Appendix B: Salt Spring Island Multi Space (SIMS) Accessibility Review
Appendix C: Salt Spring Island Portlock Park Accessibility Review

BEYOND BARRIER-FREE



Accessibility Review
Salt Spring Island Rainbow Recreation Centre
September 22, 2025

www.meaningfulaccess.com

MEANINGFUL
ACCESS CONSULTING

info@meaningfulaccess.com

INTRO AND DISCLAIMER

Accessibility Summary

This summary report provides accessibility-related insights of the Salt Spring Rainbow Recreation Centre offering current strengths and opportunities to further include all members of the community. This review has been prepared by Marco and Karin Pasqua of Meaningful Access Consulting (MAC) following a walkthrough completed September 22, 2025.

This report takes into account the perspectives of people with mobility, cognitive, auditory, learning, sensory and visual disabilities and is based on criteria developed by the Rick Hansen Foundation Accessibility Certification program and best practices offered by the CSA B651-23 guidelines.

Assessment Scope

The scope of this report covers public and staff-only areas of the building, including entrances, offices, meeting rooms, washrooms, routes of access, pathways, parking facilities, change rooms, the pool, preschool space and emergency systems.

Disclaimer

It is important to note that these are recommendations only, and not intended to replace any building codes, laws, or regulations. If in doubt, please consult a building code or legal professional.

MAC is not responsible for changes to the building or venue that happens as a result of this report. The owner, tenant, manager, or operator of the building or venue should use discretion when taking any action arising from this report.

OVERVIEW

The Salt Spring Island Rainbow Recreation Centre (RRC) continues to be a cornerstone of community life, providing accessible recreation, social connection, and wellness opportunities for residents of all ages and abilities. As one of the island's most active gathering spaces, the facility plays an essential role in promoting health, inclusion, and belonging through recreation and shared experience.

Over the years, the Rainbow Recreation Centre has evolved to meet the changing needs of the community, offering a range of programs including aquatics, fitness, preschool activities, and community events. While the Centre primarily focuses on aquatics, it also offers adaptable spaces and an on-site preschool that support diverse programming and participation.

From an accessibility perspective, the building demonstrates a strong foundation, with accessible routes of travel, wide open gathering spaces, and thoughtful updates to washrooms and changerooms—including a universal changeroom and an accessible changeroom and shower equipped with an adult-sized change bench. The facility's commitment to continuous improvement is evident in both recent upgrades and future planning discussions, particularly those focused on lighting, sensory inclusion, and adaptive programming.

The site has hosted sensory-friendly swims, and staff have implemented many features that increase accessibility into and out of the pool and hot tub. The lift is well maintained, user-friendly, and provides safe, comfortable access to the aquatic amenities.

As the community continues to grow, opportunities remain to enhance accessibility, comfort, wayfinding, and sensory experience across key areas—from changerooms (including reconfiguring grab bars, adjusting door swings, and installing automatic door operators) to circulation paths, the pool deck, and spectator areas. A key recommendation in this report is to replace the fluorescent lighting with low-flicker LED fixtures, as the current lighting is uncomfortable for many community members.

The recommendations outlined in this report highlight practical next steps that build upon the Centre's existing strengths, ensuring it remains a model of inclusion, safety, and meaningful access for Salt Spring Island residents for years to come.

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Parking & Approach

Parking Lot

- The signage leading to the site is obvious from the main road with a large sign that includes the name of the building and the address.
- The parking surfaces are generally level, firm, non-slip and without significant slope despite being a packed gravel lot. The ground does not appear to have significant pooling areas.
- There is a designated drop off area immediately out front of the entrance.
- There are several designated accessible stalls which are marked using vertical pole signage allowing for the stall to be easily visible at a distance.

Entrance & Wayfinding

- Access to the entrance is via a level and flush entrance threshold without the need for a ramp or set of stairs creating equal access for all.
- The sidewalk in front of the entrance is a complete curb ramp creating a path of travel directly to the parking lot.
- There is large, visible signage on the exterior of the building that provides the name of the building.
    - It is high contrast and easily visible from the parking lot.
- The main entry is covered with a large canopy offering weather protection.
- The main entrance doors have high visual contrast ensuring that they're easily seen at a distance and easy to identify.
- The glazing at the entrance doors and surrounding wall area allows for significant light to enter the facility and manage the lighting difference between the exterior and interior spaces.
    - Such gradual light adaptation is particularly beneficial for individuals with low vision, older adults, or anyone sensitive to sudden changes in brightness. By minimizing visual strain and improving overall visibility, the glazing enhances both comfort and safety at the main entry.

Entrance – Continued

- The main door is operable with an automatic door operator, located to the right of the door, out of the door swing.
- Bicycle parking is provided near the portico and out of the way of the path of travel.
- There is a power outlet near the bicycle parking area which could be used by someone with a power wheelchair or mobility scooter aiding with managing the distance from public transportation.



Barriers & Recommendations: Parking & Approach

Entrance & Wayfinding

Recommendations:

- The automatic door is recommended to include a decal indicating which door will be opened when the operator button is pushed. Without a clear decal, a person may position themselves incorrectly or be startled by unexpected door movement, creating confusion or potential collision. The decal provides a clear visual cue, improving predictability, safety, and user confidence when approaching and operating the automatic door.



Accessible Parking Stalls

Recommendations:

- If ever updating the parking lot, it's highly recommended for the parking lot to be paved and for the accessible stalls to include pavement decals with the dynamic accessibility symbol with a blue square to increase contrast and visibility at a distance.

Best Practices:

- Accessible parking stalls should be at least 2600 mm wide with an adjacent access aisle of 2000 mm wide for stalls perpendicular to the roadway.

Accessibility Idea

Let the public know of the power outlet available at the entrance of the Rainbow Recreation Centre. The feature might be very useful to know about for people using mobility devices or considering purchasing an e-bike for transportation.

Consider allowing mobility scooters and power wheelchairs to charge for free.

Lobby & Reception

- The lobby itself is a generous and bright space that is welcoming and well-lit. thanks to large windows around the front door and through the aquatics area as well as ample artificial lighting.
    - The lobby lighting is consistent and even managing the difference between the indoors and outdoors very well.
- The main amenities including public washrooms, changerooms and access to the aquatics area is easily visible from the entrance doors and directly off of the main lobby.
    - An accessible washroom is found immediately off of the lobby.
- Seating with backrests is provided in the lobby, with options for people to pull up at tables.
- Additional benches are provided, particularly near the areas for boot and shoe storage, allowing for someone to have support with putting on and taking off their shoes.
    - Seating is placed in such a way that spectators can view the aquatics area without necessarily going into the area.

Reception

- The reception desk is clearly marked with overhead signage as well as being visually contrasted from the walls and floor.
- The reception desk features an area of lowered countertop allowing for people shorter in stature or seated to receive service at a height that works well for them.
- The staff area is equipped with ergonomic chairs and areas with knee clearance.
- Storage is at a variety of heights and a counter that is accessible in height.





Barriers & Recommendations: Lobby & Reception

Reception

- The current placement of the printer at the lowered counter creates a barrier for access from the intended purpose of the lowered counter area. It also makes the printer controls rather high for individuals who are shorter in stature.

Recommendations:

- Place the printer in another area of the reception and administration space so that the lowered counter area is left clear for information sharing between staff and a seated user or user who is shorter in stature.
- Ensure that staff understand the intention of the lowered counter so that it remains free and clear of any clutter.
- Staff who are taller or who use a mobility device may require the under-the-desk keyboard tray removed. It's highly recommended to review the ergonomic set up of the reception desk for staff and ensure it is a comfortable work-space for long periods of time.

Long-Term:

- If or when reconfiguring the reception desk, it's best practice to include knee clearance area at the lowered counter area to allow someone who uses a mobility device to pull up and complete forms, receive information etc.
    - Ideally we recommend this to be right up front at the centre of a reception desk so it's not seen as an after-through.

Circulation

Navigation

- Circulating around the facility is generally quite logical and straightforward with the primary amenities being directly off the reception lobby.
- All of the amenities are accessible by someone with a disability as this facility has no change in level.

Building Controls

- Building controls (heat, lighting, AV, door operators, etc.) are generally mounted at accessible heights.
- Controls are generally easy to use without the need for fine dexterity.
- Door handles are generally lever-style which are easier for people to use as they don't require a turning of the wrist and more intuitive during emergencies.

Lighting and Contrast

- There is ample lighting throughout the facility including overhead lighting and natural lighting thanks to the significant use of windows, particularly in the aquatics area..
  - The windows allow access and connection with nature and daylight.
  - No strobing or flickering was noticed.
- Contrast is strong throughout the building including between the floors, walls and trim. Dark trim provides high contrasted to the light-coloured walls and colourful floorings.

Doors

- Where doors have been upgraded, vision panels are full-length ensuring that people of all heights can see through the window.
- Many doors swing inwards and out of the path of travel.

Flooring

- The flooring features a non-slip surface with limited glare.

Barriers & Recommendations: Circulation

Lighting and Contrast

- Some individuals who are neurodiverse can see the flicker of the fluorescent lighting, creating additional extra-sensory input which can be very difficult for some. Additionally, fluorescent lighting is known to cause headaches and increase feelings of anxiety and malaise. Fluorescent lights, especially older or poorly maintained ones, can produce electromagnetic interference (EMI) that affects the performance of hearing aids and other assistive listening devices. This EMI can cause a buzzing, humming, or static sound in the hearing aid, which is not only annoying but can also make it harder for the user to hear and understand speech.
- The bright, directional nature of LED lighting can sometimes create harsh glare, especially if the fixtures aren't properly shielded or positioned. This can lead to visual discomfort and reduced contrast perception. Ensure that all LED lighting is properly shielded or angled in such a way to reduce glare on wayfinding, computer screens, glazing etc.

Recommendation:

- It's recommended to swap any non-LED light bulbs for LED models, particularly those that have a flicker rate of at least 1000 Hz. At this rate, individuals with heightened sensory sensitivities are unlikely to pick up on the flickering effects.

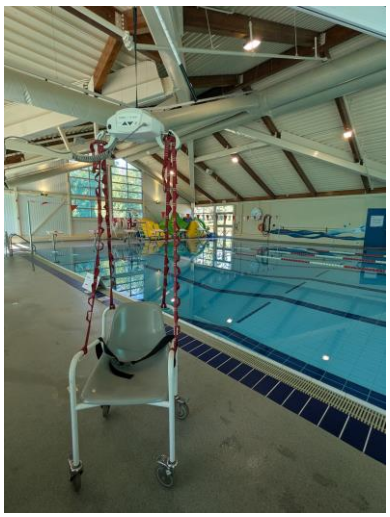
Pool & Aquatic Amenities

Circulation

- The pool viewing deck is accessible through doors leading from the lobby leading to a viewing area or via the changerooms.
- Key locations including the change room and first aid room are highly visible at a distance thanks to the large signage.
- The viewing area has chairs and bench seating providing comfortable places for individuals to watch and wait for members of their party.
    - The viewing area also has a low banister that does not impede the sight lines for someone seated.
- The pool deck provides ample space for two people to pass and as without any slope or cross slope.
- There are large windows, with a film that allows lots of light into the space without being overly intense in terms of glare, heat and brightness.
    - The film also creates contrast for the windows, ensuring that no one mistakes the glazing for open doors.

Pool & Hot Tub Access

- There are a number of options for people to access the pool and the hot tub including stairs, ladders, and a provided aquatic wheelchair and accompanying overhead lift.
    - The stairs to enter the pool and hot tub have bilateral, round and graspable handrails.
- An overhead lift along with a dedicated wheeled chair is also available for individuals to access the pools and hot tubs.
    - The lift, though unique to the facility, functions well and has been approved by local inspectors.
    - The lift is comfortable to use, stable and allows for someone to comfortably enter and exit either the pool or hot tub with the assistance of a lifeguard.
    - Staff have received training in how to operate the lift.
    - The chair has locks on the wheels and a seatbelt for safety.



Pool & Aquatic Amenities

- The edge of the pool and hot tub is well contrasted against the surrounding floor making the steps and change in height easy to see.
- Staff have created a submergible platform to create shallower areas of the pool for children and infants.
- Active and vestibular play is considered, particularly with the addition of the rope swing and the floating climbing structure.
- There is level access through large glass sliding doors to an outdoor patio area with a picnic table.

Programming

- Staff informed the consultant team that sensory friendly swims have been hosted with features such as under water lighting and best practices related to lighting and sound management.



Accessibility Idea: Aquatics Programming

Sensory Kits

Sensory kits are collections of tools designed to support individuals who experience sensory sensitivities or regulation challenges, including those who are neurodivergent. They create a more inclusive and calming environment in public, educational, or recreational settings by helping individuals manage overstimulation and maintain focus or comfort.

- Providing sensory kits demonstrates a proactive commitment to accessibility and inclusion by recognizing invisible disabilities and ensuring that all community members can participate meaningfully.
- Typical items include:
    - Fidget tools (for tactile stimulation and focus)
    - Noise-cancelling headphones (to reduce auditory overload)
    - Communication boards or picture cards (for non-verbal communication support). In an aquatic environment, picture symbols can be stuck to flutter boards and used as part of swim lessons
    - Weighted lap pads or stress balls (to promote calm and self-regulation)
    - Other considerations would be small quiet activities such as colouring
- Consider developing a social story that outlines the expectations and experience to be had at Rainbow Recreation Centre, including what to expect during a sensory friendly swim.

Goggles

Goggles can be both a positive and a negative experience for individuals. Consider providing a pair or two of loanable alternative goggles such as frogglez goggles or goggles with fabric bands that are intended to be more comfortable for sensory sensitive users. (And, if well-received, consider adding them to your retail offerings).

Barriers & Recommendations: Aquatic Amenities

Pool & Hot Tub Access

- Ensure that a procedure is in place for charging the lift so that it is always available for patrons to use, without fear of disappointment of arriving on site and finding out that the resource is not available.
    - Consider ensuring the lift is plugged in as part of the centre's closing procedure.
- During staff training, it's highly recommended that staff try the lift themselves, sit in the chair and experience the feeling of being lifted into and out of the pools.
- The pool area is very echoey which can feel overwhelming for some individuals, though noise-dampening panels or treatments in an aquatic environment can be difficult to implement.
    - Consider adding regular low stimulation swim times or advertising when the pool is at it's quietest.
    - There are acoustic panels that are designed for humid environments which can absorb excess sound, reducing echoes and noise. Consider reviewing whether or not these would be supportive for this environment and the community as a whole.

Patio

- Consider providing a universally designed picnic table. Universally designed picnic tables (ie. Table with extensions or areas of bench removed) are highly recommended to ensure that people using mobility devices (or someone needing a seat with a backrest) can sit comfortably with their parties.





Reference: Marco Pasqua sits at two different universally designed picnic tables

Administration Areas & Reception

Staff Room / Lifeguard Office

- The staff room is large enough for its intended purposes and furnished with a small kitchenette, a table and chairs as well as access to a dedicated change room and washroom.
- There is ample lighting including natural thanks to the windows to the exterior and the glazed walls connecting the staff room with the aquatics facility.

Staff Washrooms and Changerooms

- Within the staff room / lifeguard office there are two small single-user washrooms and changerooms. The washroom isn't designated as accessible but it would be workable for many people.
- The sink has knee clearance and a faucet is easy to operate with the soap and paper towel dispensers within reach.
- A standing shower is provided with privacy.
- Lockers at a variety of heights are provided, giving people a range of reach height options.
- The mirror is mounted at an accessible height.

Kitchenette

- The kitchen features a range of storage options for supplies, a small amount of counter space and a counter-height coffee maker and kettle.
- The sink has a soap dispenser within reach of someone using the sink and the faucet is operable with ease with the controls are within reach of people of all heights (despite there being no knee clearance under the sink).

Office

- A height adjustable desk and ergonomic office chair is provided in the office for the programmers.
- The office space features dual monitors.

Barriers & Recommendations: Administration Areas

Kitchenette

- Lower the microwave to counter height for safety and accessibility. It's currently mounted at a height that can be dangerous for many and inaccessible for people shorter in stature or seated.

Staff Washrooms and Changerooms

- Ensure that items are kept up off the floor to maintain navigation of the space as well as prevent any tripping hazards.
- Consider frosting the bottom portion of the glazed wall to provide some privacy to the lifeguards using the space (while maintaining visibility and safety) as well as reducing the visual clutter from the aquatics area.

Washrooms: Lobby



- The washrooms directly off of the lobby feature both male and female washrooms as well as a decommissioned single-user stall. Each providing a level of accessibility that is consistent.
- Within the accessible stall, there is ample turning radius as well as the stall is sufficiently large to provide transfer space for a front transfer or a lateral transfer from a mobility device.

Signage and Access

- Signage, mounted on the wall, includes text information as well as the gender icons.
- Signage is also directly above the alcove entrance to the washrooms, visible from the reception desk.

Accessible Toilet Stalls and Urinals

- The urinal is equipped with bilateral vertical grab bars which provide additional balance and contrast for users.
- The toilet paper dispensers are open canister models and are mounted within reach of someone seated on the toilet.
    - Open canister toilet paper dispensers are easier for people with limited dexterity to operate.
- The toilets being manual flush models is appreciated as automatic flushing toilets can be very loud and uncomfortable for children and people who are neurodiverse or who have sound sensitivities.
- The accessible stall features a rear mounted horizontal grab bar and an angled grab bar adjacent to the toilet.
- The door hardware is accessible and correctly placed including a locking mechanism that works for people with limited dexterity (can be operated with an open fist) and a D-handle for ease of closing the door.
- The women's washroom features a sanitary disposal unit within reach of someone seated on the toilet, correctly mounted beneath the angled grab bar.

Washrooms: Lobby

Sink and Mirrors

- The mirrors are mounted at a height that allows someone seated or shorter stature to view themselves in the mirror.
- Knee clearance is provided at the sink to allow a seated user to access the sink safely and comfortably.
- The sink faucet controls are easy to operate without the need for fine dexterity or a turning of the wrist.
- The soap dispenser is mounted within reach of someone using the sink.

Barriers & Recommendations: Lobby Washrooms

The gendered washrooms are not marked as being accessible and the single-user washroom has been converted into a maintenance or storage space. The single user washroom remains on the facility maps, though it is not being used as a washroom and is closed to the public.

Recommendations:

Short-Term

- The washroom signage is recommended to include a raised icon and letters providing tactile information for someone who's blind and ideally Braille.
    - Mount the signage on the wall, on the latch-side of the door at a height of **1500 mm** center line from the floor.
    - Ensure that the signage includes the symbol of accessibility.
- Blade signage for this washrooms, mounted above the entrance to the washroom alcove is recommended to provide visibility at a distance.
- The current placement of the paper towel dispenser is quite high making it difficult for someone shorter of stature or seated to fully wash and dry their hands. It's recommended to move it to the adjacent wall and mount it so that the controls are at a height of **1200 mm**.
- It's highly recommended to add an additional hook at a height of **1100 mm** from the floor in each stall.
- Consider adding a backrest to provide additional trunk support and balance especially since the toilet is not a tank-style unit.
- Determine if the single-user washroom is to be used or if it's remained closed to the public. If it's intended to be closed, then remove it from the wayfinding maps and emergency egress maps. However, it is recommended or this space to be used as a washroom as this provides an additional washroom.
    - Another consideration would be to add signage near the gendered washrooms as to the location of the additional accessible washrooms found within the universal changerooms and allow someone needing to use this facility to do so without being charged a drop-in fee (assuming they are not otherwise using facility amenities.)

Barriers & Recommendations: Lobby Washrooms

Recommendations:

Long-Term

- The lighting in the washroom is highly recommended to be updated so that it is not fluorescent lighting especially given the small space.
- Automatic door operators (ADOs) are recommended for all the washrooms. If the single-user washroom will be utilized, an ADO can simply be installed on the one washroom door, if not, it's recommended for both the gendered washrooms to have a door operator kit installed.

Changerooms

This facility offers male changerooms, female changerooms and a universal changeroom most of the accessible features being found in the universal changerooms. Accessible washroom stalls are present in the gendered and universal change rooms.

The hallway to access the changerooms is sufficiently wide and is found directly off of the lobby.

Signage and Access



- There is signage mounted on each changeroom door to access the change room from s the lobby and large signage mounted on the wall, easily seen from the pool-side.
- Access to the change rooms from the aquatics area is to a screened entry making for ease of access to the facilities.
- The change room signage from the aquatic side is large and high contrast making it easily visible at a distance.

Changerooms

- Within each of the changing spaces, individual stalls are provided for both showering and changing.
- Bench seating is provided to assist with changing both in the main changing area and within individual stalls.
- There are multiple heights of lockers accommodating people at a variety of heights and reach.
- The changerooms are equipped with visual and auditory fire alarms.
- The changeroom area has some areas that are large and wide open with navigable pathways to the facilities.
- There are two heights of hooks provided as well as bins at a range of heights to store personal items.

Washroom Stalls

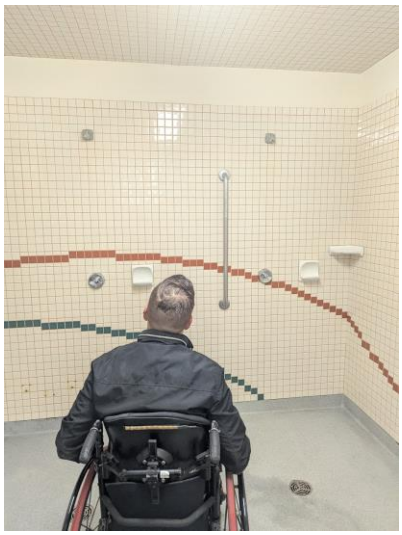
- The accessible washroom stalls are generally well equipped with sufficient area and turning radius, rear horizontal grab bars, adjacent angled grab bars and the fixtures within reach of someone seated on the toilet.
- The blue stall doors and dividers adds visual contrast to the space.

Changerooms

Showers

- The showering spaces include baby seats that provide parents a safe and supportive place for their baby while they change or shower.
- There are some showers with some grab bars, both vertical and horizontal.
- Some accessibility has been considering in the showers with a portable shower chair provided in one shower area and a variety of grab bar configurations in the showers.





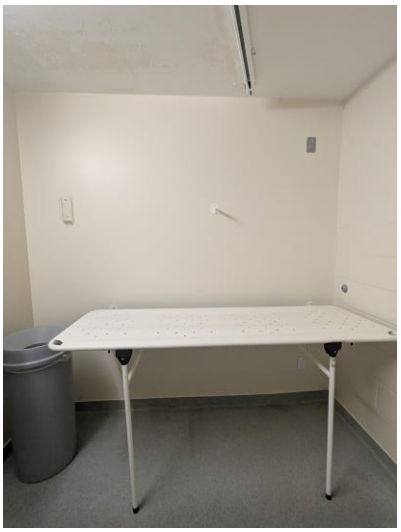
Changerooms

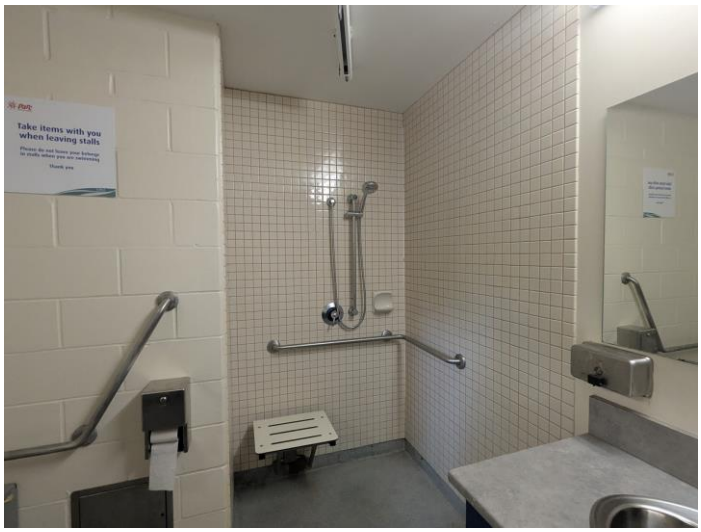
Accessibility Change Room

The Accessibility Change Room, located within the Universal Change Room space, is an all-inclusive room intended for the complete hygienic care of a participant with a disability, requiring assistance from a caregiver.

The room is large enough for it's intended purpose and provides ample turning radius and transfer space that would accommodate most people's needs.

- The room is locked with signage directing users to retrieve the key from reception.
    - The space is locked to ensure that the room is maintained available for those who require it.
- The space features a range of accessible hygiene furnishings including:
    - A roll-in shower with a shower head on a shower pole, a fold-down bench and a grab bar.
    - A ceiling lift that can take someone from the shower area to the adult change bench.
    - A fold-down adult change bench is provided in the space with a weight capacity that is safe and comfortable for most adults to use.
    - The toilet includes an angled grab bar adjacent to the toilet.
    - The sink has knee clearance and the soap and paper towel dispenser within reach of someone using the sink.





Barriers & Recommendations: Changerooms

Signage and Access

- When upgrading the package, it's highly recommended to add icons/symbols to the washroom and change room signage increasing its accessibility for people with literacy disabilities as well as making the sign more obvious at a distance.
- Additional signage from the lobby is recommended to direct people towards the changerooms.
- The signage for the change rooms should be mounted on the wall, latch-side at a height of 1500 mm from the floor and include tactile letters and icons to be accessible for people who are blind.

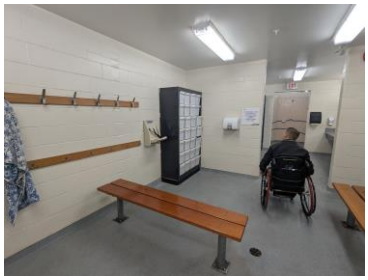
Change Rooms



- Consider adding some hooks at a height of **1,100 mm** from the floor. This would allow people seated or shorter of stature to reach a hook to place their items off the floor.
- The baby change table is mounted too high, even for someone standing so it is recommended to be lowered to approximately counter height of between **760 and 865 mm.**



- The benches are placed directly in front of the lowered lockers making it very difficult to access the bottom row of lockers. People either need to lean over them sit on them and work around their own bodies. Consider ways of opening up the space and creating greater access to the lockers while maintaining a path of travel.
    - Could the benches be relocated to beneath the hooks? Or could they be doubled up in the areas that are wider?



Accessible Toilet Stalls

- Women's changeroom accessible stall washroom door currently swings inward. It's recommended to be re-hung to swing outwards to provide the full turning radius intended within the washroom stall.

Barriers & Recommendations: Changerooms

Accessible Toilet Stalls

- Women's changeroom accessible stall washroom door currently swings inward. It's recommended to be re-hung to swing outwards to provide the full turning radius intended within the washroom stall.
- Where locking mechanisms are still the old short twisting style, it's recommended to replace these with the models that have an extension as these are more accessible for people with limited dexterity.





Showers



- Consider replacing the grab bars in the showers with ones that are of higher contrast so they are more visible to someone needing them. Right now, they fade into the wall and individuals with low vision (including those with cataracts) may not see the grab bars completely to use them.
- Adding grab bars to the showers is highly recommended to assist with balance.
- Consider adding accessible elements to the showers including a shower bench to give people more options and accommodations for showering.
- If completing a significant renovation, a roll-in shower, complete with grab bars and a fold-down shower bench in each of the gendered and the universal washroom change rooms spaces would be highly recommended as these spaces can be used by people of all abilities including seniors or people with balance disabilities.
- When renovating the showers, consider replacing the controls with lever-style controls as the current ones may be difficult for people with limited strength or dexterity to operate.

Barriers & Recommendations: Changerooms

Accessibility Change Room

The accessibility change room is configured in such a way that it is designed for someone needing a caregiver's support for hygiene purposes and doesn't truly allow for someone with a disability to shower and change them selves independently.

For example, the layout of the shower anticipates that someone will shower in the aquatics wheelchair rather than transfer onto the shower bench since the bench is not would not be under the stream of the shower. The shower bench is quite short so it doesn't provide adequate space for someone to comfortably sit and shower independently.

Short-Term

- Clarify and manage staff procedure for setting up and aligning the adult change table to prevent misuse or damage. Consider keeping it in the open position and removing the hook on the wall.
    - We understand that for safety of children and preventing storage on the table the preference may be to leave the table in it's closed position, so it would be advised then to have a sign mounted and ensure that staff are familiar with how to set up the table safely.
    - Add a bench or cubbies beneath the change table is recommended to prevent it from being used for storage or clutter.
- Consider installing a mirror or lowering the current one to a height of **1000 mm** from the floor to ensure that people of all heights can see themselves reflected in the mirror.
- It's recommended to update the faucet controls to ones that don't require force to operate as the current one may be difficult for children and for people with limited strength to activate.
- Consider adding some colour to the walls as the space feels very enclosed and some colour would add contrast aiding with visual acuity and balance as well as making the space feel less clinical.

Barriers & Recommendations: Changerooms

Accessibility Change Room

Mid-Term

- Consider a small reorganization of the shower's amenities including:
  - If the controls would still be within reach of someone seated on the bench, consider replacing the current shower bench with one that is longer and mounting it on the adjacent wall. This would allow more space on the bench itself as well as offer lateral transfer to the bench while someone's mobility device remains out of the stream of water.
  - Add vertical grab bars to the walls: one placed next to the shower pole and the other mounted on the outside edge of the wall, where the bench is relocated to.
  - Ensure that the bottom edge of the shower pole is within reach of someone seated on the shower bench with bottom edge at most 1200 mm from the floor and within 500 mm from the edge of the bench.
  - Consider moving the soap dispenser to within reach of someone seated on the bench.

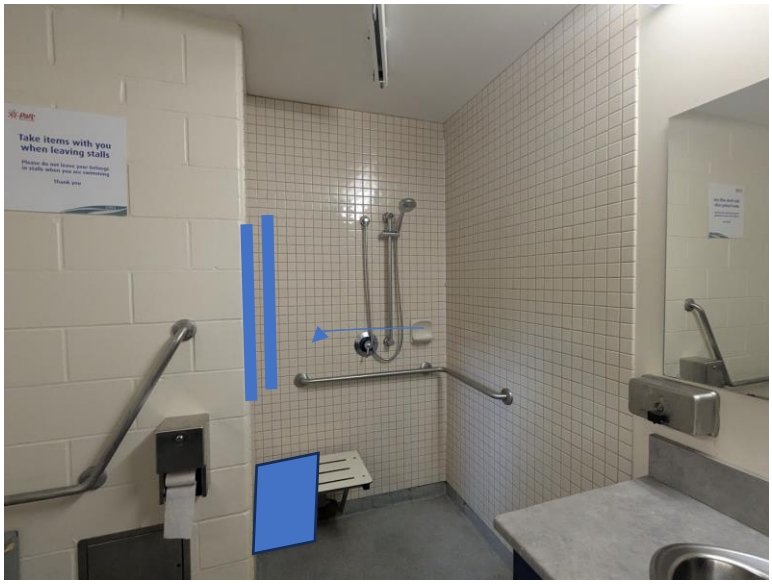
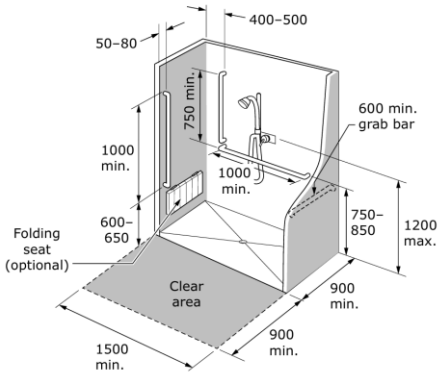


Figure 51
Roll-in shower stall
(See Clauses 6.5.5.2 and 6.5.5.3.)



Barriers & Recommendations: Changerooms

Accessibility Change Room

Long-Term

- Consider installing an automatic door operator on both the Accessibility Change Room door and the door to enter the universal change rooms to ensure a complete path of travel that is independently accessible.
- An extension to the ceiling mounted track is advised so that someone can be safely lifted and transferred from their wheelchair or from the change table to the toilet.
- When funds allow, an upgraded adult change bench is highly recommended, ideally one that is height adjustable and designed to support at least 250 kg is recommended.

Best Practices:

- An adult change table should be at least **760 mm wide by 1830 mm** long with a surface height that can be adjusted from between **450/500mm and 850/900 mm**.

Wayfinding

- Rooms are marked with signage (though mounted on the door) includes the name of the room and a logical numbering system.
- Signage throughout the recreation is limited but does include room signage for key amenities such as the changerooms, washrooms and administration office.
- Washroom signage includes icons and the universal changeroom door includes the symbol of accessibility.
- There is signage directly above the reception desk directing visitors immediately to the desk.

Recommendations: Wayfinding

- Consider developing a consistent wayfinding strategy that encompasses an Island-wide consistent use of icons, tactile elements and braille.
- Consider installing either decals or blade signage for key amenities areas such those located down corridors, including the changerooms.
- Where room signage is found mounted on the door, it makes it inaccessible when the door is opened as well as not available for those with low vision. It is recommended to mount signage on the wall, latch-side, at a height of 1,500 mm centerline. The room signage would also benefit from ideally both braille and tactile components, but at minimum tactile icons and language.
- Ensure that the icons accurately reflect the features found within the washroom stall. Where washrooms are not accessible either due to turning radius or lack of grab bars, note these as either limited mobility or single user stalls.

Understanding Wayfinding

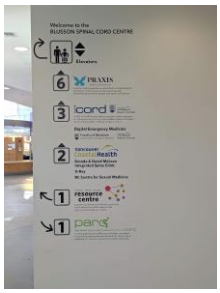
Imagine navigating a complex building with ease, feeling confident and in control rather than overwhelmed. This is the result of a thoughtfully designed wayfinding system, which incorporates braille, tactile elements, high-contrast signage, and intuitive icons strategically placed throughout the space.

For individuals who are blind or have low vision, tactile signage with raised characters and braille is essential. It enables them to independently access critical information, including room numbers, directions, and emergency exits, enhancing their autonomy and safety within the environment.

High-contrast signage, with light text on a dark background or vice versa, makes it easier for people with visual disabilities to read and comprehend information quickly.

Intuitive icons and pictograms are another powerful tool for accessibility. They transcend language barriers and provide a universal understanding of key features and directions. For individuals with cognitive disabilities or anxiety, these visual cues can help break down complex information into manageable chunks, reducing stress and confusion.

By providing clear, unobstructed paths and directional signage at appropriate heights, we ensure that everyone can navigate the space with ease. When the signage is visible at a distance, it allows people to make decisions on their path of travel and ensure they are using the most efficient and effective route of travel to their intended destination.









Did you know?

Sans serif fonts are considered the most accessible since they streamline the reading process by eliminating visual distractions, making them the go-to choice for maximum readability and accessibility.

Emergency Systems

- The entire facility is equipped with auditory and visual fire alarms including in the change rooms.
- Emergency maps are clear, well-placed, non-reflective, and easy to read. They are mounted at accessible heights and are generally low-glare.
    - They include maps which are very clear marking the pool locations and the assembly areas.
- Exits are well marked with overhead signage.
- There are many accessible emergency exits that have a level and flush threshold and connects directly to the exterior of the building.
- Safety equipment, including fire extinguishers and fire pull stations are well-marked and generally located in accessible locations and mounted at accessible heights.

Barriers & Recommendations: Emergency Systems

Long-Term

- If completing more significant renovations, it is highly recommended to provide visual fire alarms the accessible change room area as someone may be using this space alone.
    - Ensure that the perspectives of people with disabilities is included in our emergency management planning including having staff open locked doors to ensure that no one is inside during an evacuation rather than just knocking on the door.
- When completing a more significant renovation, consider replacing the current red exit signs with green ‘running person’ models. Using the green running person exit signage throughout the buildings is recommended as well as including the signage that features the accessibility icon to note accessible egress routes.
    - The running person pictogram is an intuitive, universally recognized symbol that clearly conveys the message to exit quickly in an emergency. It relies less on language comprehension compared to text-only "Exit" signs and therefore benefits people with cognitive disabilities, low literacy, or those who speak different languages.

Preschool

Access

- Access to the centre is provided via a ramp or a set of stairs leading to the entrance.
  - Both the ramp and stairs are equipped with bilateral graspable handrails.
  - There is a non-slip surface on stair treads.
  - There is some contrast present on stair nosings (though could use repainting).
  - The ramp grade is comfortable and functional, meeting best practices.
  - The top landing of the stairs features cane detectable attention tactile walking indicator strips in high vis yellow.
- locations and mounted at accessible heights.

Preschool Space

- The preschool space itself is bright, well-equipped, and comfortable.
- The space is easy to navigate with ample space between activity stations.
- Items are mounted heights that are accessible for children, without the need to climb, reach or be lifted.
- There are quiet spaces with carpets for comfort and sound management.
- There is good contrast between the floors and the wall as well as the walls and the trim.
- Temperature management is provided with an AC unit and a heat pump.
- Shade is provided in the play area.
- A variety of sensory play is provided both indoors and outdoors including direct access to the natural environment.

Washroom

- The washroom includes a standard-sized toilet with grab bars (rear horizontal and adjacent 90º angled), a step stool, and potties available for children.
- The urinal is lowered and features bilateral grab bars.
- The toilet paper dispenser is within reach of someone seated on the toilet (adults).
- Fixtures appear to meet good general standards of accessibility for adults.
- Knee clearance is provided at the sink along with an accessible height mirror, soap and paper towel dispenser in reach of someone using the sink and a step stool for children.

Barriers & Recommendations: Emergency Systems

Access

- It's recommended to update the paint on the nosing of the stairs to increase the contrast and visibility on the descent.

Preschool Space

- If ever completing a renovation of the space, a lowered sink would be recommended for children to be able to wash their hands with independence.
- It is highly recommended to exchange the fluorescent lighting for LED lighting to reduce the visual stimulation caused by the flicker of the lights.

Washroom

- If ever completing a more significant renovation or expansion of the childcare space, consider adding a child-height toilet with corresponding grab bars to support self-transfer and independence.

Web & Recreation Guide Content

When communicating the accessibility features of a physical location or space, let potential visitors know of what enhancements are available, as opposed to assuming what might be "accessible" for them. This will give them an opportunity to decide for themselves if the accessibility of the site meets their own particular needs. Rather than telling the public that something is accessible, tell them what features are available and where to request more information or additional accommodations.

Highlighting accessible features on websites and in newsletters or recreation guides increases the public's awareness and the likelihood of usage of the recreation centre facility.

Include information about:

- The availability of accessible washrooms and showers and how to access them;
- The location of the accessible parking stalls;
- Any special features like lifts, aquatic wheelchairs, specialized equipment;
- The availability of access options (stairs, ramps, lifts, ladders) into pools;
- The location of accessible viewing areas;
- The availability of an adult change table;
- Upcoming accessible and inclusive programming;
- Your sensory kits;
- When the centre might be busiest or quietest;
- Information on where to request additional information related to the accessibility of the site; and
- Any barriers to accessing the site even if temporary. (Ie the elevator is out of service, the automatic door operator isn't functioning, a washroom is being renovated.)

Don't be afraid to tell the public about newly updated or upgraded accessibility features. Did you install a new door operator? Tell people! Did you receive a new lift? Share it! People like to know that accessibility is being considered and why it matters.

ADDITIONAL SUPPORT

Sensory Kits

- Sensory kits are collections of tools designed to support individuals who experience sensory sensitivities or regulation challenges, including those who are neurodivergent. They create a more inclusive and calming environment in public, educational, or recreational settings by helping individuals manage overstimulation and maintain focus or comfort.
- Providing sensory kits demonstrates a proactive commitment to accessibility and inclusion by recognizing invisible disabilities and ensuring that all community members can participate meaningfully.
- Typical items include:
    - Fidget tools (for tactile stimulation and focus)
    - Noise-cancelling headphones (to reduce auditory overload)
    - Communication boards or picture cards (for non-verbal communication support)
    - Weighted lap pads or stress balls (to promote calm and self-regulation)
    - Sunglasses or visors (to help manage light sensitivity)
    - Other considerations would be small quiet activities such as colouring
- Consider developing a social story that can be shared with teachers or available on the website as a downloadable resource. These stories allow people of all ages to understand what to expect from an environmental perspective and also what the expectations are for social interactions and behavior. Social stories are usually written in the first person, using positive, reassuring language. They often include pictures and simple language.



PRIORITIZATION

When considering making changes to increase accessibility, thinking about the entire 'path of accessibility.' That is, is the complete process of accessing and using a space accessible? Where possible, we advocate for creating complete accessible spaces rather than adding piecemeal accessibility supports. For example, we advocate for a singular accessible washroom rather than a number of washrooms with a variety of accessibility features.

Our recommended priorities based on both access and impact include:

Highest Priority

- One of the highest priority accessibility recommendations would be to replace the fluorescent lighting with LED as this was brought up a number of times as a point of concern and discomfort from staff.
- Improve wayfinding and signage consistence, including adding tactile room signage mounted on the wall for primary spaces including washrooms, changerooms, community rooms and other public-facing spaces.

Short Term

- Provide more information on the recreation centre's website on the accessibility features available at Rainbow Recreation Centre including information about the lift, sensory friendly swims and reduced rate for the leisure access program.
- Add blade signage to the washrooms and change rooms to increase visibility.
- Make adjustments in the change room washrooms including the door swing on the accessible washroom door and the locking mechanism.
- Add signage to the adult change table and instructions for how to use it and create a procedure for staff to ensure the lift is charged.
- Create a loanable sensory kit.

Long Term

- Install an automatic door operator on both the Accessibility Change Room door and the door to enter the universal change room door.
- Upgrade all of the lighting to LED lighting.

SUMMARY OF RECOMMENDATIONS

Parking & Approach

Entrance & Wayfinding

- Install a decal on the automatic entrance door indicating which door opens when the operator button is pressed.
- Ensure bicycle parking remains clear of the travel path and continue providing power access for mobility devices.
- Maintain clear and direct access routes from the parking lot to the entrance with consistent, firm, non-slip surfaces.

Accessible Parking Stalls

- Pave the parking lot and add pavement decals with the dynamic accessibility symbol on a blue background for contrast and visibility.
- Maintain vertical pole signage for accessible stalls to ensure visibility at a distance.
- Highlight the availability of the outdoor power outlet for charging mobility devices or e-bikes.

Lobby & Reception

- Relocate the printer from the lowered counter to maintain clear workspace and accessibility for seated users.
- Keep the lowered counter free of clutter and available for visitor service.
- Review ergonomic setup at the reception area to ensure comfort and accessibility for staff.

Long Term

- Include knee clearance at the lowered counter during future reconfigurations to accommodate mobility-device users.

Circulation

Lighting and Contrast

- Replace all fluorescent lighting with high-quality LED fixtures operating at or above 1000 Hz.
- Ensure LED fixtures are properly shielded or angled to reduce glare on signage, screens, and glazing.
- Maintain consistent contrast between floors, walls, and trim throughout the facility.

Pool & Aquatic Amenities

Pool & Hot Tub Access

- Implement a procedure to charge the pool lift daily to ensure continuous operation.
- Include hands-on lift training for staff to promote safe and confident use.

Programming

- Schedule low-stimulation or sensory-friendly swim times and communicate quiet periods clearly.
- Evaluate options for sound-absorbing materials suitable for aquatic environments to reduce echo.

Patio

- Provide a universally designed picnic table that accommodates wheelchair users and individuals needing back support.

Administration Areas and Reception

Kitchenette

- Lower the microwave to counter height for safe and accessible use.

Staff Washrooms and Changerooms

- Keep floors and pathways clear to prevent tripping hazards and maintain accessibility.
- Frost the lower section of glazed walls to increase privacy and reduce visual distraction.

Washrooms: Lobby

General

- Confirm the status of the single-user washroom. If closed, remove it from facility maps; if reopened, ensure it is clearly signed and available for use.
- Add signage near gendered washrooms indicating the location of accessible washrooms within the universal changerooms.

Signage and Access

- Add blade signage above the washroom alcove for visibility at a distance.
- Install tactile and Braille signage on the wall, latch-side of each door, mounted at 1500 mm centreline height.

Accessible Toilet Stalls and Urinals

- Add backrests to toilets to improve stability and comfort.
- Mount additional hooks in each stall at 1100 mm height for reachability.
- Lower paper towel dispensers so controls are no higher than 1200 mm from the floor.

Sink and Mirrors

- Ensure mirrors are mounted at a height suitable for both standing and seated users.
- Maintain knee clearance at sinks for seated users and ensure faucets operate without fine dexterity.

Long Term

- Replace all fluorescent lighting with LED fixtures to reduce flicker and glare.
- Install automatic door operators on washroom doors to improve independent access.

Change Rooms

General

- Add additional hooks at 1100 mm height for seated or shorter users.
- Lower baby change tables to 760–865 mm height.
- Reposition benches to improve access to lower lockers while maintaining clear travel paths.

Signage and Access

- Add icons and symbols to washroom and changeroom signage to improve recognition.
- Include tactile letters and icons mounted on the wall, latch-side at 1500 mm height.

Accessible Toilet Stalls

- Rehang the women's changeroom accessible stall door to swing outward for improved turning radius.
- Replace short-turn locking mechanisms with lever-style locks to support limited dexterity.

Showers

- Replace existing grab bars with higher-contrast models for improved visibility.
- Add additional grab bars and fold-down shower benches in shower areas.
- Incorporate roll-in showers with lever-style controls in future renovations.

Accessibility Change Room

- Clarify staff procedures for setting up and securing the adult change table.
- Add cubbies or bench space beneath the change table to prevent clutter.
- Install or lower a mirror to 1000 mm height for full visibility.
- Replace faucet controls with low-force models to increase ease of use.
- Add colour contrast to improve visibility and create a more welcoming environment.
- Extend the ceiling-mounted lift track to provide full transfer between toilet, bench, and shower.
- Replace the adult change table with a height-adjustable model rated to support at least 250 kg.

Mid-Term

- Reorganize the shower layout to support independent use by repositioning the bench and adding vertical grab bars near the shower pole.
- Relocate the soap dispenser within reach of the shower bench.

Long Term

- Install automatic door operators on both the Accessibility Change Room and Universal Changeroom doors.
- Extend the ceiling-mounted lift track to provide full transfer between toilet, bench, and shower.
- Replace the adult change table with a height-adjustable model rated to support at least 250 kg.

Wayfinding

- Develop a consistent wayfinding system with standardized icons, tactile elements, and Braille.
- Install blade or wall-mounted signage for changerooms, washrooms, and other key spaces.
- Move door-mounted signage to wall-mounted placement on the latch-side at 1500 mm height.
- Include tactile icons and Braille on all room signage, ensuring icons accurately reflect available features.
- Identify washrooms with limited accessibility and mark them clearly.

Emergency Systems

Long Term

- Install visual fire alarms in the accessible changeroom.
- Integrate accessibility considerations into emergency procedures, ensuring all rooms are checked during evacuations.
- Replace red "EXIT" signs with green running-person signage featuring the accessibility symbol to indicate accessible egress routes.

Preschool

Access

- Repaint stair nosings to increase contrast and visibility.

Washroom

- Add a child-height toilet with grab bars to promote independence during future renovations.

Preschool Space

- Install a lowered sink for children's independent handwashing.
- Replace fluorescent lighting with LED fixtures to reduce sensory discomfort.

Web and Recreation Guide Content

- Include details on accessibility features such as accessible washrooms, parking, lifts, and adaptive equipment.
- Highlight accessible programming, including sensory-friendly swims and quiet hours.
- Provide clear contact information for accessibility inquiries and updates on temporary barriers.
- Offer downloadable social stories and sensory guides to support inclusive participation.

WHY IS CONTRAST SO IMPORTANT?

Contrast to support people with Low Vision

- Contrast makes things easier to identify and distinguish. High contrast between an object and its background helps those with low vision better perceive shapes, edges, and boundaries.
- It improves legibility and readability. When there is strong contrast between text and its background, it is easier for people who have low vision to read and interpret letters, words, and symbols.
- Contrast provides visual orientation. Things like doorways, handrails, and signage stand out better when there is significant contrast with surroundings. This aids navigation and independence.
- Reduced contrast contributes to eye strain and fatigue. Insufficient contrast makes visual tasks more difficult and tiring for those with low vision.

Contrast for Balance

- Contrast highlights edges and boundaries. When moving from seated to upright, high contrast along the edges of steps, floors, and thresholds makes these changes in level clearly visible. This prepares the body for adjustments.
- It defines spatial orientation. Contrast provides visual cues that help the brain orient itself in space, allowing for better balance control such as knowing where a wall, handrail or counter is helps stabilize our vision.
- Distinct edges guide movement. Clear definition where surfaces change, facilitated by contrast, guides body motions like getting up from a chair or exiting a vehicle.
- It draws attention to tripping hazards. Significant contrast makes irregularities in floors, pavements, ramps readily apparent so they can be navigated safely.
- Low contrast obscures surroundings. With inadequate contrast, visual environment blends together, depriving brain of key reference points needed to maintain equilibrium.

WHY DO ICONS MATTER?

Iconography

Icons are important for accessibility because they provide visual cues that can be quickly and easily understood by a wide range of users, regardless of their language skills, cognitive abilities, or sensory impairments.

Universal understanding: Well-designed icons transcend language barriers and can be interpreted by people from diverse backgrounds including folks who don't speak English as a first language.

Cognitive accessibility: Icons can help people with cognitive disabilities or learning difficulties to better understand and navigate their environment. Simple, clear icons reduce the cognitive load required to process information.

Wayfinding assistance: Consistent use of standardized icons throughout a building or site can aid in wayfinding, especially for individuals with intellectual disabilities or those who are unfamiliar with the space.

Benefit for people with low vision: When designed with high contrast and sufficient size, icons can be more easily perceived by people with low vision compared to text alone.

Supports non-readers: Icons can convey important information to individuals who have difficulty reading, whether due to a visual impairment, learning disability, or language barrier.

Key Considerations

- Use internationally recognized symbols, like the International Symbol of Access.
- Ensure adequate size and contrast for visibility.
- Place icons on signage that is mounted at an accessible height and providing clear floor space for approach.
- Utilize tactile icons with braille labels on signage to support users who are blind or have low vision.
- Maintain consistency in the design and use of icons throughout a site.
- Incorporate well-designed, universally understood icons to create environments that are more intuitive, easier to navigate, and accessible to a broader range of people.

LIGHTING

Lighting for Comfort, Safety, and Well-Being

Appropriate lighting design plays a crucial role in creating safe, comfortable, and inclusive environments. The type of light, its colour temperature, and overall quality can significantly affect visual comfort, mood, and overall well-being. The following guidance provides best practices for selecting LED lighting that supports accessibility and user comfort across different settings.

Warm White Lighting for Comfort and Relaxation:

Recommended colour Temperature: 2700K–3000K

Warm white LED lights within this range produce a soft, yellowish glow similar to natural sunset light. This tone promotes relaxation, reduces visual fatigue, and minimizes glare sensitivity, making it ideal for residential areas, lounges, bedrooms, and dining spaces.

Key Benefits:

- Supports a calm and welcoming atmosphere
- Reduces eye strain and glare-related discomfort
- Mimics natural evening light, helping regulate circadian rhythm

Cool White Lighting for Productivity and Focus:

Recommended colour Temperature: 5000K–6500K

Cool or "daylight" white LEDs provide a bright, crisp illumination that enhances alertness and focus. These higher colour temperatures are well-suited to task-oriented spaces such as home offices, workshops, or study areas.

Key Benefits:

- Improves concentration and visual acuity for detailed work
- Simulates daylight conditions for improved energy and attentiveness

Considerations:

- Cooler lighting may feel harsh in relaxation zones and can disrupt sleep when used during evening hours. Where possible, limit use to daytime or work-specific settings.

Technical Considerations for Comfort and Safety

Flicker Control: Select LEDs with a low flicker percentage and low flicker index. High flicker levels can contribute to headaches, fatigue, and discomfort, particularly for individuals with light sensitivity or neurological conditions.

colour Rendering Index (CRI): A high CRI (90 or above) ensures accurate colour perception, contributing to safer navigation, improved aesthetics, and a more comfortable visual experience.

Blue Light Management: Blue light exposure, especially in the evening, can affect sleep quality and visual comfort. To mitigate these effects:

- Choose warm white or "tunable" LEDs that can adjust colour temperature throughout the day.
- Consider bulbs with built-in blue light filters to reduce eye strain and support healthy sleep cycles.

Why Avoid Fluorescent Lighting

Traditional fluorescent lighting, while once standard, presents several health and comfort concerns that make it less suitable for inclusive environments:

Flicker and Visual Fatigue: Fluorescent lights operate on alternating current, producing subtle but continuous flicker that can trigger headaches, eye strain, and nausea, especially for individuals sensitive to light.

Auditory Distraction: The low-level buzzing sound common in fluorescent fixtures can cause discomfort or distraction, particularly for individuals with auditory or sensory sensitivities such as autism or ADHD.

colour Quality: Fluorescent bulbs typically have a lower colour Rendering Index (CRI), which can distort colour perception and reduce visual clarity.

Environmental and Safety Concerns: Fluorescent tubes contain mercury, requiring special disposal and posing a hazard if broken.

As such, fluorescent lighting is not recommended for environments prioritizing accessibility, inclusion, and overall occupant well-being.

How LED Lighting Supports Neurodiverse Users

LED technology provides several advantages that make it especially supportive for neurodiverse individuals and others with sensory sensitivities:

- **Stable and Consistent Light Output:** High-quality LEDs with low flicker and even brightness help prevent sensory overload and visual discomfort.
- **Adjustable colour Temperature:** "Tunable" LEDs allow users to modify brightness and tone throughout the day, empowering people to create lighting conditions that match their sensory comfort levels.
- **Quiet Operation:** Unlike fluorescents, LEDs operate silently, eliminating ambient noise that can be distracting or overstimulating.
- **Customization and Control:** Integration with dimmers or smart systems enables personalized lighting zones, reducing sensory stress and supporting focus or calm as needed.
- **Improved colour Accuracy:** A high CRI ensures natural colour rendering, reducing confusion and enhancing comfort for users who are sensitive to distorted lighting environments.

By prioritizing LED solutions that minimize flicker, reduce blue light, and allow user control, spaces become more inclusive for people with sensory sensitivities, autism spectrum conditions, and other neurodiverse experiences.

THANK YOU

for choosing Meaningful Access Consulting

We are pleased to work with you and to present this review of the Salt Spring Island Rainbow Recreation Centre which outlines accessibility recommendations from mobility, hearing, learning, sensory, cognitive and sight perspectives. We are so encouraged that Salt Spring Island is truly activating on their intention to create meaningful and accessible experiences for the community members of all ages, abilities and disabilities.

We continue to applaud the District and your efforts in working towards universal design and accessibility for all.

If there are any questions, please do not hesitate to reach out! We are here to help.

Thank you again,

Marco & Karin Pasqua
Universal Design Accessibility Consultants
www.meaningfulaccess.com



BEYOND BARRIER-FREE



Salt Spring Island
Accessibility Review – Salt Spring Island Multi Space (SIMS)
September 22, 2025

www.meaningfulaccess.com

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INTRO AND DISCLAIMER

Accessibility Summary

This summary report provides accessibility-related insights of the Salt Spring Island Multi Space (SIMS) offering current strengths and opportunities to further include all members of the community. This review has been prepared by Marco and Karin Pasqua of Meaningful Access Consulting (MAC) following a walkthrough completed September 22, 2025.

This report takes into account the perspectives of people with mobility, cognitive, auditory, learning, sensory and visual disabilities and is based on criteria developed by the Rick Hansen Foundation Accessibility Certification program and best practices offered by the CSA B651-23 guidelines.

Assessment Scope

The scope of this report covers public and staff-only areas of the building, including entrances, offices, meeting rooms, washrooms, routes of access, pathways, parking facilities, change rooms, the gymnasium, multi-sensory spaces and emergency systems.

Disclaimer

It is important to note that these are recommendations only, and not intended to replace any building codes, laws, or regulations. If in doubt, please consult a building code or legal professional.

MAC is not responsible for changes to the building or venue that happens as a result of this report. The owner, tenant, manager, or operator of the building or venue should use discretion when taking any action arising from this report.

OVERVIEW

The Salt Spring Island Multi Space (SIMS) has emerged as a vibrant example of how an existing community asset can be thoughtfully reimagined to serve the evolving needs of island residents. Once the Salt Spring Island Middle School, the facility has undergone a dynamic transformation into a multi-use hub that brings together creativity, social connection, and resilience under one roof. The familiar acronym "SIMS" remains, now standing as a symbol of continuity and renewal for a space that has become the heart of local collaboration and activity.

Today, the halls that once echoed with the sounds of classrooms now host an array of community-driven programs representing the full spectrum of island life; from music, dance, and visual arts to recreation, literacy, and social services. The building provides a home for groups such as Salt Spring Literacy, Transition Salt Spring, and the Capital Regional District (CRD) Emergency Program. Each contributes to a shared vision of a facility that is not only active but adaptive, one that fosters creativity, learning, and well-being for all who enter.

From an accessibility standpoint, SIMS demonstrates a meaningful commitment to inclusivity by providing accessible routes of travel, adaptable multi-purpose spaces, and areas that encourage rest, reflection, and connection. The building's repurposing represents more than just adaptive reuse; it embodies the principles of universal design and the values of community resilience.

The site already features ramps, an accessible washroom, ample lighting and seating as well as connection to the outdoors via large windows. Considerations for the dance room have already been made as have accommodating access to most spaces via lifts.

As with any evolving public facility, there remain opportunities to enhance the experience further especially through improvements to signage, upgrades to lighting, and thoughtful considerations to sensory inclusion. This report highlights both the successes already achieved and the pathways for continued growth, ensuring that SIMS remains a model of accessibility and meaningful access for Salt Spring Island's residents and visitors alike.

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Parking & Approach

Parking

The parking lot is accessed by a shared roadway and is somewhat shared between the SIMS building and the adjacent Salt Spring Island Elementary School. The signage leading to the site is relatively well considered and the address of the building leads you directly to the parking lot when using the GPS.

- The parking surfaces are generally level, firm, non-slip and without significant slope.
- There is one designated accessible stall that is well-marked using both vertical pole signage as well as pavement decals allowing for the stall to be easily visible when a car is parked within the stall and at a distance.

Entrance & Wayfinding

- There is one sign directing people to the SIMS building, located at the fork in the road between the SIMS building and the Learning center.
- There is signage on the exterior of the building that provides the name of the building.
- The main entry is covered with a canopy offering weather protection.
- The main entrance doors have high visual contrast ensuring that they're easily seen at a distance and easy to identify.
- The glazing at the entrance doors allows for significant light to enter the facility and manage the lighting difference between the exterior and interior spaces.
- The main door is operable with an automatic door operator, located at the top of the ramp and out of the swing path of the door.
    - The use of the wood adds additional contrast to the door operator button making it easy to find.
    - The automatic door is indicated with the use of a decal.

Parking & Approach

Ramps

- There are two main ramps that facilitate access to the building with one being the primary access point and one having been a previous entrance which is now decommissioned.
- There's a ramp at the rear of the facility attached to an emergency exit. This door is or was operable with an automatic door operator and features round, graspable handrails on both sides of the ramp.
    - This ramp is very long and does feature regular landing areas allowing for people to rest.

Secondary Entrance (Decommissioned)

- The ramp features round, bilateral and graspable handrails.
- The area in front of the secondary ramp is painted with hatch-marks preventing cars from parking in the space.
    - This ramp provides access to the exterior playground area.

Primary Access Ramp

- The ramp to access the main entrance of the building is part ramp and part slope, integrated into a pathway that meanders through the trees and leads to a dedicated ramp.
- Once you access the steeper portion of the ramp, there is a round and graspable handrail that extends to the landing.
- There is a short additional ramp to compensate for the two steps up to the main entrance doors which is a good slope and features a cane detectable handrail.

Stairs

- The main stairs to access the main entrance of the facility are on the primary path of travel and feature round and graspable handrails on both sides of the stairs.

Barriers & Recommendations: Parking & Approach

Transit & Pedestrian Access

- Transit on Salt Spring Island is limited which limits people's mobility and accessibility to access spaces like the SIMS building and its respective programs. Consequently, individuals are reliant on walking, cycling, e-bikes, mobility scooters and vehicular transportation to access the space.

Recommendation:

- It's therefore recommended to review the parking space provided at this site and ensure that it meets the needs of the program users including offering sufficient space for vehicles with accessibility requirements.

Entrance & Wayfinding

Recommendations:

- More robust signage on the exterior of the building is recommended as the name of the building cannot be seen until you are already quite close to the entrance. Consider making the signage larger with greater visibility at a distance.



Pathways

Recommendations:

- Adding lighting is highly recommended, along the pathways leading to the main entrance to elevate safety and visibility at night.

Barriers & Recommendations: Parking & Approach

Accessible Parking Stalls

- The current accessible stall is located parallel and against rock face which is awkward and difficult to use. Its location prevents it from being truly accessible as the environment creates a narrowed space, especially for people needing transfer space for a mobility device (walker, wheelchair or cane).
- Additionally, the location of the ramp leads people to believe that the main entrance is on the right-hand side of the building with the visible ramp rather than the left-hand side.



Recommendations:

- It's highly recommended to relocate the accessible stall to a flatter, wider location closer to the ramp.
- When updating the paint, or signage, It is recommended to use the dynamic accessibility symbol and add a blue square to increase contrast and visibility at a distance.
- Consider offering additional temporary accessible parking for key programs or events

Did you know?

Using the dynamic accessibility symbol instead of the traditional symbol helps break down attitudinal barriers and helps redefine how we look at people with disabilities.

Best Practices:

- Accessible parking stalls should be at least **2600 mm** wide with an adjacent access aisle of **2000 mm** wide for stalls perpendicular to the roadway.
- For stalls parallel to the roadway, a rear access aisle of at least **2000 mm** long is recommended and an unobstructed area for side embarkation, on a pedestrian right-of-way of **2000 mm by 5500 mm.**

Barriers & Recommendations: Parking & Approach

Ramps

Secondary Entrance (Decommissioned)

- The ramp leading to the decommissioned entrance is the most obvious ramp for visitors, especially those unfamiliar with the site. It is narrow and has significant cross slope, making the ascent difficult for wheelchair users. The top of ramp leads to a set of stairs which is not easily visible from the base of the ramp.
    - This causes visitors to take this ramp thinking it is the main entrance and then requiring them to double-back once they see the sign posted on the door indicating the location of the main entrance.





Primary Access Ramp

- The main entrance ramp is not easy to see at a distance, nor does it feel like it is the primary access to the site.
- The primary ramp has some tree-root damage making the surface uneven, especially at areas where someone my need to pull to the site to take a moment to rest.

Best Practices:

- Exterior ramps should be at least **1200 mm** wide with a running slope of between **8.33%** and **5%** (aiming to be closer to 5% than 8% for independent access) with level landings every 9000 mm.
- Landing should be at least **1700 mm** long and as wide as the ramp.
- Bilateral handrails are recommended for all ramps with a slope of 5% or greater.

Barriers & Recommendations: Parking & Approach

Recommendations:



- It's highly recommended to add directional signage to the parking lot highlighting the main entrance of the building, preventing people from navigating unnecessarily towards the decommissioned entrance. Signage at the base of the ramps is highly recommended.

Secondary Entrance (Decommissioned)

- Add some contrast to the nosing of the steps and transition at the bottom of the ramp to better highlight the tripping hazards.



- Consider adding a small ramp to the area to access the playground as there is currently a step up to the playground. Adding a small ramp here would create greater access for people using mobility devices including both children and caregivers as well as parents pushing strollers.
    - This would also make the ramp up to this area more purposeful and useful.

Primary Access Ramp

- Consider extending the handrails to offer more balance support further down the ramp, particularly around the corner by the tree. This will help people navigate the tree root damage as well as can assist mobility device users in pulling themselves up the ramp.
- When completing a larger renovation of the site, creating landings is highly recommended to ensure people have the ability to rest when navigating up the ramp.
- Increase the level of edge protection, ensuring cane detectability and keeping mobility device users on the path. This could be done with environmentally-appropriate edging such as stones or bricks.
- The ramp that connects the landing to the entrance landing would greatly benefit from an additional handrail mounted along the wall and, when completing a more significant renovation, replacing the current handrail with one that is round.
- Consider relocating the bike rack at this currently placed at the top of the intersection between the stairs and the ramp to prevent accidental barriers in the path of travel.

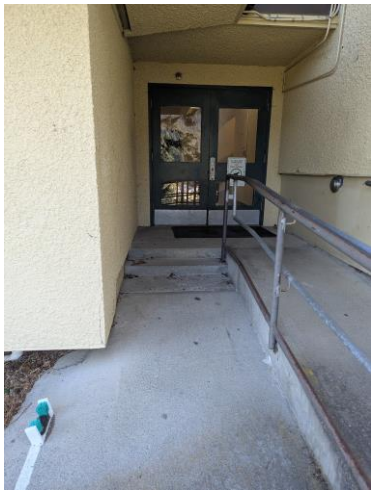
Barriers & Recommendations: Parking & Approach

Emergency Exit Ramp

- The top landing of the emergency exit ramp at the rear of the facility has a very strange layout with two steps on one side which currently do not lead to any designated path of travel and the entrance to the ramp. This could be quite confusing for people especially those unfamiliar with the site or during an emergency as it is not clear that the steps do not leave anywhere.
- With the steps not having any contrast or handrail dedicated to them they could be invisible particularly when people are moving quickly during emergency.

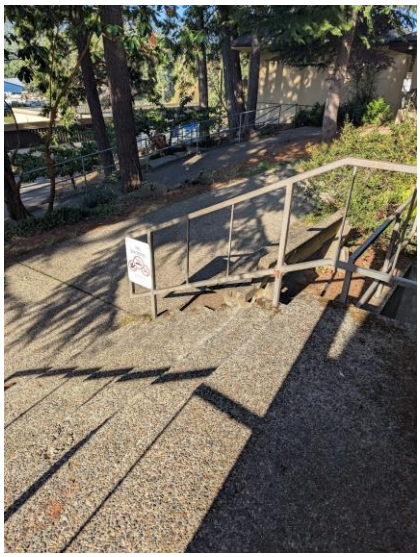
Recommendations:

- Consider blocking these steps off with a gate or handrail in similar design to the current one to prevent people from using the steps.



Barriers & Recommendations: Parking & Approach

Stairs and Steps



The current stairs are a 'wash of grey' particularly in the evening, when lighting levels are low or during high sun where there is an inconsistent appearance to the ground surface due to shadows.

The stairs at the back of the building have some deterioration of the tread which could cause tripping hazards.

Recommendations:

- The stairs leading to the entrances would benefit greatly from contrast on the nosing, both tread and rise.
    - Without a contrasting strip on the nosing, the step edge can visually disappear when ascending, especially in glare or low-light conditions. It is recommended to install durable, slip-resistant, high-contrast nosing on both the tread and riser, spanning the full width of each step. This does not need to be high-visibility yellow; a neutral or branded colour is appropriate, as long as it provides strong visual contrast.
- Repair any inconsistencies in the concrete ensuring that no gaps remain and that the tread is even and stable.

Stairs and Steps - Continued

Recommendations:

- The stairs leading to the main entrance would greatly benefit greatly from contrast on the nosing, both tread and rise.
    - Without a contrasting strip on the nosing, the step edge can visually disappear when ascending, especially in glare or low-light conditions. It is recommended to install durable, slip-resistant, high-contrast nosing on both the tread and riser, spanning the full width of each step. This does not need to be high-visibility yellow; a neutral or branded colour is appropriate, as long as it provides strong visual contrast.
- It is highly recommended to install attention tactile walking surface indicators (TWSI), preferably as truncated domes with contrast on the top landing for ALL stairs. This feature not only increases the contrast and visibility of the stairs but also support individuals who are blind in locating the stairs and identifying the area as having a change in grade.
    - The TWSIs do not need to be "high vis yellow" necessarily, just a colour that offers contrast to the surrounding floor. Yellow is frequently used for its visibility at night as well as it being the last colour that is lost when someone is losing their sight.



Photo demonstrates the correct placement of TWSIs at the tops of stairs.



Example of dark stud-style TWSIs that provide both contrast and tactile information.

Truncated domes, the raised circular patterns found at the edge of ramps and crossings enhance safety by providing tactile, visual, and sometimes auditory cues that signal a change in environment. The contrast in colour and texture helps people with low vision detect transitions, while the texture underfoot or under a mobility aid alerts users to potential hazards such as streets or drop-offs.

Lobby

- The lobby itself is a generous and bright space that is welcoming and well-lit. thanks to large windows, artificial lighting.
    - The lobby lighting is consistent and even managing the difference between the indoors and outdoors very well.
- There are washrooms easily visible from the entrance doors and directly off of the main lobby.
    - An accessible washroom is found immediately off of the lobby.
- A variety of seating styles and heights is provided in the lobby with both backrests and armrests, offering supported places to pause at convenient intervals and making sit-to-stand safer and more comfortable for people who benefit from extra leverage.
- There are tables that provide knee clearance for someone using a mobility device.
- The large mural adjacent to the seating area allows for placemaking and creating an easy way to identify where you are.
- The flooring can also act as a wayfinding cue as there is a distinct difference between the carpeted flooring in the gathering area and the typical linoleum of the corridor.



Did you know?

Distinctive visual elements like unique lighting fixtures, art pieces, windows, or water features act as memorable landmarks that help people associate different areas of a building or site. These artistic wayfinding markers make it easier to construct a mental map of the space and stay oriented.

Circulation

Navigation

- Circulating around the facility is generally quite logical and straightforward with the primary amenities being directly off of a circular corridor.
- The majority of amenities are accessible by someone with a disability including a stair lift being provided to descend the stairs to the dance room.

Building Controls

- Building controls (heat, lighting, AV, door operators, etc.) are generally mounted at accessible heights.
- Controls are generally easy to use without the need for fine dexterity.
- Door handles are generally lever-style which are easier for people to use as they don't require a turning of the wrist and more intuitive during emergencies.

Lighting and Contrast

- There is ample lighting throughout the facility including overhead lighting and natural lighting thanks to the ample frequency of windows.
    - The windows allow access to the exterior courtyard, providing staff and patrons connection with nature and daylight.
    - Access to daylight and outdoor views is found throughout the site.
    - No strobing or flickering was noticed.
    - Many spaces within the SIMS building offer direct connection to windows with many offices including window shades. The shades support with managing glare, lighting and heat while maintaining connection to the natural environment. This also support with managing the overall lighting intensity without dramatic adjustment to changes in lighting levels.
- Contrast is excellent throughout the building including between the floors, walls and trim. Dark trim provides high contrasted to the white walls and coloured floorings.
- There is good colour contrast between walls and floors in most areas, which supports wayfinding, while door frames in contrasting colours make doorways easy to identify.

Circulation

Doors

- Where doors have been upgraded, vision panels are either full-length of elongated, ensuring that people of all heights can see through the window.
- Many doors swing inwards and out of the path of travel.
- The doors are high contrast and frequently feature sidelights.

Flooring

- The flooring features low-pattern, non-slip surfaces that help prevent visual fatigue or dizziness.
- The flooring is non-slip and consistent throughout the space.
- Where carpeting is used, it is low-pile and easy to navigate with a wheeled mobility device.

Amenities

- Water fountains are accessible in height and approach.

Interior Stairs

- Stairs generally have graspable bilateral handrails and non-slip treads making them safe and supportive for those with balance disabilities.
- The stairs have closed risers.
- The stairs have non-slip strips on the tread.
- The stairs are generally well lit thanks to the balance between artificial lighting and large adjacent windows.

Circulation

Lifts

- There are two lifts located at this site to compensate for two areas where a change in level occurs.
  - One is decommissioned at the stairs leading from a previous accessible entrance
  - Another is provided to descend and ascend the steps that connect the lower level where the dance room is located with the main upper level.
- The lift equipped with a chime and visual indicator notification which provides audio and visual feedback to draw attention to the lift being in use.
- Once a user has the key, it is independently operated.
- The lift platform is sufficient large for a manual wheelchair user and a companion or someone using another smaller mobility device such as a walker. It is not likely large enough for a person using a mobility scooter or power wheelchair.
- The barriers to prevent someone from rolling off of the platform function as intended.
- The lift provides a level threshold for a user to navigate onto and off of the lift.



Barriers & Recommendations: Circulation

Lighting and Contrast

- Some individuals who are neurodiverse can see the flicker of the fluorescent lighting, creating additional extra-sensory input which can be very difficult for some. Additionally, fluorescent lighting is known to cause headaches and increase feelings of anxiety and malaise. Fluorescent lights, especially older or poorly maintained ones, can produce electromagnetic interference (EMI) that affects the performance of hearing aids and other assistive listening devices. This EMI can cause a buzzing, humming, or static sound in the hearing aid, which is not only annoying but can also make it harder for the user to hear and understand speech.
- The bright, directional nature of LED lighting can sometimes create harsh glare, especially if the fixtures aren't properly shielded or positioned. This can lead to visual discomfort and reduced contrast perception. Ensure that all LED lighting is properly shielded or angled in such a way to reduce glare on wayfinding, computer screens, glazing etc.

Recommendation:

- It's recommended to swap any non-LED light bulbs for LED models, particularly those that have a flicker rate of at least 1000 Hz. At this rate, individuals with heightened sensory sensitivities are unlikely to pick up on the flickering effects.

Doors

- Many doors, including access to multi-purpose rooms and the accessible washroom still use knobs as door handles. Lever-style door handles offer a more inclusive and user-friendly design than traditional round knobs. Their simple push-down motion allows people with limited grip strength, arthritis, or full hands to open doors with ease, sometimes even using an elbow or forearm. By reducing the need for fine motor control, levers make every entry point more accessible and dignified for all users.

Recommendation:

- It's highly recommended to replace any existing knobs with lever-style handles.
- It's recommended to prioritize the accessible washroom.

Barriers & Recommendations: Circulation

Lifts

Main Lift

Recommendations:

- Since a key required for operation, it's imperative to establish a clear process for access.
    - Post visible laminated signage explaining lift operation and key retrieval.
    - Include procedure in rental agreements for user awareness.
    - Ensure renters or staff receive training and possibly sign-off for lift use.

Decommissioned Lift

This lift was told to us that it is no longer functioning but was part of the building when I was used as a school.

Recommendations

- If possible, it's highly recommended to repair this lift, if possible, and use this entrance as an alternative entrance for folks with disabilities.
- If the lift is not easily repaired, consider removing it as it does not serve the function it's intended to serve and simply prevents someone from using the handrail to exit the building.
- If neither is feasible, consider adding a small sign indicating that the feature is not available and to redirect people towards the main entrance.

Accessibility Idea

Develop a posted quick-guide for safe lift use using both visuals and text to ensure comprehension by all patrons especially since it isn't completely clear on where to use the key and that the button must be pushed for the entire length of the trip.

Stairs

In General

- Bilateral, graspable and continuous handrails are provided on all interior stairs.
- The stair treads have rubberized non-slip textured material.
- The stairs to the dressing room area have significant contrast on the ascent with the rise being treated with a black rubberized trim making them very visible.

Barriers & Recommendations: Stairs

Dressing Room Stairs & Upstairs Office/Meeting Room Stairs

- Access to the green rooms and dressing rooms behind the gymnasium as well as the upper-level office/meeting room are only available by stairs with no alternative.
- While the hand rails are graspable they are not best practice in that someone's fingers do not completely wrap around the handrail to provide complete balance support. Additionally, the hand rails do not have extensions on the landings which are used for people to transition from an incline to a level position as well as being available to provide tactile information to people who are blind

Recommendations

- Ensure that renters are made aware that the green rooms and dressing rooms are only available by stairs and consider providing alternatives shared you be made aware of a performer with a disability.
- When completing a more significant renovation it's highly recommended to ensure that the handrails are round and graspable as well as have a minimum of 300mm of horizontal extension on each landing.

Recommendations: Stairs

Best Practice

- It is highly recommended to install attention tactile walking surface indicators (TWSI), preferably as truncated domes with contrast on the top landing for ALL stairs. This feature not only increases the contrast and visibility of the stairs but also support individuals who are blind in locating the stairs and identifying the area as having a change in grade.
    - The TWSIs do not need to be "high vis yellow" necessarily, just a colour that offers contrast to the surrounding floor. Yellow is frequently used for its visibility at night as well as it being the last colour that is lost when someone is losing their sight.
    - This recommendation also extends to the stairs within the viewing stands of the arena.

Courtyard

- The entrances to the courtyard are available via a relatively level and flush thresholds of doors leading from the main corridor.
- The courtyard offers access to the outdoors and a calm place to meet or enjoy a break. There is shade and opportunities for beautiful landscaping, activities and rest.

Barriers & Recommendations: Courtyard

- Consider ways of activating the space with greater intention such as creating a variety of heights of planters, including sensory elements such as an herb garden and updating the seating and picnic tables.
- Raised and varied height planters for universal access to the rooftop urban agriculture area would be recommended. Planters at a variety of heights as well as some with knee clearance would be recommended to ensure that all members of the community could participate in the community garden regardless of their ability to stand, bend or reach.



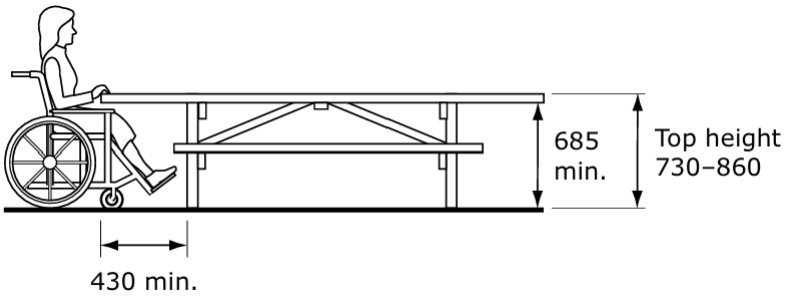
Reference: https://kidsgardening.org/resources/designing-a-school-garden-create-an-accessible-garden/

Long term

- Consider installing an automatic door operator on a set of doors leading into the courtyard.



Reference: Marco Pasqua sits at two different universally designed picnic tables



Reference: CSA B651-23
Figure 64a

Gymnasium

The gymnasium is a highly utilized multi functional space that is the hub and core of this facility.

- The entrance is recessed, and the doors open outward, keeping swing paths out of the main corridor, which reduces accidental collisions with passersby.
    - The double doors include include one set of doors that are operable with an automatic door operator with the included decal noting which door will swing open.
- Benches are available along the side, giving players and caregivers a place to sit between activities.
- There is additional spectator seating thanks to the fold-away bleachers.
- Curtain used to divide the space functions but is available for multi-purpose use.
- Lighting levels are manageable and reconfigurable with additional colourful and fun options being provided for activities such as roller skating.
- The AV system in the gymnasium is quite comprehensive with lighting and sound options.
- A stage is provided though not frequently used.

Barriers & Recommendations: Gymnasium

- The curtain is heavy, dirty, and dusty which creates air quality and maintenance issues. Review ways of having the curtain cleaned or replaced with a barrier that serves the same purpose but is easier, safer and healthier for the staff team to maneuver.
- Sound can build up during busy programs. Consider adding acoustic treatments such as ceiling baffles or acoustic panels on high walls to reduce echo, improving communication and reducing overall acoustic stimulation.
- The change rooms for the gymnasium have been more or less decommissioned and turned into storage. Long-term, it's highly advised to review the change rooms and upgrade them so that they can be used for their intended purpose of providing hygiene and personal items storage for activities being held in the gymnasium.
- It's also highly recommended to investigate the opportunity to install a lift or elevator to access the changing rooms or relocate a changing and showering facility to elsewhere in the building that is already physically accessible.

Multi-Purpose Rooms

In General

- The rooms are wide and open, which makes it easy to set up different activities and still keep clear paths for movement and passing.
- Some of the rooms include large windows bringing in daylight, with shades available to control glare during presentations or quiet activities.
- The multi-purpose room's ceiling panels are noise-dampening, which helps reduce echoes overall volume.
- Doors are frequently equipped with lever dial handles and fully glazed vision panels for ease and safety of doors opening and closing.
- Room spaces are marked with consistent room signage, generally mounted on the wall on the latch side of the door.

Dance Room

- The dance room floor was upgraded to a floating floor which required it to be raised. Access was maintained to the space thanks to the inclusion of a small ramp.
    - The ramp is short and well managed with a very reasonable slope.
    - The edges of the ramp have been marked with high visibility tape.
- The space is large and provides ample space for dance, movement and yoga-type activities.
- Nearly full-length mirrors are provided

Music Room

- The space is large and provides ample space for music and the storage of musical equipment.
- Sound dampening materials already installed on walls and ceiling.

Barriers & Recommendations: Multi-Purpose Rooms

Short-Term

Dance Room

- The other two exit doors, though infrequently used, still have a step that is unexpected when exiting or entering the dance space. It's highly recommended to add a contrast strip to the nosing of the step and consider adding a small sign at eye level on the door indicating the presence of a step.

Music Room

- Additional sound management may be needed between music and dance rooms as this has been expressed as a concern by both staff and users.

Upstairs Office / Counselling Space

- Add a safer locking mechanism for the emergency exit window.

Accessibility Idea

Collaborate with local yarn/knitting clubs to create wall tapestries that provide both sound dampening and aesthetic enhancement.

Long-Term

- Lighting remains as primarily fluorescent, which can cause eye strain, headaches, or discomfort for some users. Consider assessing the fixtures and replacing them with low-flicker, high-quality LED lighting, so the room is comfortable for longer stays and easier on the eyes during detailed tasks or movement activities.

Community Kitchen

- The room is wide and open with clear paths for movement and passing around tables and cooking equipment.
- There are large windows bringing in daylight and connecting people to the exterior environment.
- Cupboards are varied in height with most storage options being in the bottom cabinets.
- There are microwaves at multiple heights including some which are placed on the counter with counter space available to place hot items.
- Stoves have counter space directly next to them, allowing for the placement of hot items quickly being taken out of the oven.
- Sinks have easy to operate faucet controls with the soap dispenser within reach.
- A large mirror over the instructor's table provides visibility for students, overhead.

Barriers & Recommendations

Short-Term

- Move microwaves to counter height, ensuring that people of all heights can easily and safely remove hot items.
- Consider providing a step stool for anyone shorter of stature.

Long-Term

- When replacing the ranges, consider purchasing ones with the knobs on the front panel rather than the rear preventing people from reaching over hot elements to adjust the stove's temperature.
- When possible, it's recommended to replace one table with a height adjustable table allowing for an ergonomic set up for people of various heights and accommodating a power wheelchair user.
- Where possible, provide knee clearance under at least one sink community kitchen; this can be done by creating a cut-out section behind cabinet doors rather than removing them.

Administration Areas & Reception

Service Window

- The counter height at the service window is accessible to people of all heights despite there not being an area designated of lowered counter or knee clearance.
- The administration offices are marked with signage mounted on the service window.

Staff Offices

- Offices are large enough for their intended purposes and furnished with ergonomic office furnishings including adjustable height desks, office chairs with wheels and additional lighting.
- Sit-to-stand desks are available where it makes sense and upon request.
- There is ample lighting including natural thanks to the windows with shades and artificial overhead fluorescent lighting.
- Offices include seating for guests, where appropriate.
- The presence of plants creates a bright and welcoming atmosphere.

Staff Washroom

- Within the administration area, there is a small single-user washroom. The washroom isn't designated as accessible but it would be workable for many people.
- The sink faucet is easy to operate with the soap and paper towel dispensers within reach.
- The toilet is tank model offering additional back support.

Lunchroom

- The kitchen features a range of storage options for supplies, a significant amount of counter space and a counter-height coffee maker.
- The sink has a soap dispenser within reach of someone using the sink and the faucet is operable with ease with the controls are within reach of people of all heights (despite there being no knee clearance under the sink).
- The fridge door swings open towards the counter surface.

Administration Areas & Reception

Meeting Room

- All chairs are ergonomic wheeled office chairs with armrests allowing for the space to be easily configured based on need.
- Tables provide adequate knee clearance and are also on wheels allowing for a reconfiguration as preferred.
    - Note: The most accessible meeting room set up is u-shaped which allows people to see each other when speaking supplementing auditory input with the ability to see facial expressions and lip reading.
- The room is well-lit including large windows and overhead lighting. The glare and heat from the windows is well managed thanks to the exterior tree canopy.
- The white-board is mounted at an accessible height.

Recommendations

- A hearing loop in the meeting room is highly recommended to support those with auditory disabilities in receiving the information directly into their hearing aids or cochlear implants.
- Consider providing some chairs that are without wheels or have wheel locks as wheeled chairs can be very disorienting for someone who is blind.

Barriers & Recommendations: Administration Areas

Staff Offices

- The reception desk counter is quite high, especially for someone shorter of stature or seated but the service counter would offer this accommodation rather than recommending a lowered area of counter at the reception desk.
- Staff commented on the intensity of the lighting and not liking having the overhead lights turned on due to the lighting all being fluorescent. Staff have brought in their own lighting to use rather than the overhead lights.

Recommendations:

- It's highly recommended to upgrade all lighting to LED

Staff Washroom

Recommendations:

- The space can be made more accessible by making a few updates (though the washroom is still too small for someone using a wheelchair to use independently):
    - Replace the door knob with a lever handle.
    - Add an angled grab bar on the wall adjacent to the toilet to provide some additional balance
    - Lower the mirror (to 1000 mm from the floor) and paper towel dispenser (to 1200 mm from the floor) to support someone shorter of stature or seated.

Lunchroom

Recommendations:

- Lower the microwave to counter height for safety and accessibility. It's currently mounted at a height that can be dangerous for many and inaccessible for people shorter in stature or seated.
- It's highly recommended to move the paper towel dispenser to within reach of someone's using the sink (or provide an extra roll/dispenser near the sink). It's currently mounted at a height that would be out of reach for a person of shorter of stature or someone seated.

Best Practices:

- Where possible, provide knee clearance under the sink in the staff kitchen; this can be done by creating a cut-out section behind cabinet doors rather than removing them.
- When replacing the stove, a model with front mounted controls is highly recommended to ensure that people are not reaching across hot surfaces.

Washrooms: Gendered

Signage and Access

- Signage, mounted on the wall, includes text information as well as the gender icons.

Toilets and Urinals

- The toilet paper dispensers are generally within reach of someone seated on the toilet.
- The urinals extend all the way to the floor ensuring that they are accessible by people of all heights.
- There is sufficient approach to the urinals to provide accessibility for people with limited mobility or who are using mobility devices.
- The toilets being manual flush models is appreciated as automatic flushing toilets can be very loud and uncomfortable for children and people who are neurodiverse or who have sound sensitivities.

Sink and Mirrors

- The mirrors are mounted at a height that allows someone seated or shorter stature to view themselves in the mirror.
- The soap dispenser and paper towel are mounted within reach of someone using at least one sink.
- A step stool is provided and is very much appreciated by children, allowing them to wash and dry their hands with independence and without relying on an adult to lift them.



Barriers & Recommendations: Washrooms

Gendered washrooms

The gendered washrooms do not have an accessible stall and are not marked as being accessible. When considering a significant renovation upgrading one of the stalls in each of the banks of washrooms to an accessible stall would be highly recommended.

Entrances into the washrooms are narrow but serviceable especially given the complete accessibility of the single user washroom located across the lobby.

Recommendations:

Short-Term

- The washroom signage is recommended to include a raised icon and letters providing tactile information for someone who's blind and ideally Braille.
    - Considering including a baby symbol to indicate the availability of a baby change table within the washroom.
    - lower the signage to 1500 mm center line from the floor.
- Blade signage for this washrooms, mounted above the door is highly recommended to provide visibility at a distance particularly given the strange layout of the washrooms with entrances being located both off of the hallways and the lobby.
- The current placement of the sanitary disposal units and toilet paper units are quite high and is recommended to be mounted at a height of between 600 mm and 800 mm from the floor and the toilet paper dispenser within 300 mm of the front edge of the toilet.
- It's highly recommended to add an additional hook at a height of 11 00 mm from the floor in each stall.
- The locking mechanisms are highly recommended to be replaced with ones that does not require fine dexterity.
- The lighting in the washroom is highly recommended to be updated so that it is not fluorescent lighting especially given the small space.
- Consider installing additional soap dispensers so that individuals have soap dispensers within reach of more than one sink.
- Additional mirrors in front of the other sinks in the men's washroom would be recommended allowing for more than one user at a time to see themselves reflected in the mirror.

Barriers & Recommendations: Washrooms

Recommendations:

Short-Term (Continued)

- Consider providing bilateral vertical grab bars for at least one of the urinals to provide additional balance and safety for individuals with limited stability.

Long-Term

- The faucets on the sink are difficult to operate especially for children and people with limited dexterity. It would be highly advised to replace this with faucets that do not require a turning of the wrist or significant force.
- Knee clearance at, at least one of the sinks in each of the gendered washrooms would be highly recommended.
- Given the nature of the facility, it would be highly recommended to provide a toilet and sink that are at child height.

Washrooms: Accessible/Universal

Signage and Access

- The washroom is marked with the symbol of accessibility on the door.
- The door is very highly contrasted from the adjacent wall space being dark green against a light beige wall.
- The washroom space provides good turning radius and allows for an accessible approach to the toilet both in front and laterally for transfer.

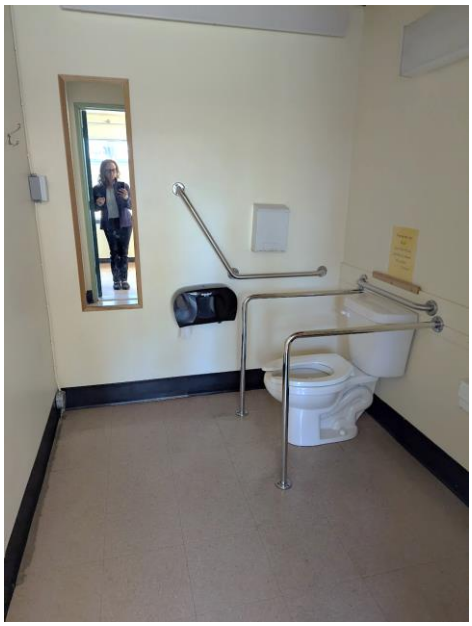
Toilet

- The toilet features a horizontal grab bar behind the toilet and an angled grab bar adjacent to it. The toilet also includes a tank which provides back rest and trunk support for those who require it.
- The toilet paper dispenser is within reach of someone seated on the toilet.
- The toilet seat height is comfortable and meets best practice for accessibility.

Sink and Mirror

- The mirror is mounted at a height that allows someone seated to view themselves in the mirror.
- The washrooms features a sink with easy to operate controls and provided knee clearance as well as the soap and paper towel dispensers within reach of someone using the sink.
    - Having the soap and paper towel dispenser within reach of someone using the sink is highly appreciated as this allows someone to completely wash and dry their hands before touching any mobility devices or equipment.
- The provision of paper towel dispenser rather than a hand dryer is appreciated as many members of the disability community are highly sensitive to noise and hand dryers can be deeply uncomfortable for many. Additionally, those with health disabilities or who have additional hygiene needs appreciate the availability of paper towels.

Barriers & Recommendations: Washrooms



Accessible washroom

The configuration of the grab bars is a little bit strange and inadvertently creates a barrier preventing people from successfully transferring to the toilet using a side transfer from mobility device as the grab bar going from the wall to the floor impedes on the intended lateral transfer space.

Short-Term

Recommendations:

- The washroom signage is recommended to be mounted on the wall latch-side and include the icon of a toilet and the universal symbol of accessibility. The signage should include a raised icon and letters providing tactile information for someone who's blind and ideally Braille.
    - Room signage is recommended to be mounted on the latch side of the door to ensure that it is visible whether the door is open or closed and available consistently for someone who is blind.
    - If considering upgrading the washroom signage to be a universal washroom it's highly recommended to use a symbol of a toilet or both gender icons as opposed to the split icon as this icon can be difficult for those with cognitive disabilities to understand.
- Blade signage for this washroom mounted above the door is highly recommended to provide visibility at a distance particularly from the lobby and down the hallway leading from the lift.
- The doorknob is highly recommended to be replaced with a lever handle which is easier and more intuitive for people to use either during an emergency or for those people with limited dexterity in their hands.
- Given the configuration of the rear wall mounted horizontal grab bar and the adjacent angled grab bar it's actually recommended to remove the two extra grab bars that go from the wall to the floor. Removing these two grab bars would actually increase the turning radius within the washroom and the accessibility of the toilet itself.
    - If community members require an additional grab bar a folding grab bar is recommended which can be used when necessary unfolded away to allow the user access to the lateral transfer space.

Barriers & Recommendations: Washrooms



- The current placement of the sanitary disposal unit is quite high and is recommended to be mounted beneath the grab bar
- It's highly recommended to add an additional hook at a height of 1100 mm from the floor.
- The locking mechanism is highly recommended to be replaced with one that does not require fine dexterity.
- A small shelf near the sink would be recommended to allow people to store personal items while washing their hands.
- The lighting in the washroom is highly recommended to be updated so that it is not fluorescent lighting especially given the small space.

Long-Term

- Whenever possible, it's highly recommended to install an automatic door operator for this washroom to provide independent access for someone using a mobility device.

Barriers & Recommendations: Change Rooms

In the basement, there are decommissioned change rooms and storage space along with an all-gender washroom. The space is accessed only via a set of stairs. The space is therefore not accessible and is currently only used by a small number of groups, however, when completing a more extensive renovation of the facility, it is highly recommended to add accessibility to this space by:

- Providing an accessible path of travel thanks to a lift or elevator;
- If showers are provided, ensuring that at least one is a roll-in shower with a fold down shower bench and appropriate grab bars;
- Upgrade the Gender Inclusive washroom to be truly accessible; and
- Consider investing in an adult change bench.

While the space may not be well used at the moment,, the facility could be used as Emergency Operations Command or a Reception center in the case of a large-scale evacuation in the area. These features would ensure that evacuees can safely and comfortably shower and perform the basics of other hygiene needs.

Wayfinding

- Signage throughout the recreation is limited but does include room signage for key amenities such as the multi-purpose rooms, washrooms and administration office.
- Washroom signage includes icons.
- There is excellent signage providing information for available programs at the center.

Understanding Wayfinding

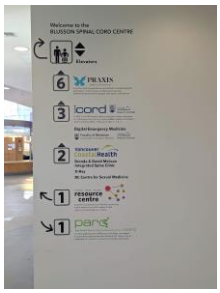
Imagine navigating a complex building with ease, feeling confident and in control rather than overwhelmed. This is the result of a thoughtfully designed wayfinding system, which incorporates braille, tactile elements, high-contrast signage, and intuitive icons strategically placed throughout the space.

For individuals who are blind or have low vision, tactile signage with raised characters and braille is essential. It enables them to independently access critical information, including room numbers, directions, and emergency exits, enhancing their autonomy and safety within the environment.

High-contrast signage, with light text on a dark background or vice versa, makes it easier for people with visual disabilities to read and comprehend information quickly.

Intuitive icons and pictograms are another powerful tool for accessibility. They transcend language barriers and provide a universal understanding of key features and directions. For individuals with cognitive disabilities or anxiety, these visual cues can help break down complex information into manageable chunks, reducing stress and confusion.

By providing clear, unobstructed paths and directional signage at appropriate heights, we ensure that everyone can navigate the space with ease. When the signage is visible at a distance, it allows people to make decisions on their path of travel and ensure they are using the most efficient and effective route of travel to their intended destination.









Did you know?

Sans serif fonts are considered the most accessible since they streamline the reading process by eliminating visual distractions, making them the go-to choice for maximum readability and accessibility.

Recommendations: Wayfinding

- Consider developing a consistent wayfinding strategy that encompasses an Island-wide consistent use of icons, tactile elements and braille.
- Consider installing either decals or blade signage for key amenities areas such those located down corridors, including washrooms and multi-purpose rooms.
- Develop an overall wayfinding strategy for the site that includes directional signage at decision points as well as blade signage that is visible at a distance.
    - Include key amenities such as the location of washrooms, change rooms, multi-purpose spaces and the accessible washroom.
    - Signage should be comprehensive and easily visible at a distance ensuring that people can independently determine their path of travel without doubling back and exerting additional energy.
- Where room signage is found mounted on the door, it makes it inaccessible when the door is opened as well as not available for those with low vision. It is recommended to mount signage on the wall, latch-side, at a height of 1,500 mm centerline. The room signage would also benefit from ideally both braille and tactile components, but at minimum tactile icons and language.
- Ensure that the icons accurately reflect the features found within the washroom stall. Where washrooms are not accessible either due to turning radius or lack of grab bars, note these as either limited mobility or single user stalls.
- Where washrooms or locker rooms have been decommissioned it's highly recommended to remove the signage from these facilities to ensure that the expectations of what is provided match the functions of the site.

Did you know?

Using the dynamic accessibility symbol instead of the traditional symbol helps break down attitudinal barriers and helps redefine how we look at people with disabilities.

Emergency Systems

- The entire facility is equipped with auditory fire alarm.
- Emergency maps are clear, well-placed, non-reflective, and easy to read. They are mounted at accessible heights and are generally low-glare.
- Exits are well marked with overhead signage.
- There are many accessible emergency exits that have a level and flush threshold and connects directly to the exterior of the building.
- Safety equipment, including fire extinguishers and fire pull stations are well-marked and generally located in accessible locations and mounted at accessible heights.

Barriers & Recommendations: Emergency Systems

Short-Term

- Emergency map could be single-sided to avoid shadow confusion as currently the image on the back-side of the paper can be seen which can make the content more difficult to perceive.

Long-Term

- If completing more significant renovations, it is highly recommended to provide visual fire alarms throughout the building but particularly in spaces where people are likely to be alone such as washrooms. Visual fire alarms support individuals who are hard of hearing or are Deaf to be independently aware of an emergency situation.
- When completing a more significant renovation, consider replacing the current red exit signs with green ‘running person’ models. Using the green running person exit signage throughout the buildings is recommended as well as including the signage that features the accessibility icon to note accessible egress routes.
    - The running person pictogram is an intuitive, universally recognized symbol that clearly conveys the message to exit quickly in an emergency. It relies less on language comprehension compared to text-only "Exit" signs and therefore benefits people with cognitive disabilities, low literacy, or those who speak different languages.

ADDITIONAL SUPPORT

When speaking of accommodations

- Persons with disabilities like to know in advance of what is available to them and what accommodations might be available. Keep descriptions broadly specific and ideally provide a photo on amenities on webpages. For example, rather than saying "Completely Accessible" or "Wheelchair Accessible," give examples of what is available such as "The washrooms feature automatic door operators, grab bars adjacent and behind the toilet and knee clearance at the sink."

Listening

- Hearing loops in theatres and large lecture spaces such as meeting rooms and gymnasiums are always advised but an individual FM system may also be supportive for an individual with a cochlear implant or hearing aids. An individualized hearing loop, is a portable device which allows for information to be sent directly from a device worn around the speaker's neck to the user's hearing device. This could amplify communications at both the information desk and in the community meeting room.



- It's good practice to ensure that closed captions are enabled for presentations (For example PowerPoint offers built in closed captions for presentations) and all videos. Many individuals including those with auditory processing learning disabilities benefit greatly from captions.

Participation

- Universally designed equipment and programs is naturally more accommodating for people of all sizes and abilities.
- Consider including a statement on program registration or RSVPs that encourage people to share any accommodations or accessibility-related needs.
- Sensory friendly kits are recommended to be available for loan.

Sensory Kits

- Sensory kits are collections of tools designed to support individuals who experience sensory sensitivities or regulation challenges, including those who are neurodivergent. They create a more inclusive and calming environment in public, educational, or recreational settings by helping individuals manage overstimulation and maintain focus or comfort.
- Providing sensory kits demonstrates a proactive commitment to accessibility and inclusion by recognizing invisible disabilities and ensuring that all community members can participate meaningfully.
- Typical items include:
    - Fidget tools (for tactile stimulation and focus)
    - Noise-cancelling headphones (to reduce auditory overload)
    - Communication boards or picture cards (for non-verbal communication support)
    - Weighted lap pads or stress balls (to promote calm and self-regulation)
    - Sunglasses or visors (to help manage light sensitivity)
    - Other considerations would be small quiet activities such as colouring
- Consider developing a social story that can be shared with teachers or available on the website as a downloadable resource. These stories allow people of all ages to understand what to expect from an environmental perspective and also what the expectations are for social interactions and behavior. Social stories are usually written in the first person, using positive, reassuring language. They often include pictures and simple language.



PRIORITIZATION

When considering making changes to increase accessibility, thinking about the entire 'path of accessibility.' That is, is the complete process of accessing and using a space accessible? Where possible, we advocate for creating complete accessible spaces rather than adding piecemeal accessibility supports. For example, we advocate for a singular accessible washroom rather than a number of washrooms with a variety of accessibility features.

Our recommended priorities based on both access and impact include:

Highest Priority

- One of the highest priority accessibility recommendations would be to replace the fluorescent lighting with LED as this was brought up a number of times as a point of concern and discomfort from staff.
- Improve wayfinding and signage consistence, including adding tactile room signage mounted on the wall for primary spaces including washrooms, changerooms, community rooms and other public-facing spaces.

Short Term

- Add contrast to stair nosings to increase visibility.
- Add high contrast, tactile walking surface indicator strips (truncated domes) to the top landings of stairs.
- Provide more information on the recreation center's website on the accessibility features available at SIMS.
- Add blade signage to the washrooms, particularly the accessible washrooms.
- Remove the extra grab bars in the accessible washroom.
- Add signage to the lift and instructions for staff on how to use it and where to locate the key.
- Create a loanable sensory kit.

Long Term

- Provide a hearing loop or similar assistive listening device at key locations, ideally in the meeting room and when possible, in the gymnasium a primary multi purpose room.

SUMMARY OF RECOMMENDATIONS

Parking & Approach

Transit & Pedestrian Access

- Review the parking space provided to meet needs of program users, including sufficient space for vehicles with accessibility requirements.

Entrance & Wayfinding & Pathways

- Add more robust exterior signage so the building name is visible at a distance.
- Add pathway lighting leading to the main entrance to enhance nighttime safety and visibility.

Accessible Parking Stalls

- Relocate the accessible stall to a flatter, wider location closer to the ramp.
- Update paint and signage using the dynamic accessibility symbol and a blue square for contrast and visibility.
- Provide additional temporary accessible parking for key programs or events.

Ramps

Secondary (Decommissioned) Ramp

- Add directional signage to the parking lot and at the base of ramps highlighting the main entrance.
- Add contrast to the nosing and bottom transition of the ramp to highlight tripping hazards.
- Add a small ramp to access the playground, replacing the current step.

Primary Access Ramp

- Extend handrails further down the ramp, especially around the corner by the tree.
- Repair uneven surfaces caused by tree roots and add edge protection (using stones/bricks for cane detectability).
- Add a wall-mounted handrail on the ramp connecting the landing to the entrance landing; replace existing handrail with a round, graspable design.
- Relocate the bike rack away from the top intersection between the stairs and ramp.
- Add landings at intervals to allow users to rest.

Emergency Exit Ramp (Rear)

- Block off or gate the unused steps beside the emergency exit ramp.

Stairs and Steps (Exterior)

- Add contrast strips on stair nosings (tread and rise).
- Repair tread deterioration and ensure even, stable surfaces.
- Install tactile walking surface indicators (TWSIs) on top landings of all stairs.

Lobby

Seating and Furniture

- Ensure that a variety of seating options with backrests and armrests continue to be provided.
- Maintain tables that offer adequate knee clearance for mobility-device users.

Visual and Wayfinding Cues

- Ensure contrast between flooring types (e.g., carpet vs. linoleum) remains strong.
- Consider adding tactile or visual cues linking the lobby to adjacent corridors and key amenities.

Lighting

- Maintain balanced lighting levels between indoor and outdoor spaces to minimize glare.

Circulation

Navigation

- Ensure circulation paths remain logical and unobstructed throughout the facility.
- Maintain accessibility of all primary amenities via clear, direct routes.

Building Controls

- Confirm that all controls (heat, lighting, AV, door operators, etc.) remain at accessible heights.
- Verify that controls can be operated without fine dexterity.
- Standardize lever-style handles on doors throughout the facility.

Lighting and Contrast

- Replace all fluorescent lighting with high-quality LED fixtures rated at or above 1000 Hz.
- Ensure LED fixtures are properly shielded or angled to reduce glare on wayfinding signage, computer screens, and glass surfaces.
- Maintain consistent colour contrast between floors, walls, and door frames.
- Use window shades to manage glare while maintaining access to natural light.

Doors

- Replace remaining knob-style door handles with lever handles.
- Maintain elongated vision panels on doors, ensuring visibility for people of all heights.
- Verify that door swings do not interfere with main travel paths.

Flooring

- Use low-pattern, non-slip flooring throughout corridors and rooms.
- Maintain low-pile carpeting in designated areas for easy navigation by wheeled devices.

Interior Stairs

- Ensure all interior stairs have bilateral, continuous, graspable handrails.
- Maintain closed risers and non-slip treads with contrasting nosings.

Lifts

- Ensure the main lift remains fully operational and includes clear, posted signage explaining key use and operation.
- Repair or remove the decommissioned lift at the previous accessible entrance.
- Provide an easy-to-read laminated quick guide for lift operation with both visual and text instructions.
- Include lift use procedures in rental agreements and provide training to staff and renters

Stairs

General

- Maintain bilateral, continuous, graspable handrails on all interior and exterior stairs.
- Ensure stair treads have non-slip, rubberized surfacing and closed risers.
- Add or refresh contrast strips on stair nosings (tread and rise) throughout the facility.
- Repair worn or uneven stair treads.
- Install tactile walking-surface indicators (TWSIs) on top landings of all stairways.

Dressing Room and Upper-Level Stairs

- Add or replace handrails with round, fully graspable designs that extend at least 300 mm horizontally at each landing.
- Notify renters that dressing rooms and certain upper-level spaces are stair-only and provide alternatives when accommodating performers or users with disabilities.

Arena and Viewing-Stand Stairs

- Apply tactile walking-surface indicators to the top landings within the viewing stands.
- Maintain consistent lighting levels on stairs adjacent to large windows to reduce glare or shadowing.

SUMMARY OF RECOMMENDATIONS (4)

Courtyard

- Maintain level, flush thresholds at doors leading to the courtyard.
- Introduce varied-height planters, including some with knee clearance, to support inclusive gardening activities.
- Incorporate sensory elements such as herbs or textured plants into courtyard landscaping.
- Upgrade or replace existing seating and picnic tables with models offering backrests and armrests.
- Consider adding shade structures or varied seating zones to encourage use throughout the day.

Gymnasium

- Clean or replace the heavy, dusty curtain used to divide the gymnasium.
- Add acoustic treatments such as ceiling baffles or wall panels.
- Review and upgrade change rooms adjacent to the gymnasium for renewed accessibility.
- Install a lift or elevator to access change rooms or relocate changing and shower facilities to an accessible location.
- Upgrade lighting to high-quality LED fixtures.

Multi-Purpose Rooms

General

- Replace fluorescent lighting with low-flicker LED fixtures.
- Maintain open layouts with clear circulation paths.
- Ensure large windows have functional shades to control glare during presentations or activities.
- Preserve sound-dampening ceiling panels to reduce echo and reverberation.
- Maintain consistent room signage with clear icons and contrasting backgrounds.

Dance Room

- Add contrast strips to the nosing of the two exit-door steps.
- Install signage at eye level on each door indicating the presence of a step.

Music Room

- Address sound transfer between dance and music rooms through added acoustic separation.

Accessibility Idea

- Collaborate with local knitting or craft groups to create wall tapestries for sound dampening and visual warmth.

Community Kitchen

Short Term

- Relocate microwaves to counter height.
- Provide a step stool for users shorter in stature.
- Ensure sinks have lever-style faucet controls and soap dispensers within reach.

Long Term

- Replace ranges with models that have front-mounted controls.
- Replace one standard table with a height-adjustable table.
- Provide knee clearance beneath at least one sink.
- Maintain clear pathways between counters, tables, and appliances.

Administration Areas & Reception

Reception Area

- Add a hearing loop or portable assistive listening system at the reception desk.
- Confirm the reception desk includes a lowered counter section (maximum 865 mm high).
- Ensure clear knee space under the lowered counter section.
- Provide a staff-operated portable amplifier or speech-to-text app for accessibility as needed.

Meeting Rooms

- Add portable or installed hearing loops to larger meeting rooms.
- Install dimmable LED lighting and ensure switches are located near entrances.
- Provide flexible furniture arrangements that allow a minimum 900 mm circulation path between chairs and walls.
- Add clear signage with icons for “Meeting Room” and room numbering.

Staff Offices

- Replace overhead fluorescent fixtures with LED task lighting.
- Offer individual dimmable desk lamps where possible.
- Ensure adjustable-height desks are available in shared offices.
- Maintain cable management and floor organization to reduce trip hazards in shared workspaces.

Staff Offices

- Replace overhead fluorescent fixtures with LED task lighting.
- Offer individual dimmable desk lamps where possible.
- Ensure adjustable-height desks are available in shared offices.
- Maintain cable management and floor organization to reduce trip hazards in shared workspaces.

Staff Washroom

- Relocate or reconfigure interior fixtures (sink, soap dispenser, and toilet-paper holder) for improved reach range.
- Install tactile signage with braille outside the door at latch height.
- Ensure that grab bars meet current placement and clearance standards.

Lunchroom

- Reconfigure storage and counter spaces to ensure reachability from a seated position.
- Ensure microwave and refrigerator handles are operable with one hand and require minimal force.
- Maintain at least one table with 700 mm clear knee space beneath.
- Provide a quiet zone or soft-seating area within or near the lunchroom for staff needing sensory breaks.

Washrooms & Change Rooms

Gendered Washrooms

- Replace knob-style door handles with lever handles.
- Add blade signage and tactile icons at door latch height.
- Install grab bars that meet current standards for placement and spacing.
- Ensure all stall doors are light enough to open with minimal effort and self-close slowly.
- Provide hooks and shelves within stalls at accessible heights.
- Relocate or reconfigure interior fixtures (soap dispenser and sink) to allow more than one user.

Long Term

- Replace twist/turn faucets with lever or touch-activated models.
- Provide knee clearance at at least one sink in each gendered washroom.
- Install a child-height toilet and sink (one set per gendered washroom where feasible).

Accessible / Universal Washroom

- Reposition grab bars and accessories to meet current reach standards (horizontal and angled configurations).
- Install lever-style handles on all fixtures and doors.
- Add tactile signage with braille outside the door at latch height.
- Include a low-mounted mirror and accessible-height dispenser.
- Ensure the emergency alarm cord or push button is within reach from the floor.
- Mount room signage on the latch side of the door and include raised icons, tactile lettering, and braille.
- Add blade signage above the door, visible from the lobby and hallway near the lift.
- Remove the two vertical grab bars extending from the wall to the floor.
- Retain the horizontal and angled grab bars to provide necessary support.
- Install an automatic door operator for independent entry and exit.

Long Term

- Relocate the sanitary-disposal unit beneath the grab bar and add a hook at 1100 mm height.
- Add a small shelf near the sink for personal items.
- Replace fluorescent lighting with LED fixtures appropriate for small spaces.
- Maintain the mirror at a height visible to seated and standing users and retain paper-towel dispensers.
- Retain manual flush toilets to minimize loud automatic flushing sounds.

Change Rooms

- Provide an accessible route to the change rooms or relocate them to a main-floor area.
- Add adult-change bench within the change rooms.
- Ensure showers, if present, have handheld showerheads and fold-down seats.

Wayfinding

- Develop a consistent wayfinding strategy for the facility.
- Install blade signage for key amenities such as washrooms, change rooms, and multi-purpose rooms.
- Include tactile signage with raised characters and braille on all room signs.
- Ensure signage includes high-contrast backgrounds and clear, intuitive icons.

Wayfinding (continued)

- Add directional signage at decision points and intersections.
- Mount wall signage beside doors (on the latch side), not on doors themselves.
- Ensure consistent icon placement and design across the facility.

Emergency Systems

- Simplify and standardize emergency-evacuation maps, using large print and high contrast.

Long Term

- Add visual fire alarms (strobe lights) throughout all main areas of the facility.
- Upgrade exit signage to use the universal “running person” icon, with directional arrows to clarify egress routes.
- Ensure all fire extinguishers and pull stations remain clearly visible and unobstructed.
- Review all emergency doors to confirm adequate opening force and lever handles.

WHY IS CONTRAST SO IMPORTANT?

Contrast to support people with Low Vision

- Contrast makes things easier to identify and distinguish. High contrast between an object and its background helps those with low vision better perceive shapes, edges, and boundaries.
- It improves legibility and readability. When there is strong contrast between text and its background, it is easier for people who have low vision to read and interpret letters, words, and symbols.
- Contrast provides visual orientation. Things like doorways, handrails, and signage stand out better when there is significant contrast with surroundings. This aids navigation and independence.
- Reduced contrast contributes to eye strain and fatigue. Insufficient contrast makes visual tasks more difficult and tiring for those with low vision.

Contrast for Balance

- Contrast highlights edges and boundaries. When moving from seated to upright, high contrast along the edges of steps, floors, and thresholds makes these changes in level clearly visible. This prepares the body for adjustments.
- It defines spatial orientation. Contrast provides visual cues that help the brain orient itself in space, allowing for better balance control such as knowing where a wall, handrail or counter is helps stabilize our vision.
- Distinct edges guide movement. Clear definition where surfaces change, facilitated by contrast, guides body motions like getting up from a chair or exiting a vehicle.
- It draws attention to tripping hazards. Significant contrast makes irregularities in floors, pavements, ramps readily apparent so they can be navigated safely.
- Low contrast obscures surroundings. With inadequate contrast, visual environment blends together, depriving brain of key reference points needed to maintain equilibrium.

WHY DO ICONS MATTER?

Iconography

Icons are important for accessibility because they provide visual cues that can be quickly and easily understood by a wide range of users, regardless of their language skills, cognitive abilities, or sensory impairments.

Universal understanding: Well-designed icons transcend language barriers and can be interpreted by people from diverse backgrounds including folks who don't speak English as a first language.

Cognitive accessibility: Icons can help people with cognitive disabilities or learning difficulties to better understand and navigate their environment. Simple, clear icons reduce the cognitive load required to process information.

Wayfinding assistance: Consistent use of standardized icons throughout a building or site can aid in wayfinding, especially for individuals with intellectual disabilities or those who are unfamiliar with the space.

Benefit for people with low vision: When designed with high contrast and sufficient size, icons can be more easily perceived by people with low vision compared to text alone.

Supports non-readers: Icons can convey important information to individuals who have difficulty reading, whether due to a visual impairment, learning disability, or language barrier.

Key Considerations

- Use internationally recognized symbols, like the International Symbol of Access.
- Ensure adequate size and contrast for visibility.
- Place icons on signage that is mounted at an accessible height and providing clear floor space for approach.
- Utilize tactile icons with braille labels on signage to support users who are blind or have low vision.
- Maintain consistency in the design and use of icons throughout a site.
- Incorporate well-designed, universally understood icons to create environments that are more intuitive, easier to navigate, and accessible to a broader range of people.

LIGHTING

Lighting for Comfort, Safety, and Well-Being

Appropriate lighting design plays a crucial role in creating safe, comfortable, and inclusive environments. The type of light, its colour temperature, and overall quality can significantly affect visual comfort, mood, and overall well-being. The following guidance provides best practices for selecting LED lighting that supports accessibility and user comfort across different settings.

Warm White Lighting for Comfort and Relaxation:

Recommended colour Temperature: 2700K–3000K

Warm white LED lights within this range produce a soft, yellowish glow similar to natural sunset light. This tone promotes relaxation, reduces visual fatigue, and minimizes glare sensitivity, making it ideal for residential areas, lounges, bedrooms, and dining spaces.

Key Benefits:

- Supports a calm and welcoming atmosphere
- Reduces eye strain and glare-related discomfort
- Mimics natural evening light, helping regulate circadian rhythm

Cool White Lighting for Productivity and Focus:

Recommended colour Temperature: 5000K–6500K

Cool or "daylight" white LEDs provide a bright, crisp illumination that enhances alertness and focus. These higher colour temperatures are well-suited to task-oriented spaces such as home offices, workshops, or study areas.

Key Benefits:

- Improves concentration and visual acuity for detailed work
- Simulates daylight conditions for improved energy and attentiveness

Considerations:

- Cooler lighting may feel harsh in relaxation zones and can disrupt sleep when used during evening hours. Where possible, limit use to daytime or work-specific settings.

Technical Considerations for Comfort and Safety

Flicker Control: Select LEDs with a low flicker percentage and low flicker index. High flicker levels can contribute to headaches, fatigue, and discomfort, particularly for individuals with light sensitivity or neurological conditions.

colour Rendering Index (CRI): A high CRI (90 or above) ensures accurate colour perception, contributing to safer navigation, improved aesthetics, and a more comfortable visual experience.

Blue Light Management: Blue light exposure, especially in the evening, can affect sleep quality and visual comfort. To mitigate these effects:

- Choose warm white or "tunable" LEDs that can adjust colour temperature throughout the day.
- Consider bulbs with built-in blue light filters to reduce eye strain and support healthy sleep cycles.

Why Avoid Fluorescent Lighting

Traditional fluorescent lighting, while once standard, presents several health and comfort concerns that make it less suitable for inclusive environments:

Flicker and Visual Fatigue: Fluorescent lights operate on alternating current, producing subtle but continuous flicker that can trigger headaches, eye strain, and nausea, especially for individuals sensitive to light.

Auditory Distraction: The low-level buzzing sound common in fluorescent fixtures can cause discomfort or distraction, particularly for individuals with auditory or sensory sensitivities such as autism or ADHD.

colour Quality: Fluorescent bulbs typically have a lower colour Rendering Index (CRI), which can distort colour perception and reduce visual clarity.

Environmental and Safety Concerns: Fluorescent tubes contain mercury, requiring special disposal and posing a hazard if broken.

As such, fluorescent lighting is not recommended for environments prioritizing accessibility, inclusion, and overall occupant well-being.

How LED Lighting Supports Neurodiverse Users

LED technology provides several advantages that make it especially supportive for neurodiverse individuals and others with sensory sensitivities:

- **Stable and Consistent Light Output:** High-quality LEDs with low flicker and even brightness help prevent sensory overload and visual discomfort.
- **Adjustable colour Temperature:** "Tunable" LEDs allow users to modify brightness and tone throughout the day, empowering people to create lighting conditions that match their sensory comfort levels.
- **Quiet Operation:** Unlike fluorescents, LEDs operate silently, eliminating ambient noise that can be distracting or overstimulating.
- **Customization and Control:** Integration with dimmers or smart systems enables personalized lighting zones, reducing sensory stress and supporting focus or calm as needed.
- **Improved colour Accuracy:** A high CRI ensures natural colour rendering, reducing confusion and enhancing comfort for users who are sensitive to distorted lighting environments.

By prioritizing LED solutions that minimize flicker, reduce blue light, and allow user control, spaces become more inclusive for people with sensory sensitivities, autism spectrum conditions, and other neurodiverse experiences.

THANK YOU

for choosing Meaningful Access Consulting

We are pleased to work with you and to present this review of the Salt Spring Island Multi Space which outlines accessibility recommendations from mobility, hearing, learning, sensory, cognitive and sight perspectives. We are so encouraged that Salt Spring Island is truly activating on their intention to create meaningful and accessible experiences for the community members of all ages, abilities and disabilities.

We continue to applaud the District and your efforts in working towards universal design and accessibility for all.

If there are any questions, please do not hesitate to reach out! We are here to help.

Thank you again,

Marco & Karin Pasqua
Universal Design Accessibility Consultants
www.meaningfulaccess.com



BEYOND BARRIER-FREE









Salt Spring Island – Portlock Park Accessibility Review
November 2025

www.meaningfulaccess.com

MEANINGFUL ACCESS CONSULTING

info@meaningfulaccess.com

OVERVIEW

Located near Central, this park includes four tennis courts, baseball and soccer fields, a children's playground, a 400-m track, a picnic shelter, a multi-court and the PARC Administration office. The PARC portable houses a meeting/activity room which features a ramp to access it. The park features washrooms and basic amenities including parking, park benches and picnic tables.

Thoughtfully designed parks and playgrounds are the heart of vibrant, inclusive communities. These shared outdoor spaces provide vital opportunities for people of all ages, abilities and backgrounds to come together, socialize, and engage in healthy recreation. On Salt Spring Island outdoor recreation including parks and trails are especially important for both residents and the many visitors drawn to the area's stunning natural beauty.

Currently, Salt Spring Island doesn't have any barrier-free parks, trails and viewpoints and there are many people on the Island who experience accessibility barriers and would very much like to stay living in the community, if the amenities were provided.

As the community grows and welcomes new residents and tourists, prioritizing universal design in parks and public spaces will be key to maintaining Salt Spring Island's welcoming, inclusive character.

Local residents informed the consultant team how valued this playground and park is for the community. It's warmer and safer than the other parks found on the Island with many residents preferring to bring their children to Portlock Park as compared to Centennial Park for a variety of reasons. They also informed the consultant team how important this park is for walking and injury recovery with the track being one of the only level and maintained trail surfaces on the Island.

With some thoughtful considerations and planning, this park could be much more accessible and provide access to outdoor recreation for many more residents including reinstating the accessible washroom, creating navigable pathways across the site and some additional benches and resting spaces.

ACCESSIBILITY OF PARKS

Understanding that outdoor recreation opportunities are highly valued on Salt Spring Island, parks and playgrounds are a large piece of that puzzle already. Choosing the right equipment, layout, surface materials and communication strategies can increase accessibility for many individuals, even if a park is not universally designed at present.

Communication and Wayfinding

Let people know what is available for them and they will determine for themselves if the park or playground will meet their needs. Consider highlighting the following features on park websites:

- Trail and pathway surface materials and indication of grade
- Equipment available in playgrounds (especially items that are more inclusive such as roller slides, saucer swings)
- Location of key amenities such as washrooms and parking
- Playground surface material

Connecting Accessible Features

When increasing accessibility in a playground or park, consider how the user will access the feature such as a bench or universal picnic table. Is there a pathway that connects to it? Does the pathway surface offer the same level of accessibility as the rest of the park? Is there a level and firm surface for a mobility device or stroller to be parked? Are there any obstructions in the way to access the amenity? What is the most logical path of travel?

Offer a complete accessible experience for a user. Consider the entire path of travel from the parking lot to the amenity and ensure that a consistent level of access is provided. A universal picnic table that is connected to a primary pathway is far more accessible than one placed in the centre of a grassy field, for example.



Maintenance is also a key factor in maintaining accessibility.

Surface Materials

Trail and playground surface materials make a considerable impact on accessibility and decisions need to be made in order to maintain both accessibility and the connection to nature and the natural environment, depending on the intention of the space.

Trails & Pathways

Paved pathways are the most accessible for users with disabilities using mobility devices and should be highlighted for the community to be made aware of and increase their usage. Other highly accessible options include boardwalks (though can be quite bumpy for some users, especially for long distances) and packed gravel. Not every pathway needs to be accessible, so it is recommended to offer information on the pathway surface via maps, websites and onsite wayfinding.

Playground Surfacing

Engineered wood chips, despite being slated as an accessible surface, are not actually an accessible surface material for playgrounds. While they provide good impact attenuation in the event of a fall, wood chips are a loose material that can be difficult for people using mobility devices to navigate.

In contrast, poured-in-place rubber or rubber tiles are considered to be the most accessible surfacing for play spaces. These surfaces are firm, stable and slip-resistant, making them much easier for people using wheelchairs, walkers, or other mobility aids to navigate. Rubber surfaces have minimal gaps or irregularities, reducing tripping hazards. They are also non-glare with low thermal conductivity, improving safety and comfort.

Who is the Target Demographic?

When it comes to accessible and universally designed outdoor play spaces, the intended target is generally thought to be the child but it's important to keep in mind the other adults in the child's life that may be taking them to the playground. A parent, grandparent or other caregiver may have a disability so consider how the adult can interact with the child on the playground as well. Places to rest, in shade are equally important as the playground surface material to ensure the inclusion of multi-generational play experiences.



Unwin Park – City of Surrey

Designing New Playgrounds

Ramps to Nowhere

When installing accessible features, people often just simply add ramps to structures and call it accessible. But is it? Do the ramps have a purpose such as leading to the top of a slide or an elevated engagement station?

Ramps on their own aren't fun for children using mobility devices, they need to connect the child to play with their peers in a way that is meaningful and inclusive.

How is our playground fun for a child with a physical disability, a child with low vision or a child with a hearing disability?

How can we make the playground more fun for a child with a disability?

Equipment worth Considering

- ❑ Elevated sand or water tables
- ❑ Swings with back support and safety belts
- ❑ Roller slides (recommended to support kids with cochlear implants and hearing aids as the static of plastic slides can interfere with their functioning).
- ❑ Metal slides
- ❑ Roller slides
- ❑ Transfer space for slides
- ❑ Saucer swings
- ❑ Musical equipment
- ❑ Inground trampolines
- ❑ Friendship swings
- ❑ Accessible spinners or rockers
- ❑ Diggers
- ❑ Accessible gliders (e.g. sway fun glider)
- ❑ We go round
- ❑ Transfer stations



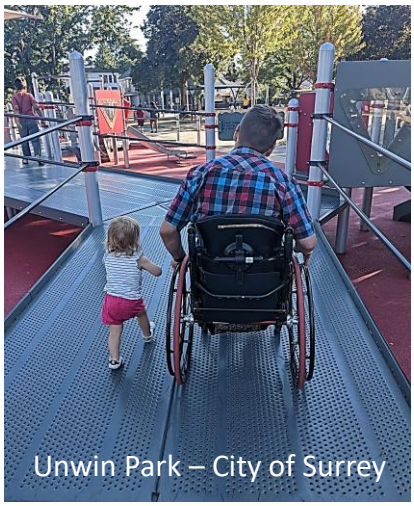
Transfer station
Reference: Landscape Structures

Note: Fencing around playgrounds can be necessity for many children and caregivers.

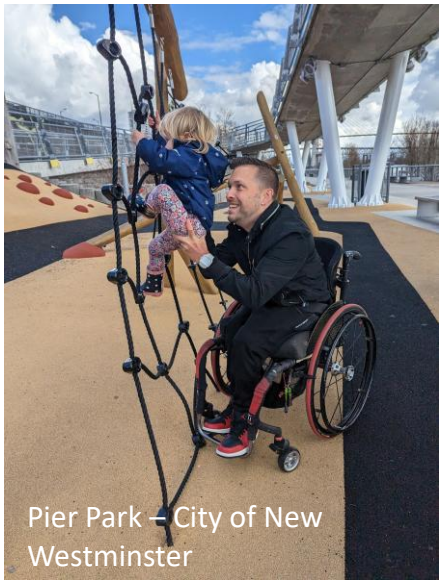
Consider the Users

Mobility Device Users

- ❑ Accessible paths of travel
- ❑ Multiple access routes into and out of the play space
- ❑ Multiple ways to use and access play equipment
- ❑ A mix of ground-level equipment integrated with elevated equipment accessible by a ramp or transfer platform
- ❑ Ramps that lead to a play component
- ❑ Ramp landings, elevated decks, and other areas that provide sufficient turning space for mobility devices
- ❑ Space to park a wheelchair or other mobility device beside transfer platforms
- ❑ Space for a caregiver to sit beside a child on a slide or other play element
- ❑ Transfer platform at the base of the slide wide enough so that children with mobility disabilities can transfer off the slide without blocking others from using the slide
- ❑ Seating space with back support adjacent to the slide exit where children can wait for their mobility device to be retrieved
- ❑ Back support and/or grips on certain play components such as swings
- ❑ Elements that can be manipulated with limited exertion



Unwin Park – City of Surrey



Pier Park – City of New Westminster

Hearing Disabilities

- ❑ Caregivers with hearing loss require clear lines of sight throughout the play space to observe their children and to identify when they need assistance.
- ❑ The use of plastic slides has been shown to generate static electricity that may damage cochlear implants. As a result, children are left with the choice of avoiding slides or removing their implants and playing without the ability to hear.



Stan Clarke Park – District of Squamish

Vision Disabilities

- ❑ Appropriate use of colour, texture, and sound can help users with vision loss access and use equipment and find their way throughout a play space, and can be used to help:
  - Orient children and caregivers to different areas
  - Define different spaces throughout the play area
  - Identify different skill areas
  - Identify play element features
  - Identify pathways and changes in direction
  - Define play space boundaries and areas where children should be cautious, such as around high traffic areas like slide exits
  - Define the edges where there is a level change like at the top of the stairs or at a drop-off using a tactile warning surface

Sensory Disabilities

- ❑ Outdoor play, especially play in natural settings, has been shown to have a soothing effect on children with autism spectrum disorder. Activities that involve natural settings, motion, visual interest, and water play can be good choices.
  - Consider places that are sheltered where a child can take a moment of refuge
  - Quiet areas
  - Combinations of big energy equipment (e.g. swinging, sliding, spinning) and low-stimulation (e.g. colour wheels, digging, sensory play) is encouraged
  - Communication boards can support children with communication disabilities



Unwin Park – City of Surrey



Rotary Playground – St. Peters, Cape Breton

More information can be found at:
www.rickhansen.com/AccessiblePlaySpaces

Portlock Park

Located near Central, this park includes 4 tennis courts, baseball and soccer fields, a children's playground, a 400-m track, a picnic shelter, a multi-court for tennis, basketball, roller hockey etc. and the PARC Administration office. The PARC portable houses a meeting/activity room. The picnic shelter, as well as the portable, are available for public rental.

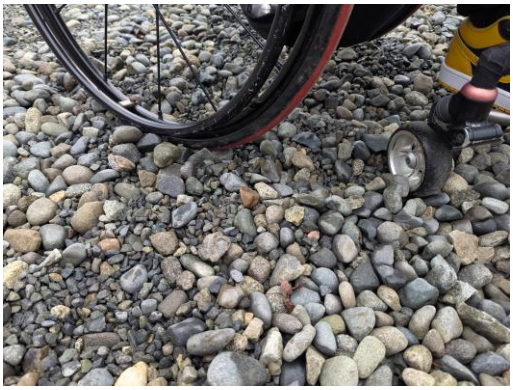
Parking Facilities

- Parking is primarily found within the connected parking lot. Additional parking during special events or busy times is available on the street.
- There is signage, visible from the street, indicating the name of the park.
- The paved portion of the parking surface is generally level, firm, non-slip and without significant slope.
- There is one designated accessible stall that is marked using both vertical pole signage as well as pavement decals allowing for the stall to be relatively visible when a car is parked within the stall and at a distance.



Barriers & Recommendations: Parking Facilities

- The gravel parking lot is very uneven and, because it falls so close to the watertable, it has very poor drainage.
- The drainage rocks surrounding the gravel parking lot, while necessary, are very uneven and make pushing a mobility device (including cane, walker or wheelchair) across very difficult or dangerous for some and completely impossible for others.
- The placement of the accessible parking stall is a bit peculiar in that while it's on a paved level surface, it's far away from the access points to any amenities. The placement makes it nearly invisible to visitors and inaccessible for its intended purpose.



Recommendations

- It's highly recommended to review the ability to pave the lot to prevent the water pooling and irregular walking surface.
    - If not possible, it's highly recommended to add additional crushed gravel to the areas that have potholes to create a stable and level path of travel.
- Additionally, it's recommended to find other mechanisms to provide drainage such as drainage grates to create drainage solutions that can be navigated across while using a wheeled device or when experiencing difficulties with balance.
    - If unable to remediate the entire parking lot, consider creating access paths using drainage grates along the paths of travel including between the parking lot and the entrance to the playground, the tennis courts and the pathway leading to the spectator bleachers.



Barriers & Recommendations: Parking Facilities

Recommendations

- The consultant team were informed that there is a high number of seniors and others using the accessible parking stalls and thereforere we highly recommend additional parking accessible stalls at this site, ideally directly adjacent to the gate to access the playground and the tennis courts with greater ease.
- Accessible parking stalls are recommended to be 2600 mm wide with a shared access aisle of 2000 mm. The shared access aisle allows someone to drop a side-loading ramp and have space to turn and/or sufficient space for their mobility device to be comfortably transferred into or out of.
    - Currently the accessible stall's access aisle is essentially an access route for a vehicle with no-parking signage.
    - It's recommended to update this to include the hatch-marks to ensure that the width of the access aisle remains available.
- It's recommended to paint the accessible parking pavement decal to include the blue square as to increase visibility at a distance.
- Updating the accessible parking signage is recommended, including the use of "Accessible Parking" over "Handicapped Parking" as well as the use of the dynamic symbol of accessibility.



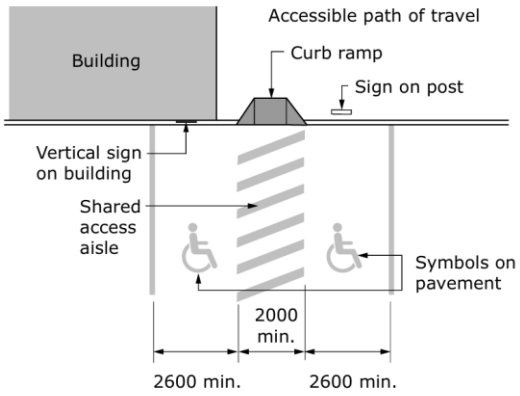
Barriers & Recommendations: Parking Facilities



Image demonstrates an updated pavement decal and hatch marks next to the accessible parking stall to create an access aisle.

Did you know?

Using the dynamic accessibility symbol instead of the traditional symbol helps break down attitudinal barriers and helps redefine how we look at people with disabilities.



Reference: CSA B651-23
Figure 67

Park Pathways and Navigation to Amenities

Trails & Pathways

- There are paved pathways leading from the paved portion of the parking lot to a few amenities including the washrooms, storage facilities and program facility.
- There is a ramp leading to the programing facility.
  - The ramp is without threshold and is easy to navigate with independence thanks to its very accessible slope.
  - The ramp features bilateral handrails.
  - The ramp includes a non-slip surface.



- There are some waste receptacles along the path of travel without obscuring it.
- The site layout is generally quite obvious with the main amenities being clearly visible at a distance, from the parking lot.

Benches and Picnic Tables

- There are a variety of seating options in the park including park benches, with back rests and armrests.
- The park offers a picnic shelter with picnic tables under whether protection.

Barriers & Recommendations: Pathways and Navigation

Trails & Pathways

- The pathways around the park are primarily natural and not developed or maintained to a high level of accessibility. The resulting pathways are more of a 'cow path' rather than a true path of travel. Consequently, the primary paths of travel are not accessible, despite the track being a clear attraction for people as a comfortable walking surface.
    - It was highlighted to the consultant team that the track is a key Island amenity for people to use as a safe and level walking surface, particularly for seniors and for those recovering from injuries.
    - It was also brought to the consultant team's attention that the pathways around the park are not accessible for wheeled mobility device users and that users have fallen when navigating the nearly invisible threshold from the path to the track.
- The bike rack located next to the pick-up window may have people's bikes parked in such a way that it blocks the path of travel, especially for someone relying on the paved pathway.

Recommendations

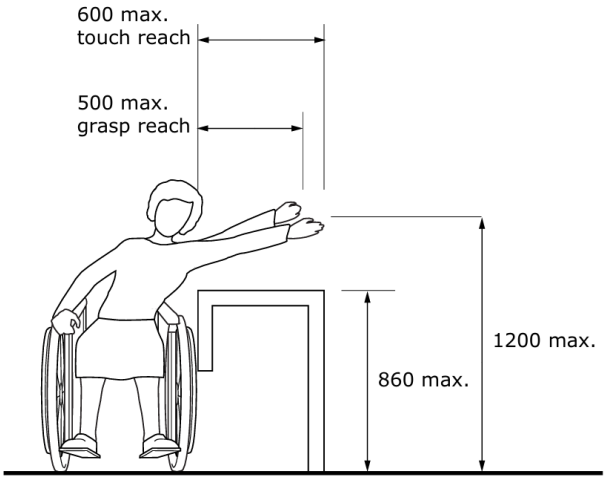
- Consider offering other options for bicycle parking and move the current bike rack to another location to ensure that the path of travel remains unobstructed.
- It's highly recommended to create an integrated network of pathways connecting key elements via level and accessible pathways.
    - If paved is not possible, then we highly recommended packed crusher dust that is well maintained or alternatively a removable surface such as a mobi mat.
- Pathways should connect to all key amenities and provide a complete path of travel for users. Consistent, stable, level and firm pathways should be considered for the following locations, from the parking lot with:
    - Access to at least one tennis and pickle ball court.
    - Access to through the playground area, including the bench located near the young children's playground area.
    - Access to the track (ideally on both sides of the tennis courts).
    - Access to the picnic shelter.
    - Access to the bleachers.

Barriers & Recommendations: Pathways and Navigation

Trails & Pathways

Recommendations

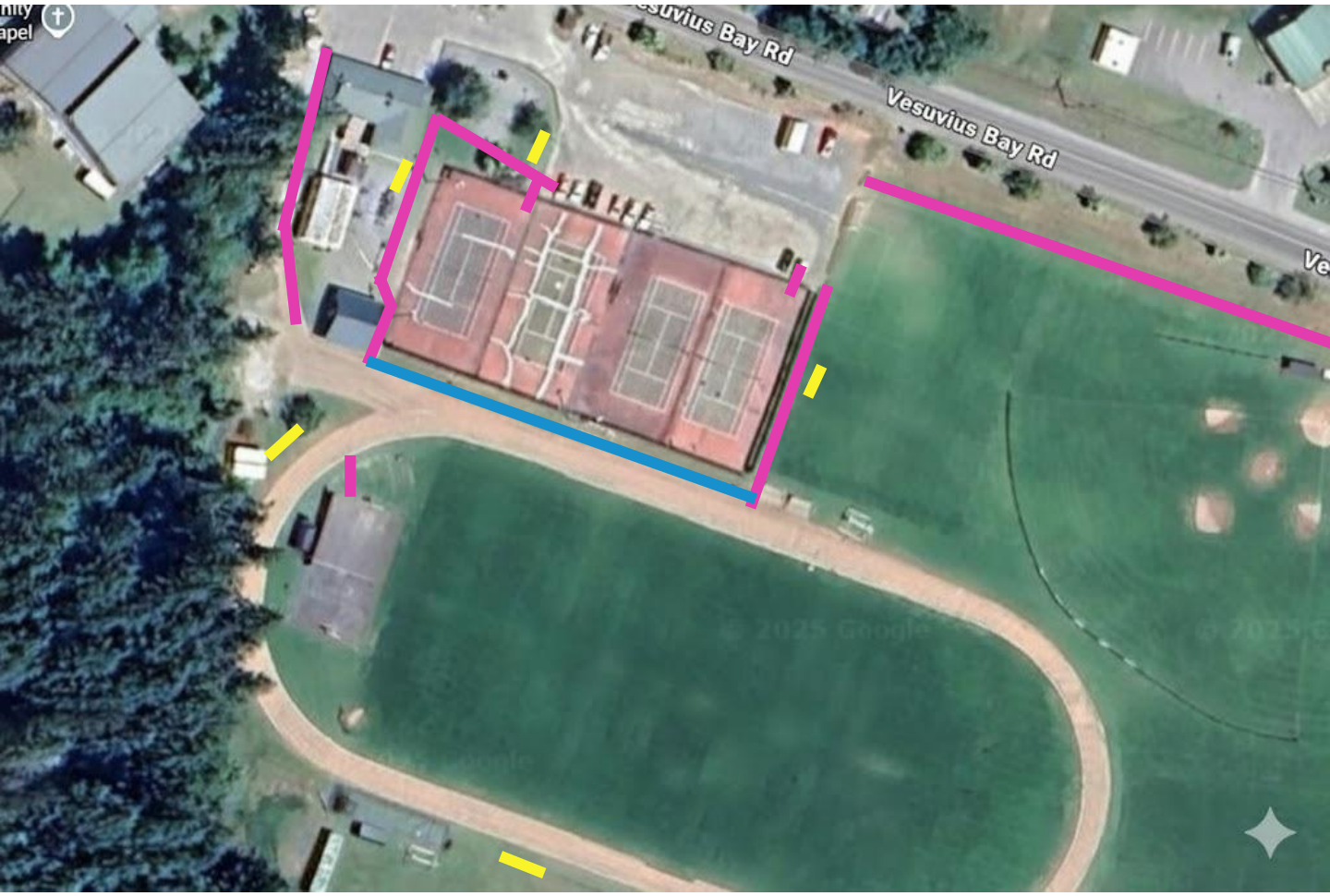
- When redeveloping the park's pathways, widening them to a minimum wide of 1200 mm is recommended.
- Improve wayfinding and signage for accessible routes. Let people know what the most accessible routes of travel are, especially if not able to remediate all the pathways leading from the parking lot to key amenities.
- Add benches along the paths of travel to provide people opportunities to rest, watch children play or view the games or matches with comfort.
    - Place benches along the path of travel.
- Additional trash cans / waste disposal bins along the path of travel are highly recommended.
    - When installing waste disposal bins, ensuring that the controls are easily accessible by a wheeled mobility device user (note the reach requirements in the figure below.)



Reference: CSA B651-23
Figure A. 4
Demonstrates lateral reach ranges over an obstacle.

Barriers & Recommendations: Pathways and Navigation

The image below provides guidance on where accessible paths of travel should be considered. Primary paths of travel are marked in pink, a secondary path of travel marked in blue and bench recommendations are noted in yellow.



Barriers & Recommendations: Pathways and Navigation

The images below demonstrate the inaccessible pathways found across the park and demonstrate where accessible path of travel ideally would be located.









Barriers & Recommendations: Pathways and Navigation

Benches and Picnic Tables

A significant barrier to access is the limited number of benches and the distance they are from key amenities such as the playground where seniors and caregivers may need to rest while supervising children.

Another significant barrier is that the picnic shelter is actually inaccessible due to the step up to the concrete pad from one side and the significant slope on the other.

Recommendations

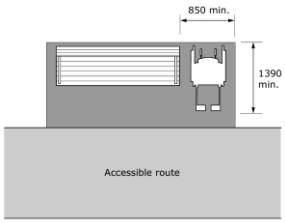
- Increase number of benches or resting spots along pathways and around the track.
- Consider informal seating options (e.g., tree stumps, rocks) where benches are not feasible.
- Ensure benches are placed within proximity to key play areas and washrooms to support caregivers or older adults.
- For the picnic shelter, we highly recommend installing a small ramp that connects to path of travel to the concrete pad which will make the picnic shelter accessible to not only those using mobility devices (wheelchairs and walkers) but also parents pushing strollers as well as individuals who struggle with balance or a step up.



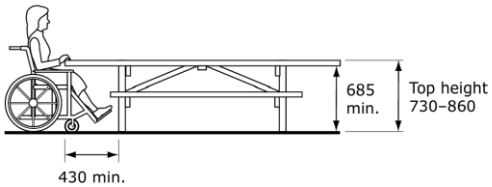


Barriers & Recommendations: Pathways and Navigation

- Additional benches with armrests and backrests would be recommended. Ideally these benches would along to a path of travel with an adjacent clear area of at **least 850 by 1390 mm** to allow for space for a mobility device or stroller to be out of the route of travel.
- Accessible benches should have a seat height between **430 and 485 mm** from the floor.
- Universal picnic benches should also be considered when replacing or supplementing current inventory. These picnic tables should be placed on a firm and level surface extending **2000 mm** on all sides, adjacent to an accessible route of travel.
- It's highly recommended to update at least one picnic table within the picnic shelter to a model that is universally designed.



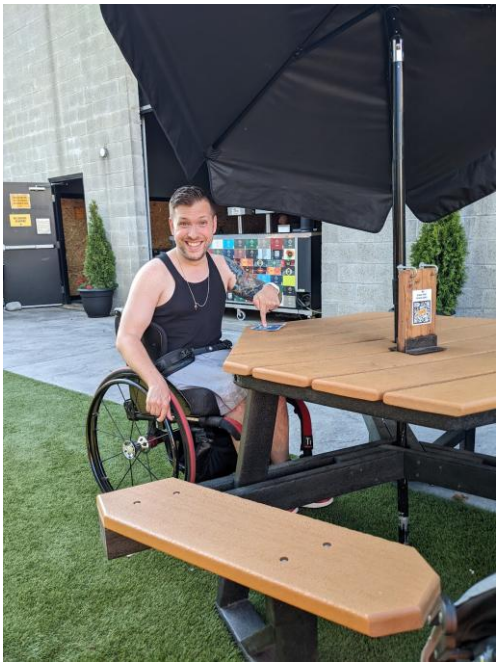
Reference: CSA B651-23
Figure 57



Reference: CSA B651-23
Figure 64A







Photos demonstrate a variety of picnic table designs.

The top left photo would benefit from a path connecting the picnic table to the main path of travel.

Barriers & Recommendations: Pathways and Navigation

Seating offering should be varied in height, style and meeting a variety of needs. When it comes to benches provided, best practice is to offer benches (or seating of some type) every **30 m.** Additionally, when choosing benches, the following are best practices to keep in mind:

- Benches should have a seat height between **430 and 485 mm**
- Provide clear space next to the bench of **850 mm by 1390 mm** for a mobility device or stroller to be placed out of the path of travel
- Be located adjacent to the path of travel or connected to the primary path of travel via a pathway.
- Be of a contrasting colour to the ground surface colour.
- Selecting creative seating with a smooth and level surface, clear space and good contrast will ensure that they amplify accessibility in addition to seating with backrests and armrests. Natural elements can help elevate seating options.

Barriers & Recommendations: Washrooms

- The washrooms are not accessible at all and in fact, the accessible washroom was converted into a janitorial closet. Unfortunately, this makes it very difficult for anyone with limited mobility to attend events in the park or stay for any length of time.
    - The optics and the perception this creates is such that accessibility is not a priority in the community and that people with disabilities are neither prioritized nor considered.
- The gendered washrooms have significant accessibility limitations including the ability to enter the facilities with a mobility device and close the door.
- The washrooms are difficult to see at a distance and would benefit from some additional wayfinding including larger signage on the exterior of the facility.

Recommendations

- The gendered washrooms should greatly benefit from some small adjustments that would make the washrooms more accessible for people of all abilities and disabilities, these include:
    - The soap dispenser and paper towel dispenser are recommended to be lowered so that their operating controls are mounted no higher than **1100 mm** from the floor. This will allow someone shorter in stature, including children, be able to fully wash and dry their hands independently.
    - The threshold to enter the woman's washroom is recommended to be leveled and made even. It currently has a gap that can be difficult for some navigating across with a walker or cane.
    - Additional signage including overhead blade signage is recommended to draw attention to the location of the washrooms.
    - The washroom signage is currently mounted on the washroom door and is thereforer illegible when the door is open and doesn't include contrast or tactile elements. It is highly recommended for washroom signage to include a raised icon and letters providing tactile information for someone who's blind and ideally Braille.
        - Mount the signage on the wall, on the latch-side of the door at a height of **1500 mm** center line from the floor.

Barriers & Recommendations: Washrooms

The most significant recommendation of this report is to update the accessible washroom and returned it into operation for its intended purpose. The janitorial supplies should be stored elsewhere in the facility, providing access to a universal washroom would greatly improve access at the park and resident's feelings of accessibility and inclusion as a priority of the district.

We understand that the turning radius and transfer space within the washroom may not meet current best practices but the space is significantly larger than the current gendered washrooms and, with some updates, the space would provide a significant amount of accessibility for people with limited mobility including cane, walker and wheelchair users.

It's highly recommended to reinstate the accessible washroom and complete its accessible features with the following elements:

- An angled grab bar on the wall adjacent to the toilet and a horizontal grab bar mounted on the wall behind the toilet. A toilet with a seat lid or back rest is highly recommended.
- The toilet paper dispenser within reach of someone seated on the toilet.
- The flushing mechanism should be mounted on the transfer side of the toilet.
- A hook mounted no higher than **1200 mm** from the floor.
- A locking mechanism that does not require fine dexterity and can be operated with an opened or closed fist. It's worth noting that electronic controls facilitate use by a wider range of people.
- The soap dispenser, sharps disposal unit and hand dryer or paper towel dispenser are recommended to be placed so that their operating controls are mounted no higher than **1100 mm** from the floor.
- An open canister style of toilet paper dispenser is more accessible for people with dexterity disabilities.
- An additional fold-down grab bar on the transfer side of the toilet is also recommended.
- Knee clearance, offset and insulated piping and easy to use faucet controls are recommended at the sink.

Barriers & Recommendations: Washrooms

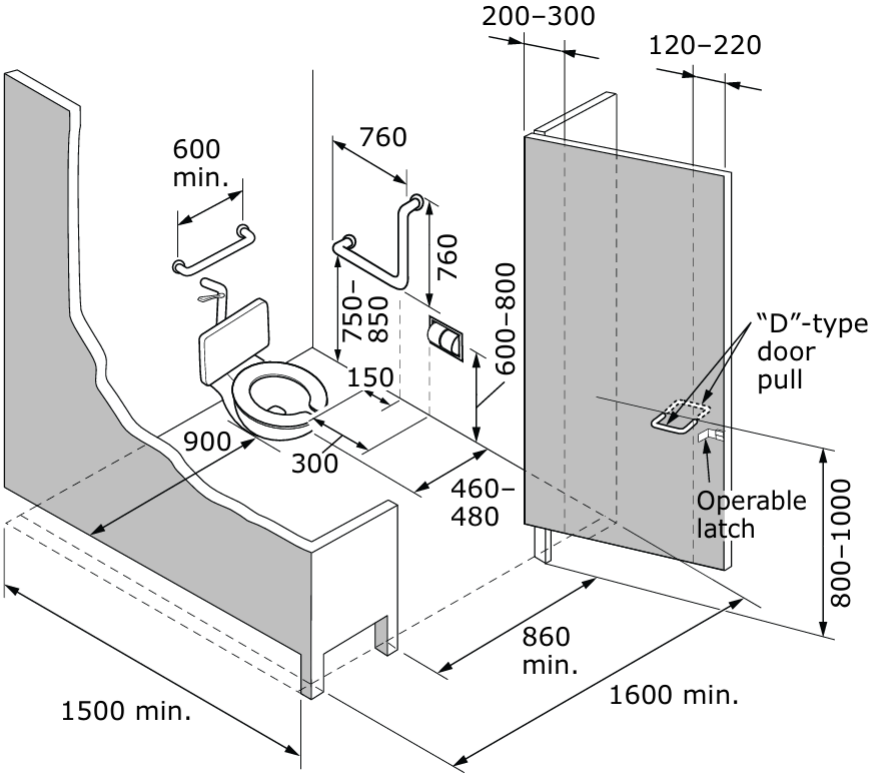


Image demonstrates best practices for an accessible toilet stall with provided measurements for the correct placement of washroom facilities.
Reference: CSA B651-23
Figure 46

Park Amenities

Tennis Courts

- Access to the tennis and pickle ball courts is sufficiently wide for mobility device users including a wheelchair user with a wheelchair of typtical size to access comfortably.
- The surface material is consistent, firm and without slope or gaps making it for a very accessible athletic surface.

Track

- The track is a key feature of this park. Residents informed the consultant team that it is one of the few places that offers a place outdoors without significant slope and with additional safety features such as lighting and a washroom for people to walk.
- The track is highly used and valued by the community.
- The track, while not yet completed being packed, is navigable with a wheelchair, though with difficulty.

Playgrounds

- There are two playgrounds at this site including one designed for older children and one designed for younger children.
- There is one bench that is relatively near to the younger children's playground.
- The playground provides ample opportunities for children to engage with large, gross-motor and vestibular play.
- The sight-lines for caregivers are consistent across the playgrounds.

Barriers & Recommendations: Park Amenities

Tennis Courts

- Creating an accessible path of travel to at least one tennis court is highly recommended. This means that a level surface, without gap or threshold is provided ideally from the parking lot and from the entrance closest to the track. Pickle ball and tennis are sports that are highly accessible in nature, with pickleball in particular, growing in popularity and accessibility.
- Consider widening the access gate to the pickleball court to accommodate a sports wheelchair.

Para Pickleball is now being played in different parts of the country. Players in wheelchairs can and are playing in singles or doubles as in regular pickleball or, in teams made up of a wheelchair player partnered with a standing player. A few modifications have been made for the wheelchair athlete. A double bounce is allowed for the wheelchair athlete, and the front wheels of his chair can cross the non-volley line.
These athletes are a joy to watch…they are fast, they are accurate, they are competitive and mostly…they are thrilled and proud to have a new sport in which they can excel and have fun. Pickleball Canada is committed to the development of the sport in Canada for all demographics throughout the country. Help make this a truly National pastime.



https://pickleballcanada.org/play-and-learn/para-pickleball/

Barriers & Recommendations: Park Amenities

Tennis Courts







Barriers & Recommendations: Park Amenities

Track

- It's highly recommended to improve the threshold / grade transitions between the track and the path of travel to ensure accessible entry to the track and prevent people of falling.
- Adding signage to mark accessible routes to the track, even if it's simple directional signage without the wheelchair symbol is highly recommended, especially if choosing to make one pathway accessible over another route of access.
- Ensure the designated accessible route is built and maintained and that the connection to the track is maintained.
- Consider adding an additional bench to the far side of the track to support walkers with limited stamina or strength.
- The bleachers are highly recommended to be reviewed and updated when possible.







Barriers & Recommendations: Park Amenities

Water Fountains

- A public water fountain is highly recommended at this park to provide visitors access to clean drinking water.

Playground Equipment

- Consider include accessible outdoor fitness equipment in the plan when updating this park given how well used the park is and how few accessible outdoor recreation opportunities there are on Salt Spring. Consider elements that don't require someone to transfer out of their wheelchair or that have dual functionality, providing fitness for someone with or without mobility disabilities.
- The playground surface is pea gravel which is not an accessible surface, preventing a wheeled mobility device or stroller from being pushed easily on the surface. The uneven surface is also very challenging for people with balance disabilities including those that use mobility canes. The playground surface prevents caregivers with disabilities from getting close to their playing child to assist and prevents children with disabilities completely from playing at this playground.
- More benches, particularly ones that are placed closer to playground equipment is highly recommended to allow caregivers to be close to playing children, while also providing a place to rest.
- When updating the playground equipment, consider adding:
    - A saucer swing or high-back swing;
    - A roller slide;
    - Tactile and musical elements;
    - A place where children can hide or provide distance from stimulation;
    - Sensory play (water, sand etc.).
- It's highly recommended to consider fencing in the younger playground to help keep children who tend to run off safe.
- When completing a significant upgrade, making the playground surface accessible (rubberized) is highly recommended.

Learn more about inclusive outdoor fitness and active aging: Inclusive Fitness Whitepaper and Active Aging Whitepaper

Recommendations: Wayfinding

- There is very little signage on site, making it difficult for visitors to be aware of the amenities onsite as well as be able to find the most efficient routes of travel to get to the amenity they are seeking. Signage indicating the location of amenities is highly recommended along with supplemental directional signage. Signage should include all recreation and leisure amenities as well as public washrooms and ideally accessible parking stalls. A full map of the park is recommended as well as directional signage at key decision points.
- Washroom signage should be mounted on the wall at a height of 1500 mm from the floor and include tactile and braille elements along with recognizable symbols.
- Blade signage for washrooms is also recommended to improve visibility at a distance.



Example of a civic complex map
Reference: Oshawa This Week News



Example of trail signage
Location: City of Richmond

Understanding Wayfinding

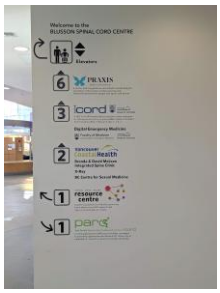
Imagine navigating a complex building with ease, feeling confident and in control rather than overwhelmed. This is the result of a thoughtfully designed wayfinding system, which incorporates braille, tactile elements, high-contrast signage, and intuitive icons strategically placed throughout the space.

For individuals who are blind or have low vision, tactile signage with raised characters and braille is essential. It enables them to independently access critical information, including room numbers, directions, and emergency exits, enhancing their autonomy and safety within the environment.

High-contrast signage, with light text on a dark background or vice versa, makes it easier for people with visual disabilities to read and comprehend information quickly.

Intuitive icons and pictograms are another powerful tool for accessibility. They transcend language barriers and provide a universal understanding of key features and directions. For individuals with cognitive disabilities or anxiety, these visual cues can help break down complex information into manageable chunks, reducing stress and confusion.

By providing clear, unobstructed paths and directional signage at appropriate heights, we ensure that everyone can navigate the space with ease. When the signage is visible at a distance, it allows people to make decisions on their path of travel and ensure they are using the most efficient and effective route of travel to their intended destination.









Did you know?

Sans serif fonts are considered the most accessible since they streamline the reading process by eliminating visual distractions, making them the go-to choice for maximum readability and accessibility.

WHY DO ICONS MATTER?

Iconography

Icons are important for accessibility because they provide visual cues that can be quickly and easily understood by a wide range of users, regardless of their language skills, cognitive abilities, or sensory impairments.

Universal understanding: Well-designed icons transcend language barriers and can be interpreted by people from diverse backgrounds including folks who don't speak English as a first language.

Cognitive accessibility: Icons can help people with cognitive disabilities or learning difficulties to better understand and navigate their environment. Simple, clear icons reduce the cognitive load required to process information.

Wayfinding assistance: Consistent use of standardized icons throughout a building or site can aid in wayfinding, especially for individuals with intellectual disabilities or those who are unfamiliar with the space.

Benefit for people with low vision: When designed with high contrast and sufficient size, icons can be more easily perceived by people with low vision compared to text alone.

Supports non-readers: Icons can convey important information to individuals who have difficulty reading, whether due to a visual impairment, learning disability, or language barrier.

Key Considerations

- Use internationally recognized symbols, like the International Symbol of Access.
- Ensure adequate size and contrast for visibility.
- Place icons on signage that is mounted at an accessible height and providing clear floor space for approach.
- Utilize tactile icons with braille labels on signage to support users who are blind or have low vision.
- Maintain consistency in the design and use of icons throughout a site.
- Incorporate well-designed, universally understood icons to create environments that are more intuitive, easier to navigate, and accessible to a broader range of people.

PRIORITIZATION

When considering making changes to increase accessibility, thinking about the entire 'path of accessibility.' That is, is the complete process of accessing and using a space accessible? Generally, we advocate for creating complete accessible spaces rather than adding piecemeal accessibility supports.

Short Term

- Improve wayfinding and signage in the parks highlighting key amenities and pathways.
- Include accessible equipment into the equipment replacement cycle and review opportunities to upgrade some playgrounds elements to be more accessible.
- Augment the number of accessible parking stalls and update the signage to meet current best practices.
- Remediate the threshold between the track and the attached access path.
- Add additional benches with armrests and backrest.

Long Term

- Develop a plan to create one fully inclusive playground on Salt Spring Island ensuring that families with disabilities can play in their community in a space that meets their needs.
- Upgrade the washrooms to provide an accessible washroom onsite for all visitors to use.
- Create a network of pathways across the park that connect people from the parking lot to the various amenities within the park.

THANK YOU

for choosing Meaningful Access Consulting

We are pleased to work with you and to present this review of Salt Spring Island's and Portlock Park which outlines accessibility recommendations from mobility, hearing, learning, sensory, cognitive and sight perspectives. We are so encouraged that that the CRD is truly activating on their Accessibility Plan to continue to support everyone of all abilities in being able to access the exceptional services and programs provided in this beautiful area of the world.

We continue to applaud the CRD and your efforts in working towards universal design and accessibility for all.

If there are any questions, please do not hesitate to reach out! We are here to help.

Thank you again,

Marco & Karin Pasqua
Universal Design Accessibility Consultants
www.meaningfulaccess.com



Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 28, 2026

SUBJECT **Large Carnivore Monitoring Project — East Sooke, Matheson Lake and Roche Cove Regional Parks**

ISSUE SUMMARY

To introduce the Capital Regional District (CRD) Regional Parks Large Carnivore Monitoring Pilot Project in East Sooke, Matheson Lake and Roche Cove regional parks, focusing on black bears, cougars and grey wolves.

BACKGROUND

Information on the distribution and behavior of black bears (Ursus americanus), cougars (Puma concolor) and grey wolves (Canis lupus) in regional parks has been historically limited due to resource constraints and the challenges of tracking such elusive, wide-ranging species. The 2025 State of Natural Features Report identified key data gaps, including the inventory of wildlife habitat features such as black bear dens, which are essential for informed park planning and management.

Large carnivores are keystone species that play a critical role in ecosystem health by regulating prey populations and maintaining biodiversity. Their presence in regional parks underscores the ecological value of these areas and highlights opportunities to address visitor experience and human-wildlife coexistence.

In 2025, staff conducted track and sign surveys to inform the placement of 23 remote wildlife cameras in high-suitability habitats within three regional parks in off-trail locations. The objectives were to:

- Establish baseline data on carnivore presence and activity
- Identify seasonal habitat use and key wildlife features
- Inform park planning, management and conservation priorities

The project builds on CRD's collaboration with the University of Victoria and the Coexisting with Carnivores Alliance, which began in 2021 to monitor large wildlife in Sooke Hills Wilderness Regional Park. This collaborative project expands monitoring capacity and complements staff efforts to better understand wildlife presence, habitat features and interactions with recreation. This report summarizes data collected from January 3 to October 31, 2025. Staff continue to monitor carnivore activity at the existing camera sites across all three parks.

Preliminary Findings by Regional Park:

- East Sooke Regional Park—five cameras detected 30 observations (24 bears, two cougars, four wolves)
- Matheson Lake Regional Park—three cameras detected 29 observations (six bears, 14 cougars, nine wolves)
- Roche Cove Regional Park—15 cameras detected 100 observations (73 bears, 20 cougars, seven wolves)

Preliminary Findings by Species:

- Black Bears—103 observations; active year-round, including daytime; frequent observations near popular trails
- Cougars—36 observations; less frequent observations but consistently present; travel corridors intersect with trails
- Grey Wolves—20 observations; least frequent observations but consistently present, use undisturbed park areas

The data confirms the presence of all three species in each park and highlights key habitat features critical for large carnivores. However, due to biases in camera placement, duration, and distribution across the parks, the results do not provide reliable insights into species abundance or spatial distribution.

Moving forward, staff will deploy 55 additional wildlife cameras in regional parks to support meaningful comparisons between parks and to draw stronger conclusions about carnivore habitat use and their response to recreational activity. Staff continue to pursue partnerships with First Nations, local governments, community groups, and academic institutions to strengthen long-term ecological monitoring. Insights from this study will directly inform management of the three parks, including education, signage and trail management. The study will also improve understanding of habitat suitability for large carnivores across the regional park system, guiding future park planning and strategies to protect habitat and mitigate human-wildlife conflict.

IMPLICATIONS

Alignment with Existing Plans & Strategies

This project addresses gaps identified within the State of Natural Features Report and responds to priority action 2-1c of the Regional Parks and Trails Strategic Plan 2022-2032 to protect, restore, enhance and mitigate impacts to important habitat and sensitive ecosystems in regional parks by developing decision-making tools that are informed by research.

Financial and Service Delivery Implications

There are no immediate financial or service delivery impacts. Monitoring uses non-invasive, cost-effective measures supported by core funding and grants. Future partnerships may leverage additional resources.

Climate Implications

Climate change alters carnivore habitats and food availability, increasing the potential for human-wildlife conflict. Identifying and protecting key habitats supports the resilience of regional parks and mitigates potential impacts to visitor experience.

Environmental Implications

Monitoring confirms the ecological importance of regional parks, identifies areas that need enhanced conservation and guides future park planning and management.

First Nations Implications

Traditional ecological knowledge has not yet been incorporated. Staff continue to seek respectful and equitable opportunities for knowledge sharing.

Social Implications

Findings reveal overlap between carnivore habitat use and recreational trails, emphasizing the value of coexistence. Further research is essential to understand how these species respond to human presence and what levels of disturbance they tolerate. Staff currently mitigate potential human-wildlife conflict through park signage, public communications, interpretive programming, and ranger patrols to ensure park visitors secure food attractants, stay on trail and keep dogs on leash in designated areas. Insights from this study will inform future actions to ensure compatibility with conservation goals.

CONCLUSION

The large carnivore monitoring pilot project provides valuable data confirming the consistent presence of black bears, cougars, and grey wolves in East Sooke, Matheson Lake, and Roche Cove regional parks. These findings reinforce the need to integrate wildlife considerations into park planning and visitor management. Continued monitoring and collaboration will strengthen conservation efforts, support visitor experience, and enhance the resilience of regional parks in the face of climate change.

RECOMMENDATION

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

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Melanie Alsdorf, Acting General Manager, Parks, Recreation and Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Presentation: Regional Parks Large Carnivore Pilot Project

Regional Parks Large Carnivore Pilot Project

Regional Parks Committee

January 28 , 2026

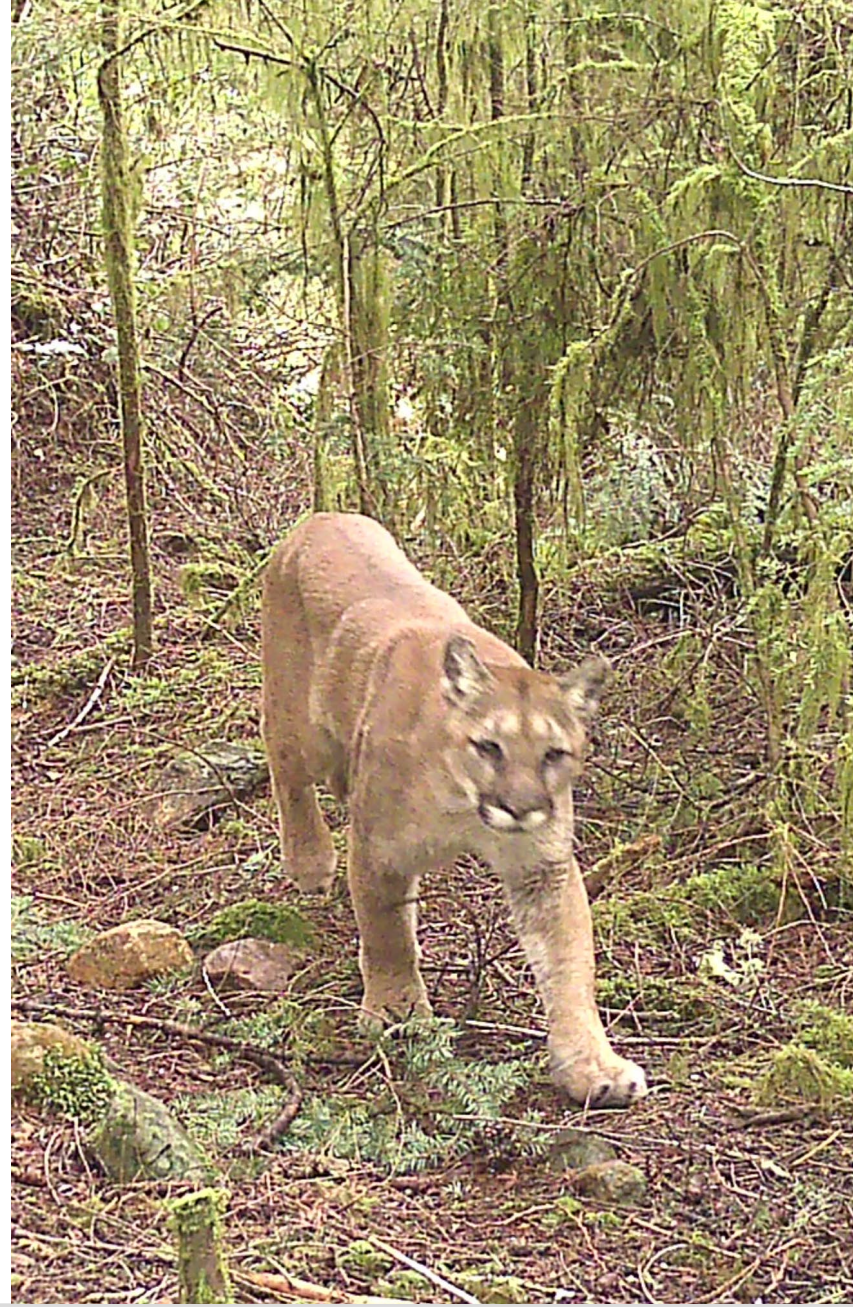
Presentation Content

1. Background
2. Key Findings
3. Implications
4. Conclusion



Background

- Large carnivores play a critical role in ecosystem health.
- The State of Natural Features Report identified a need to inventory wildlife habitat features in regional parks.
- The Regional Parks and Trails Strategic Plan 2022-2032 identifies Priority Action 2-1c: Protect, restore, enhance and mitigate impacts to important habitat and sensitive ecosystems in regional parks.
- Data on the presence of large carnivores (bears, cougars and wolves) and their habitat use is limited.





Scope of Project

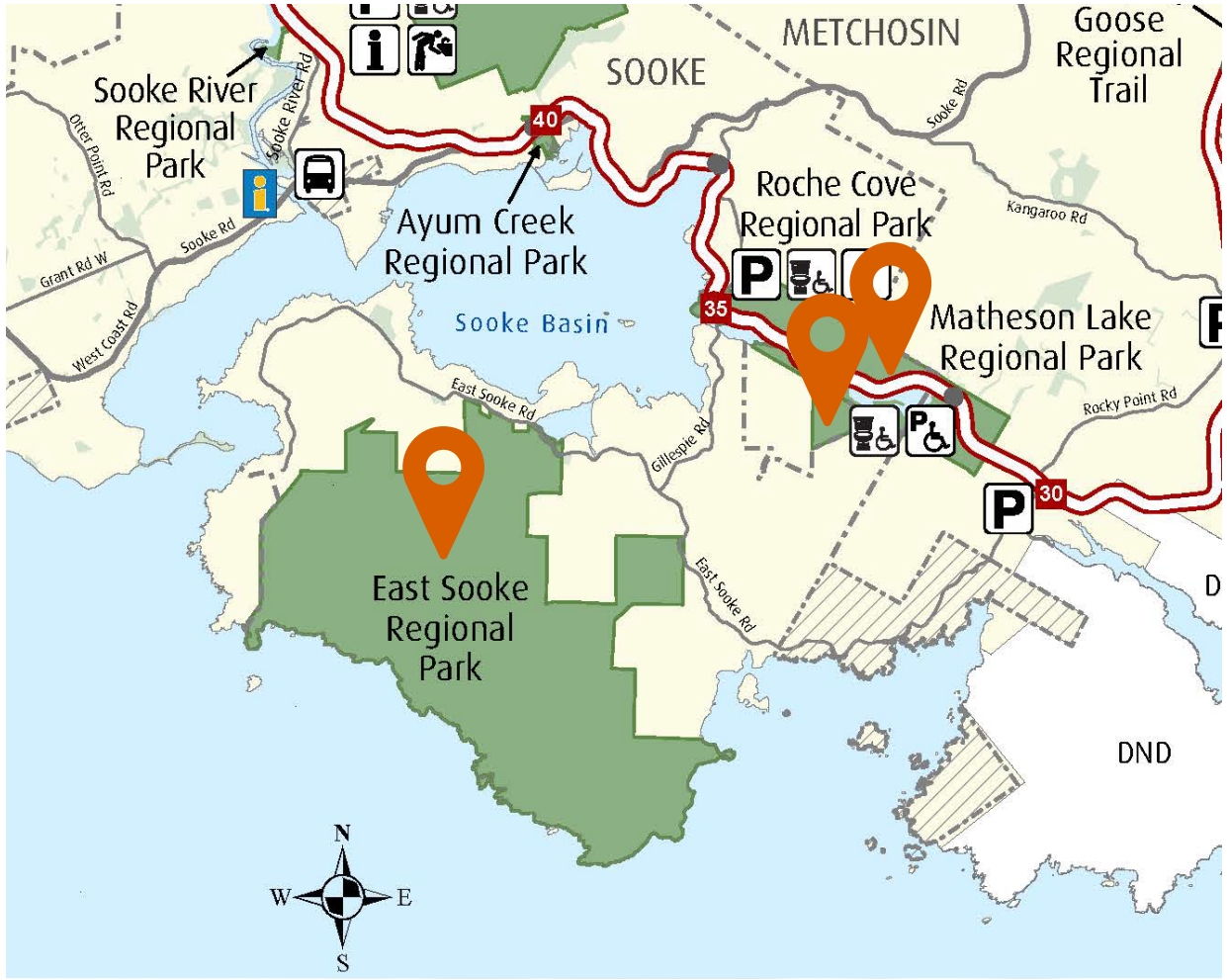
- Establish baseline data for large carnivore presence in three regional parks.
- Identify key wildlife habitat features and seasonal use.
- Inform park planning, management and future conservation priorities.

Methodology

- Regional Parks selected:
  - East Sooke
  - Matheson Lake
  - Roche Cove

- Non-invasive survey methods:
  - Track and sign surveys
  - Community and staff observations
  - Wildlife cameras

- Intuitive, opportunistic sampling locations.



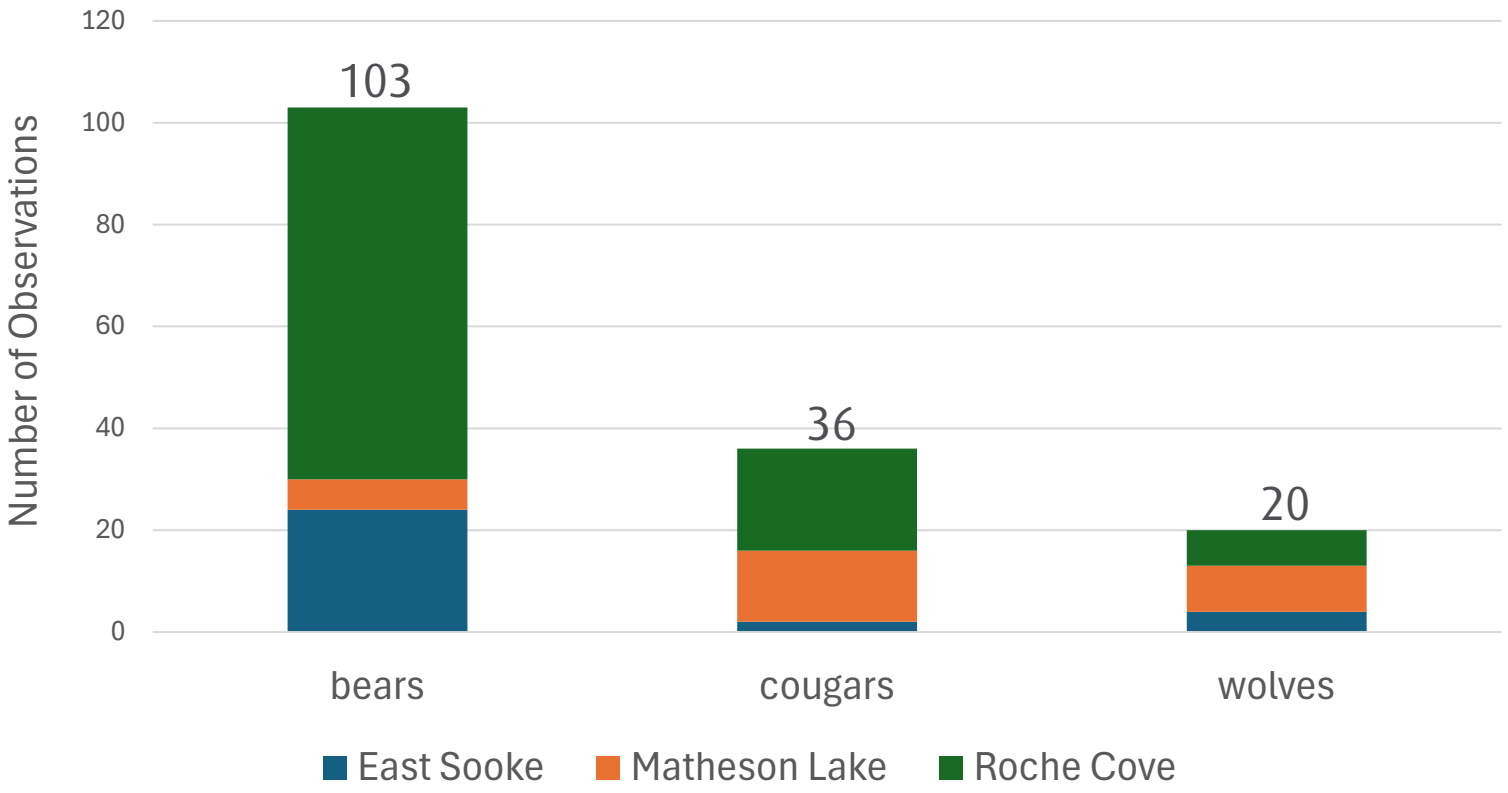
Video – black bear



East Sooke
Regional Park

Key Findings

Number of observations by species



These results are biased by:

- Number of cameras in each park.
- Duration of camera placement.
- Selection of camera location by staff.

Key Findings
Observations by species

	Black Bears	Cougars	Grey Wolves
Habitat Use	Relatively active year-round in forests and riparian habitat		
Overlap with recreation	High overlap with trails	Occasional overlap with trails	Little overlap with trails
Habitat Features Identified	5 bear dens observed	3 potential travel corridors observed	1 travel corridor observed



Implications
Environmental

This project:

- Identifies important wildlife features within regional parks.
- Guides future regional park planning, management and conservation priorities.
- Builds on existing partnership with University of Victoria research group.
- Supports relationship building with community partners, academic affiliations, First Nations and other governmental organizations.



Implications
Social Considerations

- Findings reveal carnivore habitat overlap with recreational trails.
- Staff can mitigate potential human-wildlife conflict through park signage, public communications, interpretive programing and ranger patrols to ensure park visitors:
    - Secure food attractants
    - Stay on trail
    - Keep dogs on leash in designated areas



Conclusion

- **Preliminary baseline data established:** The pilot project confirmed consistent presence of black bears, cougars, and coastal wolves in East Sooke, Matheson Lake, and Roche Cove regional parks and identified key wildlife features.

- **Planning implications**: Findings emphasize the importance of integrating wildlife considerations into park planning and visitor management, especially where habitats overlap with park trails.

- **Next steps**: Continue the monitoring program and collaboration with partners to strengthen conservation efforts, support biodiversity, and ensure compatibility with recreation use.





Questions?

Capital Regional District

CRDVictoria

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Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 28, 2026

SUBJECT **Foodlands Access Service – Bear Hill Farm Pilot Project**

ISSUE SUMMARY

To provide an update on implementation of the Capital Regional District (CRD) Foodlands Access Service (FAS) farm site pilot project at Bear Hill Regional Park and to seek final Board approval for use of the site.

BACKGROUND

In July 2023, the CRD Board granted conditional approval to use a portion of Bear Hill Regional Park (Bear Hill) for a pilot farmer-incubator site under the FAS, following recommendation from the Regional Parks Committee. This conditional approval allowed staff to begin work on service establishment.

The CRD FAS was approved through Bylaw 4602 on February 12, 2025. Implementation of the new service is underway, including a farm site pilot project to explore the activation of under-utilized regional and municipal lands for food production.

The proposed pilot site is located in the eastern portion of Bear Hill Regional Park (5920 Patricia Bay Highway, see Appendix A). The site was identified for the following reasons:

- The site is designated Agricultural Land Reserve (ALR) and zoned as A1 Agricultural Lands by the District of Saanich.
- It has historically been used for farming, including more recently as a tree nursery under license agreement with the City of Victoria.
- The existing assets of deer fencing and water systems will save significant program costs.
- The site has limited park value due to challenging terrain and lack of trail connectivity and was acquired after completion of the Bear Hill Regional Park Management Plan.

The site has been fallow for approximately nine years, except for a small portion being used by the Garry Oak Meadow Preservation Society (GOMPS) as a Garry Oak nursery. Staff are now seeking final Board approval for use of the property for the five-year farm site pilot project.

Implementation Update

Farm Site Operator

Following a competitive process, staff selected a partnership between Haliburton Community Organic Farm Society and Lifecycles Project Society to operate the farm site pilot project.

Haliburton brings over 20 years of experience in farm incubation and agricultural land management, with a focus on supporting certified organic farm businesses, regenerative farming practices and biodiversity. LifeCycles has been a regional leader in food literacy and food security

since the 1990s, delivering urban agricultural programming, research, and food recovery initiatives across the capital region. Together, these partners provide complementary expertise in farm operations, farmer training, and community food systems.

Site Preparation

Site preparation work has begun to prepare the land for future farmer access. This work was needed ahead of winter conditions to enable suitable conditions and access later in 2026. The focus of the work included:

- Safe removal of invasive species;
- Brush cutting and mowing;
- Tree and stump excavation and removal;
- Soil sampling and testing;
- Field remediation (subsoiling); and
- Removal and disposal of remnants from the City of Victoria tree nursery.

Garry Oak Meadow Preservation Society

GOMPS is the sole current tenant on the site. Work is underway with GOMPS to integrate its operations on the site within the broader site plan. GOMPS provides a valuable service to the region in their work to support native species and to preserve Garry oak meadows in the region. It has been determined that GOMPS and the farm site pilot project will be able to coexist. A renewed lease under the structure of the Foodlands pilot project is anticipated.

Next Steps

Continued Site Preparation

Work on site preparation will continue through the first half of 2026 with the focus on farm infrastructure build-out, including:

- Construction of dry storage;
- A walk-in cooler for produce storage;
- A wash and pack station;
- A greenhouse tunnel for seedling propagation; and
- Repairs to existing water systems.

This work is anticipated to enable farmers to access the site in summer 2026 to prepare for fall 2026 planting and a full 2027 growing season.

Program Policy Development

The Haliburton-LifeCycles partnership will lead development of key policies that will guide the operations of the pilot project. These policies will include:

- Site remediation and land stewardship;
- Farmer application and selection processes;
- Land agreements and tenancy responsibilities; and
- An operational management plan.

This work will provide the framework for future evaluation and inform potential future expansion of the Foodlands Access Service.

Agreements

City of Victoria
Staff are working with the City of Victoria to mutually terminate the existing License of Use Agreement for the former tree nursery and to complete removal of remaining associated infrastructure and debris.

CRD Regional Parks
A license agreement is being developed for the site to define allowable uses and responsibility for the broader property including site access maintenance, utility management, and general property upkeep. The FAS is specifically seeking approval to use the existing house on the property to support farm operations. The house will require investment from the FAS to make it safe to utilize for farm operations. CRD Regional Parks will be removing the dilapidated barn on the property as identified in their 5-year capital plan.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
That formal approval be granted for use of the eastern portion of the Bear Hill site (5920 Patricia Bay Highway) by the CRD Foodlands Access Service for a five-year pilot project to explore the activation of under-utilized regional and municipal properties as productive farmland.

Alternative 2
That this report be referred back to staff for additional information based on Regional Parks Committee direction.

IMPLICATIONS

Alignment with Board & Corporate Priorities
CRD Corporate Plan initiative 8b-1 prioritized the establishment of a new Foodlands Access Service. With the service now established and implementation underway, this staff report is intended to formalize the use of the Parks property for the pilot project.

The Board previously expressed support for the establishment of a Foodlands Access Service, including the pilot project to explore the activation of surplus CRD owned land for farming use. Use of this site is an essential component of program delivery to fulfill the service goals as supported by the Board.

Financial Implications
Regional Parks will provide the land, site access, and the house at no cost. The FAS will be fully responsible for ongoing operations, maintenance, and capital upgrades associated with the farm site.

Formal approval of use of the site will allow the program to continue with site preparation activities and shift into the capital investment phase of site development. Approval will allow the project to remain on schedule for project delivery, thus having no project financial implications. The 2026 capital budget is $175,000 and is a one-time cost. The 2026 operating budget is $125,000 and is projected to increase $2,500 each year for the remaining four years.

Regional Growth Strategy and Land Use Implications
The use of the property for the pilot project supports implementation of Regional Growth Strategy objective 6.1, which is focused on fostering a resilient food and agriculture system. It strives to protect the region's food and farmlands, enhances local food security, expands food system economic opportunities, and provides opportunities to new and young farmers to gain access to productive agricultural lands. The site is designated Agricultural Land Reserve (ALR) and zoned as A1 Agricultural Lands by the District of Saanich which allows for the intended use of the land in the pilot program.

Service Delivery Implications
Approval of use of the property for the pilot project is a core requirement of service delivery for the Foodlands Access Service. A delay in approval would have significant impacts on the project timeline as numerous capital projects need to be completed prior to farmers gaining access to the land later in 2026.

CONCLUSION

Implementation of the Foodlands Access Service is led by the farm site pilot project, tentatively located at Bear Hill Regional Park with work progressing as planned. The site's agricultural designation, historical farming use, and existing infrastructure make it well suited for this purpose, while its limited park use function minimizes impacts to regional parks objectives. Site preparation is underway, operator considerations have been made, and program and policy development is advancing. Formal Board approval of the use of this property will enable continued implementation of the pilot, support Regional Growth Strategy objectives related to food system resilience, and advance the corporate priority to establish the Foodlands Access Service.

RECOMMENDATION

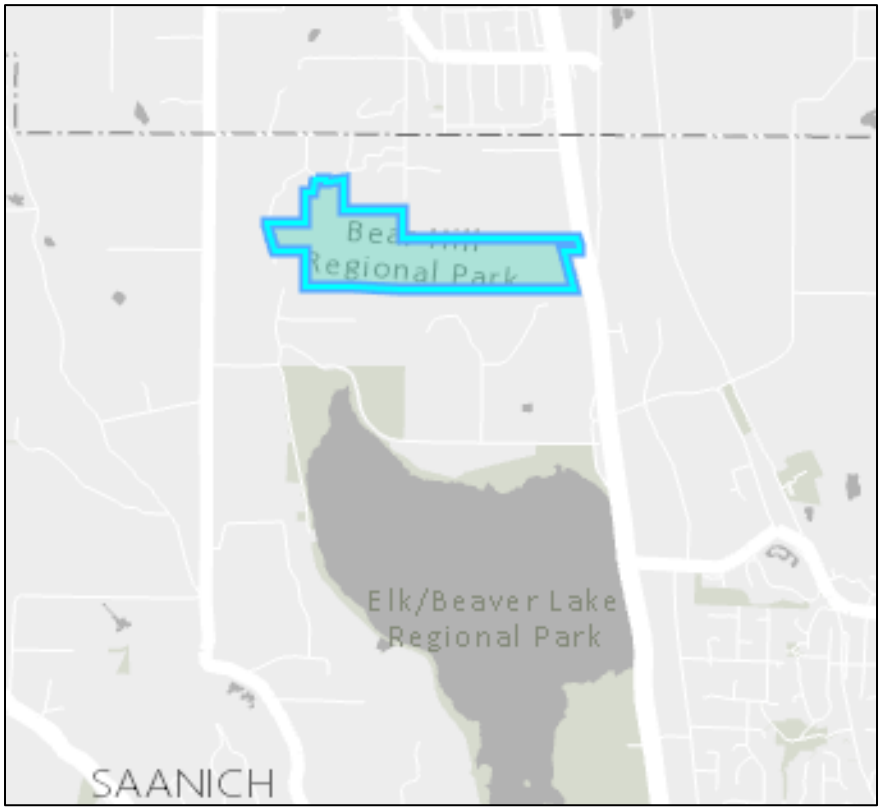
The Regional Parks Committee recommends to the Capital Regional District Board:
That formal approval be granted for use of the eastern portion of the Bear Hill site (5920 Patricia Bay Highway) by the CRD Foodlands Access Service for a five-year pilot project to explore the activation of under-utilized regional and municipal properties as productive farmland.

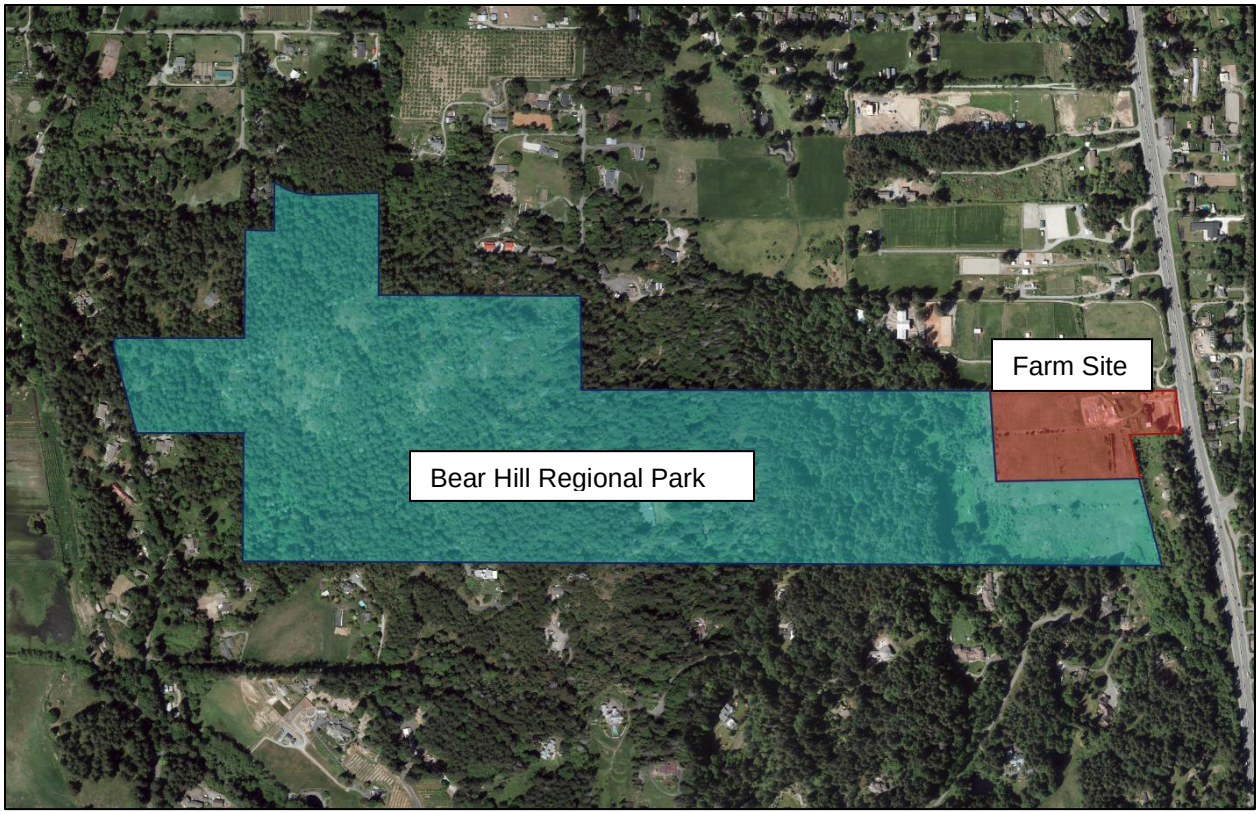
Submitted by:	Patrick Klassen, MCIP, RPP, Senior Manager, Regional Planning & Transportation
Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Foodlands Farm Pilot - Maps and Aerial Imagery

Bear Hill Regional Park - Site Map





2025 Aerial Imagery of Current Site Conditions











CRD Transportation Committee

Victoria Regional Transit Plan Update

January 28, 2026

BCTransit

Purpose

- Provide an update to the CRD Transportation Committee on the BC Transit Victoria Regional Transit Plan process.

2011 Transit Future Plan





The Transit Future Network

One of the most important features of the Transit Future Plan is that it created a network for the future system comprised of four layers of transit service. This network vision and its layers are shown in the map at on the preceding page. Together the different layers of service create a comprehensive transit network to best meet the existing and future needs of the region. The service layers are designed to efficiently move people around the region facilitated by the implementation of transit priority measures.

Rapid Transit Network (RTN)



RTN services are designed to move high volumes of passengers between key nodes and along key transportation corridors with high to medium density mixed land use. Service is very frequent (at least every 15 minutes between 7:00 a.m. and 10:00 p.m.) seven days a week and stops less often than traditional transit services. Investments in RTN infrastructure, technology, vehicles, and service levels greatly increase system performance. To improve travel time and reliability, RTN services utilize an exclusive (Exclusive Corridor) or semi-exclusive (Priority Corridor) right-of-way to eliminate or significantly reduce the impact of general traffic on transit vehicles. RTN services use high capacity transit vehicle technologies such as light rail vehicles and high capacity buses. Other investments required along the corridor are premium transit stations, off-board ticketing and typically corridor branding.

Frequent Transit Network (FTN)



The FTN provides medium to high density mixed land use corridors with a convenient, reliable, and frequent (at least every 15 minutes between 7:00 a.m. and 10:00 p.m.) transit service seven days per week. The goal of the FTN is to allow customers to spontaneously travel without having to consult a transit schedule. The FTN will carry a large share of the transit system's total ridership and for this reason justifies capital investments such as transit priority, right-of-way improvements, a high level of transit stop amenities and corridor branding.

Local Transit Network (LTN)



The LTN is designed to connect neighbourhoods to local destinations and to the RTN and FTN. LTN services allow customers to plan a trip to work, school, local shopping centres or personal trips by transit. Frequency and vehicle type are selected based on demand. In some cases, smaller transit vehicles can be utilized to better match customer demand and operating conditions to local roads.

BCTransit

Changing Regional Context

The Victoria Region has changed significantly since 2011:

- Significant population growth
- Changes in development and density
- Changes in travel patterns and congestion
- Changes in local, regional, and provincial plans and policies
- Significant investments in transit service and infrastructure









Victoria Regional Transit Plan Goals

This plan will provide a roadmap for the Victoria Regional Transit System over the next 25 years.

- Update and modernize the 2011 Victoria Regional Transit Future Plan
- Incorporate regional developments and updated local and provincial plans and policies
- Develop comprehensive transit network and route design guidelines and update the network vision
- Identify key priorites for infrastructure and service improvements

Victoria Regional Transit Plan



Governance of the VRTP

- **Project Owner:** BC Transit
- **Approval Authority:** Victoria Regional Transit Commission
  - Meets bi-monthly
  - Sets strategic framework, gives final plan endorsement
- **Project Working Group:** Members of BC Transit, CRD and MOTT
  - Meets monthly, provides overall project guidance
- **CRD Transportation Working Group / CRD Development and Planning Advisory Committee**:
  - Advisory groups to provide strategic guidance
- **Targeted Stakeholder Working Groups:**
  - First Nations rightsholder engagement
  - Community & Neighbourhood Associations
  - Key regional employers, regional institutions, and interregional travel organizations
  - West Shore & Peninsula Transit Network Review working groups

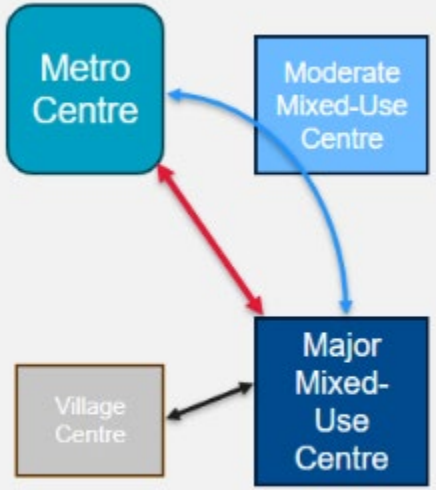
Network and Route Guidelines Framework

- Based on objective criteria so all partners can anticipate potential changes to the network as the region continues to evolve
- Uses land use and transportation demand as objective criteria
- Aligned with regional transportation and land use planning
- When does a corridor graduate to higher-order transit (e.g. RapidBus or Higher-Order Transit)

Network Guidelines inform the structure of the network: "what should connect to what"

Route Guidelines inform what kinds of service make those connections

- Local
- Frequent
- Rapid



Public Engagement

The engagement focused on getting feedback on proposed route and network design guidelines and identifying priorities and values for developing the transit system over the next 25 years

- 1,850 survey respondents
- 9 open house events, 350 open house attendees
- 23 stakeholder groups





Key Engagement Findings

- More frequent, reliable, and more direct routes highest public priorities for improvement
- UVic, Swartz Bay, and YYJ were top priorities for improved regional transit access
- Responses to values-based questions suggest general support for:
  - Building towards a more ridership-oriented and connection-based network
  - Focusing more direct and better service where density and ridership support it
  - Increased distance between bus stops for faster travel times
  - A willingness for longer walks to bus stops for more frequent service
- Desire for investment in RapidBus and Higher-Order Transit were the most commonly received comments in the survey.

Emerging Themes

- Evolution of minimum service standards – Extended service span, new service types, increased Rapid Transit minimum service levels
- Evolution of the Network
- Express to RapidBus – Potential applications to Peninsula and McKenzie
- Evolution of West Shore RapidBus to Higher-Order Transit

Infrastructure Priorities

- Saanich Transit Centre – Operations & Maintenance Facility
- Uptown Mobility Hub
- Launch of Higher-Order Transit within next 25 years
  - West Shore Rapid Transit Alignment study will be identified as immediate-term priority within the plan.
- Bus speed and reliability investments
  - Expansion of Rapid Transit network.
  - Targeted investments along frequent transit corridors.
- Transit exchange investments – Sidney, Sooke, Jubilee, Six Mile and expansions to existing exchanges.
- Park & Rides – West Shore & Peninsula

Next Steps

- Victoria Regional Transit Plan on track for July 2026 completion.
  - Present draft plan to CRD and Municipal Councils in Spring.

- Initiate a process to explore a broader transit network restructure.

- West Shore Rapid Transit alignment review would be a next step in partnership with the CRD, the Province and key stakeholders.
  - Will support the CRD's Regional Transportation Plan and be integrated into a revision of the Victoria Regional Transit Plan once completed.
  - Once an updated Rapid Transit alignment has been confirmed, further work can be advanced towards development of higher-order transit within the region.









CRD Transportation Committee

Saanich Transit Centre

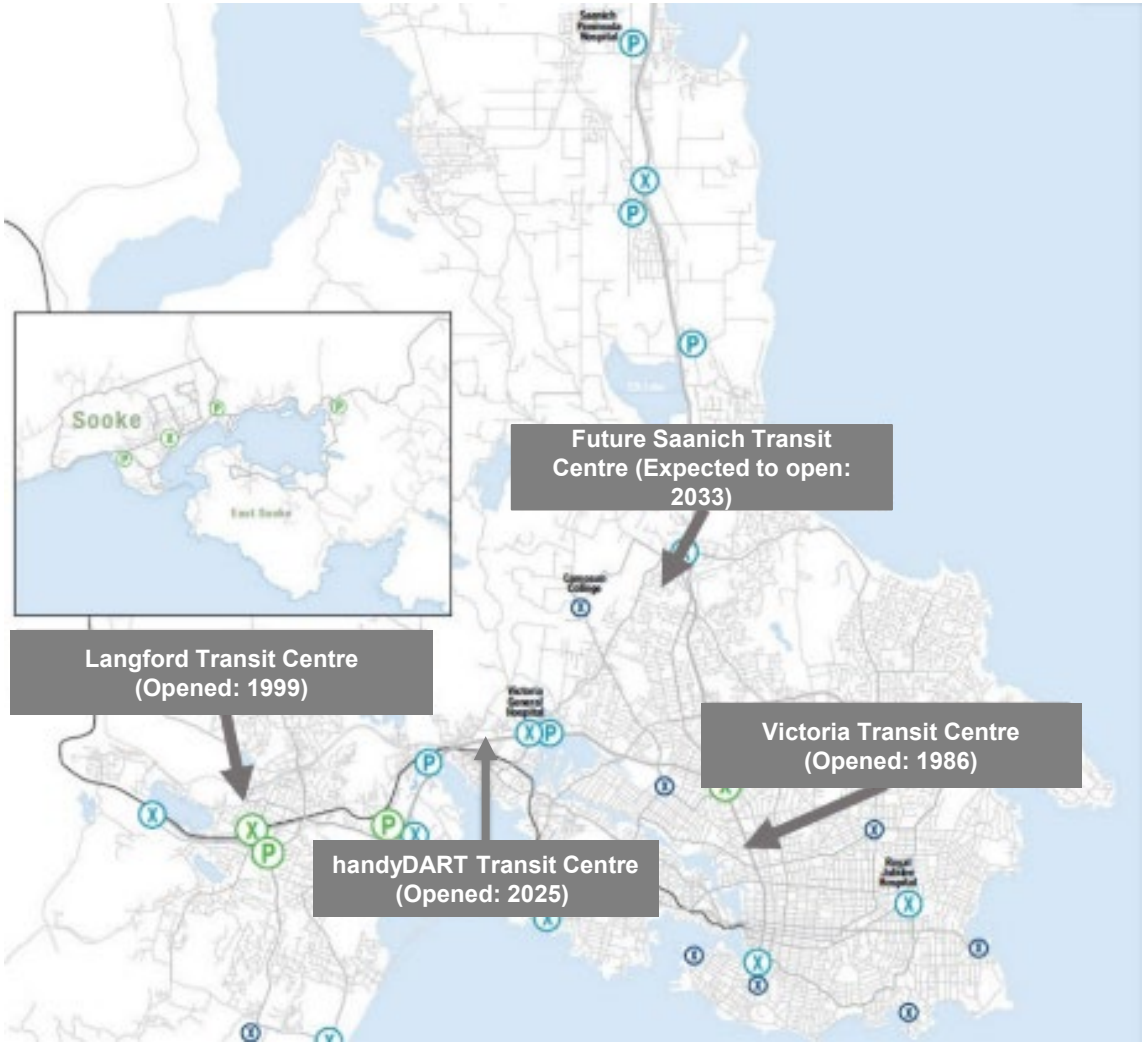
January 28, 2026

BCTransit

Purpose

- Provide an update to the CRD Transportation Committee on the planning and development of the future Saanich Transit Centre and to offer presentations to any local government or other interested parties.

Victoria Regional Facilities



Regional Transit Facilities – Nearing Capacity

- A new Operations & Maintenance facility was first identified as a priority investment within the 2011 Victoria Regional Transit Plan

- Regional Transit facilities (Victoria and Langford) are set to reach capacity by as early as 2028. Without additional space, we cannot add more buses/increase service.

- The Saanich Transit Centre is essential to the Victoria Regional Transit System's ability to respond to population growth and deliver on regional and provincial transportation and climate goals.

Regional Demand Drivers

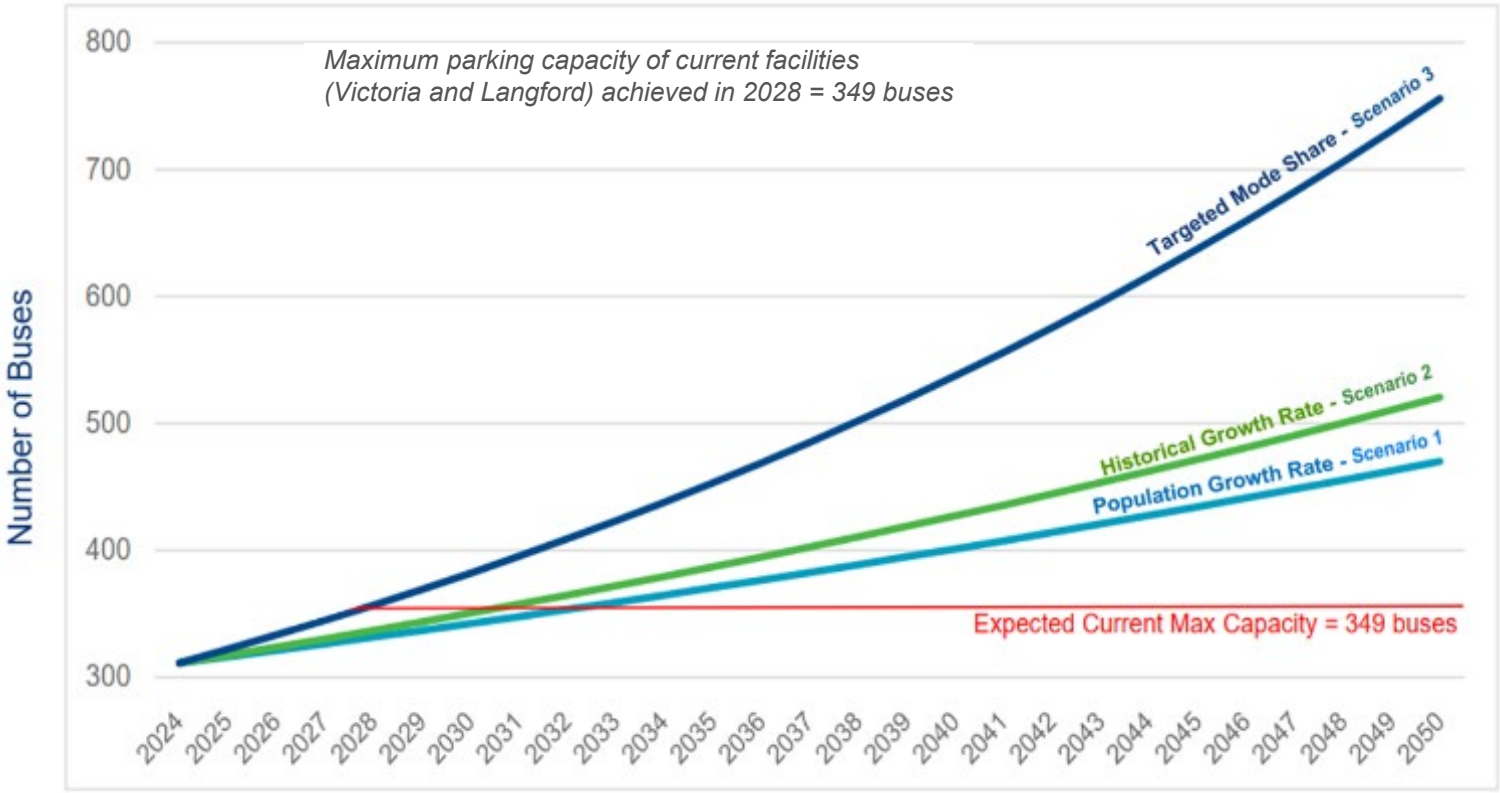
- **Forecast Need:** A new Operations & Maintenance facility was first identified in 2011 in the Victoria Regional Transit Plan and is expected to be identified as a critical need in the updated Victoria Regional Transit Plan which will be finalized in 2026

- **Population Growth Impact:** Regional population has grown by +50,000 since 2011, driving increased demand for transit

- **Transit Mode Share:** The Victoria Regional Transit Commission has an ambitious target of a 15 per cent transit mode share by 2050, which would require more than double the current service levels

- **Land Use Plans:** The adoption of new Official Community Plans, updated Transportation Plans, ambitious climate targets, and provincial Transit-Oriented Development areas requires significant investment in modern transit facilities to support expanded service and meet future mobility needs

Regional Demand Forecast



How we got here

Date	Activity
2011	Identified need for third Operations & Maintenance facility in the Victoria Regional Transit Future Plan
2011 – 2020	Properties totaling ~5 acres have been strategically acquired in Saanich's Royal Oak industrial area
2020 – 2025	Relocated existing handyDART operations to new View Royal facility in 2025, freeing up space for Saanich Transit Centre
2021 – 2022	Secured funding for project planning and business case development
2023 - date	Secured funding for site preparation:
2024 – 2025	Technical studies to prepare for future development
2024 – 2025	Early public and First Nations engagement [on-going]
2025 – 2026	Site preparation and demolition activities

Future Saanich Transit Centre



The Site



- Central location with access to Patricia Bay Highway
- Consolidating five BC Transit owned properties (5.14 acres)
- Industrial Zoning in place permitting this use
- Two properties historically used for bus operations and maintenance
- Planned use as next Operations & Maintenance Facility and designed to be electric vehicle ready
- Can accommodate up to 200 buses at full capacity.

Foundational Planning Steps Underway

Site Analysis and Technical Constraints
Assess geotechnical conditions, access, and utilities to inform design options

Functional Program and Construction Scope
Define operational requirements, site capacity, current and future maintenance needs to inform facility design, as well as determine potential approaches to construction and risk mitigation

Implementation Strategy
An initial facility build to meet short/medium term expansion needs, while also protecting for longer term facility expansion. The property is sufficient to support long-term growth, as well as integration with other regional transportation plans, e.g., RapidBus

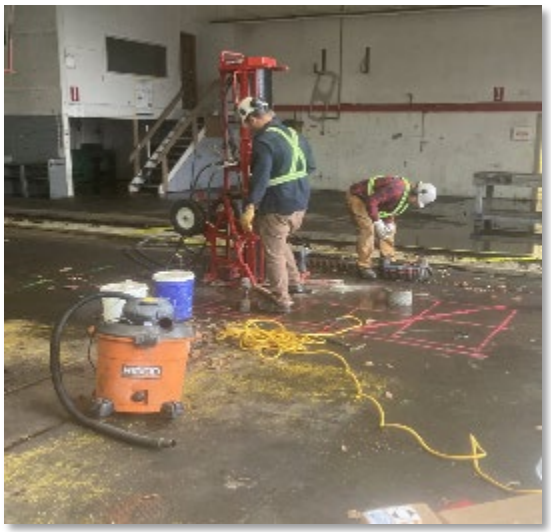
What's Planned

- **Administration and Maintenance Building -** A modern hub for operations, secure parking and bus maintenance.
- **Multi-Level Structure -** Maximizes space. Much of the operation will be located underground, reducing the visible footprint.
- **Access Points -** One entry and exit on Commerce Circle and Glanford Avenue.
- **Sustainability -** Designed to achieve LEED Gold certification, reflecting a strong commitment to environmental responsibility and energy efficiency.
- **Battery Electric Bus (BEB) ready -** To support future electric bus fleet.
- **Accessibility -** Rick Hansen Foundation Accessibility Certification principles, ensuring an inclusive environment for all users.
- **Community Integration -** Will be thoughtfully designed to minimize visual and operational impact.
- **Future-Ready:** Initial buildout ~150 buses with flexibility to expand to ~200+ buses.

Site Preparation

- Site assessment and technical studies completed over past year to inform future development plans
- All technical studies are available on project website
- Demolition expected to take approximately six months, starting in mid 2026.
- Vacant buildings currently being utilized for police training by regional units





Public Engagement

- Presented to Carey Area Residents' Association in May and Royal Oak Community Association in September 2025
- Attended Music in the Park in Brydon Park in July 2025, connecting with 175 people
- 45 people attended two neighbourhood open houses on the former Wilson's site on August 14 and August 16, 2025
- Project information hand-delivered to neighbourhood homes
- Website: www.bctransit.com/saanichtransitcentre
- Subscriber e-newsletter
- Further community engagement planned for early 2026 to inform site planning and design





First Nations Consultation

- Consultation with First Nations regarding site preparation work commenced in 2023 and is ongoing. The Nations being consulted include:
  - Songhees Nation
  - Tsartlip First Nation
  - Tsawout First Nation
  - Tseycum First Nation
  - Te'Mexw Treaty Association
  - Esquimalt Nation
  - Malahat Nation
  - Pauquachin First Nation
  - Scianew (Beecher Bay) First Nation
- First Nations are also being consulted on regional transit and transportation plans through a concurrent, collaborative process between BC Transit, CRD, Ministry of Transportation and Transit and Housing, Infrastructure and Communities Canada which commenced in September 2025.

Engagement of Local Government Partners

- The Victoria Regional Transit Commission directed staff to initiate engagement with local government officials regarding the Saanich Transit Centre project by:
  - Presenting the project concept to the CRD Transportation Committee for information; and
  - Offering to attend as a delegation to municipal Councils that request a presentation;
  - AND THAT this engagement occur prior to the VRTC considering approval of the STC project in July 2026
- BC Transit is in early discussions with the District of Saanich to understand municipal needs

Partnership Funding Approach

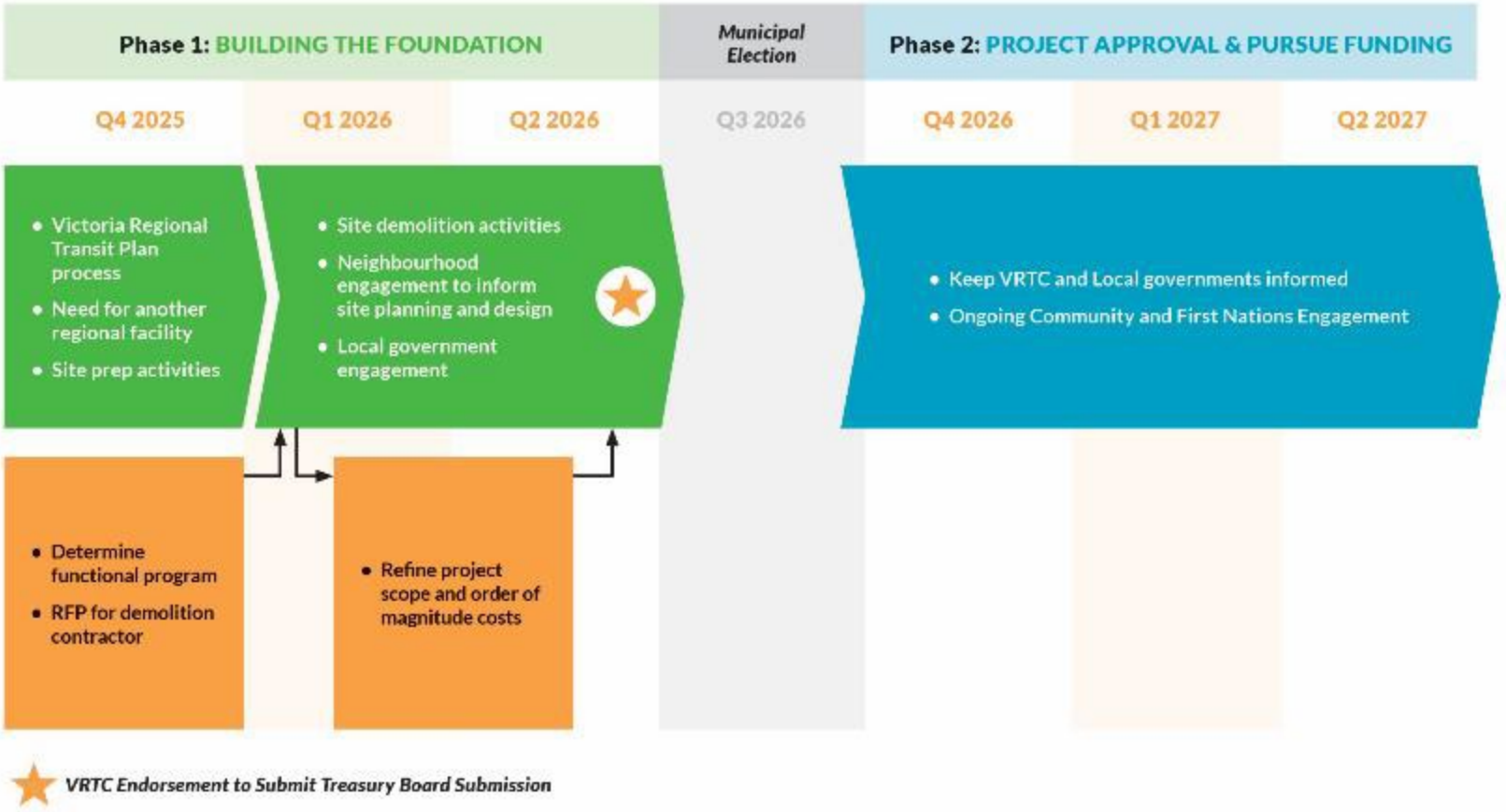
Strategic Path Forward

- Project will be positioned for maximum eligibility and approval under senior government programs
- Significant investment required. Project cost estimates expected in February

Potential funders:

- **Victoria Regional Transit Commission**: Funded through fare revenue and advertising, property tax transit levy contribution and the *Motor Fuel Tax Act*
- **Provincial Government:** Provincial funding will be pursued through Treasury Board application
- **Federal Government:** Federal funding will be pursued in collaboration with the Province

Project Engagement



Key Dates

Dates	Activity
January 2026	Ongoing Community, Local Government, and First Nations Engagement
February 2026	VRTC - Project costing, engagement update
March 2026	Ongoing Community Engagement
May 2026	VRTC Project and Engagement update
July 2026	VRTC – Engagement update and refined project costs. Seeking formal Approval from the Commission

Stay Informed



Website/E-newsletter: www.bctransit.com/saanichtransitcentre



Request Council presentation saanichtransitcentre@bctransit.com



Attend open house in March 2026

Thank You!

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REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, JANUARY 28, 2026

SUBJECT **Fare Free Youth Transit, Resolution for AVICC/UBCM**

ISSUE SUMMARY

To present a resolution to be submitted to the Association of Vancouver Island Coastal Communities (AVICC) and Union of British Columbia Municipalities (UBCM) and supporting background information.

BACKGROUND

On November 12, the Capital Regional District (CRD) Board directed staff to develop a UBCM resolution:

> *That staff develop and provide the CRD Transportation Committee a draft UBCM resolution for consideration calling on the Province to increase fare-free transit to all youth in BC under 19 by adding another year's age eligibility of fare-free transit to each provincial budget year.*

The Province of British Columbia currently funds the Get on Board! program which allows children aged 12 and under to ride BC Transit and TransLink services free of charge. While this program has reduced transportation costs for families and improved access to transit for younger children, fare-free eligibility ends at age 12. This creates a cost barrier for teenagers who increasingly rely on transit to access school, employment, recreation, and social opportunities.

Youth aged 13 to 18 often have limited independent transportation options and may not have access to a household vehicle. Transit fares can present a financial barrier for families, particularly those with multiple children or lower incomes. As a result, some youth reduce or avoid transit use during their teenage years, despite increasing mobility needs.

The loss of fare-free access at age 13 also interrupts the opportunity to reinforce regular transit use during a formative period when long-term travel behaviours are being established.

Benefits Expanding Fare Free Transit for Youth

Research indicates that fare-free transit for youth significantly improves access to education, employment, extra-curricular activities, health care, and social participation, particularly for families where costs had previously limited mobility[1]. Parents also reported improved access to mental health and community supports, as well as improved confidence and well-being among youth. Encouraging transit use during the teenage years supports the development of lifelong, sustainable travel habits, contributing over time to reduced vehicle dependence, lower congestion and emissions, and greater social inclusion.

Local experience demonstrates that youth respond positively when fare barriers are removed. In the City of Victoria, approximately 75% of eligible youth participated in the ages 13-18 U-PASS program in 2024, averaging 17 transit rides per month. This level of uptake indicates that expanded fare-free access would generate meaningful and sustained ridership benefits.

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[1] "Transit for Teens: Parental Perspectives on the Impact of Free Transit for Youth 13–18 in BC" (2023, Single Mothers' Alliance)

A Phased Expansion

While evidence demonstrates clear benefits of fare-free transit for youth aged 13–18, an immediate province-wide expansion may present fiscal challenges for the Province, and service capacity challenges to transit providers. A phased approach, adding one additional year of eligibility at a time, would reduce immediate financial impacts, allow for annual monitoring of ridership and cost impacts, and provide predictability for local governments, transit agencies, and families.

ALTERNATIVES

Alternative 1
The Transportation Committee recommends to the Capital Regional District Board:
That the following resolution be submitted to the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities:

WHEREAS the Province of British Columbia's Get on Board! program provides fare-free transit for children aged 12 and under, and youth older than 12 face cost barriers that limit access to education, employment, and community services and to establish lifelong, sustainable travel habits;

AND WHEREAS the immediate expansion of fare-free transit to all youth aged 13 to 18 may present fiscal challenges for the Province;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities request that the Province of British Columbia implement a phased expansion of the fare-free youth transit program by increasing eligibility by one year at a time until fare-free transit is available to youth aged 13 through 18.

Alternative 2
That this report be referred back to staff for additional information based on Transportation Committee direction.

IMPLICATIONS

Alignment with Board & Corporate Priorities
Expanding fare-free transit for youth supports the CRD Board's strategic priority of improving transportation affordability and access across the region. It aligns with corporate objectives to advance equitable mobility and reduce barriers to essential services, education, and employment.

Alignment with Existing Plans & Strategies
This resolution complements regional transportation goals outlined in the CRD's Corporate Plan and Regional Growth Strategy, which emphasize sustainable, accessible transportation options. It also supports provincial and local commitments to increase transit ridership and reduce reliance on private vehicles.

Climate Implications
Fare-free access encourages youth to use transit during formative years which fosters long-term sustainable travel habits and a mode shift away from single-occupancy vehicles. This serves to reduce greenhouse gas emissions over time.

Environmental Implications
Greater transit use among youth helps reduce vehicle traffic and associated impacts such as air pollution and road congestion.

Equity, Diversity & Inclusion Implications
Fare-free transit for youth addresses financial barriers that disproportionately affect low-income families and marginalized communities. Expanding eligibility promotes equitable access to education, employment, and social opportunities, ensuring that transportation is not a barrier to participation.

Social Implications
Improved transit access enhances youth independence, social inclusion, and participation in community life. Removing fare barriers strengthens connections to education, recreation, and health services, contributing to overall well-being and reducing isolation among teens.

CONCLUSION

The proposed resolution advances a practical and fiscally responsible approach to expanding fare-free transit for youth across the province. By phasing in eligibility over time, the Province can support equitable access, encourage lifelong sustainable transportation habits, and advance shared climate and transportation objectives.

RECOMMENDATION

The Transportation Committee recommends to the Capital Regional District Board:
That the following resolution be submitted to the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities:

WHEREAS the Province of British Columbia's Get on Board! program provides fare-free transit for children aged 12 and under, and youth older than 12 face cost barriers that limit access to education, employment, and community services and to establish lifelong, sustainable travel habits;

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Submitted by:	Patrick Klassen, RPP, Sr. Manager Planning and Transportation
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, JANUARY 28, 2026

SUBJECT **Regional Transportation Service Implementation Update and 2026 Work Plan**

ISSUE SUMMARY

To provide an update on the implementation of the Regional Transportation Service (RTS), including the 2026 work plan and progress on updating the Regional Transportation Plan (RTP).

BACKGROUND

Transportation is a key contributor in building a resilient, connected, and inclusive region. Recognizing this, the Capital Regional District (CRD) Board identified transportation as a strategic priority for the 2023-2026 term and approved the establishment of the RTS on June 11, 2025. The service bylaw development and establishment process was supported by a comprehensive engagement process, including workshops with CRD Directors and other elected officials, and culminated through a supportive electoral approval process. Through this process it was confirmed that the RTS would initially focus on consolidating existing transportation-related functions currently delivered by Regional Planning, Regional Parks, and the Traffic Safety Commission (TSC), and updating the RTP to establish a renewed regional transportation vision, along with goals and priorities to guide long-term planning.

At the June 25, 2025, Transportation Committee meeting, staff committed to providing regular updates on the implementation of the RTS, as well as its foundational project, the RTP. The 2026 RTS work plan focuses on service consolidation, key programs, and using the RTP as the framework for future priorities. In this regard, the RTS is being implemented as reported through service establishment, through a phased and deliberate approach that prioritizes consolidating core foundational work before expansion. This report outlines the major initiatives within the 2026 work plan and reflects the full, committed capacity of staff to implement the service and respond to previous direction provided by the Board. If new priorities emerge, whether through Board direction, notices of motion, or other regional opportunities, staff will assess how best to stage or reprioritize work to accommodate these items.

Service Priorities

Regional Transportation Governance

Establishing effective governance is a foundational component of the RTS work plan and is essential to coordinated regional transportation planning and implementation. In 2026, efforts will focus on strengthening collaboration, clarifying roles, and advancing regional governance discussions. Ongoing executive-level collaboration with BC Transit and the Ministry of Transportation and Transit (MOTT) will support alignment with provincial initiatives and major investment planning. Work is underway on two key governance initiatives:

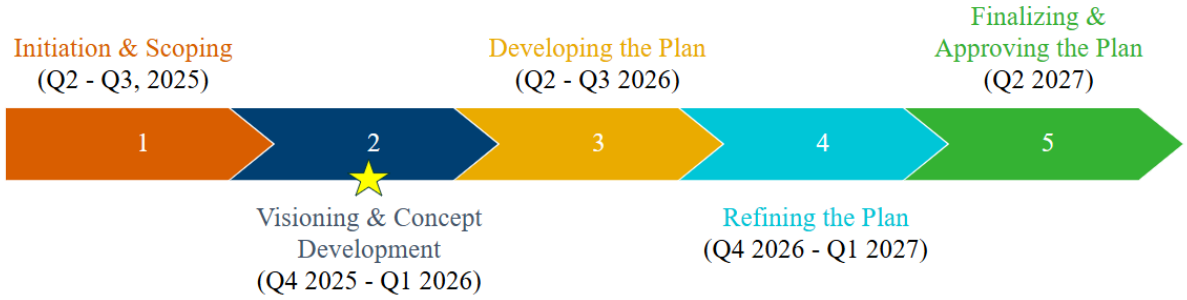
1) *Regional Transportation Advisory Committee (RTAC):* RTAC will serve as the primary forum for coordination among member jurisdictions and key partners on regional transportation priorities. Subject-matter subcommittees may be established to

support focused coordination on priority areas such as rapid transit and road and trail safety. Staff have solicited a membership list for CRD Board appointment in preparation for the inaugural RTAC meeting scheduled for late January.

2) *Stepwise Governance:* At its July 9, 2025, meeting, the CRD Board directed staff to evaluate the merits of establishing a Transportation Commission as part of the forthcoming update to the RTP and transferring the responsibilities of the Victoria Regional Transit Commission to the CRD. In 2026, work to support this will focus on analyzing governance options, defining roles and responsibilities, and assessing resource and legislative implications. This work will be supported by strategic engagement with MOTT and BC Transit. Staff anticipate a report providing an update on this for Transportation Committee in Q2 2026 to guide decisions on future regional transportation governance.

Regional Transportation Plan

The development of the RTP is a central component of the RTS work plan and will continue to be a core focus of work for 2026. The process began in Q2 2025 with most recent milestones including engaging a consultant with expertise delivering regional-scale transportation plans, including TransLink's *Transport 2050* for the Metro Vancouver region. As illustrated in the accompanying timeline, we are now in the visioning and concept development focussing on clarifying key objectives, priorities, and strategic questions to guide the plan's development. Outcomes of this phase will ensure that technical analysis and engagement activities are well-aligned, targeted and cost-effective.



Planning is also underway for the first RTP engagement workshop in Q2 2026. The workshop will build on previous work and engagement, including the Transportation Governance Workshop held in May 2024, and will support early alignment among regional partners on the future direction of transportation in the region.

Existing Service Consolidation

Regional Trails

Since the late 1980s regional trail management was integrated with all CRD Regional Parks Service (Parks) functions (dams, parks, trails), creating operational and financial interdependencies. Building on the groundwork completed by Parks staff, the RTS is now separating these responsibilities, assuming strategic management of the Galloping Goose and Lochside Regional Trails and the E&N Rail Trail – Humpback Connector, while day-to-day operations remain with Parks under the RTS direction. Restructuring these decades long-standing practices has required extensive collaboration to define roles, clarify accountabilities, and

establish new systems for budgeting and reporting, reflecting the scale and intricacy of this transition.

Several functions have already transitioned, including the management of public inquiries and the triage of trail operations issues such as encampments, debris, trail damage, and risk management concerns. Most recently, the RTS team led the response to an unplanned closure of the Galloping Goose Regional Trail within Cecelia Ravine due to a failing retaining structure located on adjacent private property above the trail. The RTS staff coordinated all associated communications, third-party structural assessments, and the implementation of detour routes to ensure public safety and continuity of service.

The policy and planning function has also been transitioned including managing lease and license agreements with landowners such as the Island Corridor Foundation, BC Transportation and Financing Authority and member municipalities involved in the Lochside Trail agreement. Staff are receiving handover from Parks on how to manage and process trail-use permits, coordinating requests and referrals, and is introducing a phased approach to compliance and enforcement, as Parks rangers will no longer perform these activities. A service agreement with CRD Bylaw Services is in development to address this gap.

Three vacant staff positions were allocated to RTS from Parks to support the transfer; two positions are filled and recruitment for the third is underway. These roles will be fully allocated to supporting the management of the regional trails. As staffing is completed and capital projects are transferred, asset management coordination will ramp up including managing the annual repaving program, bridge and trestle inspection and condition assessment program, and asset management for the ~100km of regional trails.

Additionally, the RTS will begin developing a dedicated Regional Trail Regulation Bylaw in consultation with Bylaw Services, replacing the current governance under the Parks Regulation Bylaw. Planning will also begin for an update to the 2016 Regional Trail Management Plan. This multi-year process will reinforce the definition of regional trails, refine and develop standards and service levels, and involve collaboration with municipalities, landowners, First Nations and other interest holders.

<u>Regional Transportation Planning and Programs</u>

Alongside regional trail consolidation, the RTS will assume existing regional transportation functions and programs from Regional Planning. Key initiatives include:

- *Regional Transportation Model*: RTS will update the regional transportation model to support planning initiatives and investment decisions. The model – last comprehensively updated 10 years ago – has informed corridor planning, rapid transit, and regional growth planning. Ongoing reliability requires regular updates to population and employment inputs, as well as recalibration of travel behavior assumptions.

- *Transportation Data and Analytics*: In 2026, RTS will update population and employment projections and begin development of a new Origin-Destination Household Travel Survey for implementation in 2027. Core data collection programs, including bicycle and vehicle counts, will continue, supported by automated counters on the regional trail network.

- *Transportation Demand Management Programs*: RTS will deliver regionally coordinated programs that support sustainable travel, including commute planning, active school travel programs including Ready Step Roll, and regional transportation safety campaigns.

Regional Traffic Safety

At its November 12, 2025, meeting the CRD Board adopted the Traffic Safety Dissolution Bylaw No.1, 2025, transferring all assets and obligations of the Traffic Safety Commission to the RTS. Safety is a core mandate of the RTS and work is underway to incorporate and broaden the scope and responsibility for safety in the region. The RTAC will provide oversight and bring forward topics previously considered by the TSC through thematic subcommittees, supported by the RTS. A key element of this transition, reflected in the 2026 work plan includes transportation safety messaging. The RTS will lead traffic safety messaging and public awareness campaigns. Three new video campaigns are planned for 2026, alongside efforts to align the Regional Park's *Cruise with Courtesy* program with RTS messaging to deliver cohesive multi-modal communications.

New Business

The initiatives outlined above represent a comprehensive work plan that fully utilizes current staffing and budget to consolidate existing functions and implement the RTS. As new priorities emerge, staff will assess how best to stage or reprioritize work to accommodate these items. Examples of new business being contemplated for the 2026 work plan include:

- *Island Rail Corridor - Reconciliation Corridor Initiative:* In December 2025, a coalition of the Esquimalt (Kosapsum) and Songhees First Nations, and local governments signed a commitment to work together on a shared vision to explore the potential for passenger rail service on the Island Rail Corridor between Victoria and Langford. This agreement stemmed from the ongoing work of an intergovernmental working group which has been focusing on the CRD subregional portion of the island corridor. Scope includes the evaluation of the corridor for the feasibility of supporting passenger rail service, and the consideration of the corridor within the broader vision of the RTP.

- An initial phase of work is already underway, led by the Island Corridor Foundation (ICF) and Kosapsum First Nation to explore preliminary service plan options and ridership forecasting. The outcomes of this process are anticipated for Q1 2026, and this will inform the CRD's next step which will consider how the corridor will be incorporated into the regional transportation vision, anticipated in Q2 2026.

- *Rapid Transit Study*: At its November 12, 2025, meeting the CRD Board carried a motion that the Board support a letter to senior governments, and copy BC Transit and Island Corridor Foundation, advocating for support to jointly undertake an updated study on the feasibility and alignment of rapid transit within the CRD. CRD staff will position themselves by aligning this initiative with the overall RTP, ensuring that any advocacy for a rapid transit feasibility study complements long-term planning objectives, along with consideration to other complimentary initiatives, including the Reconciliation Corridor Initiative.

- *Regional Trail Service Level Review*: In anticipation of completing the first phase of the Regional Trestles Renewal, Trails Widening and Lighting (RTWL) Project by late 2026, additional resources may be required to operate and maintain the expanded trail infrastructure to a transportation corridor standard.

The full work plan beyond 2026 will be guided by the outcomes of the RTP process, which will establish a comprehensive set of regionally prioritized actions. These priorities will define the scope and sequencing of future initiatives, including integrated programs, capital investments, and policy measures, ensuring alignment with the region's long-term vision for transportation.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The RTS advances the CRD Board's 2023–2026 strategic priority to improve regional transportation and mobility. By consolidating transportation functions and initiating the RTP update, the service supports integrated planning and coordinated delivery of programs that enhance connectivity, safety, and sustainability across the region. These efforts align with corporate objectives for efficient service delivery and long-term infrastructure planning.

Alignment with Existing Plans & Strategies

The RTP update will replace the 2014 plan. It will embed climate action as a core consideration, consistent with the CRD's Climate Action Strategy and the Board's commitment to reduce greenhouse gas emissions.

Financial Implications

The 2026 work plan is funded within the approved RTS and Regional Parks provisional budgets. The provisional RTS budget was approved at $2,234,702. The regional trails portion of the provisional Parks budget, including trail management and operations, capital reserve transfers, debt servicing for the previous E&N Rail Trail and current Regional Trestles Renewal, Trails Widening and Lighting Project was approved at $3,548,102. These provisional budgets will be consolidated within the 2026 final RTS budget.

Future initiatives identified through the RTP may require incremental budget considerations and Board approval. Governance changes, such as establishing a Transportation Commission, could have resource and legislative implications that will be assessed and reported on. In addition, operating the RTWL project area sections may require additional funds which will be identified through the service and financial planning processes.

First Nations Implications

The RTP process and governance discussions will include engagement with First Nations governments to reflect Indigenous perspectives and priorities.

Regional Growth Strategy Implications

The RTP will serve as a key implementation tool for the Regional Growth Strategy (RGS) by supporting compact, complete communities and reducing reliance on single-occupancy vehicles. The updated RTP will inform future updates to the RGS, reinforcing land-use objectives and regional sustainability goals.

Service Delivery Implications

Consolidating transportation functions under the RTS improves coordination and accountability for service delivery. Transitioning trail management and safety functions will require new systems, staffing considerations, and service agreements to maintain continuity and meet baseline service standards.

CONCLUSION

In 2026, the RTS will prioritize completing the transition of regional trail management, advancing the RTP and building the systems and organizational capacity needed for effective service delivery. In parallel with these core priorities, the RTS will initiate an update to the Regional Transportation Model; begin development of the Origin-Destination Household Travel Survey; expand data collection and analytics to suppose evidence-based planning and decision making; and expand transportation demand management programs and safety campaigns.

Collectively, these initiatives – along with continued planning for future trail infrastructure and exploration of stepwise governance changes – will position the RTS to deliver coordinated, data-driven, and effective service delivery to support our regional transportation goals.

RECOMMENDATION

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

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 26, 2025

SUBJECT **Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps**

ISSUE SUMMARY

To present the findings of the Salt Spring Island Regional Trail Feasibility Study and recommend next steps for the project and continued implementation of the Gulf Islands Regional Trails Plan.

BACKGROUND

The Capital Regional District (CRD) Regional Parks Division has long led the development, management and maintenance of regional trails across the Capital Region, including the Galloping Goose, Lochside and E&N regional trails, as well as the recently completed Mayne Island Regional Trail. Off-road segments of these trails are built and operated on lands managed by the CRD through leases, licences or statutory rights-of-way, while on-road segments fall under the jurisdiction of local governments or the Province.

Originally designed as linear park corridors for recreation, these trails are now recognized as key components of the region's transportation system—supporting low-carbon mobility and regional connectivity within the broader active transportation network.

Evolution of Regional Trail Planning and Management

In 2016, the CRD Board approved the Regional Trails Management Plan (2016), which sets priorities and establishes development guidelines for the planning and management of CRD regional trails. This plan considers both recreation and active transportation objectives.

In 2018, the CRD Board approved the Gulf Islands Regional Trails Plan (GIRTP), establishing a long-term vision for a system of off-road bike and pedestrian trails on Mayne, Salt Spring, Pender, Galiano and Saturna islands. The initial phase of the Mayne Island Regional Trail (MIRT) was completed in 2024 as a demonstration project to assess opportunities and challenges associated with regional trail development on the Gulf Islands. Salt Spring Island is identified as the next priority for regional trail development.

Approved in 2023, the Regional Parks and Trails Strategic Plan 2022-2032 (Strategic Plan) embeds both regional park and off-road regional trail commitments.

In June 2025, the CRD established the Regional Transportation Service (RTS) under Bylaw No. 4630 to consolidate transportation planning and regional trail management across the Capital Region. The RTS mandate for active transportation includes:

- Developing transportation policies, plans, programs, projects and studies.
- Managing regional trails that serve a transportation function, including planning, policy development, construction, operations, maintenance, capital planning and land tenure management.
- Providing services and support to municipal partners and public authorities for transportation initiatives that promote active transportation.

The RTS reports to the Board through the CRD Transportation Committee. The Board has identified the Galloping Goose, Lochside and E&N regional trails as initial priorities. Accordingly, CRD Regional Parks is transferring staff, including the regional trail planning functions and associated operational and capital funding, to the RTS. CRD Regional Parks will continue to operate and maintain these priority trails under an internal service agreement and allocation funded by the RTS.

While the GIRTP and associated trails are not current RTS priorities, Bylaw No. 4630 allows for the inclusion of additional trails that support regional transportation, subject to CRD Board approval.

Salt Spring Island Feasibility Study

In June 2024, CRD Regional Parks initiated the Salt Spring Island Regional Trail Feasibility Study (the Study), included in Appendix A.

The Study assessed physical constraints along the 21 km conceptual route outlined in the GIRTP. It proposes a regional trail alignment extending from the Fulford Harbour Ferry Terminal in the southeast, through Ganges Village, to the Vesuvius Bay Ferry Terminal in the northwest. The analysis applied active transportation design guidelines, developed preliminary cost estimates, and identified priority segments for phased implementation (see Figure 1).

Figure 1: Salt Spring Island Regional Trail Route and Segment Overview



Recognizing past and ongoing efforts to improve active transportation on Salt Spring Island, the Study was developed with input from key community and agency partners, including:

- Island Pathways—a community organization that advocates for safer walking and cycling routes on Salt Spring Island.
- Salish Sea Trail Network Working Group—a coalition of community members and elected officials advocating for a trail network linking the Southern Gulf Islands and Vancouver Island.
- BC Ministry of Transportation and Transit
- Islands Trust
- CRD Salt Spring Island Administration

The Study confirms that a regional trail across Salt Spring Island is feasible and can meet active transportation design standards with significant investment. The initial concept proposed a three-metre-wide paved trail designed to meet BC Active Transportation Design Guide (BCATDG) All Ages and Abilities (AAA) standards, with an estimated cost of approximately $102 million. To identify more feasible alternatives, the Study explored design standards appropriate for low-use rural contexts—consistent with the BCATDG and the 2016 Management Plan—by narrowing the trail to two metres, using gravel surfacing (as applied on the MIRT), and incorporating traffic-calmed side streets in high-cost areas, reducing the cost to approximately $63.1 million.

In alignment with the implementation approach outlined in the GIRTP, the Study identified the Ganges Village to Vesuvius Bay section (segments J, H, L2, G, K, and I) as the highest priority for implementation. This includes a 2.5 km on-road portion through segments J and K on traffic-calmed side streets, which are outside CRD Regional Parks' mandate to manage.

Key implementation partners with jurisdiction over portions of the proposed corridor include MoTT, BC Ferries, the Salt Spring Island Local Community Commission (LCC) and Islands Trust, and additional cost savings may be achievable by leveraging existing or planned projects within their road rights-of-way.

Further consultation with these partners is required to confirm prioritization of route segments and inform an implementation strategy for the initial phase. Upon completion, route surveying, conceptual and technical design along with community and First Nations engagement could proceed.

Key Conclusions

- A fully separated regional trail across Salt Spring Island is not currently feasible under CRD Regional Parks' existing guidelines.
- To establish an active transportation corridor, a viable alternative could combine separated trails, traffic-calmed streets, sidewalks and bike lanes and multiple operators (a similar approach to the Lochside Regional Trail). Advancing active transportation on Salt Spring and the Southern Gulf Islands will require a coordinated, multi-year, multi-agency effort.
- With the establishment of the RTS, CRD Regional Parks no longer has the capacity to plan and develop regional trail infrastructure. Regional transportation matters fall under the governance of the CRD Transportation Committee and are the responsibility of the RTS. Including the Gulf Island regional trails within the RTS could represent a more effective approach to ensure consistency, apply a transportation lens, and enable multi-agency coordination.

- CRD Regional Parks' existing regional trail plans—including the 2016 Management Plan, 2018 GIRTP, and 2023 Strategic Plan—will require review and either revision or repeal to align with RTS's mandate and future plans.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
1. That the planning, implementation, and operation of all regional trails on the Gulf Islands—such as those identified in the Gulf Islands Regional Trails Plan—be referred to the CRD Transportation Committee for consideration;
2. That this report, including the Gulf Islands Regional Trails Plan, be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and
3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.

Alternative 2
The Regional Parks Committee recommends to the Capital Regional District Board:
That this report be referred back to staff for more information.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Implementation of the GIRTP, which includes the development of the SSIRT, supports 2023-2026 Board Priorities relating to Transportation by improving regional connectivity and safety across transportation modes (1a) and supporting investments, expansion, and equitable access to active and low-carbon transportation (1b).

Alignment with Existing Plans & Strategies

The development of the SSIRT supports the implementation of the GIRTP (Appendix B). The Study's findings align with the recommended implementation approach within the GIRTP, with the Ganges Village to Vesuvius Bay section containing the highest priority segments for implementing the initial phase of the project.

The development of the Gulf Islands regional trail network is identified as a priority project for the upcoming decade in the Strategic Plan. CRD Regional Parks' existing regional trail plans and priorities will need to be reviewed and updated to ensure alignment or adjustment to correspond with the RTS mandate.

Financial Implications

The total cost to implement the SSRIT, as outlined in the Study, is an estimated $63.1 million. This is a class D estimate with a ±50% contingency and does not include land tenure costs. The initial phase of trail development identified in the GIRTP spans approximately 6 km—from the Atkins Road/Lower Ganges Road intersection to the Vesuvius Bay ferry terminal (excluding Ganges Hill). This section, identified in the Study as segments H through L2, has an estimated

construction cost of $8.5 million. This includes a 2.5 km on-road section through segments J and K on traffic-calmed side streets. More accurate estimates will be possible following detailed route surveying and design.

CRD Regional Parks has allocated $300,000 in 2027 and $330,000 in 2028 within the preliminary budget to support planning activities for the SSIRT. Construction funding of $4 million is currently designated for debt financing starting in 2029 and continuing into 2030, with additional support anticipated through external grant opportunities. In addition, approximately $2.3 million in the Regional Parks Capital reserve are designated to leverage external grants and support Gulf Islands regional trail development.

If Gulf Islands regional trails are determined to fall under the purview of the RTS, the financial plan will need to be amended to reflect implementation priorities.

First Nations Implications

Salt Spring Island is situated within the asserted territories of several First Nations, including the Semiahmoo First Nation, Snuneymuxw First Nation, SȾÁUTW̱ (Tsawout) First Nation, sc̓əwaθən məsteyəxʷ (Tsawwassen) First Nation, BOḰEĆEN (Pauquachin) First Nation, W̱JOŁEŁP (Tsartlip) First Nation, W̱SIḴEM (Tseycum) First Nation, Stz'uminus First Nation, Penelakut Tribe, Cowichan Tribes, Halalt First Nation, Tsu'uubaa-asatx First Nation, Lyackson First Nation and MÁLEXEŁ (Malahat) Nation. Engagement with these Nations is an important part of the process and would take place in a subsequent phase of the project, following the completion of route surveying and conceptual design drawings.

Intergovernmental Implications

Implementation of the SSIRT will require close coordination with multiple agencies. As Salt Spring Island is an unincorporated community, MoTT is responsible for its road rights-of-way. Similar to the MIRT, MoTT's role will include reviewing and approving detailed design drawings and entering into a licence agreement for the trail's development and operation. MoTT is also currently implementing recommendations from its *2023 Salt Spring Island Cycling Safety Review*, which include shoulder widening and other active transportation upgrades across the island. In some areas, these improvements may create safer conditions for cyclists and pedestrians along existing roads, reducing the need for separate trail development in some future SSIRT segments.

Local governing bodies, including the Salt Spring Island Electoral Area Administration, LCC and Islands Trust, will play key roles in representing community interests, guiding land use policy alignment, and ensuring the trail is built in a manner that preserves the island's character. The Salt Spring Island Electoral Area Administration and LCC are implementing active transportation improvements in Ganges Village, as outlined in the Salt Spring Island Active Transportation Network Plan, which the regional trail is envisioned to connect with in the GIRTP.

BC Ferries will be an essential partner in trail development near the Fulford Harbour and Vesuvius Bay ferry terminals, helping to ensure safe active transportation connections that align with terminal operations and long-term plans. These areas are spatially constrained and influenced by surrounding transportation, commercial, residential and tourism activities, making them particularly complex. As such, additional planning, engagement and inter-agency coordination will be required to thoughtfully integrate active transportation infrastructure into the broader public realm.

Service Delivery Implications

Completing the SSIRT project and advancing implementation of the GIRTP will require significant resources for planning and construction, as well as long-term operation, maintenance and asset renewal funding. Any CRD service (i.e., RTS, Regional Parks, and Salt Spring Island and Southern Gulf Island Administration) will need to assess implementation pathways and service needs for any existing and future regional trails on the Gulf Islands. However, this service may require additional time to become fully operational and to assess and plan to implement transportation priorities across the region.

The Salt Spring Island Electoral Area Administration and LCC have expressed strong interest in the project and may be able to leverage local partnerships to support cost-effective implementation, provided sufficient resources are made available to them.

Social Implications

Developing the SSIRT strengthens community connectivity, promotes active transportation and enhances recreational opportunities for residents and visitors alike. However, it may also raise concerns about impacts on private property, the environment, and increased development and tourism in rural areas. Early and meaningful community engagement is key to addressing these concerns and building support. Partnering with local groups, such as Island Pathways, can strengthen public trust and increase buy-in by ensuring local perspectives are reflected in the planning and design process.

CONCLUSION

The development of the SSIRT aligns with CRD Board corporate priorities and Regional Parks planning documents. However, it is a significant undertaking that will require coordination among multiple agencies, meaningful engagement with First Nations and the public, and careful consideration of construction, operation and maintenance costs, along with associated service demands. As responsibility and resources for regional trail management shift from CRD Regional Parks to the new Regional Transportation Service, it may be appropriate for the Transportation Committee and Board to consider including the regional trails on the Gulf Islands under the RTS mandate.

RECOMMENDATION

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

1. That the planning, implementation, and operation of all regional trails on the Gulf Islands—such as those identified in the Gulf Islands Regional Trails Plan—be referred to the CRD Transportation Committee for consideration;
2. That this report, including the Gulf Islands Regional Trails Plan, be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and
3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.

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ATTACHMENTS

Appendix A: Salt Spring Island Regional Trail: Final Section of the Salish Sea Trail Network Feasibility Study Report (October 2025)
Appendix B: Gulf Islands Regional Trails Plan (January 2018)
Presentation: Salt Spring Island Regional Trail – Feasibility Study & Next Steps

APPENDIX A

Salt Spring Island Regional Trail:

Final Section of the Salish Sea Trail Network

Feasibility Study Report

October 15, 2025

Acknowledgements

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*This report has been prepared by the CRD and GJD Planning + Design with support from ISL Engineering for the benefit of the CRD and others. The information and data contained in this report represents the author's best professional judgement considering the knowledge, information, and data available at the time of preparation. This is a living document, subject to change and updates based on changing conditions and circumstances. GJD Planning + Design denies any liability to other parties that may obtain access to this report for any injury, loss or damage suffered by such parties arising from their use of, or reliance upon this report without the express written permission of GJD Planning + Design and the CRD.

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Executive Summary

The Capital Regional District (CRD) has committed to developing a network of regional trails across the Southern Gulf Islands to link major transportation hubs with key community destinations. The Gulf Islands Regional Trails Plan (CRD, 2018) outlines a conceptual regional trail route on Mayne, Salt Spring, Pender, Galiano, and Saturna islands. As outlined in the plan, the trails are to accommodate both cyclists and pedestrians, be situated within public road rights-of-way whenever possible, be separated from vehicle traffic where feasible, and be developed in phases.

The CRD engaged GJD Planning + Design to undertake a feasibility study for the Salt Spring Island Regional Trail (SSIRT)—a proposed 21 km active transportation corridor connecting Fulford Harbour, Ganges Village, and Vesuvius Bay. The SSIRT overlaps with a portion of the Salish Sea Trail Network—a 186 km conceptual active transportation loop envisioned by the local non-profit Island Pathways and supported by the Salish Sea Trail Network Working Group, a coalition of community members and elected officials. The feasibility study evaluated the technical, financial and strategic feasibility of implementing the SSIRT and includes proposed cross sections, illustrates potential alignment, and identifies opportunities and constraints along the corridor.

To address construction cost challenges—initially estimated at $102 million—and to expedite implementation, lower-cost options were explored, including incorporating on-road segments along traffic-calmed side streets, which reduced the estimated construction costs to $63 million. Segments requiring significant construction or property acquisition pose higher costs and complexity, whereas in some areas, existing public roadside pathways could be formalized into a regional trail with relatively few interventions. In particular, a number of segments between Ganges Village and Vesuvius Bay offer the potential for low-cost, early implementation and are prioritized for initial construction.

To support successful implementation of the SSIRT, the following actions are recommended:

1. **Route surveying** to confirm existing road right-of-way widths and site-specific conditions;
2. **Development of conceptual drawings** based on survey findings to refine trail alignments and address identified constraints;
3. **Engagement with community members and users, First Nations, local and provincial governments, and key stakeholders** to gather input, build consensus, and ensure the trail reflects community values and priorities; and
4. **Preparation of detailed design drawings and cost estimates** to support funding applications, permitting, and phased construction.

The SSIRT represents a significant opportunity to enhance sustainable, active transportation opportunities across Salt Spring, fostering healthier communities and stronger regional connections.

Introduction

On Salt Spring Island, the Capital Regional District (CRD) conducts its business on the territories of the SENĆOŦEN and Hul'q'umi'num' speaking peoples. These include the Penálaxeth' (Penelakut), Quw'utsun (Cowichan), Lyackson, Stz'uminus (Chemainus), Snuneymuxw, SȾÁUTW (Tsawout), WJOŁEŁP (Tsartlip), BOḰEĆEN (Pauquachin), WSIḴEM (Tseycum), MÁLEXEŁ (Malahat), and Halalt Nations, all of whom have a longstanding relationship with the land and waters from time immemorial that continues to this day.

In the 2008 Salt Spring Island Local Trust Area Official Community Plan[1], observed that Salt Spring Island is "*a place of extraordinary beauty, great environmental significance, and rare biological diversity. …We know that it is more important to leave a legacy than to leave an impact."*

Salt Spring Island is known for its rural character, vibrant arts community, organic farms and diverse natural landscapes. It has a population of under 12,000 permanent residents, along with a significant seasonal influx of visitors that places additional demand on local infrastructure. Despite its popularity and tourism appeal, Salt Spring has limited active transportation facilities, resulting in a high dependency on the use of private automobiles for the movement of people and goods.

Over the last 40 years, there has been increased demand and coordinated efforts from residents and community groups to support the construction of an active transportation network on the island. In 2024, CRD Regional Parks formally joined the effort, working with Island Pathways and other key community members to establish a preliminary design for a ferry-to-village-to-ferry active transportation route that would:

- reduce the personal and collective carbon footprints of Salt Spring residents and visitors;
- provide individual and population health benefits;
- enable more accessible and equitable transportation options to those for whom the use of a motor vehicle is unnecessary or impossible;
- provide a greater variety of transportation options—particularly those that are low impact—to support visitor and tourism revenue growth for the local economy; and
- reduce the noise, traffic congestion and safety risks associated with motor vehicle traffic.

The following Feasibility Study Report (the Study) represents the first steps towards the creation of 'shovel-ready' projects on Salt Spring, linking Fulford Harbour, Ganges Village, and Vesuvius Bay.

[1] See https://islandstrust.bc.ca/island-planning/salt-spring/bylaws/#community_plans

Project Background

For decades, there has been interest in establishing safe and accessible active transportation facilities on Salt Spring Island—specifically, a connected network of paths to support walking and cycling between key origins and destinations across the island. Over this time, a number of CRD reports, including the Pedestrian and Cycling Master Plan: Salt Spring Island Edition (CRD 2013) and the Gulf Islands Regional Trails Plan (CRD 2018), have identified this network as a regional priority.

In 2022, a groundswell of support from local community members led to the establishment of the Salish Sea Trail Network Working Group (SSTNWG)[2], a coalition of community members and elected officials dedicated to developing a public walking and cycling route that would:

1. connect existing regional trails in the CRD and Cowichan Valley Regional District (CVRD);
2. utilize the BC Ferries routes that connect Vancouver Island to Salt Spring Island;
3. a new walking and cycling route across Salt Spring Island, linking Fulford Harbour, Ganges, and Vesuvius Bay; and
4. together, these segments would form the circular 186 km Salish Sea Trail Network, with Salt Spring Island representing the final incomplete section.

Island Pathways, a local non-profit society founded in 1988, secured funding through the Federal Active Transportation Fund to support the development of a formal project plan for the SSIRT. In early 2024, the CRD assumed the role of project sponsor, and CRD Regional Parks contracted GJD Planning + Design to complete the Study.

Future phases of the SSIRT will require continued collaboration across multiple levels of government and community organizations. Together, these organizations will help guide the construction, operation, and maintenance of the SSIRT, ensuring it reflects regional priorities and supports provincial climate and transportation goals.

Provincial Context

In 2019, as part of its CleanBC policy initiative, the Province of BC introduced *Move Commute Connect and the CleanBC Roadmap to 2030*, the province's first active transportation strategy, intended to help more people use active transportation more often and is part of a broader plan to lower climate-changing emissions by 40% by 2030.

[2] Established in 2022 and chaired by the previous Member of the Legislative Assembly for Saanich North and the Islands. This working group includes representatives of the federal Member of Parliament for Saanich-Gulf Islands, the BC Ministry of Transportation and Transit, CRD, BC Ferries - Salt Spring Island Advisory Committee, Islands Trust, Island Pathways, and Transition Salt Spring. Following the October 19, 2024 election, the working group has reconvened regular meetings.

Today, the Province is working on the Clean Transportation Action Plan (CTAP), a commitment under CleanBC to support the reduction of greenhouse gas emissions by 27-32% in the transportation sector, specifically over the next five years. CTAP will recommend actions in foundational areas of transportation, including reduction of vehicle kilometres travelled and a shift to more efficient modes.

As public roads on Salt Spring Island fall under provincial jurisdiction, the Ministry of Transportation and Transit (MoTT) is responsible for their management and maintenance. MoTT will be responsible for reviewing and approving detailed design drawings and a licence agreement for the trail's development and operation within road rights-of-way. BC Ferries will be an essential partner for trail sections near ferry terminals, where spatial constraints and overlapping land uses will require additional planning, engagement, and interagency coordination to ensure safe and integrated active transportation connections.

Local and Regional Context

Over the past decade, several CRD divisions—including Regional Planning, Regional Parks, and the Salt Spring Island Electoral Area (SSIEA)—along with the Islands Trust and the Salt Spring Island Local Community Commission (SSILCC), have supported active and sustainable transportation planning and implementation on Salt Spring Island. This includes the development of regional strategies and policies and the construction of trails to enhance walking and cycling networks.

The CRD will play a central role in advancing planning and implementation for most segments of the SSIRT and the SSILLC will play a key role in representing community interests, guiding land use policy, and leading complementary infrastructure projects such as sidewalk and bike lane improvements in Ganges Village.

Community Partner Context

Island Pathways has been a long-time advocate for active transportation on Salt Spring Island and is expected to remain a key partner in the planning and development of the SSIRT and community outreach. Their work brings together residents and government representatives to improve walking and cycling infrastructure across the island. In 2007, they formed the Partners Creating Pathways Committee, which includes members from MoTT, the SSIEA, the Salt Spring Trail & Nature Club, and previously, the Parks and Recreation and Transportation Commissions. This committee focuses on creating safe and accessible walking and cycling routes, supported by fundraising, education, and safety programs. A key achievement is the construction of a 2.2 km trail along Lower Ganges Road, linking major destinations like Ganges Village, Portlock Park, the Fritz movie theatre, and the Salt Spring Island Golf Club. This trail makes up nearly 10% of the planned regional route from Fulford Harbour to Vesuvius Bay and is currently maintained by the SSIEA.

Feasibility Study Overview

The Study provides a foundational assessment of the proposed 21 km route, examining physical constraints, identifying preliminary planning needs and suitable designs, and estimating planning-level construction costs.

Technical guidance and support for the Study, including strategic oversight, information and data provision, and review of draft reports from the consulting team, was provided by a Technical Advisory Committee (TAC), made up of representatives from participating organizations and agencies (see Acknowledgements). Island Pathways has also continued to participate in an advisory role throughout the project, including coordination and collaboration with other organizations and agencies involved in the SSTNWG.

The Study is informed by a range of provincial, regional, and local plans and strategies that collectively guide active transportation planning, policy development and capital investment. These foundational documents include:

- Pedestrian and Cycling Master Plan: Salt Spring Island Edition (CRD, 2013)
- Gulf Islands Regional Trails Plan (CRD, 2018)
- Salt Spring Island Parks and Recreation Strategic Plan (CRD, 2019)
- Move Commute Connect, BC's Active Transportation Strategy (MoTT, 2019)
- BC Active Transportation Design Guide (MoTT, 2019)
- Salt Spring Island Official Community Plan Bylaw No. 434, 2008 (Islands Trust, 2022)
- Salt Spring Island Cycling Safety Review—Final Report (MoTT, 2023)
- Salt Spring Island Active Transportation Network Plan (CRD, 2023)
- Regional Parks and Trails Strategic Plan 2022-2032 (CRD, 2023)
- Salt Spring Island Local Community Commission Strategic Plan 2024–27 (CRD, 2024)

Study Area

The Study area is situated on Salt Spring Island in British Columbia and spans approximately 21 km from Fulford Harbour, through Ganges Village, to Vesuvius Bay. It falls within the jurisdiction of local, regional, provincial, federal, and Indigenous governments.

The route follows the conceptual SSIRT route that was identified within the Gulf Islands Regional Trails Plan (CRD, 2018). For the purposes of this Study, the route has been separated into 14 segments to allow for detailed analysis, cost estimates and potential phased construction over time. Figure 1 provides a visual representation of the study area and Table 1 provides an overview of each of the segments.

Figure 1: The Salt Spring Island Regional Trail Study Area and Route Segments



Table 1: Salt Spring Island Regional Active Transportation Route Segments

Seg. Code	Segment Name	Location	From	To	Length (m)
A1	**Fulford Ferry Terminal**	Fulford Ganges Road	Fulford Ferry Terminal	Beaver Point Road	302
A2	**Fulford Ferry Link**	Fulford Ganges Road	Beaver Point Road	Isabella Point Road	1,022
B	**Fulford Valley**	Fulford Ganges Road	Isabella Point Road	Burgoyne Bay Road	3,493
C	**Mountainside**	Fulford Ganges Road	Burgoyne Bay Road	Kitchen Road	3,221
D	**Cusheon Lake-Cranberry**	Fulford Ganges Road	Kitchen Road	Saltspring Way	2,742
E	**Ganges Hill**	Fulford Ganges Road	Saltspring Way	Seaview Avenue	2,987
F	**Ganges Village Core**	Fulford Ganges/Lower Road	Seaview Avenue	Upper Ganges Road	805
G	**Upper Ganges Village**	Lower Ganges Road	Upper Ganges Road	Blain Road	795
H	**Blain-Sharp**	Lower Ganges Road	Blain Road	Sharp Road	836
I	**Sharp-Central**	Lower Ganges Road	Sharp Road	Vesuvius Bay Road	1,432
J	**Portlock-Mobrae DETOUR**	Vesuvius Bay Road, Mobrae Ave, Woodland Dr, Mobrae Ave	Lower Ganges Road	Mobrae Avenue (west)	1,923
K	**Vesuvius Curves ALT**	Mobrae Ave, Bradley Rd, Elizabeth Dr, Chu-An Dr	Mobrae Avenue (west)	Chu An Drive	1,563
L1	**Vesuvius Ferry Link**	Vesuvius Bay Road	Chu An Drive	Bayview Road	612
L2	**Vesuvius Ferry Terminal**	Vesuvius Bay Road	Bayview Road	Vesuvius Terminal	340

Scope and Limitations

The scope of the Study was to provide preliminary planning and designs for the proposed SSIRT, including a planning-level construction cost estimate and ranking each segment of the route for phased implementation.

The alignment and facility design were informed by available road right-of-way (ROW), physical and jurisdictional constraints, surrounding land use, preliminary stakeholder input, and relevant data and design guidance from various agencies.

This report does not include comprehensive public engagement and therefore does not fully represent the views of all affected parties. The outcome is a report that is intended to support the CRD and partner agencies in advancing engagement, conceptual and detailed designs, fundraising and other steps required for implementation.

Cost estimates identified in the Study are provided by ISL Engineering and are based on real projects and tender bids and/or engineers' estimates for detailed design. The source of cost estimates reflects similar projects and does not include any land acquisition costs. The estimates provided represent a Class D estimate (±50%) described by the Engineers and Geoscientists British Columbia as a preliminary estimate that, due to little or no site information, indicates the approximate magnitude of cost of the proposed project and may be used in developing long-term capital plans and preliminary discussions of proposed capital projects.

Methods

This section outlines the data, research and analysis techniques used to evaluate the feasibility of the SSIRT. This information was used to support the overall design and cost estimates of the project.

Data

Data to support the Study came from various sources, including local, regional, provincial and federal datasets, as well as through input from community partners. Much of the data is Geographic Information System (GIS) based and can be combined and layered to allow a spatial assessment of physical opportunities and constraints. Data collected and assessed as part of this study was used to prioritize segments for implementation and highlight costs and barriers to implementation. Key data sources include:

- **Mapping and Spatial Data** – property boundaries from Parcel Map BC[3], elevation contours (1 m intervals) from LiDAR BC, and road ROW details from the BC Digital Road Atlas and CRD aerial imagery, including alignment, intersections, lanes, shoulders, and setbacks.
- **Infrastructure** – above- and below-ground utilities (hydro poles, streetlights, and water lines) from local and regional government sources and planned or active infrastructure projects based on input from local, regional, and provincial agencies.
- **Transportation** – transit stops from BC Transit and Google Street View, formal and informal walking and cycling routes from Google Maps, OpenStreetMap, Bikemap, and Beeline, and

[3] Property lines provided from Parcel Map BC are not entirely accurate. Typically, a land-based survey is required to accurately pinpoint the precise location of property lines. Land-based surveys are recommended as part of further conceptual and/or detailed designs to accurately assess private property impacts.

motor vehicle collisions involving pedestrians, cyclists, and other active transportation users from the Insurance Corporation of BC (ICBC).

- **Community Amenities** – locations of grocery stores, parks, and public rest stops from Google Maps and OpenStreetMap.
- **Demographic Data** – population and commuting data from the 2016 and 2021 Canada Census.

GIS data layers and images were used to show the location of each dataset and offer varying degrees of accuracy. Aerial photographs allow measurements to within +/- 20 cm, while the location of property lines, hydro poles, and bus stops vary considerably in their accuracy, with their estimated locations being anywhere from 0 to 20 m from their actual location.

The resulting preliminary design is appropriate for this stage in the planning process and to support initial planning-level cost estimates. However, more refined conceptual designs, land surveys, and detailed designs will ultimately be needed to confirm recommended designs and more precise cost estimates for each segment of the proposed SSIRT.

Appendix A provides an example of how base-level data sources were used in this assessment to understand existing road ROW conditions and possible cross-section design.

Field Visits

Two field visits were undertaken and provided valuable insight into the physical characteristics, usage, and infrastructure along the proposed SSIRT. The first field visit included cycling the full 21 km corridor, documenting existing conditions and exploring alternative alignment options. The second field visit was used to validate desktop analysis, refine potential alignment options and improve understanding of physical constraints and alignment feasibility.

Key Findings:

- Infrastructure Gaps: The corridor lacks consistent pedestrian and cycling infrastructure, especially outside Ganges Village.
- Safety Concerns: Narrow shoulders and high-speed rural segments pose risks to vulnerable road users. Dedicated infrastructure is limited and inconsistent.
- Design Complexity: Varying terrain, roadside features, and property constraints will influence alignment feasibility.
- Community Use: The route is actively used by cyclists and pedestrians despite infrastructure limitations.
- Planning Insight: Combining fieldwork with GIS and LiDAR analysis provided a strong foundation for identifying opportunities and constraints along the corridor, informing the proposed SSIRT.

- Existing Road Conditions: Outside of Ganges Village the roadway generally involves a single general-purpose travel lane in each direction and narrow shoulders (Figure 2). Speed limits vary from 60 to 80 km/h. Within Ganges Village the roadway varies somewhat; speed limits drop to 50 to 30 km/h, and there are more left-hand turn bays, intermittent curb and gutters, curbside parking, signed and marked pedestrian crossings, and bike lanes (Figure 3).

Figure 2: A typical cross section along Lower Ganges Road, just west of Sharp Road/Wildwood Crescent (Credit Google Street View)



Figure 3: Typical cross-section in Ganges Village (Lower Ganges Road, north of Hereford Avenue/Purvis Lane) (Credit Google Street View)



Benchmark Review

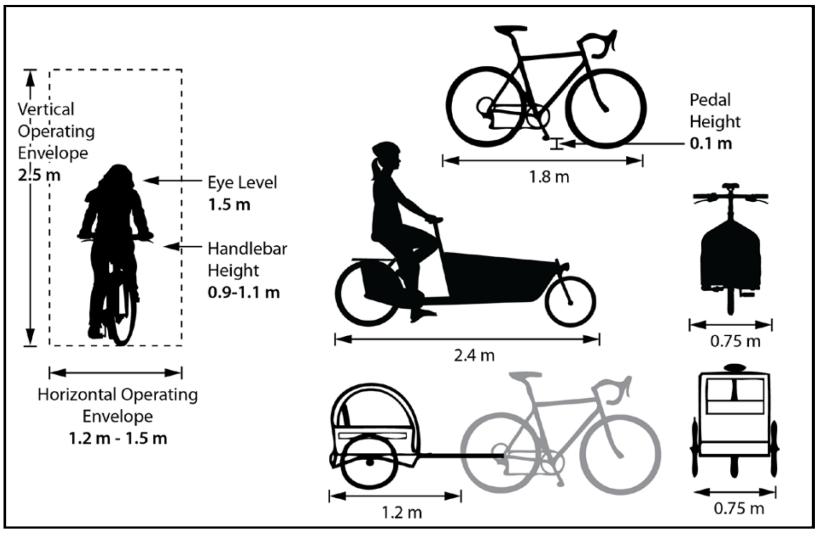
This benchmark review summarizes relevant standards, guidelines and best practices that have informed the development of design options for the SSIRT.

Active Transportation User Considerations

In accordance with the British Columbia Motor Vehicle Act, a "vulnerable road user" is defined as individuals who are at increased risk in traffic environments, including pedestrians, cyclists, motorcyclists, persons using mobility aids or personal transportation devices, and those on or in animal-drawn vehicles or animals themselves.

Users on the SSIRT are envisioned to include pedestrians, human-powered cyclists and micro-mobility devices that are compatible with bicycle infrastructure in terms of size, weight and speed. Micro-mobility devices are constantly evolving; new guidance is helping define which ones are suitable for shared-use paths with pedestrians and cyclists. The design of the SSIRT is based upon the dimensions, speed and weight of a bicycle, as described in provincial and national transportation design guidance (Figure 4).

Figure 4: Bicycle operating space (TAC Geometric Design Guide, 2017)



Other characteristics and considerations for micro-mobility devices include:

- a weight of less than 40 kilograms;
- a motor that is not capable of propelling the vehicle at a speed greater than 32 km/hr on level ground;
- a continuous power output that, in total, does not exceed 500 watts; and
- that the vehicle must not be equipped with a generator, alternator or similar device powered by a combustion engine.

Design Guidelines

The design for the SSIRT is predicated upon guidance within the British Columbia Active Transportation Design Guide (BCATDG), which offers the most up-to-date, applicable and comprehensive guidance available in Canada for each of the facility types recommended as part of this route. The following section summarizes the recommended design guidance and facility types applied across different segments of the SSIRT, in accordance with the BCATDG and consistent with the design standards used for the CRD's recently constructed Phase 1 of the Mayne Island Regional Trail.

Preliminary Design Overview

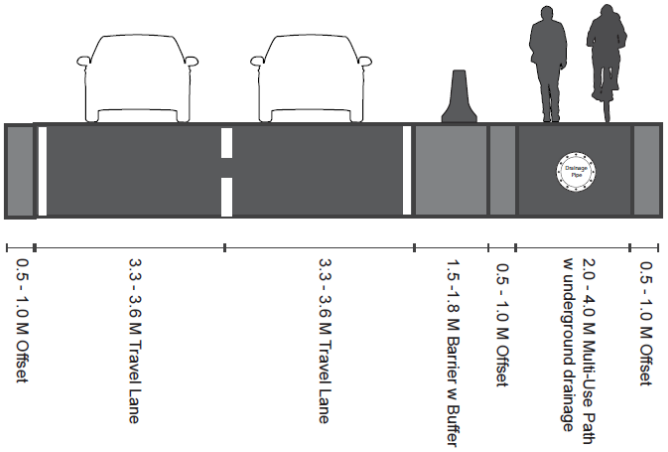
The design of the proposed SSIRT varies to reflect Salt Spring Island's diverse landscapes and community contexts. Recommended facility types are outlined below, and while not always suitable for all ages and abilities, they are intended to serve a broad range of users while balancing the challenge of constructing active transportation facilities within constrained right-of-way and with a limited budget. The following section provides detailed descriptions of each recommended facility type, while Appendix B presents an overview of their proposed locations along the route.

2-Way Multi-Use Paths

The BCATDG offers guidance concerning the width of off-street pathways along or adjacent to provincial roadways. It states that the desirable width is 4.0 metres and that the constrained width of a multi-use pathway is 3.0 metres. The absolute minimum width of a multi-use pathway is 2.0 metres, based on the operating envelope of a single bicycle user (1.2 metres) and the operating envelope of one person walking (0.75 metres). However, this minimum width of 2.0 metres should only be considered in exceptional circumstances, including in undeveloped rural contexts with very low volumes of people walking and/or cycling and if there are significant constraints such as property or natural features, including significant trees, ditches, or slopes (BCATDG, 2019, p. 268).

In most areas, the proposed SSIRT will involve a 2-way multi-use path on either side of the road and will feature a 2.0 to 3.0 metre wide, unpaved, two-way multi-use path, physically separated or protected from motor vehicle traffic. A 2.0 m wide path within constrained circumstances is illustrated in Figure 5. Construction costs in constrained circumstances are typically more expensive to build and maintain because of the cost for physical barriers between trail users and the roadway and drainage systems under the pathway. In some constrained areas, existing roadside ditches within the ROW may need to be undergrounded, adding to both construction and maintenance costs.

Figure 5: A 2 m wide 2-way path within a constrained ROW



As outlined above, a 2.0 m width should only be used in exceptional circumstances, such as a rural setting with low anticipated user volumes and physical constraints (e.g., property boundaries or natural features). These conditions are present in a number of areas throughout the proposed route. As the SSIRT expands to connect key destinations and ferry terminals, user volumes are expected to grow. To future-proof the trail and enhance safety and comfort, it is strongly recommended that a minimum width of 3.0 m be provided wherever feasible, especially near activity centres, on steeper terrain, and in areas with higher anticipated use. Given the island's hilly topography and evolving demand, ongoing monitoring will be essential to assess whether narrower segments (2.0 m) remain appropriate over time.

Protected Bike Lanes

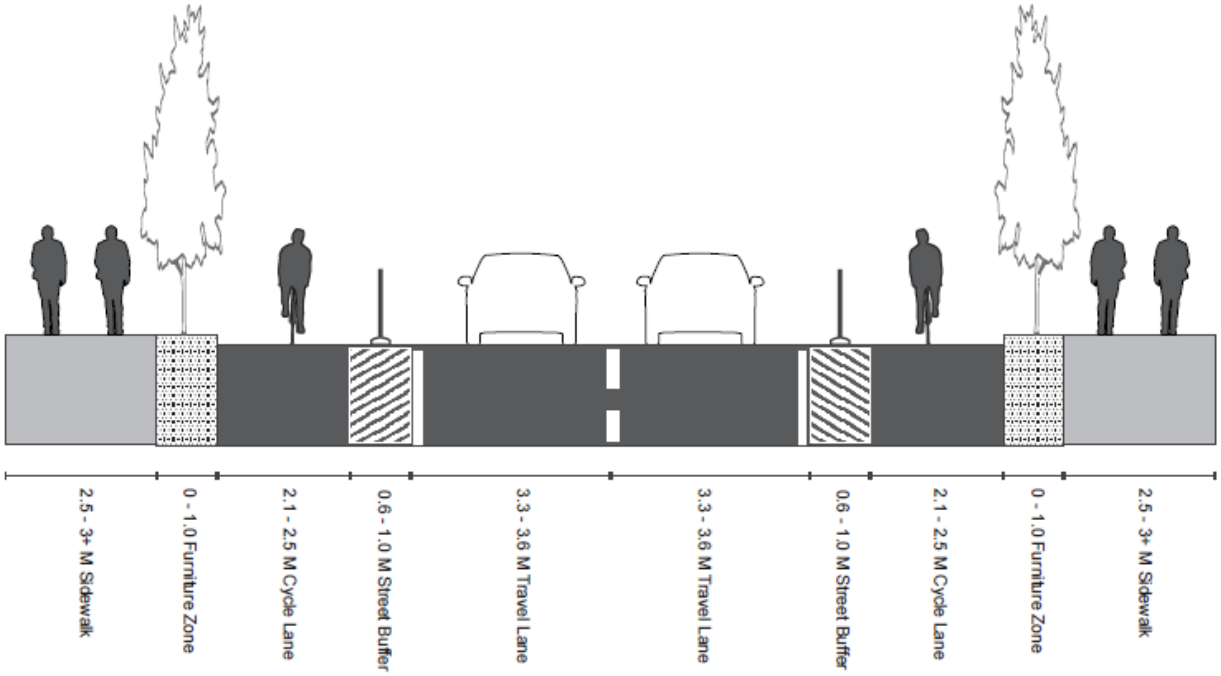
Through Ganges Village, where the land use is more urbanized, the facilities will include segregated, unidirectional cycling facilities on either side of the road that are physically protected from motor vehicle traffic. Exceptions will occur where the road ROW is constrained, leading to some instances where users may not be physically protected from motor vehicle traffic. In such circumstances it is recommended that speed limits be appropriate for side-by-side operation of motor vehicles and active transportation users. Fortunately, speed limits tend to be between 30 and 50 km/h in Ganges Village, allowing cyclists, pedestrians and other active transportation users to be more comfortable travelling in close proximity to motor vehicle traffic.

Protected bike lanes have been installed on roadways in urban settings within smaller communities throughout southern British Columbia. This cross section is intended to accommodate a complete set of active transportation features, including sidewalks, a furnishing zone for street furniture and landscaping, protected bike lanes, a buffer zone for physical separation between cyclists and vehicles, and one travel lane in each direction. To accommodate additional elements such as left-turn lanes or curbside parking, the design can be adjusted while still maintaining safety and functionality for all roadway users. These adjustments may include, for example, removing or narrowing the furnishing

zone, reducing the buffer width between vehicles and bike lanes from 1.0 m to 0.6 m, and narrowing left-turn bays to 3.0 m.

In areas where the road ROW is less than 20 m, further space savings can be achieved by providing a sidewalk on only one side of the street. This approach ensures that the core elements of a safe and inclusive street design are preserved, even in constrained conditions. See Figure 6 for further details concerning the design of protected bike lanes within the context of a multi-modal ROW.

Figure 6: Protected Bike Lanes and Sidewalks on a roadway in an urban setting



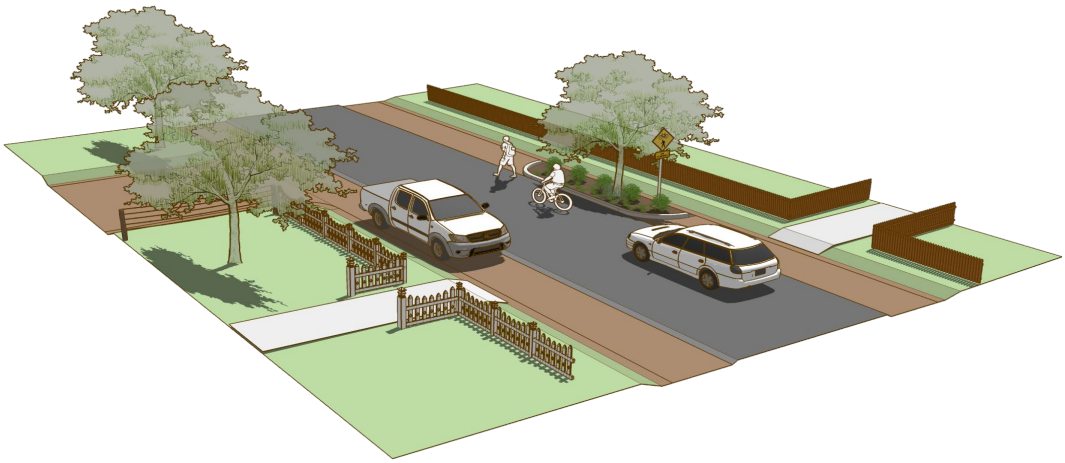
Shared Local Streets

The Gulf Islands Regional Trails Plan envisioned this route following Vesuvius Bay Road. However, due to the steep terrain and narrow road widths on Vesuvius Bay Road between Chu an Drive and the eastern access to Mobrae Avenue (corresponding to Segments J and K in this report), the facility is recommended to be routed onto local side streets as an interim measure to advance construction of this route. On these streets, subject to MoTT approval, it's recommended that signage and pavement markings be used to reduce the maximum speed limit from 50 to 30 km/h, allowing pedestrians, cyclists and micro-mobility users to more safely share the roadway with motor vehicle traffic. This approach is similar to sections of the CRD's Lochside Regional Trail, of which portions are located within Lochside Drive, a shared-use local street. An example of a Shared Local Street is illustrated below in Figure 7, and Appendix D shows the proposed local road alignment through Segments J and K.

Any traffic calming measure incorporated into the project must conform to MoTT's construction specifications. Current specifications do not allow for narrowed lanes or speed bumps, so alternative

methods to calm traffic may be needed. However, given the low traffic volumes and the function of these roadways as local residential streets, it is anticipated that signage and pavement markings will be adequate to calm traffic and allow motorists, cyclists and pedestrians to share these roads in safety and comfort.

Figure 7: A Shared Local Street (Rural Design Guide) – Segments J and K



Shared Bi-directional Pedestrian and Bicycle Shoulder

Within approximately 250 metres of each ferry terminal (Segments A1 and L2), pedestrian and bicycle shared shoulders, as illustrated in Figure 8 and 9, are recommended to address physical constraints and improve access to terminals, shops, and services. This approach balances the need for safe, accessible infrastructure within the spatial constraints found within Segments A1 and L2.

In these areas the road ROW can be as narrow as 11.1 metres. Approximately 4.5 metres can be allocated for a shared bi-directional pedestrian and bicycle shoulder. Due to space limitations, it will not be possible to include grade separation or physical protection between the roadway and trail users. To enhance safety, it is recommended the posted speed limit be reduced from 50 km/h to 30 km/h through these areas.

Figure 8: A Pedestrian and Bicycle Shared Shoulder – Segments A1 and L2

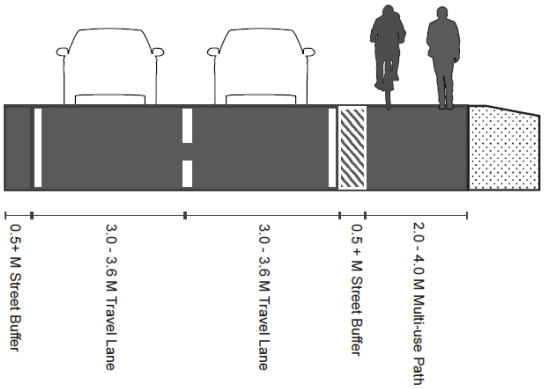


Figure 9: A Pedestrian and Bicycle Shared Shoulder recently constructed on Bowen Island (Credit Google Street View)



Pedestrian and Bicycle Crossing Infrastructure

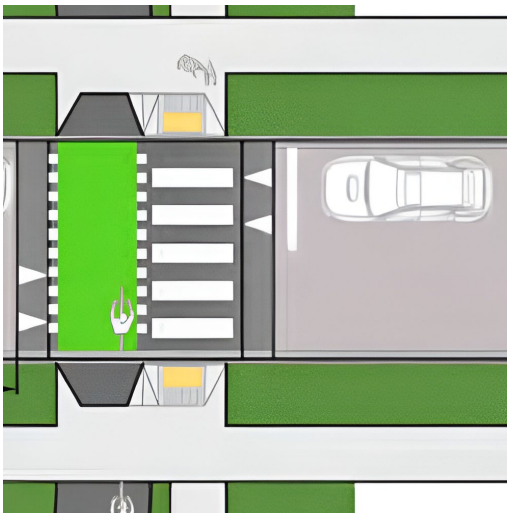
Pedestrian and bicycle crossing infrastructure is recommended in areas where the facility crosses a roadway that accommodates high speed or high volumes of motor vehicle traffic. In all instances, pedestrian and bicycle crossings will be designed to safely accommodate vulnerable road users in accordance with crossing guidance within the BCATDG and taking into account, motor vehicle speeds, volumes, and roadway geometrics, including, but not limited to, sight lines, grades and speed limits.

While such facilities may vary in their design, depending on local circumstances, bicycle and pedestrian activated signals are becoming more common on roadways under provincial jurisdiction. A similar type of facility is located in Ganges Village and includes rapid response flashing beacons and associated pavement markings (Figure 10). Current standards would require these elements to include separated bike and pedestrian crossings with visual and physical markings as shown in Figure 11.

Figure 10: Pedestrian Activated Rapid Response Crossing Signal at Rainbow and Lower Ganges Roads (Credit Google Street View)



Figure 11: Markings for a Bicycle and Pedestrian Crossing (BCATDG, 2019)



Amenities, Furnishings and Landscaping

Amenities, furnishings and landscaping will be appropriate to the level of development, ranging from minimal adaptation in rural settings to continually higher levels of accommodation in suburban and urban settings. Space has been set aside within the preliminary design to accommodate these features and further details will be left for consideration in future stages of the design process. This approach allows those responsible for the conceptual and detailed designs to utilize the available space to provide an attractive, safe and beautiful setting for all users of the road ROW.

There are already conceptual designs for active transportation facilities that have been proposed for this route within Ganges Village by Watt Consulting in their Salt Spring Island Active Transportation Network Plan (CRD, 2023).

Prioritization and Estimated Cost

This section presents a data-driven approach to prioritizing the implementation of 14 proposed trail segments for the SSIRT. It outlines the evaluation framework, scoring methodology, and resulting rankings to guide strategic decision-making and investment.

Segment Prioritization Analysis

To support strategic decision-making, an evaluation framework was developed in consultation with the Technical Advisory Committee. The evaluation framework was used to rank the 14 route segments

for phased implementation (Appendix C). This evidence-based approach considered 10 measures across the following four key criteria areas:

1. **Projected Demand** – Identifies where improvements are most needed, based on population density, current walking/cycling rates, and published CRD priorities.
2. **Connectivity, Access & Safety** – Assesses how well segments connect to transit and other active transportation routes and considers safety factors like collision history and steep grades.
3. **Support** – Evaluates alignment with provincial infrastructure grant criteria.
4. **Cost & Conflicts** – Estimates construction costs and identifies potential property conflicts.

Those route segments that score highest on these accounts are ranked as highest priorities for implementation, with a possible total of 65 points. The highest score was 43.6 and the lowest was 30.0. Table 2 provides an overall summary of the scores for each segment and Appendix C provides a detailed breakdown of the scoring for each of the 10 measures.

Table 2: All Accounts Summary Scores

Seg. Code	Seg. Name	Projected Demand Total /15 Max	Connectivity Total /30 Max	Support Total /05 Max	Costs & Conflicts Total /15 Max	Final Score Total /65 Max	Implementation Priority
A1	Fulford Ferry Terminal	6	18.5	5	7.9	37.4	7
A2	Fulford Ferry Link	4	19.0	5	6.6	34.6	11
B	Fulford Valley	3	18.0	5	8.1	34.1	12
C	Mountainside	3	16.5	5	7.3	31.8	13
D	Cusheon Lake-Cranberry	3	20.5	5	7.6	36.1	10
E	Ganges Hill	4	19.0	5	2.0	30.0	14
F	Ganges Village Core	10	16.0	5	6.3	37.3	8
G	Upper Ganges Village	10	19.0	5	6.3	40.3	4
H	Blain-Sharp	14.5	10.0	5	12.7	42.2	2
I	Sharp-Central	12	12.0	5	10.0	39.0	6
J	Portlock-Mobrae DETOUR	10	20.0	3	10.6	43.6	1
K	Vesuvius Curves ALT	10	14.5	0	14.6	39.1	5
L1	Vesuvius Ferry Link	10	13.0	5	8.5	36.5	9
L2	Vesuvius Ferry Terminal	10	17.0	5	9.5	41.5	3

Segment J from Portlock Park to Mobrae West is the highest priority for implementation and represents a desirable option for short-term implementation due to its favourable cost, user demand and connectivity. The top six segments, including J, H, L2, G and K, each fall within the area between Ganges Village and Vesuvius Bay. The only segment between Vesuvius and Ganges Village that is a lower priority is Segment L1, Vesuvius Ferry Link, between Chu An Drive and Bayview Road, which is ranked ninth. It is recommended that the prioritization be reviewed and updated over time to reflect changing context and priorities.

Estimated Costs:

The total estimated construction cost for a 2.0- to 3.0-metre-wide unpaved path is approximately $63 million.

Initially this study considered a 3.0-metre-wide paved path across all segments with an estimated total construction cost of $101 million (Appendix E). To reduce construction costs, a less expensive option was explored by considering surface treatment and refining the assessment within high-cost areas—specifically those requiring drainage ditch relocation, hydro pole relocation and retaining wall construction.

The following table summarizes the prioritization, distance and estimated total capital construction costs for each of the 14 route segments and does not include any land acquisition costs. Construction costs are based on Class D estimates provided by ISL Engineering. Due to the limited information available at this stage and in accordance with Class D estimates, a 50% contingency has been applied to all capital cost estimates included in this report. The subsequent conceptual and detailed design phases offer opportunities to refine the cost estimates.

Table 3: Route Segment Prioritization for Implementation

SEG. CODE	SEG. NAME	COST PER KILOMETRE		
		Length (m)	Est. Cost[4]	Cost/km Avg.
A1	Fulford Ferry Terminal	302	$1,360,000	$4,500,000
A2	Fulford Ferry Link	1,022	$4,180,000	$4,090,000
B	Fulford Valley	3,493	$6,480,000	$1,850,000
C	Mountainside	3,221	$7,600,000	$2,360,000
D	Cusheon Lake-Cranberry	2,742	$7,710,000	$2,810,000
E	Ganges Hill	2,987	$18,970,000	$6,350,000
F	Ganges Village Core	805	$3,930,000	$4,880,000
G	Upper Ganges Village	795	$4,370,000	$5,490,000
H	Blain-Sharp	836	$1,220,000	$1,460,000
I	Sharp-Central	1,432	$1,820,000	$1,270,000
J	Portlock-Mobrae DETOUR	1,923	$1,740,000	$900,000
K	Vesuvius Curves ALT	1,563	$390,000	$240,000
L1	Vesuvius Ferry Link	612	$2,120,000	$3,460,000
L2	Vesuvius Ferry Terminal	340	$1,180,000	$3,460,000
		Total:	$63,070,000	$3,080,000

Discussion

Based on the findings of this report, the highest priority for implementation is Segment J, with an estimated capital cost of $1,750,000. The next highest priority is for an upgrade to the existing trail within Segment H that will expand the width of that trail from 1.5 m to a 2 to 3 m wide, unpaved trail.

Feedback from the TAC and SSTNWG suggests that the Salt Spring community is likely to react negatively if Segment H is prioritized for upgrades while other gaps along the route continue to languish without any improvements. It's therefore recommended that CRD move forward on construction of Segment J. Some planning funds should be retained to monitor usage and related conflicts within Segment H. If the construction of Segment J does not lead to an increase in demand for active travel on Segment H, then it is recommended that L2 be considered as the next priority for implementation following the implementation of Segment J.

While the standard design width for the trail is 2 metres, consideration should be given to widening the path to 3 metres in locations where space and budget permit. Prioritizing a 3-metre width where feasible can enhance user safety and comfort and is likely to increase usage. To make the facility

[4] Cost estimates are provided by ISL Engineering and are based on real projects and tender bids and/or engineers estimates for detailed design. The source of cost estimates reflect similar projects and do not include any land acquisition costs.

attractive to a wide range of users, it's recommended that the speed limit be dropped to 30 km/h wherever pedestrian and/or cycling facilities are not physically protected from motor vehicle traffic.

The proposed trail has strong potential to attract significant use, as it would connect to a larger regional loop that is already well-established and popular with both residents and visitors. Ongoing growth in travel to Salt Spring Island—currently estimated at 3.5% annually (BC Ferry Services Inc., 2024)—further underscores the need for expanded active transportation options.

While access to capital funding remains highly competitive, the most feasible path forward lies in a coordinated approach between the CRD, MoTT, and the SSILCC. By combining efforts to widen shoulders and construct the trail concurrently, it is possible to deliver both a dedicated multi-use path and enhanced roadway shoulders. This integrated solution would support a wider range of users, improve safety and comfort, and may be achievable even in constrained segments where a reduced trail width is necessary.

Next Steps

This section outlines potential next steps and actions to support the design, funding, construction, and ongoing operations and maintenance of the SSIRT. There are several significant steps that must be taken to progress this project to construction and operation. Any further work should be supported by a formalized consultation process to document all First Nations, public and stakeholder input for incorporation in the detailed design.

To advance planning and implementation, it is recommended that the CRD and partners undertake the following initiatives. To support efficiency and maintain project momentum, some of these components may proceed concurrently:

- Business Case Development – Prepare a value proposition assessing benefits, costs, and risks to build public support and secure investment.
- Public Engagement – Formal engagement to generate interest and inform government policy and funding decisions.
- Funding Strategy – Further work will be necessary to identify a clear pathway forward, including seeking Board and corporate support, to better understand project priorities in relation to funding options and available grant programs. Grant funding is available to leverage CRD budgets for planning, design and construction. See Appendix F for funding and partnership opportunities.
- Implementation Plan Development – Formalize a Memorandum of Understanding among local, provincial, and federal agencies to clarify roles, responsibilities, and timelines for advancing the SSIRT. See Appendix G for key implementation tasks to be undertaken for each phase of the project.

- Conceptual & Detailed Design – Complete surveys and designs, with stakeholder input, to refine infrastructure and cost estimates. This process should also explore efficiencies, such as sourcing trail material locally, batching surveys/designs, and optimizing tendering strategies.
- Operations & Management Agreement – Establish pre-construction agreements outlining responsibilities, resource needs and funding sources for long-term infrastructure management.
- Permitting & Land Acquisition – Consult regulatory agencies, senior governments, BC Ferries, and utility owners through review and permitting processes, and secure required land or easements from private owners[5].

[5] Note that the cost estimates provided in this report do not include any funds toward property acquisition.

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Appendix A: Typical Road Cross Section Designs

Data-Driven Right-of-Way Assessments

The following images provide an example of how base-level data sources were used in this assessment to identify appropriate alignments and active transportation facilities. This approach was taken for the full SSIRT and was used to evaluate the proposed corridor and inform field validation. Key roadside features are shown, including property lines, bus stops, streetlights, hydro poles, the road ROW, and approximate distances from the road edge to property boundaries. The examples provided below focus on the development of a rural and urban cross section.

Rural Areas Cross Section

The following lateral dimensions are recommended for a rural cross section:

- 2-way multi-use path—3.0 m (2.0 m pathway and 0.5 m shoulder on each side to accommodate required setbacks),
- Space to accommodate the ditch and above-ground utilities—6.2 m (approximately 2 to 4 m on each side),
- Road shoulders—3.6 m (1.8 m on each side),
- Travel lanes—6.6 to 7.2 m (3.3 to 3.6 m lanes in each direction),
- Total ROW width—normally 20 m, but varies.

Figure 12: Plan view of a portion of Fulford-Ganges Road near Garry Oaks Winery



Urban Areas Cross Section

The following lateral dimensions are recommended for an urban cross section:

- Sidewalks of 2.5 to 3.0 m
- Furnishing zones of between 0 and 1 m
- Protected Bike Lanes of 2.1 to 2.5 m
- Traffic Lanes and Turn Lanes of 3.0 to 3.3 m
- Physical protection between traffic lanes and bike lanes 0.6 to 1.0 m
- Total ROW width—normally 20 m, but varies

Where left-hand turn bays are not required, that space can be reallocated to furnishing zones to accommodate street furniture and landscaping and increased width for physical protection between motor vehicles and cycling facilities.

Figure 13: Plan view of a portion of the route through Ganges Village

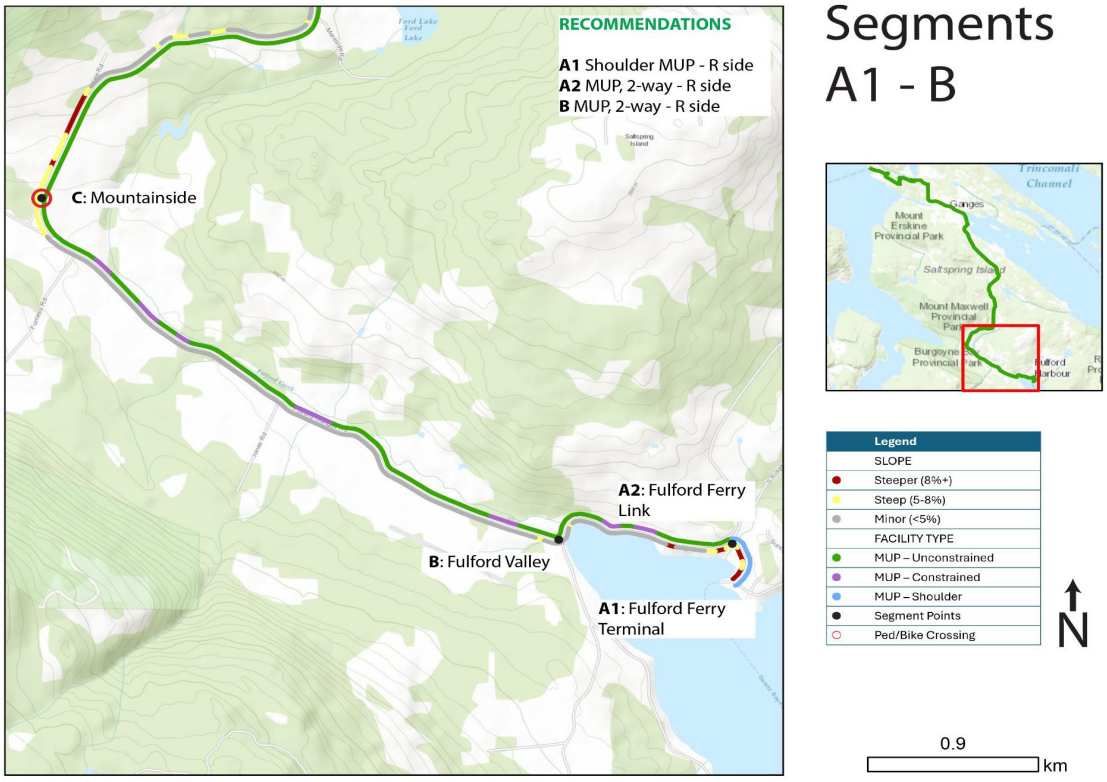


Appendix B: Design Standards by Segment

The following maps illustrate the proposed route alignment, based on detailed assessments and 1:1,000-scale plan view drawings prepared for the full trail corridor.

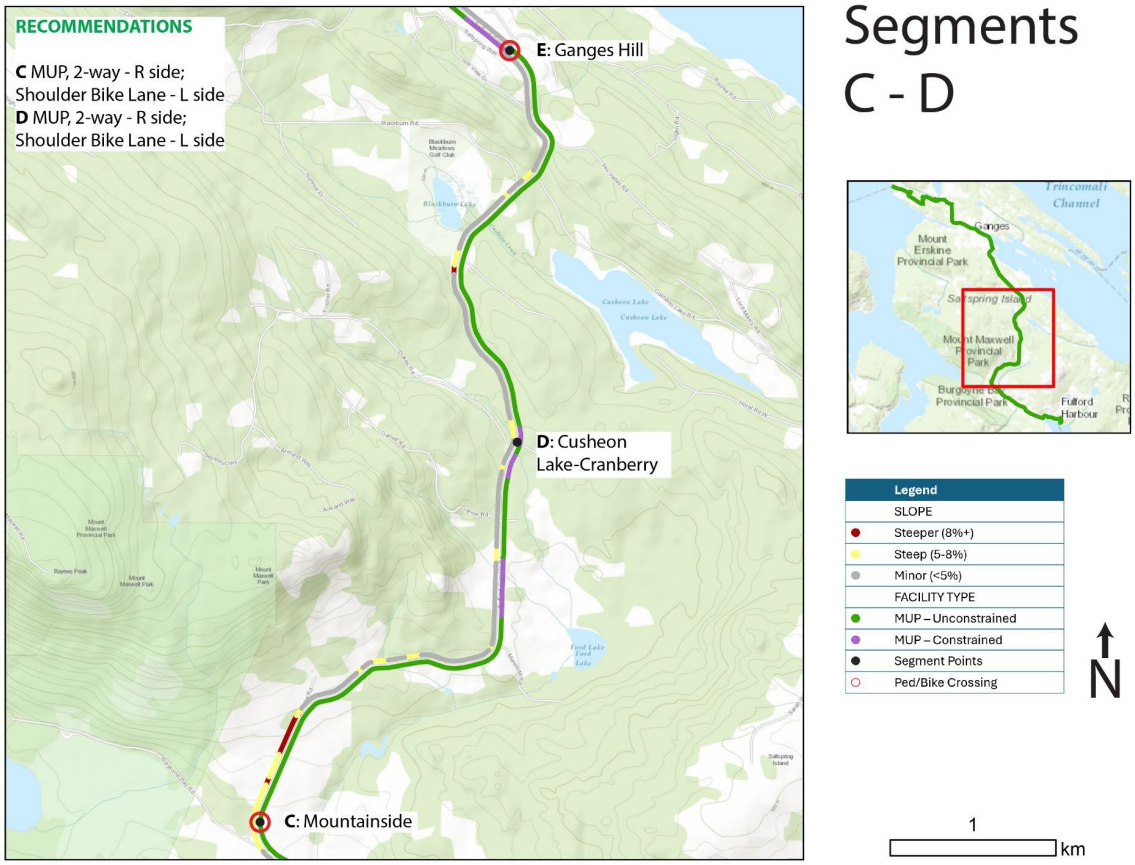
In most areas, the proposed SSIRT will involve a 2-way multi-use path on either side of the road. Through Ganges Village (Segment F), where the land use is more urbanized, the facilities will typically include segregated, unidirectional facilities on each side of the road that are physically protected from motor vehicle traffic. Exceptions will occur where the road ROW is constrained, leading to some instances where active transportation users may not be physically protected from motor vehicle traffic nor segregated in unidirectional facilities. Speed limits are lower through Ganges Village, allowing pathway users to be more comfortable travelling in close proximity to motor vehicle traffic.

Fulford Ferry Terminal (A1), Fulford Ferry Link (A2) and Fulford Valley (B)



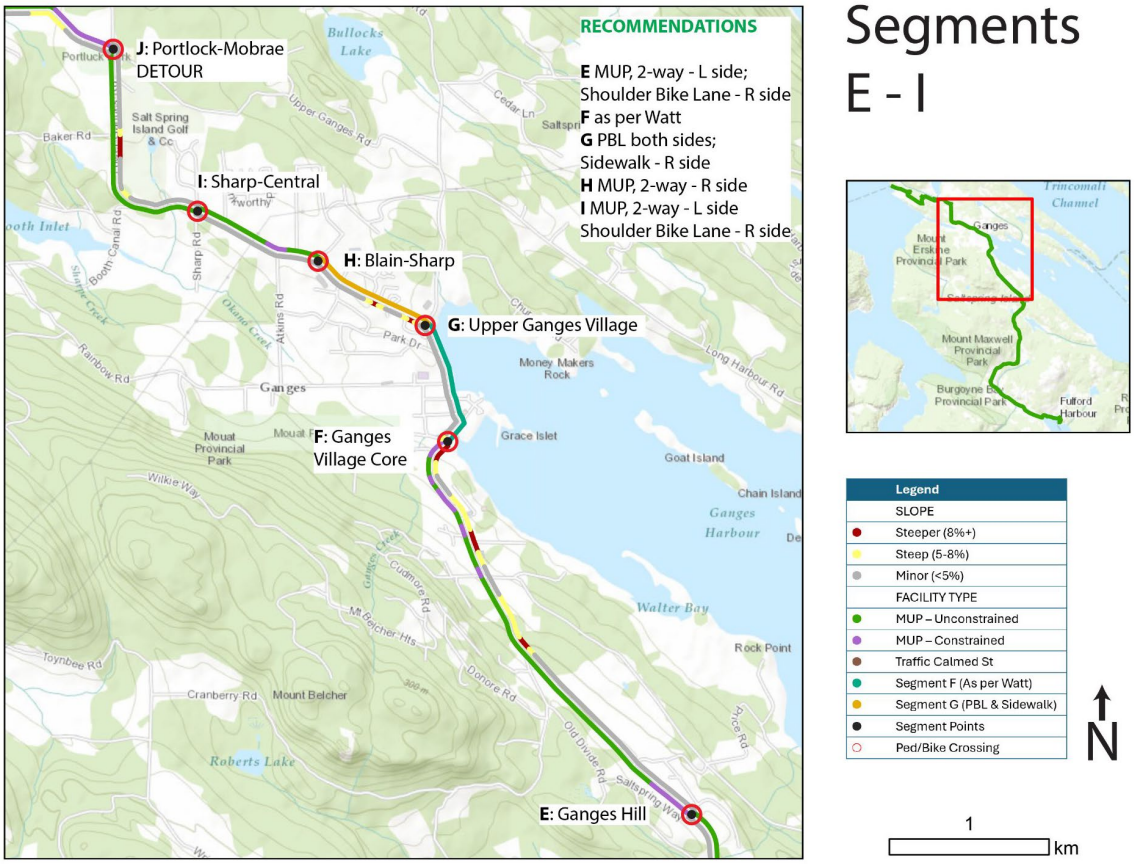
Segment	Constrained (m)	Unconstrained (m)	Property Impacts m² & (#) of Properties
A1	235	0	28 (2)
A2	204	818	903 (5)
B	637	2,856	2,026 (11)

Mountainside (C) and Cusheon Lake-Cranberry (D)



Segment	Constrained (m)	Unconstrained (m)	Property Impacts m² & (#) of Properties
C	468	2,753	2,318 (8)
D	90	2,652	1,047 (14)

Ganges Hill (E), Ganges Village Core (F), Upper Ganges Village (G), Blain-Sharp (H) and Sharp-Central (I)[6]

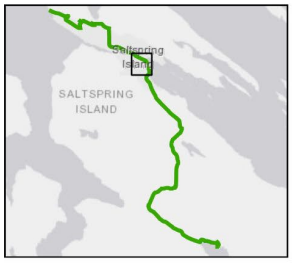


[6] Appendix B shows the details concerning the active transportation facilities recommended through Ganges Village in Segments F and G.



Ganges Village

Facility Types



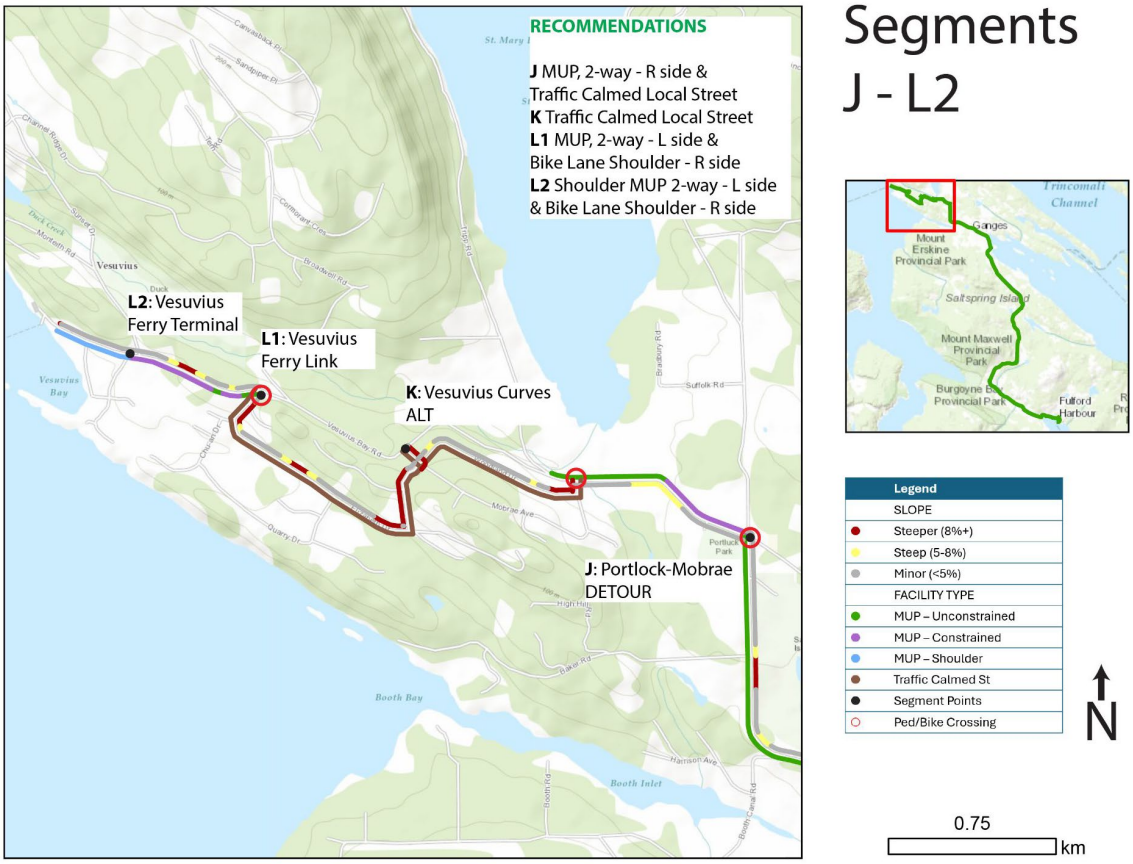
Legend
FACILITY TYPE
MUP – Constrained
Sidewalk
Protected Bike Lane
Buffered Bike Lane
Bike Lane

N

1 km

Segment	Constrained (m)	Unconstrained (m)	Property Impacts m^2 & (#) of Properties
E	766	2,221	1,141 (15)
F	NA	NA	409 (12)
G	NA	NA	13 (1)
H	125	711	1 (1)
I	0	1,432	1,066 (8)

Portlock-Mobrae Detour (J), Vesuvius Curves (K), Vesuvius Ferry Link (L1) and Vesuvius Ferry Terminal (L2)



Segment	Constrained (m)	Unconstrained (m)	Property Impacts (m^2 & # of Properties)
J	453	519 (Traffic Calmed St 951)	1,920 (5)
K	NA	(Traffic Calmed St 1,563)	0 (0)
L1	475	136	272 (10)
L2	340	0	0 (0)

Appendix C: Detailed Segment Evaluation Framework

Segments prioritized for early implementation have the highest scores for criteria within the categories of Projected Demand, Connectivity/Access and Safety, Support, Cost, and Conflicts.

Projected Demand

Alignment with CRD Priorities

Considers segments previously identified as priorities for implementation in the Gulf Islands Regional Trails Plan. Identified segments received a score of five (or less, depending on the proportion of a segment that fell within the high-priority area). Those outside this priority area received a score of zero.

Population Density Proxy

Measures the population density of local census tracts that are adjacent to the planned route and scaled relative to the length of each segment (Census Canada, 2021).

Active Transportation Use Proxy

Data was drawn from Census Canada 2021 (Journey to Work) to assess the percentage of people who regularly walk and cycle to work, relative to the length of the segment.

Outcomes of Projected Demand Evaluation

The following table summarizes the scores for each segment in this category. Segment H scores the highest since it lies largely within CRD's priority area for construction of a regional trail and has a relatively high population density and proportion of residents who commute using active modes.

Summary of Project Demand Scores Based on Route Segments

SEG CODE	SEGMENT NAME	PROJECTED DEMAND					
		CRD Priorities Score*	Est. Pop/km² Scaled Relative to Census Frontage %	Population Density Proxy Score*	Active Transportation Commute % / Frontage %	Active Transportation Use Proxy Score*	**Total Score (/15)**
A1	Fulford Ferry Terminal	0	46.9	3	11.9%	3	**6**
A2	Fulford Ferry Link	0	46.2	3	9.5%	1	**4**
B	Fulford Valley	0	36.6	1	11.0%	2	**3**
C	Mountainside		30.7	1	11.0%	2	**3**
D	Cusheon Lake-Cranberry	0	40.4	2	9.6%	1	**3**
E	Ganges Hill	0	40.8	2	10.2%	2	**4**
F	Ganges Village Core	0	115.9	5	35.5%	5	**10**
G	Upper Ganges Village	0	237.5	5	24.4%	5	**10**
H	Blain-Sharp	4.5	237.5	5	24.4%	5	**14.5**
I	Sharp-Central	5	48.4	3	14.2%	4	**12**
J	Portlock-Mobrae DETOUR	5	41.9	2	11.8%	3	**10**
K	Vesuvius Curves ALT	5	35.5	2	11.9%	3	**10**
L1	Vesuvius Ferry Link	5	41.9	2	11.8%	3	**10**
L2	Vesuvius Ferry Terminal	5	46.1	3	10.2%	2	**10**

*CRD Priorities Scoring:
Vesuvius Bay to Atkins Road = 5 pts
Elsewhere = 0 pts

*Population Density Proxy Scoring:
100+ = 5 pts
99-50 = 4 pts
49-45 = 3 pts
44-40 = 2 pts
39-0 = 1 pt

*Active Transportation Use Proxy Scoring:
15+ = 5 pts
12+-15 = 4 pts
11+-12 = 3 pts
10+-11 = 2 pts
10-0 = 1 pt

Connectivity/Access/Safety

Connections to Key Destinations

Using data from Google Maps and OpenStreetMaps, segments were scored based on their connectivity to key destinations, including grocery stores, parks and publicly accessible rest stops.

Parallel Alternative Routes

This criterion was scored based on the availability of parallel alternate routes to accommodate active transportation users.

Connections to Transit Stops

The SSIRT will be complementary to transit as a connection between Salt Spring communities. This criterion scored segments based on the number of transit stops per kilometre along the segment.

Collisions Involving Active Transportation Users

Collisions involving active transportation users on Salt Spring occur very rarely. Yet, such collisions tend to have costly repercussions for individuals, families and society as a whole. The objective is to expedite implementation in segments where collisions involving active transportation users occur more regularly. This criterion scored segments based on the number of collisions involving active transportation users reported to ICBC between 2017 and 2022 (the last 5 years for which data is publicly available).

Percentage of a Segment with Steep Grades

This criterion scored segments based on the grade of the slope as a percentage of the length of each segment.

Connectivity/Access/Safety Summary

The following table summarizes the scores for each segment in the Connectivity/Access and Safety category. Segment D scored the highest since it has a number of important destinations, no parallel active transportation route, a relatively high number of collisions involving active transportation users, as well as some connections to transit and steeper grades.

Summary of Connectivity/Access & Safety Criteria Scores

SEG. CODE	SEG. NAME	CONNECTIVITY/ACCESS & SAFETY					
		Connections to Key Destinations Score*	Parallel Alternate Routes Score*	Connections to Transit Stops Score*	Collisions Involving Active Transportation Users Score*	% of Segment with Steep Grades Score*	**Total Score (/30)**
A1	Fulford Ferry Terminal	1.5	7.0	5	0	5	**18.5**
A2	Fulford Ferry Link	2	10.0	5	0	2	**19.0**
B	Fulford Valley	2	10.0	3	3	0	**18.0**
C	Mountainside	2.5	10.0	1	0	3	**16.5**
D	Cusheon Lake-Cranberry	3.5	10.0	1	5	1	**20.5**
E	Ganges Hill	2	8.0	0	5	4	**19.0**
F	Ganges Village Core	5	3.0	3	5	0	**16.0**
G	Upper Ganges Village	1	5.0	5	5	3	**19.0**
H	Blain-Sharp	1	1.0	5	3	0	**10.0**
I	Sharp-Central	1	1.0	3	5	2	**12.0**
J	Portlock-Mobrae DETOUR	1	8.0	5	3	3	**20.0**
K	Vesuvius Curves ALT	1.5	5.0	3	0	5	**14.5**
L1	Vesuvius Ferry Link	1	10.0	0	0	2	**13.0**
L2	Vesuvius Ferry Terminal	2	10.0	5	0	0	**17.0**

*Connections to Key Destinations Scoring
No Important Destinations Available = 0 pts
Highest # of destinations = 5 pts

*Parallel Alternate Routes Scoring
Welcoming Alternative Exists = 0-1 pts
Reasonable Alternative = 2-3 pts
Problematic or Circuitous Alternative = 4-5 pts
Partial Comfortable Alternative = 6-7 pts
Partial Problematic Alternative = 8-9 pts
No Real Alternative = 10 pts

*Connections to Transit Stops Scoring
2+ Stops/km = 5 pts
1 - 2 Stops/km = 3 pts
>0 and <1 = 1 pts

*Collisions Involving Active Transportation Users Scoring
2+ Collisions = 5 pts
1 Collision = 3 pts
0 collisions = 0 pts

*% of Segment with Steep Grades Scoring
50% or more = 5 pts
40% = 4 pts
30% = 3 pts
20% = 2 pts
10% = 1 pts
0% to 10% = 0 pts

Community Support

Alignment with Provincial Grant Criteria

BC Provincial Active Transportation capital grants require that eligible projects be part of an approved active transportation plan. The entire SSIRT route is identified as a planned major regional active transportation route within Salt Spring's Pedestrian Cycling Master Plan.

Community Support Summary

The following table summarizes the scores for each segment in the Community Support category. All segments except J and K received the maximum score, as each segment forms part of the planned, designated active transportation route. None of Segment K and only a portion of Segment J form part of the planned, designated active transportation route. The recommended route in this Study for these segments detours off Vesuvius Bay Road and follows local streets as a means to avoid portions of Vesuvius Road that will face high capital construction costs.

Summary of Community Support Scores

SEG. CODE	SEG. NAME	SUPPORT	
		Alignment with BC Grant Criteria Score*	**Total Score (/5)**
A1	Fulford Ferry Terminal	5	5
A2	Fulford Ferry Link	5	5
B	Fulford Valley	5	5
C	Mountainside	5	5
D	Cusheon Lake-Cranberry	5	5
E	Ganges Hill	5	5
F	Ganges Village Core	5	5
G	Upper Ganges Village	5	5
H	Blain-Sharp	5	5
I	Sharp-Central	5	5
J	Portlock-Mobrae DETOUR	3	3
K	Vesuvius Curves ALT	0	0
L1	Vesuvius Ferry Link	5	5
L2	Vesuvius Ferry Terminal	5	5

*Alignment With BC Grant Criteria Scoring
Entire segment is on planned route = 5 pts
Part of segment is on planned route = 3 pts
No part of segment is on planned route = 0 pts

Costs and Conflicts

Relative Cost per Kilometre

Sections are scored based on their relative construction cost per kilometre.

Property Boundary Conflict

Anticipated property conflicts occur when the path of the planned facility is anticipated to encroach on property that is outside of the road ROW. This criterion looked at the square metres of pathways that fell outside the road ROW.

Costs and Conflicts Summary

The following table summarizes the scores for each Segment in the Costs and Conflicts category. Segment K scores the highest, since it has a relatively low capital cost and does not stray outside of the road ROW. Segment E is the lowest priority in this category since it has relatively high estimated

capital costs and over approximately 1,100 square metres of active transportation facilities that fall outside of the road ROW.

Cost and Conflicts Account Summary Scores

SEG. CODE	SEG. NAME	COST & CONFLICTS				
		Cost/km Avg.	Cost/km Score*	Conflicts w/ Property Boundaries (m^2)	Property Conflicts Score*	**Total Score (/15)**
A1	Fulford Ferry Terminal	$4,500,000	2.9	28	5	**7.9**
A2	Fulford Ferry Link	$4,090,000	3.6	903	3	**6.6**
B	Fulford Valley	$1,850,000	7.1	2,026	1	**8.1**
C	Mountainside	$2,360,000	6.3	2,318	1	**7.3**
D	Cusheon Lake-Cranberry	$2,810,000	5.6	1,047	2	**7.6**
E	Ganges Hill	$6,350,000	0.0	1,141	2	**2.0**
F	Ganges Village Core	$4,880,000	2.3	409	4	**6.3**
G	Upper Ganges Village	$5,490,000	1.3	13	5	**6.3**
H	Blain-Sharp	$1,460,000	7.7	1	5	**12.7**
I	Sharp-Central	$1,270,000	8.0	1,067	2	**10.0**
J	Portlock-Mobrae DETOUR	$900,000	8.6	1920	2	**10.6**
K	Vesuvius Curves ALT	$240,000	9.6	0	5	**14.6**
L1	Vesuvius Ferry Link	$3,460,000	4.5	272	4	**8.5**
L2	Vesuvius Ferry Terminal	$3,460,000	4.5	0	5	**9.5**

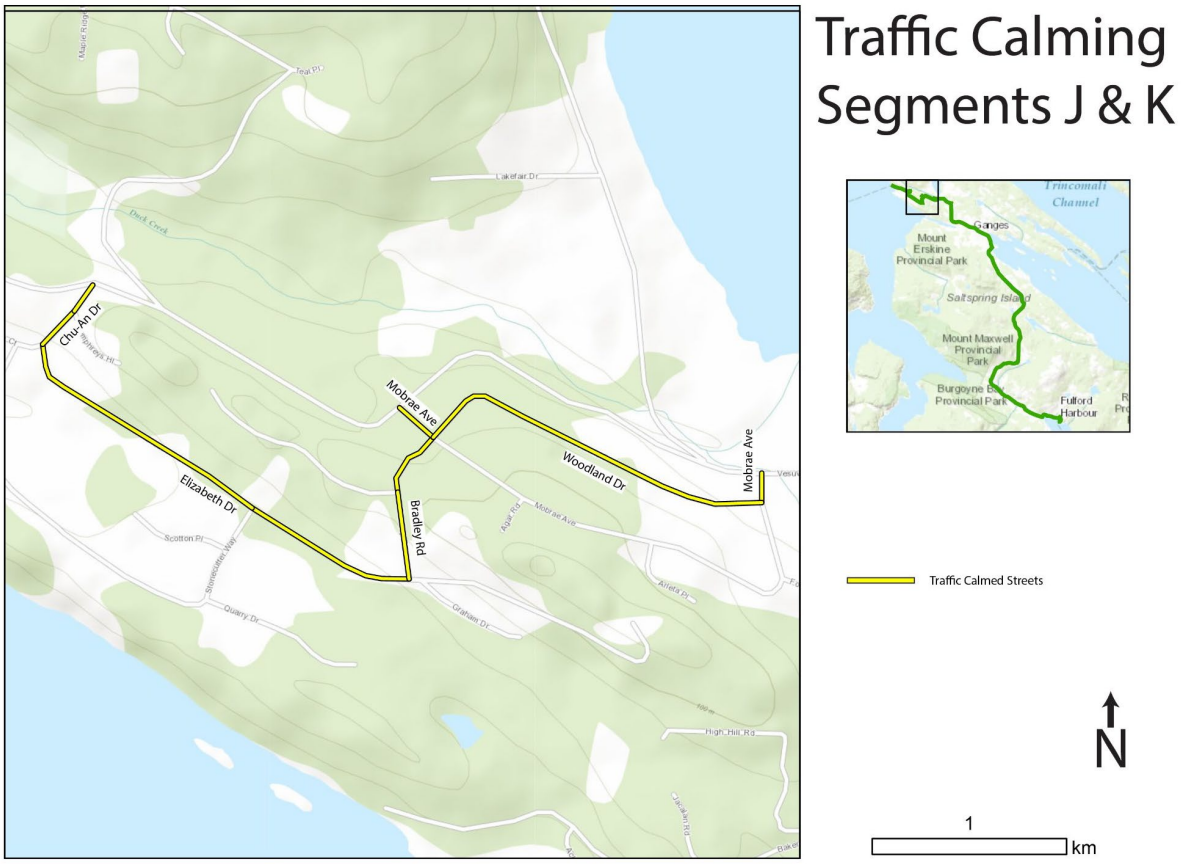
*Relative Cost/km Scoring

$0 - 1 million = 10-8 pts
$1 - 2 million = 8-7 pts
$2 - 3 million = 6-5 pts
$3 - 4 million = 5-4 pts
$4 - 5 million = 3-2 pts
$5 - 6 million = 1-0 pts
$6+ million = 0 pts

*Property Conflicts Scoring

0 - 30 m^2 = 5 pts
31 - 500 m^2 = 4 pts
501 – 1,000 m^2 = 3 pts
1,001 – 2,000 m^2 = 2 pts
> 2,000 m^2 = 1 pt

Appendix D: Proposed Shared Local Street Alignment Through Segments J & K



Appendix E: Trail Design Costing for a 3.0 m Paved Path

The following table provides an overview of construction cost estimates for a 3.0-metre-wide paved path across all segments. To reduce construction costs, a less expensive option was explored and is recommended through this Study.

Seg. Code	Seg. Name	Length (m)	Est. Cost	Cost/km Avg.	Prelim. Score (/5)	Rank
A1	Fulford Ferry Terminal	302	$1,860,000	$6,160,000	1.4	12
A2	Fulford Ferry Link	1,022	$5,350,000	$5,230,000	2	10
B	Fulford Valley	3,493	$11,120,000	$3,180,000	3.2	2
C	Mountainside	3,221	$10,670,000	$3,310,000	3.1	3
D	Cusheon Lake-Cranberry	2,742	$10,730,000	$3,910,000	2.7	4
E	Ganges Hill	2,987	$25,780,000	$8,670,000	0	14
F	Ganges Village Core	805	$3,930,000	$4,880,000	2.2	9
G	Upper Ganges Village	795	$4,370,000	$5,490,000	1.8	11
H	Blain-Sharp	836	$1,770,000	$2,110,000	3.8	1
I	Sharp-Central	1,432	$6,430,000	$4,488,000	2.4	5
J	Portlock-Mobrae DETOUR	1,724	$11,380,000	$6,600,000	1.2	13
K	Vesuvius Curves ALT	746	$3,570,000	$4,780,000	2.2	6
L1	Vesuvius Ferry Link	612	$2,930,000	$4,780,000	2.2	6
L2	Vesuvius Ferry Terminal	340	$1,630,000	$4,780,000	2.2	6
	Total:	**21,755**	$101,520,000	$4,600,000		

Appendix F: Funding and Partnership Considerations

To successfully implement this project, a fundraising approach focused on a diversity of sources is essential, including federal, provincial, and alternative government, and public and private funding programs available to support planning, capital development, and long-term operations. Some funding programs are identified below; additional funding opportunities may be available through the private sector, including corporate sponsorships and donations from individuals, groups, estates, and other organizations.

Capital Planning

Integrating active transportation route construction into capital planning is the most effective way to realize the project vision and ensure alignment with broader transportation, climate, land use, and public safety strategies.

Municipal Funding Tools—Land Development Policies

In British Columbia, municipal and regional governments can implement funding tools like Development Cost Charges and Community Amenity Contributions to ensure that new developments contribute to the cost of infrastructure and amenities. By adopting bylaws and negotiating with developers, local governments can direct these funds towards active transportation projects such as sidewalks, bike lanes, and multi-use paths. These tools allow local governments to align growth with community goals, reduce reliance on general taxation, and support healthier and more connected communities.

Provincial Government

The **B.C. Active Transportation Infrastructure Grant**, administered by MoTT, offers up to $500,000 per project to cost-share new walking, cycling, and trail infrastructure, with funding levels based on community size and type. Projects that improve safety, connectivity, and inclusivity—and have detailed designs and strong partnerships—are more likely to be funded. The 2025/2026 intake of the BC Active Transportation Infrastructure Grant Program has been paused pending a review (expected fall 2025).

The **Rural Economic Diversification and Infrastructure Program**, led by the Ministry of Jobs, Economic Development and Innovation, supports rural infrastructure and clean economy projects, with future funding expected to increase beyond its initial three-year term.

ICBC's **Road Improvement Program** provides funding for pedestrian and cycling infrastructure that enhances road safety and reduces crash-related claims.

Federal Government

The Government of Canada offers several funding programs to support municipal infrastructure, typically covering up to one-third of project costs. The **Active Transportation Fund** provides up to

$50 million per project for planning and capital initiatives that improve walking, cycling and trail infrastructure, with contribution rates between 60 and 100% depending on location and recipient type. Though current intakes are closed, future funding is expected to be announced in the future, and the federal government has since allocated $3 billion annually starting in 2026-27 under the **Canada Public Transit Fund.**

The **Federation of Canadian Municipalities** also supports climate-resilient infrastructure through the **Green Municipal Fund**, offering grants of up to **$1 million** for adaptation and net-zero projects, covering 50 to 80% of eligible costs.

Appendix G: Key Implementation Tasks

Key Implementation Tasks

The implementation of the active transportation route involves a series of coordinated tasks across all phases of the project—from early planning to long-term operation. These tasks are designed to ensure the route is thoughtfully designed, legally compliant, well-funded and effectively maintained. Each segment of the active transportation route will undergo its own implementation phases and associated tasks. Roles and responsibilities for executing these tasks may vary by segment and will be defined based on factors such as jurisdiction, available resources and technical requirements.

Planning & Design Phase

- Develop a Memorandum of Understanding to establish shared goals and collaboration.
- Initiate capital and operational fundraising efforts.
- Conduct public and stakeholder engagement during conceptual and detailed design.
- Prepare conceptual and detailed design plans.
- Begin property acquisition processes, including early engagement with landowners.
- Carry out archaeological assessments to identify and mitigate potential impacts.
- Submit applications for Agricultural Land Commission approvals.
- Apply for Licences of Occupation for necessary land use.
- Draft operations and maintenance agreements based on infrastructure needs.
- Establish transit and transportation service agreements.
- Conduct geological assessments to inform design and construction.

Construction Phase

- Issue Requests for Proposals for construction services.
- Oversee construction activities to ensure quality and compliance.

Operations Phase

- Implement operations and maintenance protocols, either in-house or via contractors.
- Launch monitoring and evaluation processes to track usage trends and safety, starting with baseline data collection.

APPENDIX B

Gulf Islands Regional Trails Plan

Capital Regional District | Reference Date: **January 15, 2018**



Capital Regional District Regional Parks
490 Atkins Avenue, Victoria BC V9B 2Z8
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Making a difference...together

Acknowledgements

Capital Regional District (CRD) Regional Parks would like to acknowledge and thank everyone that participated in the planning process for their contributions.

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Cover Photo: View from Matthews Point Regional Park Reserve, Galiano Island

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Salt Spring Island roadway (Pedestrian and Cycling Master Plan: Salt Spring Island Edition)

1 Executive Summary

The Capital Regional District (CRD) has prepared a Regional Trails Plan for the Gulf Islands (the Plan). The Plan identifies a conceptual route for a regional trail on each of Galiano, Mayne, North and South Pender, Salt Spring, and Saturna Islands (Map 3, page 17). Regional trails are managed to provide an arterial trail system that connects the municipalities and electoral areas in the region. 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. The 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 identified that the regional trails in the Gulf Islands will be:

- developed and classified as *Bike and Pedestrian Trails*
- located within public road dedications, where possible; though in some areas they may be on-road
- separated from the travelled portion of the road, where feasible, and
- developed using a phased approach.

The Plan provides guidance on how development of these regional trails will be prioritized and how the CRD will work together with others to implement the plan. Policies in the Regional Trails Management Plan (2016) also apply and guide development and management of the regional trails in the Gulf Islands.

Implementation of the Plan will create approximately 50 km of regional trail, benefiting the region by providing opportunities for non-motorized recreation and active transportation, and by facilitating eco-tourism. Completion of the trails will be a long term initiative, relying on significant external funding. The regional trails will provide an arterial route on each island to which other local trails can connect, creating a wider network.

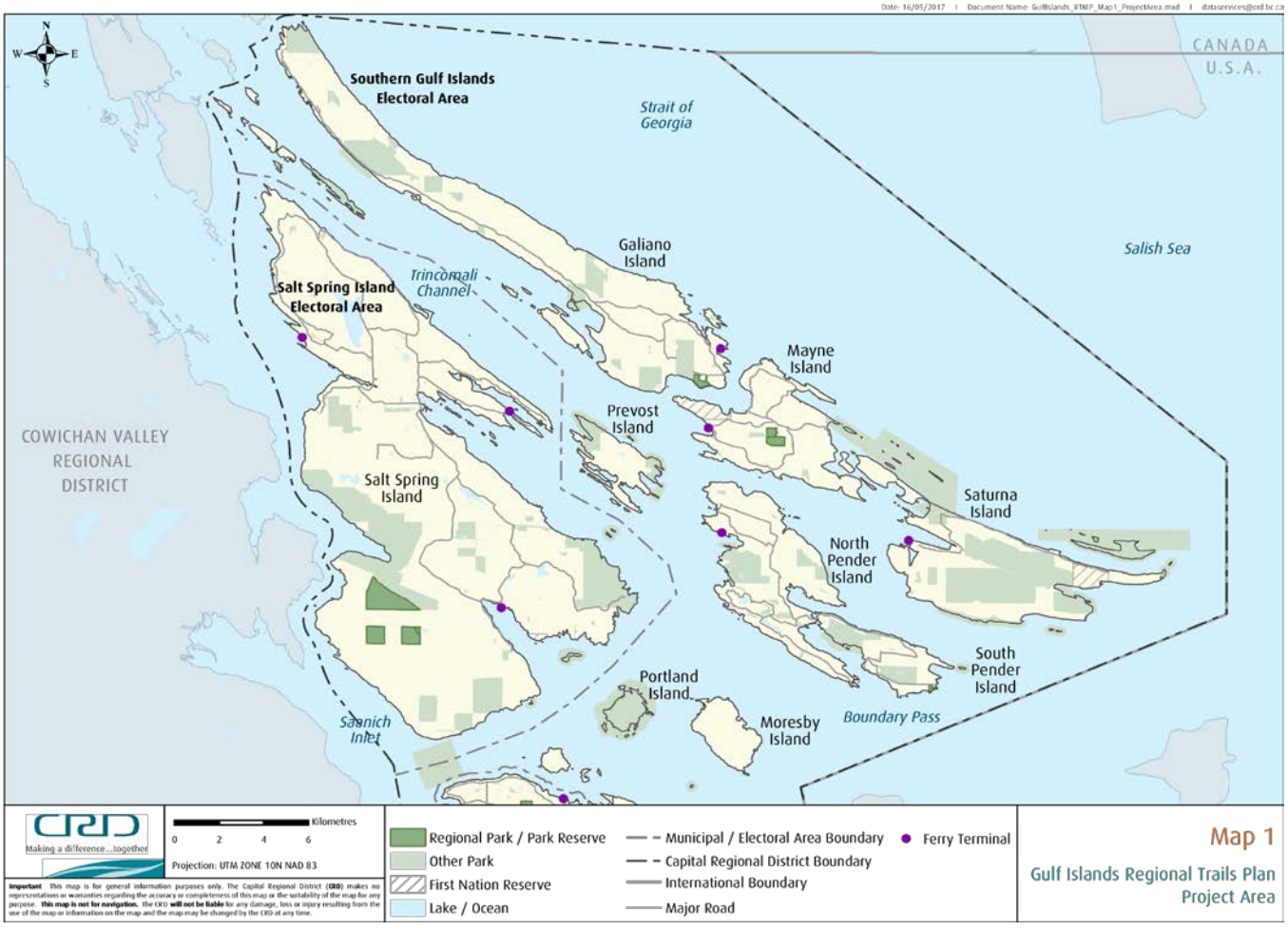
Completion of this Plan achieves a strategic action identified in the Regional Parks Strategic Plan 2012-2021 and a priority action identified in the Regional Trails Management Plan (2016). Further, it supports the Experience the Gulf Islands initiative of the Southern Gulf Islands Economic Sustainability Commission and the Salt Spring Island Economic Development Commission.

2 Context

2.1 Purpose of the Plan

The purpose of the Gulf Islands Regional Trails Plan (the Plan) is to identify a conceptual regional trail route on Galiano, Mayne, North and South Pender, Salt Spring and Saturna islands. The project area is shown on Map 1, below. Each regional trail route aims to connect a main transportation hub, such as a ferry terminal, with key destinations on island; for example, a commercial area or a regional, provincial, or national park. The Plan also provides guidance on how the trails will be prioritized, developed, managed and operated.

Implementation of the Plan will create five new regional trails, totaling approximately 50 kilometers that will benefit the region by providing opportunities for non-motorized recreation and active transportation and by facilitating eco-tourism. These trails will contribute to an integrated network of trails on the islands.



2.2 Strategic Context

The Regional Parks service focuses on nature conservation and connecting people with nature. The primary way this is accomplished is through the establishment and management of regional parks and regional trails. Both help create a vibrant and sustainable region.

Regional trails help deliver on two of the CRD Board's strategic priorities—climate change and active and multi-modal transportation. By providing opportunities for both active outdoor recreation and active (non-motorized) transportation, regional trails have the potential to help reduce overall greenhouse gas emissions within the region. Regional trails are developed for the use of all regional residents as well as visitors to the region. In the case of the Gulf Islands, these trails will service both island residents and many visitors from off-island.

This Plan expands upon strategic statements made in the Regional Parks Strategic Plan 2012-2021 and the Regional Trails Management Plan (2016). The CRD's Regional Parks Strategic Plan identified a strategic action to initiate planning for the regional trails system on Salt Spring Island and the Southern Gulf Islands and outlined a conceptual regional trail route on Salt Spring Island. The 2016 Regional Trails Management Plan provides strategic direction for all regional trails and also establishes the scope for this project (Appendix 1).

Other related plans, such as the Experience the Gulf Islands Concept Plan, the Pedestrian and Cycling Master Plan: Salt Spring Island Edition, and official community plans, also provided guidance and context for the development of the Regional Trails Plan. More information about these plans is provided in Appendix 2.

Other agencies, including CRD's community park and recreation commissions, BC Parks, Parks Canada, and some local organizations are also active in developing trails and/or promoting active recreation and transportation opportunities. Alignment and cooperation between CRD and these others will be important in the development of trail networks that complement the regional trail routes. In addition, the Ministry of Transportation and Infrastructure (MOTI) is responsible for public roads on the Gulf Islands and is the lead for transportation infrastructure. If trails are to be built within the public road dedications, MOTI involvement and approval will be required.

2.3 Project Background

An initial trail planning process for the Southern Gulf Islands was undertaken in 2013-2014 in association with the Southern Gulf Islands Economic Sustainability Commission's Experience the Gulf Islands initiative. Information was gathered at meetings and public events regarding where future trails on the islands were desired. This work was broad in scope and identified desired local, regional and national park trails. The information collected through that earlier process was used as a starting point to identify potential regional trail routes for this plan.

2.4 Regional Setting

For the purposes of this plan, Galiano, Mayne, North and South Pender, Salt Spring and Saturna Islands are collectively referred to as the Gulf 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. Tsawout also has a reserve on Salt Spring Island. Tsartlip First Nation has a reserve on Mayne Island and Penelekut First Nation has a reserve at the north end of Galiano Island. These reserves and other lands on the islands are used by the First Nations for hunting, gathering, and other cultural practices. Nothing in this plan is intended to infringe on First Nations rights.

These islands are within the Islands Trust Area and 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.

Within the regional governance structure, this area is split into the Southern Gulf Islands Electoral Area and the Salt Spring Island Electoral Area. The CRD provides a number of services in these electoral areas, including the development, management, and operation of regional parks and regional trails.

The total population of the Gulf Islands in 2016 was 15,289 (Table 1). This has not changed significantly from the 2011 census population.

Table 1: 2016 Population

2016 Population (Census)	
Salt Spring Electoral Area	10,557
Southern Gulf Islands Electoral Area	4,732
Total Gulf Islands	**15,289**
By Island	
Galiano Island	1,044
Mayne Island	949
Pender Island	2,302
Salt Spring Island	10,557
Saturna Island	354

Source: CRD, 2016, *Demographics, Population Change 2016 Census Results, Capital Region*

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. BC Ferries records annual vehicle and passenger trips by route. For the purposes of this project, BC Ferries provided data on annual bicycle and foot passenger trips, in addition to overall vehicle numbers.

Table 2 shows the traffic statistics by mode of transportation travelling to the islands for 2016. More details on bicycle and foot passengers is provided in Appendix 3. This information is useful to help determine where regional trail development might be prioritized based on the levels of use.

Table 2: BC Ferries Traffic Statistics 2016

Route	Vehicles	Bicycles**	Foot Passengers***
Tsawwassen to the Southern Gulf Islands*	65,938	4,675	131,952
Swartz Bay to the Southern Gulf Islands	95,189	2,517	50,034
Swartz Bay to Salt Spring Island	121,974	2,623	51,271
Crofton to Salt Spring Island	93,931	1,285	35,130

Source: BC Ferries, Traffic Statistics System, Total Vehicle and Passenger Counts by Route for 2016.

*Southern Gulf Islands includes Galiano, Mayne, North Pender, Salt Spring and Saturna Islands.

**Bicycle statistics from BC Ferries was provide in a combined format for both directions; hence the number has been halved for the purpose of this table.

***Foot passengers are only counted leaving Tsawwassen, Swartz Bay and Crofton.

In addition to BC Ferries, some visitors to the Gulf Islands arrive by private boat, water taxi, or float plane to the various community docks overseen by the CRD's Southern Gulf Islands Harbours Commission.

In line with the Experience the Gulf Islands Concept Plan, efforts to increase community bus services on the islands and passenger-only ferry service between the islands are being investigated by the Southern Gulf Islands Community Economic Sustainability Commission. The Ministry of Transportation & Infrastructure (MOTI) has jurisdiction over roads in the unincorporated electoral areas and has responsibility for ongoing maintenance and road improvements. MOTI and Islands Trust have an agreement to maintain rural road standards and to protect heritage aspects of the road corridors on the islands.

A number of larger trails, including The Great Trail (formerly known as the Trans Canada Trail)—a 24,000 kilometer trail across Canada—and the Salish Sea Marine Trail, are located in the vicinity (Map 2). Future regional trails developed on the Gulf Islands will complement these routes and create an enhanced experience for users.



Trail use, CRD Regional Parks


Salish Sea Marine Trail
Horseshoe Bay
Vancouver
Nanaimo
Gabriola Island
Valdes Island
Thetis Island
Ladysmith
Tsawwassen
The Great Trail - Alternate Route
Penelakut Island
VANCOUVER ISLAND
Chemainus
Galiano Island
Mayne Island
Saturna Island
Salt Spring Island
North Pender Island
Duncan
South Pender Island
The Great Trail - Main Route
Juan de Fuca Marine Trail
Galloping Goose Regional Trail
Victoria
N
W
E
S
Making a difference...together
Kilometres
0 2 4 8
Projection: UTM ZONE 10N NAD 83
The Great Trail - Main Route
The Great Trail - Alternate Route
Salish Sea Marine Trail
Galloping Goose Regional Trail
Juan de Fuca Marine Trail
Ferry Terminal
Ferry Route
Project Area
Map 2
Gulf Islands Regional Trails Plan
Regional Context

3 Strategic Direction

3.1 Vision

Over the years, through different trail-related projects, residents of the Gulf Islands have expressed key components of their visions for trail systems on their islands. These various components have been pulled together in an overall vision for island trails, as follows:

> 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.

In 2016, the CRD approved the Regional Trails Management Plan, which sets out a vision for all existing and future regional trails, including those on the Gulf Islands. That vision is:

> "As the Regional Trails system grows and matures, a network of interconnected trails emerges. The trails connect the Capital Region's communities and facilitates access to key destinations within and beyond the region. The network facilitates active, healthy lifestyles for people of all ages and abilities by providing opportunities for recreation and active transportation. We work together to create and maintain regional trails as greenway corridors that accommodate a diversity of users. The Capital Regional District promotes respect among users and supports positive experiences for all".

These visions, one related specifically to regional trails and one broader in nature, are complementary. The visions will be achieved through trail planning and development that spans local, regional, provincial, and national agencies and groups. This Regional Trails Plan is just one step in creating a broad network of trails on the Gulf Islands. In the longer term, once the five regional trails are in place and have been operating for some time, the CRD will be in a position to assess if additional regional trails are needed on the islands.

3.2 Policies

In addition to the policies below, the strategic policies and general direction in the Regional Trails Management Plan (2016) and other approved CRD policies, such as the regional park and trail naming convention (2016), also apply to the regional trails on the Gulf Islands.

Two specific policies from the Regional Trails Management Plan (RTMP) are noted below:

- For the safety of all trail users, their pets and wildlife, all pets must be on-leash at all times while on regional trails...Pet owners or guardians should ensure that their pets remain both on the trail and on the proper side of the trail. (RTMP 2.4.1.2)
- Priority will be given to developing regional trails as off-street facilities, where feasible. Preference for routing along road or railway corridors will be used where possible and practical. In some cases, on street sections will exist... (RTMP 2.4.3.1)

The following policies relate specifically to regional trails on the Gulf Islands:

1. The regional trail routes proposed in this plan are conceptual in nature. The specific route for the trail may vary somewhat depending on more detailed assessments of the route at the trail design stage.
2. The regional trails on the Gulf Islands will be developed for non-motorized recreation and active transportation. They will be classified and managed as 'Bike and Pedestrian Trails'.
3. Where regional trails are proposed within surveyed road dedication, CRD will encourage the MOTI to participate early in the trail design process, including inviting representatives to review design standards and preliminary trail designs.
4. Where there is insufficient surveyed road dedication available for a separated trail, the regional trail routes may be on-road or the CRD may work with interested adjacent landowners to accommodate the trail routes.

5. The CRD will liaise with MOTI regularly and will request that if MOTI is seeking new road dedications along any proposed regional trail routes identified in this plan, that MOTI request adequate width to accommodate a separated regional trail.
6. The CRD will liaise with the Island Trust and the MOTI to indicate the CRD's interest in being referred information regarding development proposals adjacent to proposed regional trail routes. Further, where appropriate, the CRD may request that the approving agency require the development proponent to assist with the regional trail in some way as a requirement of approval (e.g., provide land tenure, cash in lieu, or in-kind contribution towards development of the regional trail).
7. Where the trail route is along a road identified as a Heritage Road by MOTI and Islands Trust, CRD will seek input from both organizations on the trail design.
8. Trail development will be based on best practices to maximize safety, minimize environmental impacts, and maximum cost-efficiency and longevity of regional trails.
9. The Regional Trails Plan will be implemented using a phased approach. An initial segment of trail will be developed on each island generally linking the ferry to a key commercial hub (on Galiano Island the initial segment will link the ferry to a regional park).
10. Once initial segments are completed on each island, the following criteria (in no particular order) will be considered when prioritizing extensions to the regional trails:
    a. Aligns with another planned project (e.g., MOTI road improvements)
    b. Potential levels of use
    c. Connects to other trails
    d. Cost and ease of development (financial cost of each project; physical challenges of route)
    e. Completes or extends an existing regional trail
    f. Potential funding partnerships
    g. Addresses identified safety concerns
11. CRD Regional Parks will liaise with MOTI, BC Ferries and CRD commissions and, where possible, coordinate with them to align resources, create efficiencies and achieve multiple goals for improvement projects, such as road and terminal upgrades and trail projects.
12. The design and development process for regional trails will ensure opportunities for public input.
13. Through the detailed planning and design stage, consideration will be given to appropriate visitor facilities (e.g., rest stops; signage) and to working with community groups, where

appropriate, to salvage and reuse native plant materials from the trail route prior to construction.

14. The CRD will work with First Nations to incorporate messages into regional trail information kiosk signage or regional trail interpretive signs to raise public awareness of First Nations' history and First Nations' connections with and interests in the islands.
15. A field check for significant archaeological/cultural features, conducted by qualified individuals, will be incorporated into the trail development phase.
16. Regional trail design and construction will be subject to successfully obtaining funding through external partnerships or grant opportunities, in addition to CRD funding.
17. Regional trail construction, operation, and maintenance will be the responsibility of CRD Regional Parks.
18. CRD Regional Parks will consider expanding the existing volunteer program to include regional trails on the Gulf Islands.
19. CRD Regional Parks supports ongoing liaison with local organizations, particularly those that undertake trail projects, to promote a coordinated trail network and to identify potential partnership opportunities.
20. Recognizing that construction of regional trails will take many years to implement and that other agencies may want to develop interim trails along the regional trail route, CRD encourages liaison/cooperation with groups regarding possible interim trails until such time as CRD Regional Parks is able to develop a regional trail. At the regional trail design stage, the CRD will assess any existing interim trails along the route to determine if they are adequate for regional trail purposes or if the CRD needs to upgrade them to regional trail standards. Any necessary agreements will be put in place before the CRD trail is constructed.

4 Regional Trail Routes

4.1 General

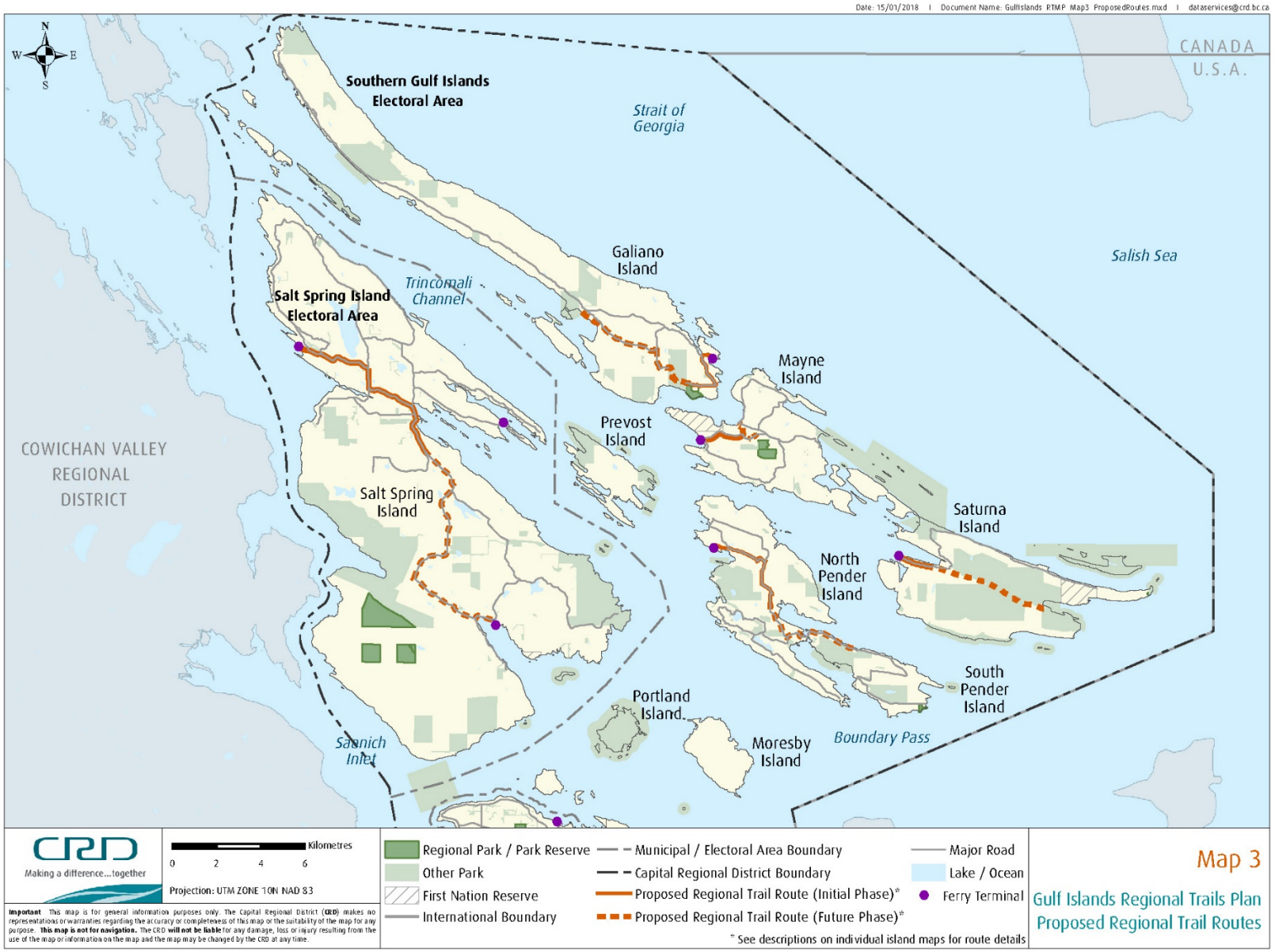
The proposed regional trail routes are collectively shown on Map 3 on page 17. The individual regional trail routes are described in more detail below and are illustrated on Maps 4 through 8.

Together the regional trails will create approximately 50 km of trail for residents and visitors. As noted previously, the regional trails will provide a link generally between a BC ferry terminal and a key recreation area or island commercial hub. Local trail organizations may wish to develop additional trails linking from the regional trail to other island areas, such as public docks, ferries, attractions, or local facilities in order to expand the trail offer on each island. These trail routes have been selected on the basis of public comments received during the development of this plan.

Development of these trails will take many years to complete. External funding, to supplement CRD funding, and cooperation with other groups and agencies including MOTI, will be needed to fully implement the plan. As noted above, where local trails exist along the regional trail routes, the CRD will assess if the existing trail is adequate for regional trail purposes or if the CRD needs to upgrade them to regional trail standards.

4.2 Galiano Island

The regional trail route on Galiano Island will begin in the vicinity of the Sturdies Bay ferry terminal, follow Sturdies Bay Road, turn south on Burrill Road, follow Bluff Road to Georgeson Bay Road, turn north, and then north-west on Montague Road, ending in the vicinity of Montague Harbour Marine Provincial Park. The regional trail route is approximately 10 km in length, with the initial segment to be built being approximately 3 km, between the ferry area and Matthews Point Regional Park. In particular, the regional trail route provides access to two regional destinations - Matthews Point Regional Park and Montague Harbour Marine Provincial Park, as well as the ferry and the commercial hub by the ferry terminal. The proposed Galiano Island regional trail route is illustrated on Map 4.


Date: 15/01/2018 I Document Name: GulfIslands_RTMP_Map3_ProposedRoutes.mxd I dataservices@crd.bc.ca
N
W
E
S
CANADA
U.S.A.
Southern Gulf Islands
Electoral Area
Strait of
Georgia
Salish Sea
Galiano
Island
Trincomali
Channel
Salt Spring Island
Electoral Area
Mayne
Island
Prevost
Island
COWICHAN VALLEY
REGIONAL
DISTRICT
Salt Spring
Island
Saturna
Island
North
Pender
Island
South
Pender
Island
Portland
Island
Boundary Pass
Moresby
Island
Saanich
Inlet
Making a difference...together
Kilometres
0 2 4 6
Projection: UTM ZONE 10N NAD 83
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.
Regional Park / Park Reserve
Other Park
First Nation Reserve
International Boundary
Municipal / Electoral Area Boundary
Capital Regional District Boundary
Proposed Regional Trail Route (Initial Phase)*
Proposed Regional Trail Route (Future Phase)*
* See descriptions on individual island maps for route details
Major Road
Lake / Ocean
Ferry Terminal
Map 3
Gulf Islands Regional Trails Plan
Proposed Regional Trail Routes


Galiano Island
Parker Island
Trincomali Channel
Salish Sea
Montague Harbour
Montague Harbour Marina
Galiano Heritage Forest
Clanton Rd
Montague Rd
Georgeson Bay Rd
Sturdies Bay Rd
Bluff Rd W
Bluff Rd E
Burrill Rd
Gossip Island
Commercial Hub
Sturdies Bay
Burrill Point
Bluff Park
Mount Sutil
Mount Galiano
Collinson Point
Matthews Point
N
W
E
S
OVERVIEW MAP
Kilometres
0
0.5
1
Projection: UTM ZONE 10N NAD 83
Regional Park / Park Reserve
Provincial Protected Area
Community Park
Municipal / Electoral Area Boundary
Major Road
Minor Road
Lake / Ocean
First Nation Reserve
Ferry Terminal
Regional Destination
Galiano Island - Proposed Regional Trail Route (Initial Phase)
Galiano Island - Proposed Regional Trail Route (Future Phase)
Map 4
Gulf Islands Regional Trails Plan
Galiano Island Proposed Regional Trail

4.3 Mayne Island

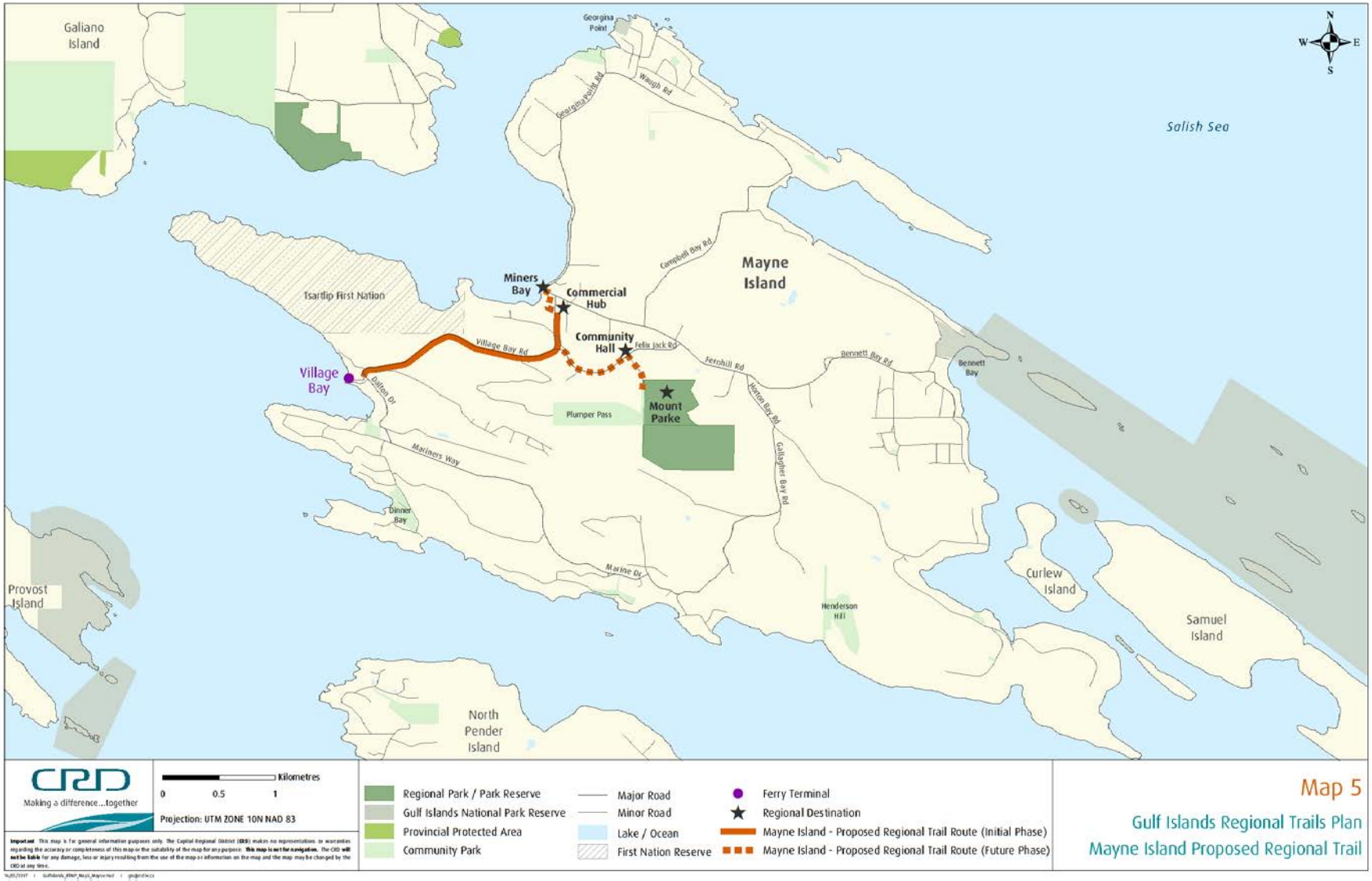
The regional trail route on Mayne Island will begin in the vicinity of the Village Bay ferry terminal, follow Village Bay Road and Fernhill Road to the Miners Bay dock. The trail will also follow Felix Jack Road and Kim Road to Mount Parke Regional Park. The regional trail route is approximately 3.6 km in length and will connect the ferry, the Miners Bay commercial centre, the community dock, and Mount Parke Regional Park. The initial 2.3 km segment to be built will be between the ferry area and Naylor Road in Miners Bay. The proposed Mayne Island regional trail route is illustrated on Map 5.

4.4 North & South Pender Islands

One regional trail route is proposed for North and South Pender Islands. The route will begin in the vicinity of the Otter Bay ferry terminal on North Pender Island, follow MacKinnon Road to Otter Bay Road, to the junction with Bedwell Harbour Road, where it turns south and follows Bedwell Harbour Road and Canal Road to the bridge between North and South Pender Islands. On South Pender Island, the trail will link to Mount Norman-Beaumont in Gulf Islands National Park Reserve. The regional trail route is approximately 10 km in length, with the initial section to be built being approximately 5 km between the ferry area and the Driftwood commercial area. Recognizing that various options have been raised on-island for trail routing in the vicinity of Einar's Hill, which is part of the recommended initial route, the CRD will consider options at the trail design stage. The regional trail will provide access to the community hall, Driftwood Centre commercial hub, and Prior Centennial campground and Mount Norman-Beaumont, both in Gulf Islands National Park Reserve. The proposed Pender Islands regional trail route is illustrated on Map 6.



Artist's rendering - regional trail in the Gulf Islands


Galiano Island
Georgina Point
Georgeanna Rd
Waugh Rd
Salish Sea
N
W
E
S
Campbell Bay Rd
Mayne Island
Miners Bay
Commercial Hub
Tsartlip First Nation
Community Hall
Felix Jack Rd
Village Bay Rd
Jerohill Rd
Bennett Bay Rd
Bennett Bay
Village Bay
Dalton Dr
Mount Parke
Plumper Pass
Horton Bay Rd
Gallagher Bay Rd
Mariners Way
Dinner Bay
Marine Dr
Curlew Island
Henderson Hill
Samuel Island
Provost Island
North Pender Island
Making a difference...together
Kilometres
0
0.5
1
Projection: UTM ZONE 10N NAD 83
Regional Park / Park Reserve
Gulf Islands National Park Reserve
Provincial Protected Area
Community Park
Major Road
Minor Road
Lake / Ocean
First Nation Reserve
Ferry Terminal
Regional Destination
Mayne Island - Proposed Regional Trail Route (Initial Phase)
Mayne Island - Proposed Regional Trail Route (Future Phase)
Map 5
Gulf Islands Regional Trails Plan
Mayne Island Proposed Regional Trail


Portland Island
Mayne Island
Port Washington
Port Washington Rd
Hope Bay
Otter Bay
Otter Bay Rd
Community Hall
North Pender Island
Bedwell Harbour Rd
Roe Lake
Driftwood Centre
Prior Centennial Campground
Lyall Rd
Mount Norman/ Beaumont
Pratt Rd
Swanson Channel
Poets Cove
Greenburn Lake
South Pender Island
Tsawout, Tsleycum First Nations
Gowland Point Rd
Brooks Point
Boundary Pass
Saturna Island
Salish Sea
N
W
E
S
Making a difference....together
Kilometres
0 0.5 1 2
Projection: UTM ZONE 10N NAD 83
Regional Park / Park Reserve
Gulf Islands National Park Reserve
Community Park
First Nation Reserve
Lake / Ocean
Major Road
Minor Road
Capital Regional District Boundary
Municipal / Electoral Area Boundary
Ferry Terminal
Regional Destination
Pender Island - Proposed Regional Trail Route (Initial Phase)
Pender Island - Proposed Regional Trail Route (Future Phase)
Map 6
Gulf Islands Regional Trails Plan
North and South Pender Islands
Proposed Regional Trail

4.5 Salt Spring Island

The regional trail route on Salt Spring Island will run between the Vesuvius and Fulford ferry terminal area, along Vesuvius Bay Road, Lower Ganges Road, and Fulford-Ganges Road. The trail will link the ferry areas to the Ganges commercial and residential hub and to Burgoyne Bay Provincial Park. The regional trail route is approximately 20 km in length, with the initial segment to be built being approximately 5 km between the Vesuvius ferry area and Atkins Road. Within the Ganges area, the initial segment of the regional trail will use existing roads/bicycle lanes and sidewalks/pedestrian pathways. At the south end of Ganges, the Salt Spring Island Transportation Commission is currently considering the development of a trail between Seaview Road and Cranberry Road in partnership with the Ministry of Transportation. Once that trail is complete, it will be included in the initial segment of the Regional Trail, subject to it meeting regional trail standards for cycling and pedestrian trails. The proposed Salt Spring Island regional trail route is illustrated on Map 7.

4.6 Saturna Island

The regional trail route on Saturna Island will start in the vicinity of the Lyall Harbour ferry terminal, follow East Point Road and Narvaez Bay Road to the community hub at Harris Road and continue along Narvaez Bay Road to Narvaez Bay in Gulf Islands National Park Reserve. This route is approximately 7 km in length, with the initial 1.5 km segment to be built being between the ferry area and the commercial hub. It is suggested that the CRD conduct further consultation on Saturna Island prior to proceeding with development of the additional 5.5 km full route to determine level of need/level of support for its development to Narvaez Bay. The proposed Saturna Island regional trail route is illustrated on Map 8.



A Gulf Islands view (Photo: Danica Rice)

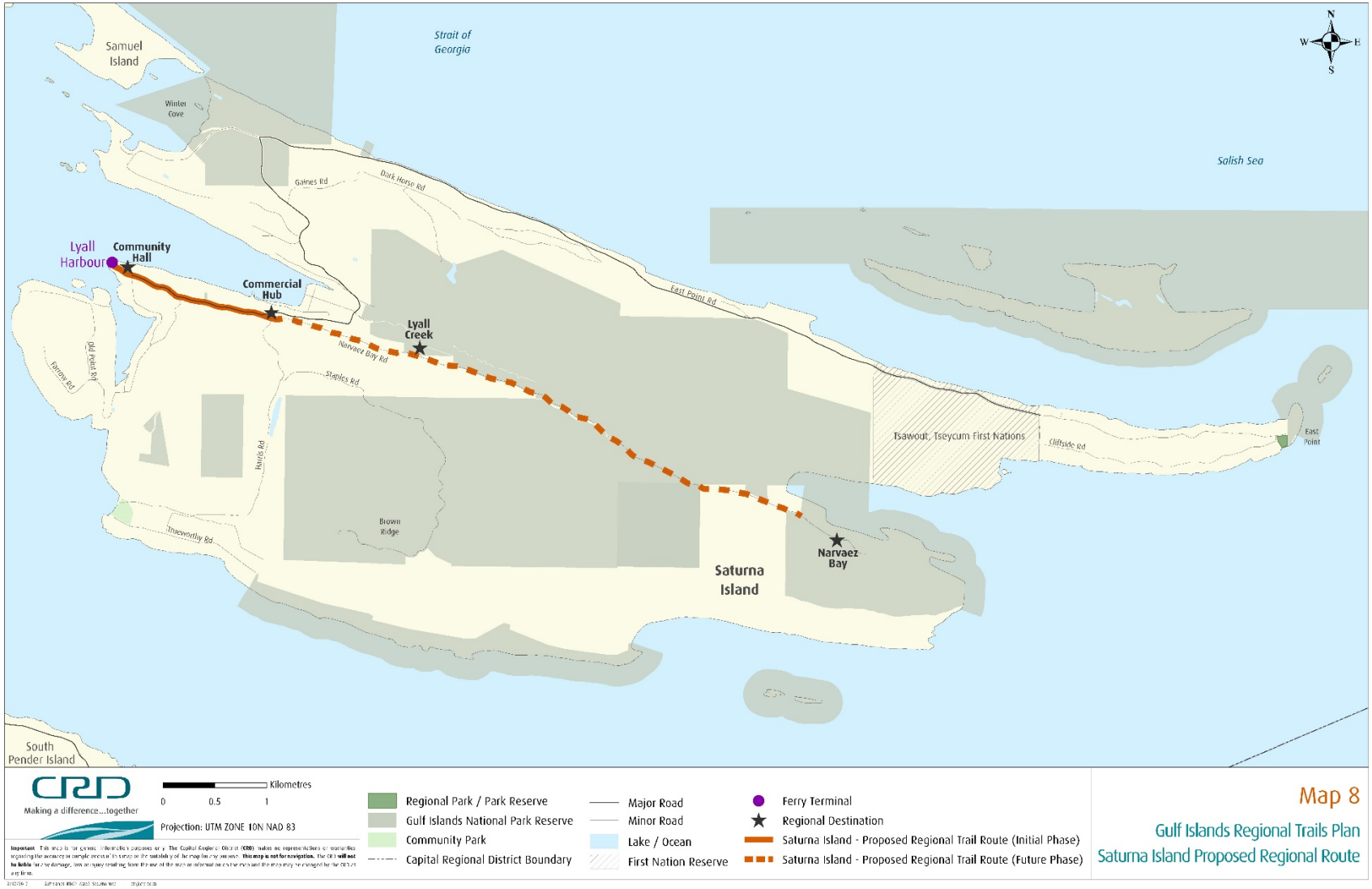


Map 7

Gulf Islands Regional Trails Plan

Salt Spring Island

Proposed Regional Trail



Map 8

Gulf Islands Regional Trails Plan

Saturna Island Proposed Regional Route

5 Implementation

The Regional Parks' Service Plan guides implementation of priority projects requiring funding on a four year rolling timeframe. It is expected that implementation of this plan will take decades given that 50 km of trail are proposed. Regional Parks has reserved an annual fund specifically for Gulf Islands trail planning and development; however, securing external funding will also be required to construct all of the regional trails identified in this plan.

A typical regional trail development project is staged as follows:

Planning & Design Phase

- Seek funding for design
- Route surveying and environmental investigations
- Development of engineered design drawings
- Public engagement on design

At the end of the planning & design phase, a project is considered "shelf ready" and design is 80-90% complete.

Funding Phase

- Seeking external/grant funding for construction, to supplement internal funding.

This process includes applying for grants as funding opportunities are announced and if successful, undertaking all necessary requirements of the granting agency.

Construction Phase

- Finalize design to "construction ready", including confirmation that all specifics on infrastructure have been addressed adequately
- Project tender process
- Award of contract
- Project initiation

Operation & Maintenance Phase

- Ongoing trail operations and maintenance are undertaken by CRD staff.

Design of a 2.3 km demonstration project on Mayne Island commenced in 2015 and the trail design will be completed in 2018. The goal of the demonstration trail project is to develop the initial segment of regional trail identified in this plan, from the Village Bay ferry terminal to the commercial hub within the road right-of-way, where possible, and to assess 'lessons learned'. This will highlight opportunities and challenges for regional trail construction on the Gulf Islands. This trail segment will be the first priority for implementation.

As a second priority for implementation, it is recommended that external funding be sought for the planning & design of an initial segment of trail on each of the remaining islands (approximately 17 km), as one project. A project that includes multiple islands may be of greater interest to potential funders who are looking for regionally significant projects or who are interested in seeing multiple jurisdictions working together on projects. Further, a combined project, being larger in scope, may also garner more interest from consulting firms when the project is contracted. Lastly, having shelf-ready designs for each of the region trails creates efficiency and flexibility for the CRD in terms of seeking external funding and partnerships for construction.

Once the initial trail designs are complete and adequate funding is in place, proposed construction priorities are, in descending order, as follows:

1. Salt Spring Island (5 km; Vesuvius to Ganges; with a possible additional 300 m on Ganges Hill) then
2. North Pender Island (5 km; Otter Bay to Driftwood Centre) then
3. Galiano Island (3 km; Sturdies Bay to Matthews Point Regional Park) then
4. Saturna Island (2 km; Lyall Harbour to Harris Road).

This order is proposed based on considerations of island population and potential levels of cycling and walking use. BC Ferries cycling and foot traffic statistics (Table 2 and Appendix 3) were used to estimate the potential use of regional trails.

Priority order may change subject to trail development cost (identified at the design stage), other planned projects that trail development can be linked with (e.g., MOTI/municipal road work), significant funding partnership opportunities, or other CRD priorities. Following completion of the initial trail segment on each island, additional trail development priorities will be set using the criteria in Policy 10 (page 14).

Table 3 identifies a general strategy for the implementation of this plan. Implementation is subject to available staff and financial resources.

Table 3: Implementation Strategy

Action	Timing
Seek external grant funding for construction of Mayne Island regional trail demonstration project.	2018
Seek external grant funding for the design of four initial regional trail segments as one project (Salt Spring, North Pender, Galiano, Saturna).	2018
Construct Mayne Island regional trail demonstration project and assess "lessons learned"	Once funds are in place
Seek external grant funding for construction of Salt Spring Island initial trail section	Once Mayne Island demonstration trail segment is complete
Construct initial trail section on Salt Spring Island	Once funds are in place
Seek external grant funding for construction of Pender Island initial trail section	Once Salt Spring Island initial trail segment is complete
Construct initial trail section on North Pender Island	Once funds are in place
Seek external grant funding for construction of Galiano Island initial trail section	Once Pender Island initial trail segment is complete
Construct initial trail section on Galiano Island	Once funds are in place
Seek external grant funding for construction of Saturna Island initial trail section	Once Galiano Island initial trail segment is complete
Construct initial trail section on Saturna Island	Once funds are in place
Determine next phases of trail development and initiate next round of design/funding/construction	Once Saturna Island initial trail segment is complete

Appendix 1: The Regional Trails Management Plan (RTMP)

In 2016, following a two year public planning process, the CRD Board approved a Regional Trails Management Plan (RTMP). This plan includes strategic direction that applies to all trails (existing and future) as well as management plans for each of the three existing regional trails (Galloping Goose, Lochside, and E&N Rail Trail – Humpback Connector).

In particular, the following section of the RTMP are noteworthy and should be referenced along with this Plan.

Section 2 Regional Trails Strategic Direction, which includes, among other things, a vision for regional trails, management principles, and 50 overarching policies for regional trails.

Appendix 3: Trail Development Guidelines, which sets out guidelines for different types of regional trails and for use of certain trail management tools. Comments from members of the public on the islands regarding trail standards were addressed through the development and approval of the RTMP.

Appendix 4: Example of Standard Regional Trail Signs, which outlines key types of signs used along regional trails and explains rationale for their general use.

Also, Appendix 6: Southern Gulf Islands-Salt Spring Island Regional Trail Planning, provided the scope for the development of this plan.

A copy of the RTMP is available through the CRD website at:

https://www.crd.bc.ca/project/past-capital-projects-and-initiatives/regional-trails-management-plan

Appendix 2: Existing Plans and Complementary Work

Each of the following plans has informed the development of the Regional Trails Plan for the Gulf Islands.

The **Experience the Gulf Islands (ETGI) initiative** of the **Southern Gulf Islands Economic Sustainability Commission and the Salt Spring Island Economic Development Commission** seeks to promote tourism to the islands. The **ETGI Concept Plan** includes goals to "build sustainable, low-carbon, inter-island and on-island transportation connections and linkages that limit or lower on-island car traffic" and "enhance and expand inter-community, organization and government partnerships." A key strategy area identified in the Concept Plan is to improve transportation through coordinated trail planning initiatives.

The CRD administers the **Salt Spring Island Transit and Transportation service** which is overseen by the Salt Spring Island Transportation Commission. The service includes construction, maintenance and regulation of active transportation infrastructure, such as bicycle paths and sidewalks, including pedestrian safety and traffic calming. A **North Ganges Transportation Plan** was approved in 2007 and a capital project is underway from 2015-2019 to install pedestrian and cycling and intersection improvements around Ganges Village.

A **Pedestrian and Cycling Master Plan: Salt Spring Island Edition** was undertaken by **Regional & Strategic Planning** and accepted by the CRD Board in 2013. This Master Plan identifies a Primary Inter-Community bikeway network that connects Fulford Harbour to Ganges Village to Vesuvius and Long Harbour.

The local **Parks and Recreation Advisory Commissions** on the Southern Gulf Islands and Salt Spring Island are responsible for planning, developing and maintaining community parks and trails. **Community park and trail plans** have been approved for Galiano, Pender and Salt Spring Islands. Community park and trail networks will complement the regional trail route.

Official Community Plans for each island, developed by the **Islands Trust**, guide development on the islands. Opportunities to develop and enhance the regional trail routes can be identified in coordination with Islands Trust as the agency responsible for land use on the islands.

Appendix 3: BC Ferries Data on Bicycle and Foot Traffic

BC Ferries has provided additional information relating to bicycle and foot traffic to and from the Gulf Islands. This data gives an idea of numbers of potential users of the regional trails. In summary, it shows:

- The greatest bicycle traffic is between Tsawwassen and Galiano Island (average 1,757 over three years), followed by Swartz Bay to Pender Islands (average 1,144 over three years) and then Tsawwassen to Salt Spring Island (average 1,077 over three years).
- The largest volumes of inter-island bicycle traffic are between Mayne Island and Pender Island (average 135-208 over three years; depending on direction of travel), followed by Galiano Island to Mayne Island (average 134 over three years).
- The greatest foot traffic is between Tsawwassen and Galiano Island (average 23,094 over three years), Tsawwassen to Salt Spring Island (average 18,062 over three years), Tsawwassen to Mayne Island (average 14,600 over three years), and Swartz Bay to Pender Island (average 14,144 over three years).
- Inter-island foot traffic was highest between Salt Spring Island and Pender Island (average 722-981 over three years depending on direction of travel), followed by Salt Spring Island to Galiano Island (average 583-694 over three years depending on direction of travel).

Annual Bicycle Traffic for Routes 5 and 9

From	To	2014	2015	2016
Swartz Bay	Galiano Island	454	492	463
	Mayne Island	585	609	584
	Pender Island	1,138	1,176	1,117
	Salt Spring Island	0	4	3
	Saturna Island	433	450	468
Tsawwassen	Galiano Island	1,666	1,835	1,770
	Mayne Island	905	1,022	932
	Pender Island	375	366	371
	Salt Spring Island	1,056	1,049	1,126
	Saturna Island	159	154	151
Inter-Island				
Galiano Island	Mayne Island	107	126	170
	Pender Island	62	69	87

	Salt Spring Island	66	90	140
	Saturna Island	8	16	11
Mayne Island	Galiano Island	104	137	170
	Pender Island	171	193	259
	Salt Spring Island	74	51	77
	Saturna Island	48	38	31
Pender Island	Galiano Island	60	54	49
	Mayne Island	116	142	146
	Salt Spring Island	52	95	110
	Saturna Island	20	20	26
Salt Spring Island	Galiano Island	60	102	101
	Mayne Island	69	42	64
	Pender Island	52	90	76
	Saturna Island	0	0	0
Saturna Island	Galiano Island	8	4	3
	Mayne Island	32	29	20
	Pender Island	7	11	16
	Salt Spring Island	7	6	3

Annual Foot Traffic on Routes 5 and 9

From	To	2014	2015	2016
Swartz Bay	Galiano Island	4,929	5,056	5,047
	Mayne Island	6,750	6,937	7,182
	Pender Island	14,087	14,019	14,325
	Salt Spring Island	11	14	8
	Saturna Island	2,975	2,954	3,348
Tsawwassen	Galiano Island	22,979	23,311	23,092
	Mayne Island	14,412	14,813	14,574
	Pender Island	8,623	8,440	8,821
	Salt Spring Island	17,395	17, 460	19,332
	Saturna Island	2,082	1,807	1,682

Inter-Island				
Galiano Island	Mayne Island	478	418	458
	Pender Island	304	316	311
	Salt Spring Island	560	585	606
	Saturna Island	21	32	28
Mayne Island	Galiano Island	578	465	565
	Pender Island	459	531	743
	Salt Spring Island	538	513	452
	Saturna Island	103	83	63
Pender Island	Galiano Island	321	251	245
	Mayne Island	531	502	596
	Salt Spring Island	695	757	715
	Saturna Island	76	81	96
Salt Spring Island	Galiano Island	678	752	651
	Mayne Island	818	700	560
	Pender Island	786	924	978
	Saturna Island	5	1	3
Saturna Island	Galiano Island	0	0	0
	Mayne Island	0	0	0
	Pender Island	0	0	0
	Salt Spring Island	0	0	0



Narvaez Bay, Gulf Islands National Park Reserve, Saturna Island



Salt Spring Island Regional Trail Feasibility Study & Next Steps

Regional Parks Committee
November 26, 2025

Background

- 2016 Regional Trails Management Plan
- 2018 Gulf Islands Regional Trails Plan
- 2023 Regional Parks and Trails Strategic Plan 2022-2032
- 2023-2026 Board Transportation Priorities (1a, 1b)



Regional Transportation Service

- **Regional Transportation Service (RTS) established**
  - Bylaw No 4630 consolidates transportation planning and regional trail management
  - Reports to CRD Transportation Committee
- Initial priorities: Galloping Goose, Lochside and E&N regional trails
- Regional Parks transferred staff/funding resources to RTS
- Gulf Island regional trails not current RTS priorities, but may be included with CRD Board approval



Feasibility Study Overview

- Project managed by CRD Regional Parks
- Launched in June 2024
- Assessed the 21 km conceptual route from Fulford Harbour to Vesuvius Bay via Ganges Village
- Applied BC Active Transportation Design Guide standards
- Identified physical constraints, cost estimates and priority segments for phased implementation
- Developed with input from key community and agency partners



Feasibility Study Results

Initially, 3m Paved, Separated Trail

- Meets AAA standards
- Generally, aligns with guidelines (except 4 segments)
- Estimated cost: $102M

2m Unpaved Trail, Semi-Separated Trail

- Similar to Mayne Island Regional Trail
- Aligns with low-use rural guidelines (except 6 segments)
- Estimated cost: $63M

Phase 1 Priority Segments

- Ganges–Vesuvius Bay
- Estimated cost: $8.5M



Conclusions

- Fully separated trail not feasible under current guidelines
- Viable corridor: mix of trails, traffic-calmed side streets, sidewalks and bike lanes ($63M)
  - Interim measures could further reduce costs
- Requires coordinated, multi-year, multi-agency effort
- Regional Parks lacks capacity/expertise for active transportation trail development
- Aligns with CRD Transportation Committee mandate
- Existing plans may need review, revision, or repeal to align with RTS plans and priorities



Recommendation

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

1. That planning, implementation and operation of all regional trails on the Gulf Islands—such as those identified in the Gulf Islands Regional Trails Plan—be referred to the CRD Transportation Committee for consideration;

2. That this report, including the Gulf Islands Regional Trails Plan be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and

3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.


Thank you

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Capital Regional District Board

Chair: Director McNeil-Smith
Vice Chair: Director Little

Capital Regional Hospital District Board

Chair: Director Murdoch
Acting Chair: Director Goodmanson

Capital Region Housing Corporation Board

Chair: Director de Vries
Vice Chair: Director Caradonna

Board of Directors

Participant	Director	Alternate Director
Central Saanich	R. Windsor	S. Riddell
Colwood	D. Kobayashi	I. Ward
Esquimalt	B. Desjardins	D. Cavens
Highlands	K. Williams	K. Roessingh
JDF EA	A. Wickheim	J. Grant
Langford	S. Goodmanson	M. Wagner / K. Guiry
Langford	L. Szpak	M. Wagner / K. Guiry
Metchosin	M. Little	J. Shukin
North Saanich	P. Jones	S. Shrivastava
Oak Bay	K. Murdoch	H. Braithwaite
Saanich	S. Brice	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	J. Brownoff	T. Phelps Bondaroff / M. Westhaver / N. Chambers / K. Harper
Saanich	Z. de Vries	K. Harper / T. Phelps Bondaroff / M. Westhaver / N. Chambers
Saanich	D. Murdock	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	C. Plant	N. Chambers / K. Harper / T. Phelps Bondaroff / M. Westhaver
SGI EA	P. Brent	R. Fawcett
Sidney	C. McNeil-Smith	C. Rintoul
Sooke	M. Tait	J. Bateman
SSI EA	G. Holman	E. Rook
Victoria	M. Alto	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	J. Caradonna	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	C. Coleman	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	D. Thompson	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
View Royal	S. Tobias	J. Rogers

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Standing Committees

Core Area Liquid Waste Management

Membership consists of all 15 Board members from the seven municipal participants in the Core Area Liquid Waste Management Plan.

Chair: Director Coleman
3. Director Alto
4. Director Brice
5. Director Brownoff
6. Director Caradonna
7. Director de Vries
8. Director Desjardins
9. Director Goodmanson

Vice Chair: Director Kobayashi
10. Director K. Murdoch
11. Director D. Murdock
12. Director Plant
13. Director Szpak
14. Director Thompson
15. Director Tobias

Board Chair (ex-officio)

Electoral Areas Committee

Membership consists of all 3 Electoral Area Directors.

Chair: Director Brent
3. Director Wickheim

Vice Chair: Director Holman
Board Chair (ex-officio)

Environmental Services Committee

Chair: Director Desjardins
3. Director Brownoff
4. Director Caradonna
5. Director Holman
6. Director Kobayashi
7. Director Plant

Vice Chair: Director Tobias
8. Director Tait
9. Director Thompson
10. Director Wickheim

Board Chair (ex-officio)

Finance Committee

Chair: Director Brice
3. Director Brent
4. Director Coleman
5. Director Goodmanson
6. Director Kobayashi

Vice Chair: Director Jones
7. Director Little
8. Director Williams
9. Director Windsor

Board Chair (ex-officio)

Governance and First Nations Relations Committee

Chair: Director Little
3. Director Alto
4. Director Brent
5. Director Coleman
6. Director Desjardins
7. Director K. Murdoch

Vice Chair: Director Williams
8. Director D. Murdock
9. Director Plant
10. Director Tait

Board Chair (ex-officio)

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Hospitals and Housing Committee

Chair: Director K. Murdoch
Vice Chair: Director Caradonna

3. Director Alto
4. Director Brent
5. Director Brice
6. Director de Vries
7. Director Goodmanson
8. Director Holman
9. Director Jones

Board Chair (ex-officio)

Planning and Protective Services

Chair: Director de Vries
Vice Chair: Director Thompson

3. Director Jones
4. Director Little
5. Director Szpak
6. Director Williams
7. Director Wickheim
8. Director Windsor

Board Chair (ex-officio)

Regional Parks Committee

Chair: Director Brownoff
Vice Chair: Director Szpak

3. Director Coleman
4. Director Goodmanson
5. Director Holman
6. Director Tait
7. Director Tobias
8. Director Williams
9. Director Windsor

Board Chair (ex-officio)

Transportation Committee

Chair: Director D. Murdock
Vice Chair Director Goodmanson

3. Director Brent
4. Director Brice
5. Director Caradonna
6. Director de Vries
7. Director Desjardins
8. Director Kobayashi
9. Director Szpak
10. Director Tait
11. Director Thompson
12. Director Windsor

Board Chair (ex-officio)

Select & Sub-Committees

Accessibility Advisory Committee

Governance Committee member is appointed as liaison by Governance Committee.
Term is up to two years.

Director
Director Little

Appointments Advisory Committee

(reporting to the Governance Committee). Term is for one year.

Director Little (Chair)	Director Plant
Director Coleman	

Royal and McPherson Theatres Services Advisory Committee

(reporting to the Finance Committee) Members appointed from each of the participants. Chair appointed by Finance Committee. Term is for one year.

Participant	Board Member
Oak Bay	Kevin Murdoch
Saanich	Susan Brice
	Colin Plant
Victoria	Jeremy Caradonna
	Krista Loughton

Solid Waste Advisory Committee

Chair shall be the Chair of the Environmental Services Committee
(reporting to the Environmental Services Committee).

Chair: Director Desjardins	Vice Chair: Elected from amongst the membership

Victoria Family Court and Youth Justice Committee

(reporting to the Governance Committee) Members appointed from each of the participants. Term is up to two years.

Participant	Member	Alternate
Central Saanich	Sarah Riddell	Resident
Colwood	Misty Olsen	Cynthia Day
Esquimalt	Ken Armour	None
Highlands	Marcie McLean	Rose Stanton
Langford	Kimberley Guiry	Mary Wagner
Metchosin	Marie-Terese Little	Jay Shukin
North Saanich	Kristine Marshall	Irene McConkey
Oak Bay	Resident	Esther Paterson
Saanich	Mena Westhaver	None
Sidney	Terri O'Keefe	Sara Duncan
Sooke	Jeff Bateman	Kevin Pearson
Victoria	Susan Kim	None
View Royal	Don Brown	None

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Other CRD Committees & Commissions

Arts Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Representative	Alternate
Esquimalt	Meagan Brame	Duncan Cavens
Highlands	Karel Roessingh	None
Metchosin	Steve Gray	Jay Shukin
Oak Bay	Carrie Smart	Cairine Green
Saanich	Director Colin Plant	Nathalie Chambers
Sooke	Jeff Bateman	Kevin Pearson
Southern Gulf Islands	Director Paul Brent	None
Victoria	Director Marianne Alto (Chair)	None
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

Members appointed from each of the participants. Term is for four years.

Local Government	Representative	Alternate
Central Saanich	Sarah Riddell	None
Colwood	David Grove	Cynthia Day
Esquimalt	Meagan Brame	Barabara Desjardins
Highlands	Ann Baird	None
Langford	Mary Wagner	None
Metchosin	Steve Gray	None
North Saanich	Director Peter Jones	All Councillors
Oak Bay	Andrew Appleton	Lesley Watson
Saanich	Director Judy Brownoff	None
Sidney	Steve Duck	Sara Duncan
Sooke	Tony St-Pierre	None
Victoria	Marg Gardiner	None
View Royal	Alison MacKenzie	Gery Lemon
Salt Spring Island	Director Gary Holman	None
Southern Gulf Islands	Director Paul Brent	None
Juan de Fuca	Director Al Wickheim	None

Emergency Management Committee

Board appointment of the 3 EA Directors, ELT & Senior Manager, Protective Services. Term is four years.

Electoral Areas	Representative	ELT + Management		
Juan de Fuca	Director Wickheim	Ted Robbins	Shawn Carby	Kristen Morley
Southern Gulf Islands	Director Brent (Chair)	Kevin Lorette	Luisa Jones	Stephen Henderson
Salt Spring Island	Director Holman	Nelson Chan	Alicia Fraser	

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Juan de Fuca Water Distribution Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Colwood	David Grove	Misty Olsen
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Keith Yacucha, Mark Morley
Langford	Mary Wagner	Keith Yacucha, Mark Morley
Metchosin	Shelly Donaldson	Steve Gray
Sooke	Kevin Pearson	None
View Royal	John Rogers	Ron Mattson

Peninsula Recreation Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participants	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Niall Paltiel	Gord Newton
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Phil DiBattista	Kristine Marshall
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Scott Garnett	Steve Duck

Regional Water Supply Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Central Saanich	Chris Graham	Zeb King
Colwood	Kim Jordison	Misty Olsen
Esquimalt	Tim Morrison	Duncan Cavens
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Keith Yacucha
	Mary Wagner	Keith Yacucha
Metchosin	Steve Gray	Shelly Donaldson
North Saanich	Celia Stock	Irene McConkey
Oak Bay	Cairine Green	Esther Paterson
Saanich	Teale Phelps Bondaroff	Judy Brownoff, Colin Plant, Susan Brice
	Nathalie Chambers*	Colin Plant, Susan Brice, Judy Brownoff
	Zac de Vries*	Judy Brownoff, Colin Plant, Susan Brice
	Karen Harper*	Susan Brice, Judy Brownoff, Colin Plant
	Mena Westhaver*	Susan Brice, Judy Brownoff, Colin Plant
Sidney	Sara Duncan	Steve Duck
Sooke	Kevin Pearson	Tony St-Pierre
Victoria	Jeremy Caradonna	Matt Dell, Krista Loughton, Marg Gardiner
	Chris Coleman	Matt Dell, Krista Loughton, Marg Gardiner
	Stephen Hammond	Matt Dell, Krista Loughton, Marg Gardiner

	Susan Kim	Matt Dell, Krista Loughton, Marg Gardiner
View Royal	John Rogers	Ron Mattson

**Assignment of one additional vote*

Saanich Peninsula Wastewater Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Chris Graham	Robert Thompson
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Richard Novek	Steve Duck

Saanich Peninsula Water Commission

Members appointed from each of the participants. Term is four years for Directors, one year for Non-Directors.

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Chris Graham	Robert Thompson
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Richard Novek	Steve Duck

Salt Spring Island Local Community Commission

SSI Electoral Area Director, plus four commissioners elected by the community. Term is up to four years.

Representative
Director Gary Holman
Gayle Baker
Benjamin Corno
Earl Rook
Brian Webster

Sooke and Electoral Area Parks and Recreation Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participants	Commissioner	Alternate
Juan de Fuca	Director Wickheim	Jeri Grant
Sooke	Director Tait	Jeff Bateman
Sooke	Councillor Al Beddows	Kevin Pearson

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Appointments to External Boards

CREST (Capital Region Emergency Service Telecommunications)

The CRD Board appoints Electoral Area Directors for shareholder votes for a four-year term. Proxies are appointed annually.

Appointed CRD Shareholder	Proxy
Director Al Wickheim	Jeri Grant
Director Gary Holman	John Wakefield
Director Paul Brent	Rob Releeder

Greater Victoria Harbour Authority Board

CRD Board Chair nominates up to three CRD Board Directors to be nominated as GVHA Director for a four-year term. Board appoints Member representative *annually.*

Member Representative (One Year Term)	Member Representative Alternate (One Year Term)	Board Nominee (Four Year Term)
Director Goodmanson	Director Plant	Director Brice

Community Liaison Committee - Greater Victoria Harbour Authority

GVHA Member Representative to be appointed.

Member Representative	Member Representative - Alternate
Director Goodmanson	Director Plant

Greater Victoria Labour Relations Association

The CRD Board appoints one Director as its representative, and one Director as alternate. Annual appointment.

Representative & AGM Delegate	Alternate
Director Coleman	Director Goodmanson

ICET – Island Coastal Economic Trust

The Board appoints either the CRD Board Chair or Director as representative. Annual appointment.

Member Representative
Director P. Brent

Island Corridor Foundation

Board appoints one Director as Local Government Designated Representative annually. Board nominates one Director for election to the Foundation Board (could be the same person as the Member Representative) at its AGM, held in May, for a two-year term.

Member Representative	Nominee
Director Alto	Director Desjardins

Municipal Finance Authority

CRD Board appoints two Directors as representatives and two Directors as alternates. Annual appointment.

Director	Alternate
Director Brent	None
Director Kobayashi	None

South Island Reconciliation Advisory Committee

(previously Te'mexw Treaty Advisory Committee)
Annual appointment.

Representative	Alternate
Director Wickheim	None

Royal and McPherson Theatres Society Board

Appointed by member Councils. Annual appointment.

Participants	Board Member	Alternate
Oak Bay	Hazel Braithwaite	Esther Peterson
Saanich	Teale Phelps Bondaroff	None
Victoria	Matt Dell	None

Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) Steering Committee

Elected Official(s) to be appointed for a four-year term.

Representative	Alternate
Director Thompson	None

Vancouver Island Regional Library Board

CRD Board appoints. Only Juan de Fuca Area participates in this service function. Annual appointment.

Representative	Alternate
Director Wickheim	Jeri Grant

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT: 2027-2030 Board Remuneration and Travel Expense Reimbursement Review Update

ISSUE SUMMARY

To provide information on the upcoming review process of remuneration and travel expenses for the Capital Regional District (CRD) Board Directors and their Alternates, Commissioners, First Nations Members, and certain appointees to external Boards.

BACKGROUND

The CRD Board has approved a CRD Board Remuneration and Travel Expense Reimbursement Policy ("Policy") (Appendix A). This Policy applies to CRD Board Directors, Commission members, First Nations Members, and certain Board appointees to external Boards. The Policy was established in 2016 and is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. By Policy, remuneration is adjusted annually to the cost of living based on the Victoria Consumer Price Index year over year, with a more comprehensive review undertaken at defined periods to ensure alignment with the remuneration philosophy. Since initial adoption, updates to the Policy have been made by the CRD Board, notably with the inclusion of payments for First Nations Members and Commissioners of the Salt Spring Island Local Community Commission. As a foundation of the Policy, the remuneration philosophy established by the CRD Board is as follows:

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all CRD Board meetings and Committee of the Whole meetings plus two Standing Committee commitments;

- an additional annual stipend to Electoral Area Directors to provide overall remuneration consistent with the average paid to CRD member mayors, which recognizes all additional Electoral Area work including Electoral Area Commission commitments;

- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees;

- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Regional Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair; CRD Directors who are involved on more than two Standing Committees; and Commissioners of the Salt Spring Island Local Community Commission;

- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts, and to CRD Directors appointed to local and sub-regional Commissions

and external Boards except where remuneration is already paid and/or not eligible; and

- that the annual cost of living adjustment based on the Victoria Consumer Price Index (CPI) continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable. Schedule 1 of the attached Policy has been updated to reflect the January 2026 annual adjustment.

For the 3-5 year review, the practice of the CRD Board has been to have these conducted in the final year of a CRD Board term, to be effective for the next CRD Board term.

Consistent with past practice, at the CRD Board meeting of December 10, 2025, the CRD Board approved that staff commence conducting the review in 2026, for implementation with the new Board term in 2027-2030, utilizing an independent third party.

Through a procurement process, CRD Staff have engaged Western Compensation and Benefits Consultants (WCBC) to conduct this review. A leader in the industry, WCBC has more than 40 years of experience in compensation and benefits consulting, including best practice approaches in remuneration evaluation. WCBC senior staff will be present at the February 11, 2026, CRD Board meeting to outline their process and answer any questions.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The CRD Board established a comprehensive remuneration Policy. The policy ensures relative market consistency based on the overall remuneration philosophy. Reviewing comparators on a regular basis ensures that remuneration remains consistent with the Policy and CRD Board direction.

Financial Implications

There are no financial implications for the current calendar year, 2026. Costs for the review are within the core budget and current requisition, and the consultant's cost is within the amount budgeted at $43,000 plus GST. Any remuneration and travel expense adjustments for future years will be included in budget deliberations.

CONCLUSION

The CRD Board has established a CRD Board Remuneration and Travel Expense Reimbursement Policy. Consistent with CRD Board direction within Policy, CRD staff have commenced the remuneration review process in 2026 for implementation in the 2027-2030 CRD Board term. Western Compensation and Benefits Consultants (WCBC) has been engaged to conduct the review, and staff from WCBC will be present at the CRD Board meeting of February 11, 2026 to outline their process and respond to any questions.

RECOMMENDATION

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

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, People, Safety and Culture
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Board Remuneration and Travel Expense Reimbursement Policy (BRD03)
Presentation: Western Compensation and Benefits Consultants' Project

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CAPITAL REGIONAL DISTRICT
BOARD POLICY

Policy Type	*Board*		
Section	*Executive Services, People, Safety & Culture (PS&C)*		
Title	**BOARD REMUNERATION AND TRAVEL EXPENSE REIMBURSEMENT**		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	January 20, 2026	Amended By	PS&C
Policy Owner	People, Safety & Culture (PS&C)		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

"**Board Remuneration**": means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. PROCEDURE:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

a) All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.

b) Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.

c) The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.

d) The remuneration structure will be reviewed periodically as directed by the Board.

6. SCHEDULES:

1. CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY
2. REMUNERATION ELIGIBILITY TABLE
3. CRD BOARD REMUNERATION PHILOSOPHY

7. AMENDMENTS:

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	*Approved by the Board*
April 12, 2017 *(eff. January 1, 2017)*	*Amendment 1, approved by the Board*
May 9, 2018 *(eff. January 1, 2019)*	*Amendment 2, approved by the Board*
February 10, 2020 *(Schedule 1 and 2 updates)*	*Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)*
January 13, 2021 *(Schedule 2 update)*	*Amendment 4, approved by the Board*
February 2, 2021 *(Schedule 1 update)*	*Amendment 5, approved by Human Resources (eff. Jan.2021)*
January 24, 2022 *(Schedule 1 update)*	*Amendment 6, approved by Human Resources (eff. Jan.2022)*
January 20, 2023 *(Schedule 1 update)*	*Amendment 7, approved by Human Resources (eff. Jan.2023)*
June 2023	*Amendment 8, approved by the Board (eff. June 2023)*
January 19, 2024 *(Schedule 1 update)*	*Amendment 9, approved by Human Resources (eff. Jan.2024)*
December 11, 2024	*Amendment 10, approved by the Board (eff. Jan.1, 2025 - Schedule 1: SSI Electoral Area Director, Local Community Commission Commissioner)*
January 22, 2025 *(Schedule 1 update)*	*Amendment 11, approved by Human Resources (eff.Jan. 2025)*

January 20, 2026 *(Schedule 1 update)*	*Amendment 12, approved by People, Safety & Culture (eff.Jan.2026)*

8. REVIEWS:

Review Date	**Description:**
Annually	*Review annually for schedule(s) update*

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

- *Bylaw No. 3828, "Board Procedures Bylaw, 2012"*

SCHEDULE 1

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Effective January 1, 2026
(E&OE)

		REMUNERATION	EXPENSE ALLOWANCE	TOTAL
	ANNUAL STIPENDS Paid periodically throughout the year (currently, biweekly)			
1	**CRD / CRHD Board Directors** *Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments* **where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair*	16,347	8,174	**24,521**
2	**Electoral Area Directors (additional)** - **JDF Electoral Area; SGI Electoral Area** - **SSI Electoral Area**	31,512 24,692	15,756 12,346	**47,268** **37,038**
3	**CRD Board Chair** (additional)	24,042	12,021	**36,063**
4	**CRD Board Vice-Chair** (additional)	4,807	2,404	**7,211**
5	**CRHD Board Chair** (additional) *(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)*	4,807	2,404	**7,211**
6	**Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair** (additional) *(when appointed by CRD Board Chair)*	2,405	1,202	**3,607**
7	**Additional Board Standing Committee(s)** (additional) *(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)*	4,807	2,404	**7,211**
8	**Salt Spring Island Local Community Commissioner** *(Payable to all elected LCC commissioners, except the Electoral Area Director)*	8,954	4,477	**13,431**
	PER MEETING PAYMENTS Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance **(see Footnote 2 – Eligibility Verification)**			
9	**Alternate CRD/CRHD Board Director and Acting Standing Committee Chair**	73	37	**110**
10	**CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings** Does not apply when: i. Commission /Committee within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the Commission iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other	73	37	**110**
11	**First Nation Member appointees to eligible CRD Committee**	73	37	**110**

12	**CRD Board Directors – appointed by CRD to External Board** Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other	73	37	**110**
13	**CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area** Applies only when: a. Attendance at a JDFEA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board Does not apply to the Electoral Area Director	73	37	**110**
14	**Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director**	73	37	**110**
15	**All Commissioners - Regional Water Supply Commission**	73	37	**110**
16	**Forum of Councils – First Nations, Municipal Councilors and Directors**	73	37	**110**
	TRAVEL EXPENSES **(see Footnote 3 regarding claim process)**			
17	**All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member**	$0.67	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees	
	DIRECTOR TRAVEL Within Capital Region/Vancouver Island and Lower Mainland			
18	**Travel by Personal Automobile**	$0.67	Per kilometre	
19	**Travel by Bus, Train, Ferry, Air (economy class)**	Actual expense	Payable upon receipt	
	DIRECTOR TRAVEL Outside Capital Region/Vancouver Island and Lower Mainland			
20	**Travel by Personal Automobile**	$0.67	Per kilometre	
21	**Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)**	Actual expense	Payable upon receipt	
22	**Electoral Area Director Travel - within Electoral Area**	$0.67	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business	

23	**CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs**	$0.67	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
	MEALS		
24	**For Travel Requiring Greater-Than 24 Hours from Place of Residence**	$84.00	Per diem allowance for meals, gratuities, parking, local calls
	For Travel Requiring Less-than 24 Hours from Place of Residence		
25	- Breakfast	$18.00	See Footnote 1
26	- Lunch	$24.00	See Footnote 1
27	- Dinner	$42.00	See Footnote 1
	OTHER		
28	**Seminars, Courses, Conferences, Meetings**	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	**Accommodation**	Actual Cost	Based on single occupancy
30	**Taxi Expenses**	Actual Cost	Receipts are required
31	**Long Distance Telephone Calls**	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:
For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:
Claims for travel expenses are submitted *to Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

SCHEDULE 2

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Director Remuneration Eligibility Table

(E&OE)

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance and First Nations Relations Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

8. Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed $8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.

Director Appointments to Local & Subregional Commissions	See Footnote
Accessibility Advisory Committee	7
Arts Advisory Council	7
Arts Commission	3
Beddis Water Service Commission	4
Cedar Lane Water Service Commission	4
Cedars of Tuam Water Service Commission	4
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Fernwood and Highland Water Local Service Commission	4
Fulford Water Service Commission	4
Galiano Island Parks and Recreation Commission	4
Ganges Sewer Local Services Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3,4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Malahat Advisory Planning Commission	4
Malahat Fire Protection and Emergency Response Service Commission	4
Maliview Sewer Local Service Commission	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Transportation Advisory Committee	7
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Local Community Commission	1,4
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3,4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Advisory Planning Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

Regional Board Appointments to External Boards	See Footnote
Capital Region Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Association	3
ICET – Island Costal Economic Trust Central South Island Regional Advisory Committee	?
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
South Island Reconciliation Advisory Committee	3
Royal and McPhersion Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Sooke Historical Society	4
Vacouver Island and Costal Communities Climate Leadership Plan Steering Committee	?
Vancouver Island Regional Library Board	4

Footnotes:

1. Within Director's core responsibilities

2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees

3. Eligible for per meeting payment

4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director

5. Not eligible for payment: Commission/Board already makes a payment for attendance

6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other

7. Not eligible for payment: Sub-Committee to a Standing Committee or other

SCHEDULE 3

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and

- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and

- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and

- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017];* and CRD Directors who are involved on more than two Standing Committees; and

- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and

- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and

- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.



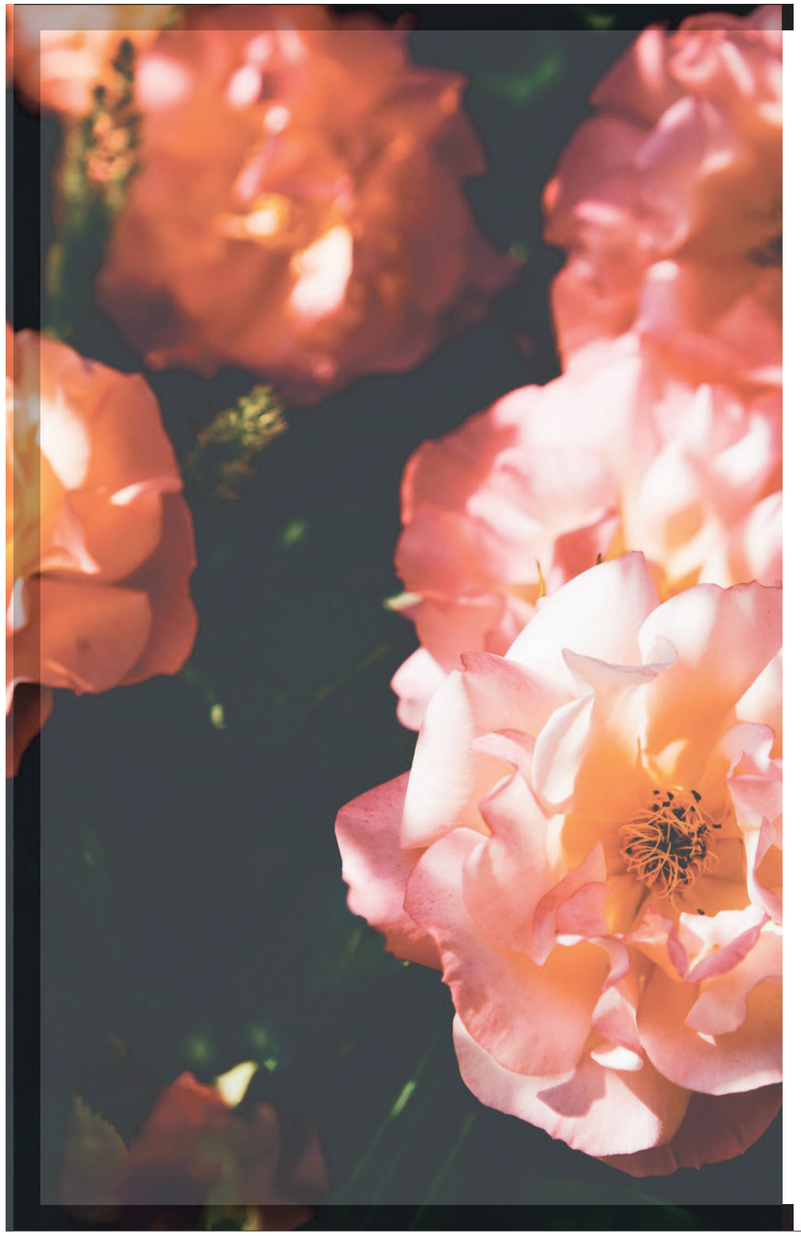
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Meeting With CRD Board of Directors Regarding CRD Board Remuneration & Travel Expense Policy

February 11, 2026

WCBC Western Compensation & Benefits Consultants

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Contents

- Background
- Western Compensation & Benefits Consultants
- Overview of Consulting Work Plan

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Background

- CRD serves residents from 3 electoral areas and 13 municipalities in the Capital Region
- CRD is governed by a 24 member Board of Directors who also serve as members of the Regional Hospital Board and the Capital Region Housing Corporation Board
- CRD Board is comprised of Municipal Directors appointed by their respective municipal councils, along with Directors from the electoral areas
- CRD governance also includes Commissioners for a number of sub-regional and local area services
- The CRD Board Remuneration & Travel Expense Policy applies to CRD Directors and Alternates, certain Commissioners and other elected officials, First Nation Members and certain Board appointees to external Boards
  - the Policy specifies a review will be undertaken every 3 to 5 years to ensure remuneration remains comparable
  - Western Compensation & Benefits Consultants was retained by CRD to conduct the market comparison review

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Western Compensation & Benefits Consultants



- Canadian Firm founded in Vancouver 40 years ago
- Owned by its senior professionals
- Serves Canadian and international clients
- Provide consulting advice regarding all aspects of compensation and benefit programs and related human resources areas
- Professional staff
  - degrees and professional designations
  - experience
- Clients
  - public sector
  - private sector
  - not-for-profit sector
  - expert witness

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Overview of Consulting Work Plan

1. Obtain and Review Background Information and Documentation
2. Meet with CRD Board of Directors
3. Develop Market Survey Materials
4. Conduct Market Survey
5. Conduct Analysis and Prepare Report
   - comparison of CRD's existing remuneration, expense reimbursement and related practices to those of the survey organizations
   - recommendations to ensure CRD's remuneration is aligned with the CRD Board Remuneration & Travel Expense Policy
6. Discuss Report With CRD Board on May 13, 2026



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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT **AAP Requirements for Bylaw No. 4704: Performing Arts Facilities Service Establishing Bylaw No. 1, 2025**

ISSUE SUMMARY

The CRD Board must establish the process for conducting an alternative approval process (AAP) by establishing the total number of electors, approving the deadline to receive elector responses, approving a synopsis for the bylaw, the statutory notice, and the elector response form.

BACKGROUND

At its meeting held October 8, 2025, the Capital Regional District (CRD) Board gave third reading to Bylaw No. 4704, *"Performing Arts Facilities Service Establishing Bylaw No. 1, 2025"* (Appendix A).

The purpose of Bylaw No. 4704 is to authorize the establishment of a new Performing Arts Facilities Service for the purpose of operating and funding regional performing arts facilities within the Capital Regional District. The maximum amount that can be requisitioned annually for the service is three million dollars ($3,000,000) or an amount equal to the amount that could be raised by a property value tax rate of $0.0171 per one thousand dollars ($1,000) of the net taxable value of the land and improvements within the service area.

Prior to adopting a new service establishment bylaw, participating area approval is required and will be obtained for the entire proposed Performing Arts Facilities Service area by alternative approval process. The alternative approval process applies to all electors in the Southern Gulf Islands Electoral Area and all municipalities of the Capital Regional District, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal.

The following documents have been prepared in accordance with the applicable sections of the *Local Government Act* and the *Community Charter* and must be approved by the CRD Board:

- Synopsis of Bylaw No. 4704 (Appendix B)
- Notice of AAP for Bylaw No. 4704 (Appendix C)
- Elector Response Form for Bylaw No. 4704 (Appendix D)

With an AAP, the Board may proceed with adopting the bylaw if less than 10% of electors submit a signed Elector Response Form indicating that the Board must obtain the assent of the electors by way of assent voting (referendum). The total number of electors in the proposed Performing Arts Facilities Service area is determined to be 315,735 of which 10% is 31,574 electors. The AAP Elector Response Form will be available when the statutory Notice of AAP is published on February 17, 2026 and the response period will close at 4:30 pm on March 30, 2026.

ALTERNATIVES

Alternative 1
1. That in accordance with section 86(3) of the *Community Charter*, the date of March 30, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4704, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4704 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and
3. That the total number of registered electors within the service participating area is 315,735 and that 10% of that number is 31,574 electors.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Board and Corporate Priorities

In the current CRD Corporate Plan (2023-2026), initiative 10b-2 states the CRD will "Scale up regional support for performing arts facilities within the region." This could be achieved by the Performing Arts Facilities Service proposed through establishing Bylaw No. 4704.

Communication Channels

The AAP notification for Bylaw No. 4704 will launch on February 17, 2026. The purpose of the communication approach is to inform electors in the proposed Performing Arts Facilities Service area about the AAP, provide information regarding the opportunity to submit response forms prior to the deadline, provide information regarding the purpose and intent of the service, and address questions that may arise during the process.

The AAP communication channels plan is attached as Appendix E. In addition, the Frequently Asked Questions related to the purchase of land and borrowing is attached as Appendix F.

CONCLUSION

The CRD Board had previously approved obtaining participating area approval for the entire service area by regional alternative approval process for Bylaw No. 4704, *"Performing Arts Facilities Service Establishing Bylaw No. 1, 2025"*. Prior to conducting the alternative approval process, the Board must confirm the deadline to receive elector responses as March 30, 2026, establish the number of eligible electors, and approve the synopsis of Bylaw No. 4704 (Appendix B), Notice of Alternative Approval Process (Appendix C), and the Elector Response Form (Appendix D) in accordance with the applicable provincial legislation.

RECOMMENDATION

1. That in accordance with section 86(3) of the *Community Charter*, the date of March 30, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4704, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4704 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and
3. That the total number of registered electors within the service participating area is 315,735 and that 10% of that number is 31,574 electors.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4704 at Third Reading
Appendix B: Synopsis of Bylaw No. 4704
Appendix C: Notice of AAP for Bylaw No. 4704
Appendix D: Elector Response Form for Bylaw No. 4704
Appendix E: AAP Communication Channels for Bylaw No. 4704
Appendix F: Frequently Asked Questions – Theatres AAP

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4704

****

A BYLAW TO ESTABLISH A PERFORMING ARTS FACILITIES SERVICE

****

WHEREAS:

A. Under Bylaw No. 2587, "Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998", the Board established a service to purchase, fund, operate, equip, sell, and maintain the Royal Theatre on behalf of the City of Victoria, District of Oak Bay, and District of Saanich;

B. Under Bylaw No. 2685, "McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999", the Board established a service to fund, operate, purchase, equip, and maintain the McPherson Playhouse on behalf of the City of Victoria;

C. The Board of the Capital Regional District wishes to establish a service for the purpose of operating and funding the planning, development, operating costs, capital improvements, and theatre rental subsidies of performing arts facilities with regional impact;

D. Participating area approval is required and elector approval has been obtained for the entire service area by alternative approval process, pursuant to s. 342 and 345 of the *Local Government Act*; and

E. The approval of the Inspector of Municipalities has been obtained under section 342(1)(a) of the *Local Government Act;*

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

Definitions

1. The following definitions are used in this bylaw, both in plural and singular:

   (a) A "performing arts facility with regional impact" and "regional performing arts facility" means a public venue that:

      i. is located within the boundaries of the Service Area;
      ii. is designed for the primary purpose and function of performing arts presentations;
      iii. attracts audiences from beyond its local area;
      iv. functions as a roadhouse-style presentation venue that is available for bookings from a wide range of commercial and community user groups on a year-round basis;
      v. is not embedded within an educational, religious, or for-profit organization; and
      vi. is owned or operated by a public authority, non-profit, registered charity, or local government, or a combination thereof.

(b) "roadhouse-style presentation venue" means a venue available for rental or use by travelling and local productions, and not possessed or controlled by a single performing arts producing company or organized group of such companies.

Service

2. The service being established and to be operated is a regional performing arts facilities funding service (the "**Performing Arts Facilities Service**") for the purpose of operating and funding regional performing arts facilities including, without limiting the foregoing:

(a) planning, development, operating costs, capital improvements, and theatre rental subsidies of performing arts facilities with regional impact;

(b) supporting regional performing arts facilities:

i. directly through operation, ownership, lease, and asset management; and
ii. indirectly through grant contributions to regional performing arts facilities owned, operated, and maintained by other non-profit organizations or local governments.

(c) funding, operating, maintaining, equipping, purchasing, and selling the Royal Theatre and McPherson Playhouse where capital funds may be used for, but are not limited to, the asset management, renovation, reconstruction, or rebuilding of the respective theatre facilities, machinery, equipment, reserve fund transfers or annual debt servicing, and where annual operating amounts may also include capital expenditures of the same nature if necessary or desirable;

(d) operating grant programs benefitting performing arts facilities with regional impact, including:

i. regional performing arts facility planning projects;
ii. capital improvements and asset management related to regional performing arts facilities, including payment of debt;
iii. offsetting costs associated with rental of regional performing arts facilities by local community groups and schools; and
iv. operations of such regional performing arts facilities.

(e) assisting regional performing arts facilities by applying for planning, capital, operating, and other grants associated with, or operated by external organizations.

Boundaries

3. The boundaries of the service area are the boundaries of the municipalities making up the Capital Regional District, and the Southern Gulf Islands Electoral Area (the "Service Area").

Participating Area

4. The participating areas for the service are all those municipalities making up the Capital Regional District, and the Southern Gulf Islands Electoral Area.

Cost Recovery

5. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service, net of grants and revenue, shall be recovered by one or more of the following:

   (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act;*

   (b) fees and charges imposed under Section 397 of the *Local Government Act*;

   (c) revenues raised by other means authorized by the *Local Government Act* or another Act;

   (d) revenues received by way of agreement, enterprise, gift, grant, or otherwise.

Cost Apportionment

6. The annual costs for the service, net of grants and other revenues, shall be apportioned among the participating areas by dividing the costs into two equal parts: One part apportioned on the basis of population, where population is the total population estimate of the Service Area per participating area as determined annually by the Regional District, and one part apportioned on the basis of assessments, where assessments are the annual converted value of land and improvements in the participating areas.

Maximum Requisition

7. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

   (a) Three Million dollars ($3,000,000); or

   (b) An amount equal to the amount that could be raised by a property value tax rate of $0.0171 per ONE THOUSAND DOLLARS ($1,000.00) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

Transition of Services

8. Despite section 7, if the services established by Bylaw No. 2587, “Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998”, and Bylaw No. 2685, “McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999” are still operating and are used to requisition funds, the requisition for this service shall be reduced in proportion by the amounts requisitioned under the respective services under Bylaw No. 2587 and Bylaw No. 2685. For clarity, should services under Bylaw No. 2587 or 2685 continue to be operated and no requisition of funds occurs under the respective service, the maximum requisition for this service shall not be reduced.

Agreement

9. The Capital Regional District may enter into agreements with one or more organizations to

operate performing arts facilities with regional impact held or operated by the service.

Citation

10. This Bylaw may be cited as the “Performing Arts Facilities Service Establishing Bylaw No. 1, 2025”.

READ A FIRST TIME THIS	8th	day of	October,	2025
READ A SECOND TIME THIS	8th	day of	October,	2025
READ A THIRD TIME THIS	8th	day of	October,	2025
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	21st	day of	Janaury	2026
APPROVED BY PARTICIPANTS BY ALTERNATIVE APPROVAL PROCESS	th	day of		20__
ADOPTED THIS	th	day of		20__

CHAIR

CORPORATE OFFICER

Appendix B

Synopsis of Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025"

Bylaw No. 4704 would establish a new Performing Arts Facilities Service for the purpose of operating and funding regional performing arts facilities within the Capital Regional District. This includes planning, development, capital improvements, theatre rental subsidies, and operating costs. The funding, operating, equipping, and maintaining of the Royal Theatre and McPherson Playhouse services will transition to the new Performing Arts Facilities Service over time. The new service will also provide contributions to other performing arts facilities with regional impact.

The maximum amount that can be requisitioned annually for the service is three million dollars ($3,000,000) or an amount equal to the amount that could be raised by a property value tax rate of $0.0171 per one thousand dollars ($1,000) of the net taxable value of the land and improvements within the service area.

Participating area approval for Bylaw No. 4704 will be obtained for the entire proposed Performing Arts Facilities Service area by Alternative Approval Process. The Alternative Approval Process applies to all electors in the **Southern Gulf Islands Electoral Area and all municipalities of the Capital Regional District, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal.**

Please note that this synopsis of Bylaw No. 4704 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at Capital Regional District offices located at 625 Fisgard Street, Victoria, BC from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays). The bylaw may also be viewed at www.crd.ca/theatres-aap.

NOTICE TO ELECTORS
WITHIN THE CAPITAL REGIONAL DISTRICT

Alternative approval process for Bylaw No. 4704 to establish a Performing Arts Facilities Service for all those municipalities making up the Capital Regional District, and the Southern Gulf Islands Electoral Area.

Notice is hereby given that the Board of Directors of the Capital Regional District ("CRD") proposes to adopt Bylaw No. 4704, *"Performing Arts Facilities Service Establishing Bylaw No. 1, 2025".* The proposed Performing Arts Facilities Service area applies all those municipalities making up the Capital Regional District and the Southern Gulf Islands Electoral Area.

Bylaw No. 4704 would establish a new Performing Arts Facilities Service for the purpose of operating and funding regional performing arts facilities within the Capital Regional District. This includes planning, development, capital improvements, theatre rental subsidies, and operating costs. The funding, operating, equipping, and maintaining of the Royal Theatre and McPherson Playhouse services will transition to the new Performing Arts Facilities Service over time. The new service will also provide contributions to other performing arts facilities with regional impact.

The maximum amount that can be requisitioned annually for the service is three million dollars ($3,000,000) or an amount equal to the amount that could be raised by a property value tax rate of $0.0171 per one thousand dollars ($1,000) of the net taxable value of the land and improvements within the service area.

Participating area approval for Bylaw No. 4704 will be obtained for the entire proposed Performing Arts Facilities Service area by Alternative Approval Process. The Alternative Approval Process applies to all electors in the **Southern Gulf Islands Electoral Area and all municipalities of the Capital Regional District, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal**.

Please note that this synopsis of Bylaw No. 4704 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at Capital Regional District offices located at 625 Fisgard Street, Victoria, BC from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays). The bylaw may also be viewed at www.crd.ca/theatres-aap.

Take further notice that the CRD may proceed with Bylaw No. 4704 unless at least 31,574 electors (constituting 10% of eligible electors), within the proposed Performing Arts Facilities Service area, object by signing the elector response form, that the Board must obtain the assent of the electors by way of an assent vote (referendum) before proceeding to adopt Bylaw No. 4704.

The elector response must be in the form as established by the CRD and is available from the CRD on request or from the CRD website at **www.crd.ca/theatres-aap**. The only persons entitled to sign elector response forms are electors of the area to which the alternative approval process opportunity applies. The alternative approval process applies to the electors in the **Southern Gulf Islands Electoral Area and all municipalities of the Capital Regional District, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal**.

Publish in Times Colonist on February 17, 2026 and Black Press Editions on February 18 & 19

The deadline for submitting signed elector response forms, in relation to Bylaw No. 4704, to the CRD is **4:30 pm on Monday, March 30, 2026**. Forms must be received by the deadline to be counted. A copy of the elector response form may be downloaded from: www.crd.ca/theatres-aap.

To obtain an elector response form, or for questions about the alternative approval process, contact Legislative Services, 625 Fisgard Street, Victoria, BC, V8W 1R7, email legserv@crd.bc.ca, telephone 250.360.3642 or toll free 1.800.663.4425 from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays).

Questions regarding Bylaw No. 4704 may be directed to Chris Gilpin, Manager, Arts and Culture Support Service, 625 Fisgard Street, Victoria, BC, 250.360.3205, cgilpin@crd.bc.ca, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until March 30, 2026.

Qualifications for Resident and Non-Resident Property Electors

Resident Elector: You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for at least 6 months and currently reside in the proposed Performing Arts Facilities Service area **(i.e. Southern Gulf Islands Electoral Area, Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal)** prior to signing the elector response form.

Non-Resident Property Elector: You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months, have owned and held registered title to property in the proposed Performing Arts Facilities Service area **(i.e. Southern Gulf Islands Electoral Area, Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal)** for 30 days and do NOT qualify as a Resident Elector. If there is more than one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form.

Elector response forms, a copy of Bylaw No. 4704, and a copy of this Notice may be inspected during regular office hours, 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until **4:30 pm on Monday, March 30, 2026** at the following CRD locations:

- CRD Headquarters, 625 Fisgard Street, Victoria, BC
- on the CRD website: www.crd.ca/theatres-aap

Given under my hand at Victoria, BC this 17th day of February 2026.

Kristen Morley
Corporate Officer

Publish in Times Colonist on February 17, 2026 and Black Press Editions on February 18 & 19

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ELECTOR RESPONSE FORM

Appendix D

Alternative Approval Process for Bylaw No. 4704

By completing this elector response form **I oppose** the Capital Regional District's intention to adopt **Bylaw No. 4704, *"Performing Arts Facilities Service Establishing Bylaw No. 1, 2025"*** to authorize the establishment of a new Performing Arts Facilities Service for the purpose of operating and funding regional performing arts facilities, unless a vote is held.

Please print using BLOCK LETTERS

Full name of elector: _____
(one form per person)

Choose one (see next page for eligibility requirements):

☐ **I am a resident elector**

Residential Address: _____
Street Name Municipality/Electoral Area Postal Code

☐ I **am a non-resident property elector** in the Capital Regional District who lives in another community in **British Columbia** and owns property at the below address (see reverse for eligibility requirements):

_____
Street Name Municipality/Electoral Area Postal Code

Signature: _____
****A person must not sign more than one elector response form****

The deadline for submitting this elector response form to the **Capital Regional District** (CRD) is: **4:30 p.m. on Monday, March 30, 2026.**

Address: c/o Legislative Services, CRD, 625 Fisgard Street, Victoria, BC, V8W 1R7
Phone: 250.360.3642
E-mail: LegServ@crd.bc.ca (please scan a legible signed copy as PDF)

The Capital Regional District may obtain elector approval for Bylaw No. 4704, *"Performing Arts Facilities Service Establishing Bylaw No. 1, 2025"* unless at least 31,574 electors (constituting 10% of eligible electors) within the proposed Performing Arts Facilities Service area sign and submit a completed copy of this elector response form to the Capital Regional District by the deadline.

Additional information can be found on the next page of this form about the subject of this alternative approval process as well as elector qualifications.

Personal information collected by this form is authorized under the *Freedom of Information and Protection of Privacy Act* sections 26(a) and 26(c) and will be used only for the purpose of conducting an alternative approval process pursuant to Section 86 of the *Community Charter*. questions about the collection and use of this information, please contact Marlene Lagoa, Deputy Corporate Officer, Capital Regional District, 625 Fisgard Street, Victoria, 250.360.3127 OR LegServ@crd.bc.ca.

Bylaw No. 4704 – AAP Information Sheet

Bylaw No. 4704 would establish a new Performing Arts Facilities Service for the purpose of operating and funding regional performing arts facilities within the Capital Regional District. This includes planning, development, capital improvements, theatre rental subsidies, and operating costs. The funding, operating, equipping, and maintaining of the Royal Theatre and McPherson Playhouse services will transition to the new Performing Arts Facilities Service over time. The new service will also provide contributions to other performing arts facilities with regional impact.

Participating area approval for Bylaw No. 4704 will be obtained for the entire proposed Performing Arts Facilities Service area by Alternative Approval Process. The Alternative Approval Process applies to all electors in the **Southern Gulf Islands Electoral Area and all municipalities of the Capital Regional District, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal.**

Please note that this synopsis of Bylaw No. 4704 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at Capital Regional District offices located at 625 Fisgard Street, Victoria, BC from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays). The bylaw may also be viewed at www.crd.ca/theatres-aap.

Additional Information About Elector Eligibility

In order to sign an elector response form, a person must either be a resident elector or a non-resident property elector.

A **resident elector** is an individual who is entitled to sign an elector response form during an AAP by virtue of living within that jurisdiction. *When signing an elector response form*, a resident elector must: • be 18 years of age or older; • be a Canadian citizen; • have been a resident of British Columbia for at least six months; • be a resident of the jurisdiction (e.g., municipality or electoral area); • live in the proposed Performing Arts Facilities Service area **(i.e. Southern Gulf Islands Electoral Area, Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal**); and, • not be disqualified under the *Local Government Act,* or any other enactment from voting in a local election or be otherwise disqualified by law.	A **non-resident property elector*** is an individual that does not live in a jurisdiction and who is entitled to sign an elector response form during an AAP by virtue of owning property in that jurisdiction. *When signing an elector response form*, a non-resident property elector must: • be at least 18 years of age; • be a Canadian citizen; • have been a resident in British Columbia for at least six months; • be a registered owner of property in the proposed Performing Arts Facilities Service area **(i.e. Southern Gulf Islands Electoral Area, Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal**); for at least 30 days; and, • not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

Notes for non-resident property elector(s):

- *Section 86(7) of the Community Charter requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a non-resident property elector in order for this response form to be counted.*
- *Only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property; and, that owner must have the written consent of a majority of the other property owner(s) to sign the response form on their behalf. Property owned in whole or in part by a corporation does not qualify under the non-resident property elector provisions.*

Appendix E

AAP Communication Channels for Bylaw No. 4704

Publisher	Channel	Area	Cost	Publish Date
Times Colonist	Print	Regional	$1,000	February 17
Black Press	Print (Sooke News Mirror)	Regional (weekly)	$679	February 18 – 19
Black Press	Corresponding Websites	Regional		February 18 – 19
Mayneliner	Print	SGI Monthly Edition	$119	March 1st week
CRD	CRD Website	Regional	n/a	February 17
Meta, LinkedIN	FB, LinkedIN	Regional	n/a	February 17
CRD	Notice Board	Fisgard - Front Lobby	n/a	February 17
CRD	Notice Board	Galiano-South Galiano Community Hall	n/a	Week of February 17
CRD	Notice Board	Galiano- Corner Store, 61 Georgeson Bay	n/a	Week of February 17
CRD	Notice Board	Galiano- Islands Trust/CRD office notice board	n/a	Week of February 17
CRD	Notice Board	Pender - Community Hall 4418 Bedwell Harbour Road	n/a	Week of February 17
CRD	Notice Board	Pender - Medicine Beach - 5827 Schooner Way	n/a	Week of February 17
CRD	Notice Board	Saturna - The Point Store Complex - 100 East Point Road	n/a	Week of February 17
CRD	Notice Board	Saturna - The General Store complex - 101 Narvaez Bay Road	n/a	Week of February 17
CRD	Notice Board	Mayne - Mayne Island Community Centre - 493 Felix Jack Road	n/a	Week of February 17
CRD	Email Subscribers	*Regional (Public Notices & Get Involved)*	n/a	February 17
Total			**$1798**	

Frequently Asked Questions

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Performing Arts Facilities Service AAP

Capital Regional District | February 2026

Why is a Performing Arts Facilities Service needed?

- The proposed Performing Arts Facilities Service aims to address several long-standing challenges:
  - Current funding framework for regional theatres, created in late 1990s, is outdated and has significant limitations hindering the maintenance and operation of these facilities;
  - Lack of regional coordination in planning and funding regional theatres has resulted in unequal access to high-quality performing arts experiences across the region;
  - High theatre rental costs limit access for local arts groups, creating affordability barriers that prevent full usage despite high demand;
  - Unequal cost-sharing among jurisdictions despite widespread benefits across the region; and
  - Absence of a regional theatre in the rapidly growing West Shore area.
- The proposed new service addresses the above challenges with a new funding model that balances inclusivity, financial sustainability, and responsiveness to community needs.

What would the new service do?

- The proposed Performing Arts Facilities Service is designed to provide operating and capital funding to the capital region's three regional theatres: the Charlie White Theatre (located in the Mary Winspear Centre), the Royal Theatre, and the McPherson Playhouse. It will also help to develop a new regional theatre on the West Shore, which has been identified as a gap in the region's arts ecosystem.
- If approved, the new service will provide support to each facility through three core functions:
  - **Plan**: grant funding for feasibility studies, consultation, business plans, design work, and construction planning related to the development of future regional theatres
  - **Develop:** funding for maintenance and renovation of regional theatres, and additional resources dedicated to securing infrastructure funding from the provincial and federal governments
  - **Fund:** funding to support ongoing operations of regional theatres, and Theatre Rental Grants, which are subsidies for non-profit local arts groups to present their work at regional theatres

How much will this new service cost?

- The estimated cost of the new service is $2.3 million, absorbing the $1.35 million budget of the current services (Royal Theatre Service and McPherson Playhouse Service), and adding approximately $1 million in scaled up support through new and expanded functionality, including Planning Grants, Theatre Rental

Grants and support for operating and maintenance of the Charlie White Theatre in the Mary Winspear Centre. The median cost per household of the new service is estimated at $12.43 when it would be launched in 2027.

- Costs would grow gradually to support the operations and maintenance of performing arts facilities with regional impact, as determined by the criteria in the bylaw.
- Any costs related to this service would go through the CRD's annual planning process and must be approved by the CRD Board as part of the CRD Financial Plan Bylaw.

What is the maximum amount which can be requisitioned for this service?

- The service establishment bylaw sets the maximum amount that can be collected by requisition annually as either a fixed amount ($3 million) or a property value tax amount ($0.0171 per $1,000). This amount represents the long-term capacity for the service, not the proposed budget.
- The proposed budget in 2027 totals $2.3 million (including the existing and approved costs of $1.35 million for the Royal Theatre and McPherson Playhouse).
- The remaining requisition amount is for long-term service growth at the discretion of the CRD Board, and there are no plans to reach the proposed maximum requisition.

What services would be moved into the Performing Arts Facilities Service?

- The bylaw enables the new service to absorb all the costs and functions of two existing CRD services: the Royal Theatre Service and the McPherson Playhouse Service. This includes the operating, funding, equipping, and maintaining of the Royal Theatre and McPherson Playhouse.
- The CRD will continue to be the steward of both the Royal Theatre (owned by the CRD) and the McPherson Playhouse (owned by the City of Victoria). The Saanich Peninsula Memorial Park Society will continue to own and operate the Charlie White Theatre in the Mary Winspear Centre and will receive support from the new service through a contribution agreement.

Who has been engaged in the development of the service?

- In 2019, the CRD Board launched the Regional Arts Facilities Select Committee to facilitate a discussion of the region's art facility needs. This committee held several public meetings and hired a consultant firm to engage interest holders across the region in gathering input about the current state of arts facilities as well as possible ways forward.
    - The consultant conducted 17 consultation sessions with the public and interest holders, as well as an online survey that received over 600 responses.
    - In December 2020, the report "A Public Conversation about Performing Arts Facilities in the CRD" was published along with all the collected data.
    - In 2021-22, the CRD Board examined the recommendation and referred the issue to the strategic planning sessions of the next term.

For more information, visit www.crd.ca/theatres-aap

- In 2024, the CRD Board relaunched the Performing Arts Facilities Select Committee with a mandate to hold discussions on the region's performing arts facilities and provide options related to scaling up regional support for performing arts facilities.
    - The select committee reviewed five options for scaling up support and hired a consultant to engage the public and interest holders in a cost-benefit analysis of these options.
    - From January – May 2025 the consultant undertook extensive community engagement, including roundtable meetings with theatre operators, local arts groups, commercial presenters, educational groups, and other key interest holders.
- Staff will continue to engage with the local arts community, local government partners, the non-profit organizations that operate the regional theatres, groups that are looking to develop new regional theatres, and other interested and affected parties to implement new or expanded services successfully.

What is an Alternative Approval Process (AAP)?

- An Alternative Approval Process is a form of approval that allows electors to indicate whether they are against a local government proposal moving forward. Electors do this by submitting a completed elector response form to the CRD. If 10% or more of the eligible electors submit response forms in opposition, the CRD must either proceed to assent voting (referendum) within 80 days or reconsider the proposed action.

Who would participate in the service? To which residents does this AAP apply?

- The proposed sub-regional service area applies to the Southern Gulf Islands Electoral Area and all municipalities of the Capital Regional District, including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria, and View Royal. The Alternative Approval Process applies to electors within those jurisdictions.
- The service area does not include the Salt Spring Island or Juan de Fuca electoral areas, and therefore the APP does not apply to electors in those two jurisdictions either.

Why does the CRD need elector approval?

- As per the Local Government Act, the CRD must receive the electors' approval before it can adopt a bylaw to establish a service levy or incur long-term debt.

For more information, visit www.crd.ca/theatres-aap

What is the expected approval timeline? When would the AAP start? When would the service be established?

- The anticipated timing for the Performing Arts Facilities Service AAP is as follows:
  - October 8, 2025 – 1st, 2nd, 3rd reading of Bylaw 4704 by the CRD Board, with direction to proceed towards an AAP
  - January 21, 2026 – Bylaw received approval of Inspector of Municipalities
  - February 11, 2026 – AAP requirements reviewed by the CRD Board
  - February 17, 2026 – AAP response period begins
  - March 30, 2026 – AAP response period ends
  - April 2026 – AAP results delivered and final adoption of bylaw (if applicable)

What if elector approval is not obtained?

- If 10% or more of the eligible electors submit elector response forms by the AAP deadline, the CRD Board will have two choices. It may proceed with assent voting (referendum) within 80 days or put the matter on hold and consider alternatives.

Where can I find more information on the AAP?

- For more information on the Alternative Approval Process (AAP), who can participate, where to find a response form, and how forms may be submitted, please visit www.crd.ca/theatres-aap.
- Learn more about the Alternate Approval Process for local government on the Government of British Columbia's website: www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/consent-approval-electors/approval-of-the-electors/alternative-approval-process.

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT **Bylaw No. 4741: Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026**

ISSUE SUMMARY

Approval of a temporary borrowing bylaw authorizing short-term borrowing for capital projects included in the approved five-year capital plan for the Maliview Sewer Utility service.

BACKGROUND

On January 14, 2026, the Capital Regional District (CRD) Board adopted Bylaw No. 4370, "Maliview Estates Sewerage System Loan Authorization Bylaw No. 1, 2025", to fund the Maliview Estates Sewer Service wastewater system renewal and upgrades. A temporary borrowing bylaw is required to finance capital expenditures in advance of long-term debt issuance.

Long-term debt is typically issued at or near capital project completion once total costs are confirmed. Converting temporary borrowing to long-term debt also requires Board approval; staff will bring forward a Security Issuing Bylaw at that time in advance of the Municipal Finance Authority (MFA) spring or fall long-term debt issuances.

The following temporary borrowing bylaw is proposed:

Service Area	Action	Purpose	Bylaw
3.820 Maliview Sewer Utility	Temporary Borrowing Bylaw No. 4741	Maliview Estates Sewer Service wastewater system renewal and upgrades	Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026

The bylaw authorizes temporary borrowing of up to $2.51 million, consistent with Loan Authorization Bylaw No. 4370.

ALTERNATIVES

Alternative 1
1. That Bylaw No. 4741, "Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
2. That Bylaw No. 4741 be adopted.

Alternative 2
That Bylaw No. 4741 be referred back to staff for additional information.

IMPLICATIONS

The proposed temporary borrowing bylaw will provide the CRD with access to interim financing under authority of Loan Authorization Bylaw No. 4370. Temporary borrowing will not exceed the authorized amount of $2.51 million, less any amounts already drawn (as of January 14, 2026; nil). Borrowings will be drawn as required, based on the timing of the approved capital expenditures.

Financing costs will be monthly, variable, interest-only payments. MFA's current short-term borrowing rate is 2.83% (variable rate as of January 21, 2026). Cash flows required to service the short-term debt are included in the approved financial plan.

CONCLUSION

Approval of Temporary Borrowing Bylaw No. 4741 is required to provide temporary borrowing authority to fund the Maliview Estates Sewer Service wastewater system renewal and upgrades. Timely access to interim financing will support delivery of the approved five-year capital program. Any temporary borrowings will be repaid within five years or converted to long-term debt in accordance with the borrowing term authorized under Loan Authorization Bylaw No. 4370.

RECOMMENDATION

1. That Bylaw No. 4741, "Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
2. That Bylaw No. 4741 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4741: "Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026"

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4741

****

A BYLAW TO AUTHORIZE TEMPORARY BORROWING OF TWO MILLION, FIVE HUNDRED AND TEN THOUSAND DOLLARS ($2,510,000) FOR THE MALIVIEW ESTATES SEWER SYSTEM RENEWAL AND UPGRADE

****

WHEREAS:

A. It is provided by Section 409 of the *Local Government Act* that the Capital Regional District Board (the "Board") may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

B. The Board has adopted Bylaw No. 4370, cited as "Maliview Estates Sewerage System Loan Authorization Bylaw No. 1, 2025", in the amount of Two Million, Five Hundred and Ten Thousand Dollars ($2,510,000); and

C. The issuance of the said Security Issuing bylaw has been temporarily deferred.

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

1. The Regional Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Two Million, Five Hundred and Ten Thousand Dollars ($2,510,000), as the same may be required, at the prevailing interest rate.

2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.

3. The money so borrowed shall be used solely for the purposes set out in Loan Authorization Bylaw No. 4370.

4. The proceeds from the Security Issuing bylaw, or so much thereof as may be necessary, shall be used to repay the money so borrowed.

5. This Bylaw may be cited as the "Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__

ADOPTED THIS day of 20__

CHAIR

CORPORATE OFFICER

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT **Operating Surplus Report 2025 for SEAPARC**

ISSUE SUMMARY

To seek approval to transfer any 2025 operating surplus to the capital reserve and equipment replacement funds to meet the February 2026 deadline.

BACKGROUND

Historically, SEAPARC has transferred the year-end operating surplus to the capital reserve fund to support capital infrastructure projects. It is anticipated there will be an operating surplus for 2025, but the final amount will not be confirmed until early February, as December revenues, payroll accruals, internal interest and other payables are yet to be determined.

Approximately $8 million in capital projects and equipment replacements are planned for 2026-2030 period. Several of these projects, such as the pool boiler replacement, pool change room renovation and arena floor renewal, cannot currently be fully funded through capital reserves and will require grant funding or debt financing to proceed. In addition, the strategic plan identifies the need for additional facilities.

The combined balance of capital and equipment replacement reserve funds is estimated to be $624,330 on December 31, 2026. This balance relies on annual contributions and is supplemented by surpluses from sinking funds as debt issues expire as well as operating surpluses when they occur. Any injection of additional funds to the reserves will help to alleviate a potential capital infrastructure funding gap.

ALTERNATIVES

Alternative 1
That staff be directed to transfer the 2025 operating surplus to the Capital Reserve Fund.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Financial & Service Delivery Implications

Transferring operating surplus to the capital reserves provides an additional source of funding to the reserve. Adequate reserve balances are essential to support the long-term sustainability of infrastructure, to provide matching funds required for grant-funded capital projects, and to ensure funds are available for unplanned or emergency replacement of major equipment or infrastructure.

Carrying forward an operating surplus into the subsequent year's operations and using it to reduce requisitions can create fluctuations in tax demand. This approach also diverts funds away from capital reserves, increasing future reliance on debt financing to fund capital projects.

Applying the operating surplus towards debt repayment is generally not an option for long-term debt, except in the event of early debt repayment at a scheduled interest rate reset. Rate resets typically occur at the 10-year point of a loan. SEAPARC's long term debt related to the DeMamiel Creek Golf Course totals $750,000 and carries a 15-year term with the interest rate reset scheduled for 2027. As such, the current debt is not eligible for early repayment at this time.

CONCLUSION

Building capital and equipment reserves to fund ongoing infrastructure renewals, and to address the continuing uncertainty in today's economy is essential to ensuring the long-term sustainability of infrastructure dependent services such as SEAPARC Recreation. As with all capital reserve funds, resources to build and maintain these reserves may be provided through the respective service's budget or generated from operating surpluses. It is standard practice for operations with significant capital assets to allocate operating surpluses to their capital reserves and this approach has historically been followed.

RECOMMENDATION

That staff be directed to transfer the 2025 operating surplus to the Capital Reserve Fund.

Submitted by:	Melanie Alsdorf, Senior Manager, SEAPARC Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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EEI 26-05

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT **Biosolids Beneficial Use Management – January Update**

To provide a monthly update to the Capital Regional District (CRD) Board on the management and beneficial use of biosolids in alignment with the Long-Term Biosolids Management Strategy.

BACKGROUND

The CRD has been producing Class A biosolids at the Residuals Treatment Facility since the commissioning of the Core Area Wastewater Treatment Project in 2020. On March 19, 2025, the Minister of Environment and Parks endorsed the CRD's Long-Term Biosolids Management Strategy. The strategy prioritizes advanced thermal treatment as the preferred option for biosolids management with a portfolio of out-of-region, non-agricultural beneficial uses for resiliency and contingency purposes. This report provides a monthly update on the beneficial use activity and progress implementing the Long-Term Biosolids Management Strategy.

Biosolids Beneficial Use Management

Biosolids Production and Management

In January 2026, all biosolids produced at the CRD Residuals Treatment Facility were beneficially used for out-of-region, non-agricultural applications in accordance with the Long-Term Strategy. Up to date information on biosolids production and beneficial use can be found on the CRD website at: https://www.crd.ca/government-administration/data-documents/biosolids-production.

The CRD has established three options for beneficial uses of biosolids including energy feedstock for cement manufacturing in Richmond, BC, as a soil amendment for the reclamation of a quarry site in Cassidy, BC, and as a soil amendment for landscape plant growers in the Fraser Valley. CRD staff actively coordinate biosolids allocation across this portfolio to maintain operational reliability and cost-effective management.

A recent Request for Proposals seeking additional biosolids beneficial use options closed on December 31, 2025 and did not result in any submissions. Staff continue to investigate and assess additional beneficial use options and intend to re-engage the market in early 2026, with the objective of identifying lower-cost and reliable long-term solutions.

In addition to the three established beneficial use outlets and the planned 2026 procurement for additional options, the CRD is progressing the development of the advanced thermal processing project that constitutes the preferred long-term solution within the CRD's Long-Term Biosolids Management Strategy.

January Operational Status of Beneficial Use Options:

Beneficial Use Option	Current Availability	January 2026 Notes
Energy Feedstock (Cement Manufacturing, Richmond, BC)	Unavailable	Staff are working with Amrize Richmond to determine steps to resume deliveries.
Quarry Reclamation (Cassidy, BC)	Available	Primary beneficial use outlet for January.
Landscape Plant Growers (Fraser Valley)	Seasonally Paused	Applications pause during winter; program will resume in Spring 2026.
Advanced Thermal Processing (Future CRD Facility)	In Development	Engagement, planning and permitting discussions are underway. Public engagement including in-person open houses and guided tours of the Residuals Treatment Facility are scheduled to begin in early 2026.

Biosolids Advanced Thermal Processing - Engagement Update

First Nations engagement is ongoing and continuing in parallel, consistent with the CRD's commitments to early and sustained engagement. Staff will report back to the Board with a "What We Heard" summary following the conclusion of the engagement period.

Staff continue to progress work to deliver an advanced thermal processing facility, consistent with the Board-endorsed Long-Term Biosolids Management Strategy and the engagement approach reported to the Board in November 2025. Public engagement is on track to commence in February and provides opportunities for residents to learn more about the proposed technology, its environmental benefits, key operational considerations, and to provide feedback to inform further planning. Engagement activities will include a dedicated project page on the CRD's Get Involved platform, an online survey, public open houses and guided tours of the Residuals Treatment Facility, targeted outreach to local community associations and interest groups, and supporting communications.

Financial Implications

The 2026 biosolids management disposal budget is $2.85 million. Expenditures to date are tracking within budget and no variances to the 2026 budget are anticipated at this time.

CONCLUSION

Throughout January, the Capital Regional District continued to beneficially use all Class A biosolids in alignment with the Long-Term Biosolids Management Strategy using a portfolio of out-of-region non-agricultural options. The primary beneficial use continued to be quarry land reclamation. The project to procure a Biosolids Beneficial Use Advanced Thermal Facility remains on track.

RECOMMENDATION

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

Submitted by:	Rory Tooke, PhD, Senior Manager, Environmental Innovation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT: **Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026"**

ISSUE SUMMARY

To introduce a new Fire Services Operational, Fire Prevention and Administrative Bylaw (Appendix A) for adoption. The Capital Regional District (CRD) requires a comprehensive bylaw to govern fire service operations, administrative processes and fire-prevention responsibilities across Commission, Society and contracted Service Departments.

BACKGROUND

The CRD oversees multiple fire departments operating under different governance models (Commission, Society and Service Agreements). Since 2015, operational and training standards, WorkSafeBC regulations and public accountability expectations have evolved considerably. The *Fire Safety Act* (*FSA*) which was brought into force on August 1, 2024, introduced new requirements for fire inspections, investigations and training standards.

Bylaw No. 4677 confirms the CRD as the authority having jurisdiction for CRD fire inspections and investigations throughout the electoral areas. It consolidates and modernizes CRD fire service governance, clarifies authorities and establishes consistent expectations across all CRD fire departments.

The new bylaw establishes operational powers for Fire Chiefs and members, sets out how fire inspections and investigations are designated and conducted, provides mechanisms for cost recovery for certain services, and applies in whole to all CRD operated fire departments and, in part, to the three Improvement District fire service areas.

Governance and Accountability

Bylaw No. 4677 establishes clear roles for the Manager, Fire Services, Fire Chiefs and Commissions, and introduces consistent qualification and appointment processes for Fire Chiefs and non-volunteer positions.

Manager, Fire Services

This position is a central leadership role responsible for:

- oversight of training programs to ensure alignment with recognized training standards
- maintaining regional operational guidelines
- overseeing WorkSafeBC compliance
- conducting or coordinating fire inspections and investigations
- advising CRD leadership and the public on fire-related matters

The Manager, Fire Services may exercise Fire Chief powers when required and is designated as a Fire Inspector and Fire Investigator (subject to qualifications).

Fire Chiefs

Fire Chiefs manage day-to-day operations, budgets, training and enforcement of guidelines. Fire Chiefs are appointed by the Chief Administrative Officer (CAO) who may appoint or remove officers and members consistent with CRD Human Resources policies.

Service Levels and Authorized Services

The CRD Board sets service levels and authorized services for Commission and Society Departments (see Schedule C). Departments may only provide services for which they are trained and equipped, and authorized to provide. Actual response levels must match the qualifications of responding members.

Operational Powers

Fire Chiefs and authorized members are granted defined powers to enter property, control incident scenes, order hazard mitigation and enforce fire-related bylaws. It provides authority to limit or terminate response when conditions exceed departmental capabilities.
Fire Chiefs and authorized members may:

- enter property to inspect for hazards
- order removal of dangerous debris
- control access, evacuate areas, and take necessary actions during incidents
- conduct pre-incident planning
- enforce fire-related bylaws and regulations
- they may also decline or terminate response activities if conditions exceed departmental capabilities.

Fire Inspections and Investigations

The draft bylaw establishes designation processes for Fire Inspectors and Fire Investigators. It aligns CRD practices with the *FSA* and enables cost recovery for inspections and investigations (see Schedule B).

Fire Prevention and Public Safety Measures

Bylaw No. 4677 outlines requirements for Fire Safety Plans, vacant building security and mobile food vendor fire-safety compliance. It provides authority for corrective action and cost recovery when owners fail to comply.

The bylaw includes requirements for:

- Fire Safety Inspections and Investigations (with cost recovery)
- Fire Safety Plans for buildings
- mobile food vendor fire-safety standards
- securing vacant or fire-damaged premises

The CRD may issue orders, take corrective action and recover costs when owners fail to comply.

Mutual Aid and Out-of-Area Response

Bylaw No. 4677 clarifies when departments may respond outside of their Fire Service Area (e.g., Emergency Management and Climate Readiness (EMCR) tasking, BC Wildfire Service [BCWS], mutual aid agreements, CAO authorization) and allows Fire Chiefs to decline calls under defined circumstances.

Departments may respond outside of their Fire Service Area when:

- authorized by the Province (EMCR) or the BCWS
- a wildfire threatens their area
- mutual/automatic aid agreements apply
- directed by the CAO or Manager, Fire Services, or designate
- supporting another CRD department, upon request
- departments may refuse calls under defined conditions.

Enforcement and Penalties

Bylaw No. 4677 establishes offences for obstruction, unauthorized access to incident scenes, hydrant blockage and impersonation of firefighters, including a minimum fine of $5,000 for violations prosecuted by way of long form offence, plus cost recovery, where applicable.

The bylaw specifically prohibits:

- obstructing firefighters
- damaging apparatus
- blocking access routes or hydrants
- unauthorized entry into incident zones
- falsely representing oneself as a firefighter

Violations may result in fines of at least $5,000 and cost recovery for CRD actions.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026" be introduced and given first, second and third reading; and
2. That Bylaw No. 4677 be adopted.

Alternative 2
That this report be referred to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Financial Implications

With the adoption of Bylaw No. 4677, it will be possible to recover costs associated with the delivery of inspection and investigation services with the intent of offsetting any annual requisition for a new *FSA* service.

- Cost-recovery mechanisms for inspections, investigations and certain incident responses may reduce financial burden on taxpayers.
- Some departments may require transitional support to meet updated training or administrative requirements.

Service Delivery Implications

The bylaw provides clarity and consistency across all CRD-supported fire departments and strengthens compliance with provincial legislation and WorkSafeBC requirements. The bylaw enhances accountability for training, record-keeping and operational readiness, and establishes clearer decision-making authority for appointments, training standards and operational guidelines.

The delivery of fire cause determination investigation services outside of established local fire services areas, and delivery of building fire safety inspection services throughout the electoral areas, are both new requirements. A new service has been established to enable delivery of these services on an as-and-when-needed basis throughout the electoral areas.

Upon request from a regional district, the Office of the Fire Commissioner (OFC) fire service advisors may conduct fire inspections and fire investigations for the regional district due to limited expertise, insufficient capacity and funding constraints.

The *FSA* does permit inspectors to take steps to inspect on receipt of a complaint or where "deemed advisable". This is not a positive obligation to inspect. Should any fire service areas believe it advisable to conduct inspections, service levels will need to be set through discussion which may have cost implications.

Intergovernmental Implications

For purposes of the *FSA*, the delivery of inspection and investigation activities fall within the authority of the CRD throughout the three electoral areas, including the fire improvement districts of Salt Spring Island, Mayne Island and Piers Island. The bylaw reinforces CRD oversight while maintaining collaborative relationships with Commissions and Society and Improvement District operated fire departments.

CONCLUSION

The CRD Fire Services Operational Bylaw establishes a unified framework governing how fire departments within CRD electoral areas operate, are overseen and deliver fire protection, fire prevention and emergency response services. The bylaw clarifies roles, authorities, service levels and administrative processes to ensure safe, consistent and accountable fire services delivery across Commission, Society and contracted Service Departments.

RECOMMENDATION

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

1. That Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026" be introduced and given first, second and third reading; and
2. That Bylaw No. 4677 be adopted.

Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer and General Manager, Corporate Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer and GM Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026"

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4677

****

A BYLAW TO ADDRESS THE OPERATIONAL POWERS AND CERTAIN ADMINISTRATIVE MATTERS RELATING TO FIRE DEPARTMENTS OPERATING UNDER THE AUSPICES OF THE CAPITAL REGIONAL DISTRICT, AND TO PROVIDE FOR CERTAIN FIRE PREVENTION MATTERS

****

WHEREAS:

A. The Capital Regional District has established a number of Fire Service Areas for the purpose of providing fire suppression, fire protection, fire prevention and emergency response services;

B. the Capital Regional District either provides such services through Commission Departments or through contracts with Society Departments or Service Departments;

C. the Capital Regional District is the Authority Having Jurisdiction for CRD fire services and is responsible for meeting all statutory obligations related to those services;

D. it is necessary to grant emergency and non-emergency powers to the Departments and their respective Members, and appropriate to regulate certain aspects of organization and administration of the Commission Departments and Society Departments;

E. the Regional District is committed to engagement and consultation with Commissions and Society departments on matters affecting the administration and operation of their fire services;

F. the Regional District wishes to establish and impose charges for the provision services provided under this Bylaw in certain circumstances;

G. the *Fire Safety Act*, SBC 2016, c. 19 requires the Regional District to designate fire inspectors to conduct safety inspections, and fire investigators to conduct fire investigations in accordance with that *Act*;

H. this Bylaw is intended to support effective, safe, and accountable fire service operations while maintaining clear and consistent roles and decision-making authorities;

I. an establishing bylaw is not required in order for the Regional District to provide a service for the purpose of Fire Inspections and Fire Investigations, as each are defined in section 1 of this Bylaw;

J. the Board of the Capital Regional District wishes to designate and set out the process for designation of Fire Inspectors and Fire Investigators, and to establish and impose charges payable in respect of Fire Inspection and Fire Investigation services; and

K. it is appropriate to address certain fire prevention matters;

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

Definitions and Interpretation

1. In this Bylaw, including in its recitals, the following capitalized terms shall have the following respective meanings:

   (a) **"Apparatus"** means any vehicle, equipment (including communications equipment), machinery, devices or materials used by a Department in connection with fire suppression or dealing with an Incident and any vehicle used to transport Members or supplies;

   (b) **"Authorized Services"** means the authorized services set for each Department in accordance with section 8 of this Bylaw;

   (c) **"BCWS"** means the British Columbia Wildfire Service;

   (d) **"Board"** means the Board of Directors of the Regional District;

   (e) **"Bylaw No. 3654"** means Bylaw No. 3654, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010", as amended;

   (f) **"CAO"** means the Chief Administrative Officer of the Regional District or designate;

   (g) **"Commission"** means a commission established by the Regional District under Bylaw No. 3654, or another Bylaw of the Regional District;

   (h) **"Commission Department"** means any fire department operated by the Regional District under and in accordance with Bylaw No. 3654;

   (i) **"Departments"** means, collectively, the Commission Departments, the Society Departments and the Service Departments and "Department" means any one of them;

   (j) **"EMCR"** means the Ministry of Emergency Management and Climate Readiness or any successor thereto;

   (k) **"Fire Code"** means the most current version of the British Columbia Fire Code, adopted as regulation under the *Fire Safety Act*;

   (l) **"Fire Chief"** means the Member, appointed in accordance with this Bylaw or recognized under the relevant Service Agreement, in command of a Department;

   (m) **"Fire Commissioner"** means the fire commissioner appointed pursuant to the *Fire Safety Act*;

   (n) **"Fire Inspector"** means any individual or position designated as a fire inspector within the meaning of the Fire Safety *Act*:

      (i) by Board policy; or

      (ii) pursuant to this Bylaw;

(o) **"Fire Investigation"** means a fire investigation contemplated by section 25 of the *Fire Safety Act*;

(p) **"Fire Investigator"** means any individual or position designated as a fire investigator within the meaning the *Fire Safety Act*:

(i) by Board policy; or

(ii) pursuant to this Bylaw;

(q) **"*Fire Safety Act"*** means the *Fire Safety Act*, SBC 2016, c. 19;

(r) **"Fire Safety Inspection"** means a fire safety inspection contemplated by section 9 of the *Fire Safety Act*;

(s) **"Fire Service Area"** means, in relation to a Department, the ordinary service jurisdiction within the Regional District of such Department, as referenced in the relevant service establishment bylaw listed in Schedule A to this Bylaw;

(t) **"General Manager"** means, the General Manager, Housing, Planning and Protective Services or such other position as may be designated from time to time by the CAO;

(u) **"Incident"** means an event or situation to which a Department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services;

(v) **"Incident Commander"** means the Member in charge of an Incident under the incident command system, as defined in the Regional Operational Guidelines or, in relation to a Service Department, as determined by the relevant Service Department in accordance with its incident command processes;

(w) **"Interface Fire"** means any fire in a wildland-urban interface region where residential, industrial, recreational and/or agricultural structures are located adjacent to or among combustible wildland fuels;

(x) **"Inspection and Investigation Policy for the CRD"** has the meaning given in section 19 of this Bylaw;

(y) **"Manager, Fire Services"** means the Manager, Fire Services or such other position as may be designated from time to time by the CAO;

(z) **"Members"** means a person employed, whether full-time, part-time, paid-on-call, or as a volunteer, and holding a position within a Department as an Officer or firefighter;

(aa) **"Mobile Food Vendor Premises"** has the meaning given in section 45 of this Bylaw;

(bb) **"Non-Volunteer Position"** means a position in a fire department where a person receives compensation for the performance of work on behalf of the fire department other than attendance to callouts or training;

(cc) **"OFC"** means the Office of the Fire Commissioner;

(dd) **"Officer"** means a Member who is recognized as an Officer within the relevant Department;

(ee) **"Pre-Incident Planning"** means advance planning for a Department's response to a potential Incident at a building or site in collaboration with the owner of the building including but not limited to identifying points of egress, water supplies, site- and building-specific risks, and other factors relevant to an emergency response at such location;

(ff) **"Provincial Training Standards"** means the most current training standards for fire services personnel established from time to time by the Fire Commissioner under the *Fire Safety Act*;

(gg) **"Public Building"** has the meaning ascribed thereto in the *Fire Safety Act*;

(hh) **"Regional District"** means the Capital Regional District;

(ii) **"Regional Operational Guidelines"** means operating guidelines for Commission Departments and Society Departments developed by the Manager, Fire Services in consultation with the relevant Fire Chiefs in accordance with this Bylaw;

(jj) **"Senior Manager"** means the Senior Manager, Protective Services or such other position as may be designated from time to time by the CAO;

(kk) **"Service Level"** means the Service Level set for each Department in accordance with section 8 of this Bylaw;

(ll) **"Service Agreement"** means, in relation to each Society Department and Service Department, the service agreement entered into between the relevant society or local government and the Regional District, pursuant to which the Regional District has contracted such society or local government to provide fire protection, fire prevention and other emergency response services in the relevant Fire Service Area;

(mm) **"Service Department"** means the fire department of another local government with which the Regional District has entered into a Service Agreement to provide fire protection, fire prevention and emergency response services in a Fire Service Area; and "Service Departments" means all such fire departments;

(nn) **"Society Department"** means a fire department operated by a society with which the Regional District has entered into a Service Agreement to provide fire protection, fire prevention and/or emergency response services in a Fire Service Area; and "Society Departments" means all such fire departments;

(oo) **"Staff"** means the Regional District employees assigned by the applicable General Manager to oversee and supervise the operational, maintenance, and regulatory functions of the applicable fire services, in accordance with applicable laws and Regional District policies and procedures.

2. References in this Bylaw to statutes, regulations, bylaws or policies, and to positions, titles or ministries, include the same as they may be amended, supplemented or replaced from time to time. A reference to a statute includes any regulations made thereunder.

3. This Bylaw does not contemplate or extend in its purpose, to any of the following:

   (a) the protection of any person from economic loss;

(b) a guarantee or warranty by the Regional District or any of the service providers or agents, as to the service level expectations of any of the Departments operating pursuant to this Bylaw; or

(c) providing to any person a warranty with respect to the services authorized by this Bylaw or with respect to the certainty of timely responses to Incidents. Each of the Commission Departments and Society Departments is staffed principally by volunteers or paid-on-call Members, and the response to any given Incident may be affected by the availability, turnout and timing of response by Members. The Service Agreements with the Service Departments contain or may contain limitations on the response obligations of the respective Departments covered by those agreements.

4. For certainty, each Member of a Commission Department is a "local public officer" of the Regional District within the meaning of section 738 of the *Local Government Act*.

5. The Fire Code is hereby adopted and made part of this Bylaw and may be enforced as part of this Bylaw within the Fire Service Areas.

6. The following schedules are incorporated into and form a part of this Bylaw:

(a) Schedule A: List of Departments and Corresponding Fire Service Areas;

(b) Schedule B: Fees and Charges for Fire Safety Inspections and Fire Investigations;

(c) Schedule C: Fire Service Levels and Authorized Services.

Application

7. This Bylaw will apply to:

(a) each Commission Department established and operated by the Regional District and to the Members of each such Department;

(b) subject to the express terms of the relevant Service Agreements or any limitations set out herein, to the Society Departments and their Members;

(c) only as expressly provided in this Bylaw, to the Service Departments and their respective Members;

(d) if the Board has designated a member of an Improvement District Fire Department as a Fire Inspector or Fire Investigator, to the provision of Fire Inspections and Fire Investigations by that Department; and

(e) persons and properties within the Fire Service Areas and, with respect to Fire Investigations and Fire Investigations only, within all of the electoral areas of the Capital Regional District.

Service Levels and Authorized Services

8. The Service Level and Authorized Services for each Commission Department and Society Department will be set from time to time by the Board by amending Schedule C of this Bylaw, based on the recommendation of the Manager, Fire Services. The Manager, Fire Services will

make service level recommendations based on consultation with a Commission and the Fire Chief for a service area in accordance with Provincial Training Standards and will make recommendations for Authorized Services based off of the Regional Operational Guidelines. The Service Level and Authorized Services of each Service Department will be the level and authorized services set by the local government that has established, and which operates such Service Department. Notwithstanding any declared Service Level or Authorized Services, in relation to any particular Incident the relevant Department will only provide services at the level consistent, and the type or kind authorized with the qualifications and training of the Members responding to such Incident.

Manager, Fire Services

9. The CAO may, from time to time, appoint a Manager, Fire Services, subject to budgetary approval by the Board. Where no Manager, Fire Services has been appointed, a reference in this Bylaw to the "Manager, Fire Services" shall be read as "Senior Manager".

10. The responsibilities of the Manager, Fire Services include the following:

    (a) overseeing:

        (i) the development and implementation of Commission Department and Society Department training programs that meet or exceed the Provincial Training Standards,

        (ii) the training of the Members of Commission Departments and Society Departments for their various roles, including their role as Fire Inspectors and Fire Investigators,

        (iii) appropriate training record maintenance by the Commission Departments and Society Departments, and

        (iv) the Commission Departments' and Society Departments' implementation of required WorkSafe BC processes, including the regular operation of joint committees;

    (b) developing, revising and maintaining consistent Regional Operational Guidelines and policies for Commission Departments and Society Departments, which guidelines shall cover or address all required provincial standards relating to the operation of a fire department, including the requirements of this Bylaw, WorkSafe BC requirements and the Provincial Training Standards; and

    (c) exercising such other powers, or fulfilling such other responsibilities, as may be set out in this Bylaw, the job description applicable to the Manager, Fire Services, or any other relevant Regional District bylaw or Board policy.

11. The Manager, Fire Services may exercise the authorities of a Fire Chief as set out in section 33 of this Bylaw in the Fire Service Areas and may exercise the authority of the Board under section 14 of the *Fire Safety Act* within the electoral areas of the Regional District.

12. The Manager, Fire Services is hereby designated as a Fire Investigator and a Fire Inspector within the meaning of the *Fire Safety Act* subject to the individual fulfilling that role or position meeting the training and qualification requirements for a Fire Inspector and/or Fire Investigator under the *Fire Safety Act.*

13. The Manager, Fire Services will be responsible for conducting, or causing to be conducted, Fire Investigations within the Fire Service Areas, and in the other parts of the Regional District's electoral areas not included within a Fire Service Area, and reporting same to the OFC in accordance with the *Fire Safety Act*.

14. The Manager, Fire Services will be responsible for conducting, or causing to be conducted, Fire Safety Inspections, within the Fire Service Areas, and in the other parts of the Regional District's electoral areas not included within a Fire Service Area.

15. The Manager, Fire Services will consult with the Fire Chiefs in relation to the implementation or material revision of any policies affecting one or more Commission Departments or Society Departments, including Apparatus procurement, qualifications and standards for Officers (including Fire Chiefs), budgets, training, and Regional Operational Guidelines.

16. The Manager, Fire Services is authorized to provide advice and make recommendations to other officers and employees of the Regional District, the Board and, subject to any applicable Regional District policies and procedures, to the public, in relation to:

    (a) improving or revising the operations, jurisdiction or services offered by all or any of the Departments;

    (b) the availability of adequate water supply and pressure;

    (c) the procurement and maintenance of fire protection equipment and Apparatus;

    (d) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;

    (e) life safety or rescue equipment;

    (f) the development, implementation and operation of a fire inspection system in any part of the Regional District; and

    (g) fire prevention generally, including public education.

Staff

17. In relation to Commission Departments, Staff responsibilities are set out in Bylaw No. 3654.

Fire Inspectors and Fire Investigators

18. The Board will designate, by resolution of the Board, individuals or positions within a Commission Department, Society Department or a Service Department as a Fire Inspector and/or Fire Investigator for those Department's respective Fire Service Areas.

19. A Fire Inspector may only conduct a Fire Inspection in accordance with the Inspection and Investigation Policy for the CRD as may be set by the General Manager, Housing, Planning and Protective Services from time to time and may exercise the powers of a Fire Inspector as provided in, and subject to, the *Fire Safety Act*, and, in relation to Commission Departments and Society Departments, any Regional Operational Guidelines.

20. A Fire Investigator may only conduct a Fire Investigation in accordance with the Inspection and Investigation Policy for the CRD and may exercise the powers of a Fire Investigator as provided in, and subject to, the *Fire Safety Act*, and, in relation to Commission Departments and Society Departments, any Regional Operational Guidelines.

21. Where a Fire Inspector has conducted a Fire Safety Inspection, whether within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Safety Inspection from the owner or occupier of the premises or the property, by levying a charge as set out in Schedule B.

22. Where a Fire Investigator has conducted a Fire Investigation in relation to premises, property or a vehicle, whether located within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Investigation from the owner or occupier of the premises, the property or vehicle, by levying a charge as set out in Schedule B.

Fire Chiefs and Non-Volunteer positions – Commission Department and Society Department

23. Each of the existing Fire Chiefs of the Commission Departments, as at the date of this Bylaw, is hereby ratified and confirmed as a Fire Chief for the purposes of this Bylaw.

24. The Senior Manager and Manager, Fire Services will establish and update, from time to time, the minimum qualification and training requirements for the position of Fire Chief, and non-volunteer positions, for Commission Departments and, subject to the terms of the relevant Service Agreement, each Society Department. Such qualification and training requirements will be developed and updated in consultation with the Commission Departments and Society Departments.

25. In relation to Fire Chief and Non-Volunteer Position vacancies in Commission Departments, the Manager, Fire Services will, in consultation with the relevant Commission in accordance with the Capital Regional District Recruitment and Retention Policy, conduct assessments of applicants for any open position before making a recommendation to the CAO.

26. Fire Chiefs and Non-Volunteer Positions of the Commission Departments will be appointed by the CAO on the recommendation of the Manager, Fire Services. Such recommendation shall consider the advice of the relevant Commission, consistent with CRD recruitment and Human Resources policies. The final appointment decision remains the responsibility of the CRD.

27. The CAO, subject to any Regional District policies relating to personnel management, may remove any Fire Chief, Officer or Member of a Commission Department.

28. A Fire Chief of a Commission Department is responsible for the day-to-day operations of his or her Department, including:

    (a) all emergency operations;

    (b) preparing the annual budget for the Department in collaboration with the Manager, Fire Services;

(c) advising the Commission through the Manager of Fire Services on matters relating to the operation, maintenance, and strategic development of the services provided by the Department and the Department; and

(d) providing regular reports to the Manager, Fire Services on the operation of his or her Department.

29. A Fire Chief of a Commission Department or a Society Department, or his or her designate, shall forward requests for goods or services required by his or her Department, to the Manager, Fire Services for approval prior to ordering such goods or services; provided that the Fire Chief may authorize any single budgeted expenditure up to, but not exceeding, $10,000 for goods or services required by his or her Department.

30. A Fire Chief of a Commission Department and, subject to the relevant Service Agreement, a Fire Chief of a Society Department, is authorized:

(a) to enforce Regional Operational Guidelines for the proper and efficient administration and operation of his or her Department and enforce such additional rules, policies and guidelines as are not inconsistent with the Regional Operational Guidelines; and

(b) to collect and disseminate information regarding fires and fire hazards in the Fire Service Area in which his or her Department is located and to promote fire prevention and fire safety.

31. A Fire Chief of a Commission Department or a Society Department will oversee the Members of the relevant Department and the training of those Members in accordance with the Provincial Training Standards so that they are able to fulfill their respective roles, including acting as Officers and for any roles to which they are assigned at or in relation to an Incident. A Fire Chief of a Commission Department or a Society Department is responsible for maintenance of training records for all Members under his or her command including the recording of the Members' training in the relevant Department's records management system or, where relevant, within any centralized records management system operated by the Regional District and made available to the Commission Departments and Society Departments.

32. The Fire Chief of a Commission Department may appoint or remove Officers and appoint or remove Members of the relevant Commission Department, subject to any standards, requirements or processes established by the Manager, Fire Services under this Bylaw, and any Regional District policies relating to the management of personnel.

Operational Powers

33. A Fire Chief and (except as provided) any Member, or other person authorized by the Fire Chief to act on behalf of the Fire Chief, may exercise one or more of the following powers:

(a) enter onto property and inspect premises for compliance with this Bylaw and for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;

(b) if property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the purpose of removing or reducing the danger as is necessary or advisable in the circumstances;

(c) in relation to an Incident (including during any related overhaul, clean up or Fire Investigation):

(i) to take measures considered necessary to prevent and suppress fires or mitigate an Incident, including but not limited to the demolition or removal of buildings, structures and other materials to prevent the spread of fire, mitigate risk or protect persons or property in connection with an Incident;

(ii) to enter, at any time, premises, property, structures or things where the Incident is occurring or has been reported, and to cause any Member or Apparatus of a Department to enter as he or she deems necessary or advisable, in order to combat, control or deal with the Incident;

(iii) to enter, pass through or over, or station on, buildings or property proximate to the Incident, and to cause any Member or Apparatus of a Department to enter, pass through or over, or station on buildings or property proximate to the Incident, where he or she deems it necessary or advisable to gain access to the Incident or to protect any person or property;

(iv) to exercise control over access to, and to evacuate, areas proximate to or affected by an Incident (including public property, private property, buildings, streets and highways), including managing vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference with the Department's response, or the response of other emergency services, to the Incident and/or to reduce the risk to life or property; and

(v) to take such other actions as may be necessary to: suppress a fire or mitigate an Incident; ensure the safety of Members, other emergency responders and the public; and prevent or reduce damage to property;

(d) to enter a Public Building, or other property, structures, or storage areas, at any reasonable time, for the purposes of conducting Pre-Incident Planning;

(e) to enforce this Bylaw and any other Regional District bylaws, rules, orders and regulations relating to the prevention and suppression of fires and protection of life and property in emergency situations; and

(f) in relation to non-emergency matters, to enter onto property or premises in accordance with section 284 of the *Local Government Act* or, if exercising a power under the *Fire Safety Act*, enter onto property or premises as provided in the *Fire Safety Act*.

34. For certainty, the Fire Chief and/or Incident Commander may, in his or her sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Apparatus available to them.

Authorized Services

35. Each Commission Department, and, subject to the relevant Service Agreement, each Society Department, is only authorized to provide or undertake services set out within that Department's Authorized Services and Service Level as shown in Schedule C.

36. Notwithstanding section 35 of this Bylaw, a Commission Department or Society Department will only provide those services for which its Members are trained and equipped in accordance with Provincial Training Standards and the Regional Operational Guidelines.

37. Service Departments are authorized to provide the fire protection, fire prevention and emergency response services set out in the relevant Service Agreement.

Commission Department and Society Department Jurisdiction and Mutual Aid

38. The jurisdiction of each Commission Department and Society Department shall be the relevant Fire Service Area specified in the service establishment bylaw identified in Schedule A in relation to such Department. Each Service Department is authorized to respond into the relevant Fire Service Area set out in its Service Agreement and, for certainty, may respond into portions of the Regional District proximate to such Fire Service Area where an Incident threatens or affects the Fire Service Area.

39. A Commission Department or a Society Department may respond to an Incident outside of its ordinary Fire Service Area in the following circumstances:

    (a) if authorized to respond by EMCR and given a task number for such response, or in accordance with an agreement with or procedures established by BCWS or any other provincial or federal emergency agency recognized by the Regional Operational Guidelines;

    (b) to provide fire suppression where a wildfire or an Interface Fire imminently threatens any part of the relevant Commission Department's Fire Service Area, in accordance with any agreements or procedures of BCWS or EMCR;

    (c) in accordance with the terms of a mutual aid or automatic aid agreement with a municipality within the Regional District, or a mutual aid agreement with another regional district, First Nation, municipality or the Province;

    (d) in accordance with the terms of any service agreement with another local government, regional district, federal government, or First Nation;

    (e) in connection with an order made pursuant to the *Emergency and Disaster Management Act*, SBC 2023, c.37 and the associated regulations and the respective declaration of a state of local emergency or Provincial emergency; and

    (f) if authorized to respond by the CAO or designate.

40. A Fire Chief of a Commission Department or Society Department, or his or her designate, may, in his or her sole discretion, refuse to respond to calls to Incidents described in subsections 39(a) through (f) of this Bylaw inclusive; provided that any refusal of a mutual or automatic aid request shall be in accordance with the terms of the relevant aid agreement.

41. Where there is no mutual or automatic aid agreement between the relevant Departments, a Commission Department or a Society Department may respond outside of its ordinary Fire Service Area in support of another Commission Department or Society Department (the "**Requesting Department**"):

    (a) at the request of the Fire Chief or designate of the Requesting Department; or

    (b) at the direction of the Manager, Fire Services.

42. Where a Department (the "**Responding Department**") has received a request for assistance under section 41:

    (a) the Fire Chief or designate of the Responding Department may, in his or her discretion, refuse the request for assistance, provided that this refusal is immediately communicated to the Requesting Department through the Regional District's dispatch provider;

    (b) the Fire Chief or designate the Responding Department may, in his or her discretion, but subject to the Department's Service Level and Authorized Services, determine the nature and extent of any assistance that will be provided; and

    (c) Incident responses will be managed in accordance with the Regional Operational Guidelines, including use of the incident command system described therein.

43. The Manager, Fire Services shall be advised as soon as possible of all responses by Departments described in section 39 or section 41 or of a decision to refuse such a call in accordance with either section 40 or subsection 43(a). Where required, the Manager, Fire Services will communicate with other Departments or mutual aid partners with respect to either providing support or heightened coverage as a result of a mutual aid request or response by a Commission Department or Society Department outside of its Fire Service Area.

44. Where another local government's fire department (the "**Outside Responding Department**") provides emergency response services within a Fire Service Area or other part of the Regional District under a mutual aid or automatic aid agreement, the Outside Responding Department, in relation to any particular Incident:

    (a) is authorized to exercise the powers and authorities specified in the relevant mutual aid or automatic aid agreement, as the case may be; or

    (b) where the relevant mutual aid or automatic aid agreement does not expressly address the issue of powers and authority, is entitled to exercise the same powers and authority as the Outside Responding Department has within its own jurisdiction.

Inspections of Mobile Food Vendors Premises

45. For the purposes of this Bylaw, a “Mobile Food Vendor Premises” means a vehicle, trailer, cart, bicycle, or other conveyance used to prepare and sell food and beverages.

46. The Manager, Fire Services, as Fire Inspector, may conduct a Fire Safety Inspection of a Mobile Food Vendor Premises operating anywhere within the electoral areas of the Regional District.

47. A Fire Inspector within a Department may conduct a Fire Safety Inspection of a Mobile Food Vendor Premises operating within that Department’s Fire Service Area.

48. A Mobile Food Vendor Premises shall meet the following requirements, as applicable:

    (a) there must be installed or available fire protection equipment, including fire extinguishers, appropriate to the type of cooking being undertaken;

    (b) all commercial cooking units must be installed, certified and maintained in accordance with the requirements of the Safety Standards Act and regulations;

    (c) any propane cylinders must be stored in a safe fashion, away from cooking and heat devices;

    (d) any tents or awnings in use must be kept clean and free from grease build-up or other flammable residues, and conform to the flame resistance requirements CAN/ULC S-109: Standard Method for Flame Tests of Flame-Resistant Fabrics and Films, which conformance shall be identified by a manufacturer’s label on such tent or awning; and

    (e) the siting of the Mobile Food Vendor Premises, clearances, and other matters related to fire safety that may be set by a Fire Inspector must be met at all times.

49. Where a Fire Inspector has conducted a Fire Safety Inspection of a Mobile Food Vendor Premises, whether within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Safety Inspection in accordance with section 21 of this Bylaw.

Fire Safety Plans

50. Where an owner of any building or property within a Fire Service Area is required by the Fire Code to develop and maintain a fire safety plan (a “Fire Safety Plan”), a copy of such Fire Safety Plan, and any updates thereto, shall be submitted to the relevant Department for review in accordance with the Fire Code. The Manager, Fire Services may prescribe the form in which any Fire Safety Plan is to be submitted, including that the Fire Safety Plan must be submitted in a specified electronic format.

51. The Fire Safety Plan will be reviewed not less than annually by the owner of the building or property and updated if required. The Fire Safety Plan must be updated and a new Fire Safety Plan submitted to the relevant Department for review at any time that there has been any change to a building or property, or any change to the use thereof, that makes the existing Fire Safety Plan inaccurate or obsolete.

52. Notwithstanding any review of Fire Safety Plan by a Department, the owner of the building or property in respect of which such Fire Safety Plan is submitted remains solely responsible and therefore the Regional District shall not be liable for any defect in any Fire Safety Plan, or for any loss, damage, costs or injuries arising in connection therewith.

53. The Regional District may recover the full cost of undertaking a review of a Fire Safety Plan from the owner of the building or property, by charging a fee as provided in Schedule B.

Vacant Premises

54. For the purposes of this Bylaw, “Vacant Premises” includes a lot, building or other structure in respect of which one or more utility services have been intentionally discontinued (other than temporarily in connection with maintenance, repair or upgrading), such that the condition of the premises is not suitable for regular human habitation or other occupancy, or which is uninhabited for a continuous period of more than 30 days.

55. The owner of Vacant Premises must ensure that, at all times:

    (a) the Vacant Premises are free from litter and debris, or accumulations of combustible or flammable materials;

    (b) all openings in the Vacant Premises are securely closed and fastened in a manner to prevent the entry of unauthorized persons; and

    (c) any sprinkler systems or fire alarm systems required by the Fire Code, remain operational.

56. Where the owner of Vacant Premises fails to maintain such Vacant Premises as required by section 56:

    (a) the Fire Chief of the Fire Service Area in which such Vacant Premises are located may send a notice to the owner requiring that such Vacant Premises be brought into compliance with this Bylaw; or

    (b) the Manager, Fire Services may send a notice to the owner of Vacant Premises, whether located within a Fire Service Area or not, requiring that such Vacant Premises be brought into compliance with this Bylaw.

57. Where the owner of Vacant Premises fails to bring such Vacant Premises into compliance with this Bylaw by the time specified in the notice under section 56, the Manager, Fire Services or relevant Fire Chief may cause such Vacant Premises to be brought into compliance with this Bylaw by Regional District employees, agents or contractors, at the cost and expense of the owner.

Damaged Buildings

58. The owner of a building or other structure that has been damaged due to fire, explosion or similar event must immediately act to ensure that the damaged building or structure is guarded, or that all openings and points of entry into the damaged building or structure are kept securely closed and fastened in a manner so as to prevent the entry of unauthorized persons. If the owner fails to provide the necessary security to the damaged building within two hours following an incident:

    (a) in relation to a damaged building within a Fire Service Area, the relevant Fire Chief may cause the work to be carried out at the cost and expense of the owner; or

    (b) whether the damaged building is located within a Fire Service Area or not, the Manager, Fire Services may cause the work to be carried out at the cost and expense of the owner.

Cost Recovery

59. In addition to any other provision of this bylaw that entitles the Regional District to charge for provision of services, the Regional District may charge for and recover its costs from the owner of any property or building, or the operator of a vehicle, in relation to the following:

    (a) the cost of hiring any specialized equipment or personnel to manage an Incident, including post-Incident clean up;

    (b) the provision by a Department or Manager, Fire Services of any services or responses outside of a Fire Service Area; and

    (c) in connection with an Incident involving hazardous materials or dangerous goods, the cost of any decontamination, repair or replacement of a Department's apparatus or equipment.

60. In order to recover service costs, the Regional District may add an administrative fee equal to 15% of the costs being recovered, for any amount that is charged under section 59.

Orders

61. Where a Fire Inspector has conducted a Fire Safety Inspection of any premises or property, the Fire Inspector may issue an order in connection with any deficiencies discovered, as provided for in, and in the manner and form contemplated by, the *Fire Safety Act*. The Fire Inspector, if an individual other than the Manager, Fire Services, will confirm the contents of any such order with the Manager, Fire Services before the order is issued. The Manager, Fire Services will file with the OFC a summary of all orders issued under this section 62 on a monthly basis, or such other time specified by the OFC, in the form required by the OFC.

62. Where the Manager, Fire Services, or person designated by the Manager, Fire Services, has conducted an inspection of premises or property exercising the special fire protection powers under the *Local Government Act*, or a Fire Chief or designate has undertaken such an inspection exercising the powers under subsection 33(a) of this Bylaw, the Manager, Fire

Services or designate, or the Fire Chief or designate (as the case may be) may issue an order in connection with any deficiencies discovered. Any order issued under this section 63 will be in substantially the same form as the orders prescribed under *Fire Safety Act*.

63. Where a person to whom an order issued as contemplated by section 62 of this Bylaw fails to abide by such order, or fails to take the actions required by the order within the timeframe stipulated in the order, the Manager, Fire Services or person designated by the Manager, Fire Services:

    (a) may take such corrective actions as are required to bring the premises into compliance as required by the order, and to retain third parties, as required, to undertake the necessary work; and

    (b) may charge the cost of any such corrective action to the owner of the premises or property.

64. Without limiting the right of the Regional District to take such other enforcement actions as it deems appropriate or necessary:

    (a) any costs incurred by the Regional District under section 62 in relation to securing a premise pursuant to section 16 of the *Fire Safety Act* may be recovered in the manner provided by section 18 of the *Fire Safety Act*; and

    (b) any costs incurred by the Regional District under section 63 in relation to orders issued pursuant to the *Local Government Act*, or any other costs or charges that may be levied pursuant to this Bylaw, may be recovered, to the extent applicable, by the Regional District in the manner provided by section 399 of the *Local Government Act*.

Other

65. No person shall:

    (a) impede, hinder or obstruct any Member at an Incident and every person in the proximity of an Incident shall comply with orders or directions of a Member responding to the Incident;

    (b) during an Incident, obstruct or otherwise interfere with access roads or other approaches to the Incident, or with access to fire hydrants, reservoirs or bodies of water required for fire suppression purposes;

    (c) damage, destroy, obstruct, impede or hinder the operation of any Apparatus, or, unless authorized by the Fire Chief, Incident Commander or other Officer, travel across a fire hose;

    (d) refuse to permit any Member to enter into or upon premises or property in relation to which an alarm or other request for assistance has been received, or in or upon which a Member has reasonable grounds to believe that an Incident has occurred or may occur;

    (e) interfere with any Member or refuse to permit any Member to enter into or upon premises or a fire scene to determine the cause and origin of a fire or the cause of activation of a fire alarm system; and

(f) except as authorized by the Fire Chief, an Officer or an Incident Commander:

(i) enter any building, structure, vehicle or area involved in or threatened by an Incident; or

(ii) refuse to move from such a building, structure, vehicle or area when directed to do so by a peace officer or Member.

66. Any person who violates any provision of section 66 may, in addition to any other penalty, be removed from the scene of an Incident by a peace officer or the Fire Chief, an Officer or Incident Commander (or their designate).

67. Any person who damages Apparatus in contravention of subsection 66(c), in addition to any other penalty, shall be liable for the cost of repairing or replacing the Apparatus.

68. No person shall falsely represent himself or herself as a Member of a Department, or wear or display any Commission Department or Society Department uniform, badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

69. Any person who violates any provision of this Bylaw, shall be guilty of an offence and shall be liable upon summary conviction therefor to a penalty of, at minimum, Five Thousand dollars ($5,000), for every such violation, which penalty and cost shall be recoverable and enforceable upon summary conviction in the manner provided by the *Offence Act* (B.C.).

70. This Bylaw may be cited as the “Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026”.

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

Schedule A

Departments and Fire Service Areas

The following is a list of the Departments established by or contracted to the Regional District, the Fire Service Areas in which they respond and the relevant service establishment bylaws:

Department	**Fire Service Area and Establishment Bylaw**
East Sooke Volunteer Fire Department	**3390** - East Sooke Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 2006
Galiano Island Volunteer Fire Department	**1852** - North Galiano Island Fire Protection and Emergency Response Service Establishment By-law No. 1, 1990 **2148** - South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993
Malahat Volunteer Fire Department	**2731** - Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999
Otter Point Volunteer Fire Department	**2042 -** Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992
Pender Island Volunteer Fire Department	**2050** - Pender Islands Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1992
Port Renfrew Volunteer Fire Department	**1753** - Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989
Saanich Fire Department	**2506 -** Durrance Road Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1997
Saturna Island Volunteer Fire Department	**2165** -Saturna Island Fire Protection and Emergency Response Local Service Contribution Establishment Bylaw No. 1, 1993
Shirley Volunteer Fire Department	**1927** - Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991
Willis Point Volunteer Fire Department	**1951** -Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991

Schedule B

Fees and Charges

Fire Safety Inspections and Fire Investigations

1. The following fees and charges may be levied against the owner or occupier of premises or property whether located within or outside of a Fire Service Area in connection with a Fire Safety Inspection undertaken as provided in this Bylaw and the *Fire Safety Act*:

    a. For Fire Safety Inspections that were requested by the owner or occupier of the premises or property:

Description	Amount
Fire Inspection – Minimum Fee	$95
Fire Inspection – Regular Working hours pro-rated in 15-minute intervals	$115
Fire Inspection – After hours pro-rated in 15-minute intervals	$165
Comfort Letter, per building, first hour	$120
Comfort Letter, per building, subsequent hours pro-rated in 15-minute intervals	$115

    b. For Fire Safety Inspections that were conducted based off a complaint by a member of the public:

Description	Amount
First hour (including travel time to and from the premises or property for one Inspector)	No Charge
Second and subsequent re-inspections per hour in a calendar year	$115

    c. For Fire Safety Inspections that were believed advisable by the Fire Inspector, without receiving a complaint:

Description	Amount
First hour (including travel time to and from the premises or property for one Inspector)	No Charge
Second and subsequent re-inspections per hour in a calendar year	$115

d. The following fees and charges may be levied against the owner of premises or property, or the owner of any vehicle or thing, whether located within or outside of a Fire Service Area in connection with a Fire Investigation undertaken as provided in this Bylaw and the *Fire Safety Act*:

Description	Amount
First hour (including travel time to and from the premises or property for one Department Vehicle)	No Charge
Each hour after the first hour	$160

Fire Safety Plans

Description	Amount
Initial Review (flat rate) per plan	$150
Subsequent review for compliance	$100 per hour

Damage, Destruction, or Demolition of a Building

Description	Amount
Damage, Destruction, or Demolition of a Building	Hourly rate of Equipment and staffing costs of each Member for actual time Member and Equipment attend at the site, plus any out-of-pocket expenses incurred by the Regional District to complete the work
Post-Incident Fire Watch	
Securing Fire Damaged or Vacant Building	

Schedule C

Service Levels and Authorized Services

1. The Service Level and Authorized Services in columns B and C of the table below, respectively, are the set Service Level and Authorized Services for the corresponding Department set out in column A of the table below.

A - Department	Declared Service Level	Authorized Services
East Sooke Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Galiano Island Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Otter Point Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Pender Island Volunteer Fire Department	Full Service	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – High Angle – Operations Confined Space – Operations
Port Renfrew Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Awareness
Saturna Island Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Shirley Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Willis Point Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Awareness

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 11, 2026

SUBJECT: **Bylaw No. 4734 to Amend Bylaw No. 3654 – Fire Commissions**

ISSUE SUMMARY

To introduce an amendment to Bylaw No. 3654 to delegate advisory authority to the fire commissions regarding the appointment of fire chiefs, to remove a section referencing fire chief responsibilities, and to adjust the size of the Otter Point Fire Protection and Emergency Response Services Commission.

BACKGROUND

The adoption of the new Capital Regional District (CRD) Fire Services Operational, Fire Prevention and Administration Bylaw No. 4677, 2026 establishes clear roles for the Manager, Fire Services, Fire Chiefs and Commissions, and introduces consistent qualification and appointment processes for Fire Chiefs and non-volunteer positions.

The Otter Point Fire Protection and Emergency Response Services Commission recommends that Schedule B of Bylaw No. 3654 be amended to state that the membership of the Commission be six members plus the Area Director rather than the current seven members plus the Area Director.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4734, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026" be introduced and given first, second and third reading; and
2. That Bylaw No. 4734 be adopted.

Alternative 2
That this report be referred to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Alignment with Board & Corporate Priorities

A CRD Board priority for the 2023-2026 term is the effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery:
- Initiative 16e-3 in the CRD Corporate Plan is to continue to review committees and commissions to find efficiencies and improve consistency.
- Initiative 16g-3 is to review and modernize fire and emergency management programs.

Social Implications

The delivery of fire services in the electoral areas is community driven and there has been extensive communication and engagement with stakeholders throughout the electoral areas.

CONCLUSION

Amending Bylaw No. 4734 (Appendix A) delegates advisory authority to the fire commissions regarding the appointment of fire chiefs. The adoption of the new CRD Fire Services Operational, Fire Prevention, and Administration Bylaw No. 4677, 2026 establishes clear roles for the Manager, Fire Services, Fire Chiefs, and Commissions, and introduces consistent qualification and appointment processes for Fire Chiefs and non-volunteer positions. The Otter Point Fire Commission recommends that membership be six members plus the Area Director.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4734, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026" be introduced and given first, second and third reading; and
2. That Bylaw No. 4734 be adopted.

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

ATTACHMENTS

Appendix A: Bylaw No. 4734, A Bylaw to Amend the Advisory Authority of Fire Commissions (Bylaw 3654)
Appendix B: Consolidated Bylaw No. 3654, Fire Protection and Emergency Response Services Commissions Bylaw, 2010, including Amendments of Bylaw No. 4734 – Redlined

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4734

****

A BYLAW TO AMEND THE ADVISORY AUTHORITY OF FIRE COMMISSIONS (BYLAW NO. 3654)

****

WHEREAS:

A. Under Bylaw No. 3654, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010", the Capital Regional District established or continued a number of fire protection and emergency response service commissions and established a consolidated bylaw for local fire protection and emergency response commissions;

B. The Board wishes to amend Bylaw No. 3654 to delegate advisory authority to the fire commissions regarding the appointment of fire chiefs;

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

1. Bylaw No. 3654, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010" is hereby amended as follows:

    (a) By inserting as section 9(1)(f) the following:

        (f) advise on the appointment of a fire chief.

    (b) By deleting section 9(3) in its entirety.

    (c) By deleting section 10(1)(a) and re-alphabetizing the remaining sections.

    (d) By deleting section 10(3) in its entirety.

    (e) By deleting section 18, Fire Chief Responsibilities, in its entirety, and renumbering the remaining sections.

    (f) By replacing section 2, Membership, from 'Schedule "B" – Otter Point' with the following:

        Despite Section 3 (a) of this bylaw, membership shall consist of seven (7) members, as follows:

        (a) The Director representing the Electoral Area; and

        (b) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

(g) By deleting the word “North” from the title of ‘Schedule “F”’:

(h) In section 1, Definitions, of ‘Schedule “F” – Galiano’, by replacing the term ‘Galiano Fire Protection Commission’ with the following:

‘Galiano Island Fire Protection and Emergency Response Service Commission’.

(i) In section 1, Definitions, of ‘Schedule “F” – Galiano’, by inserting the word ‘Island’ between ‘Galiano’ and ‘Volunteer’ within the definition of the term “VOLUNTEER FIRE DEPARTMENT”.

(j) By replacing section 2, Membership, from ‘Schedule “F” – Galiano’ with the following:

Despite Section 3 (a) and (b) of this bylaw, for a term commencing January 1, 2028 membership shall consist of seven (7) members representing the Service Area as follows:

(a) The Director representing the Electoral Area; and

(b) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

2. This Bylaw may be cited as “Fire Protection and Emergency Response Service Commission Bylaw, 2010, Amendment Bylaw No. 4, 2026”.

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

APPENDIX B

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BYLAW NO. 3654

FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSIONS BYLAW, 2010

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED
(Consolidated with Amending Bylaws 3707,4608,4721, and 4734)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3654

****

A BYLAW TO CONVERT LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMITTEES INTO COMMISSIONS AND TO ESTABLISH A CONSOLIDATED BYLAW FOR EXISTING LOCAL FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSIONS AND CONVERTED COMMITTEES

****

WHEREAS:

A. The Regional Board may establish a commission under section 176 (1)(g) of the *Local Government Act* to operate Regional District Services, undertake operation and enforcement in relation to the Regional Board's exercise of its regulatory authority, and manage property or an interest in property held by the Regional District;

B. The Regional Board established Committees to operate Volunteer Fire Departments and wishes to convert the Committees to Commissions under section 176(1) (g) of the *Local Government Act*; and

C. The Capital Regional District wishes to establish a consolidated bylaw for the management of Electoral Area Volunteer Fire Departments.

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

1. Interpretation

(a) This bylaw includes the Schedules annexed hereto and the Schedules are hereby declared to form part of this bylaw.

(b) Definitions

In this bylaw unless the context otherwise requires:

"ADMINISTRATIVE AUTHORITY" means the ability to administer the service within the existing framework of bylaws and policies established by the Board;
(Bylaw 4608)

"ADVISORY AUTHORITY" means a commission may only make recommendations to the Board through the appropriate standing committee;
(Bylaw 4608)

"BUDGET" means the 5-year financial plan (operating and capital) in respect of a service;

"COMMISSION" means a commission established by the Regional District under this Bylaw, or another Bylaw of the Regional District;

"COMMITTEE" means a committee established by the Regional District under this Bylaw, or another Bylaw of the Regional District for the operation of a service referred to in Schedules A to E of this bylaw;

"CORPORATE OFFICER" means the person having responsibility for corporate administration under section 198 of the *Local Government Act*.

"DIRECTOR" means the Electoral Area Director for the Electoral Area in which the Commission is established;

"FINANCIAL OFFICER" means the person having responsibility for financial administration under section 199 of the *Local Government Act*;

"OVERSEE" means to provide oversight, watch or supervise that the operational, maintenance, and regulatory functions of the service is performed in conformance with Regional District Policy or government regulation;

(Bylaw 4608)

"REGIONAL BOARD" means the Board of Directors of the Capital Regional District Board;

"REGIONAL DISTRICT" or "CRD" means the Capital Regional District;

"SCHEDULES" means the schedules or a schedule attached to and forming part of this Bylaw;

"SERVICE AREA" means the area designated to a Commission in the Schedules;

"STAFF" means the CRD employees assigned by the applicable General Manager to oversee and supervise the operational, maintenance, and regulatory functions of the applicable Fire Services, in accordance with applicable laws and CRD policies and procedures;

(Bylaw 4608)

"VOLUNTEER FIRE DEPARTMENT" means a volunteer fire department established by the Regional District under this bylaw, or another bylaw of the Regional District to carry out the function contemplated in the establishing bylaw for the service.

2. Volunteer Fire Department Commission

(a) The Committees established under the "Committee Establishing Bylaws" listed below in column 1 are continued and renamed as per "New, Renamed Commissions" set out in column 2:

Committee Establishing Bylaw	New, Renamed Commission
East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007	East Sooke Fire Protection and Emergency Response Service Commission
Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003	Otter Point Fire Protection and Emergency Response Service Commission
Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No. 1, 1990	Port Renfrew Fire Protection and Emergency Response Service Commission *(Bylaw 3707)*
Port Renfrew Local Community Services Committee Bylaw No. 1, 2005 and any amendments thereto	
Shirley Fire Protection Service Area Management Bylaw No. 1, 2008	Shirley Fire Protection and Emergency Response Service Commission
Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995	Willis Point Fire Protection and Recreation Facilities Commission
North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004	Galiano Island Fire Protection and Emergency Response Service Commission *(Bylaw 4721)*

(b) The Commission established by Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995 is dissolved and discontinued.

(c) The Fire Protection Local Service Commission established by Shirley Fire Protection Service Area Management Bylaw No. 1, 2008 is hereby continued and known as the "Shirley Fire Protection and Emergency Response Service Commission".

(d) The Regional Board hereby establishes a Commission in each of the Service Areas named in the Schedules to manage a Volunteer Fire Department in that Service Area.

(e) The terms of office of the existing members of the Commissions shall continue until their expiry under Bylaw No. 3399; Bylaw No. 3173; Bylaw No. 3115; Bylaw No. 3280 and any amendments thereto; Bylaw No. 3584; and Bylaw No. 2336.

(f) As of January 1, 2026, the North Galiano Fire Protection and Emergency Response Service Commission shall be known as the Galiano Island Fire Protection and Emergency Response Service Commission, and its Service Area shall be those local service areas set out in Bylaws No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaws No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993".

(Bylaw 4721)

3. Membership

(a) Unless otherwise specified in the Schedules, a Commission shall consist of seven (7) members as follows:

(i) The Director representing the Electoral Area; and

(ii) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area; only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

(b) Despite subsection 3(a)(ii) and any Schedule to this bylaw, only in Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission but none of the aforesaid Commission members shall be the fire chief or any officer.

(Bylaw 4721)

(c) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.

(d) The Corporate Officer shall, following each census, determine the estimated population of the service area for the purpose of this section.

4. Term of Office

The term of office for a member of a Commission other than the Director representing the Electoral Area shall be for a two (2) year period commencing the first day of January following each such appointment or until their successors are appointed.

5. Nominations

(a) A Commission shall hold an Annual General Meeting on or before the last day of November in each year to which the owners or occupiers of real property within a Service Area shall be invited to attend by written notice posted at least 30 days prior to the date of the Annual General Meeting.

(b) A Commission must accept nominations for the members of the Commission to be appointed effective the following 1st of January from individuals present at the Annual General Meeting, and if more nominations are received than there are positions to fill, a Commission must poll the owners or occupiers of real property within the Service Area who are present at the meeting.

(c) The names of persons nominated or the results of the poll under subsection (b) must be forwarded immediately after the Annual General Meeting to the Electoral Area Director of the Regional District.

6. Appointment

(a) All vacancies on a Commission must be advertised or posted locally at least thirty (30) days in advance of the Annual General Meeting.

(b) The Director shall seek recommendations for all appointments from the Commission but is not bound by a Commission's recommendation and may consult with other persons.

(c) The Director must provide the name of a person to the Board to fill a vacancy or in the case of a person whose appointment is to expire.

(d) Before the 1st of January every year, the Regional Board shall appoint or re-appoint members to a Commission to fill the terms of office of the members whose terms expire as of the 31st of December in each year.

(e) In the event of death, resignation or disqualification of a member of a Commission, the Regional Board shall appoint a successor for the remainder of such member's term.

(f) The Board may terminate the appointment of a Commission member who fails to attend three (3) consecutive regular meetings without the permission of a Commission.

(g) Without limiting paragraph (f), the Board may terminate the appointment of a Commission member who moves from the Service Area or ceases to own property in the Service Area where such person has ceased to attend at least one half of the regular meetings of the Commission.

7. Commission Procedure

(a) A Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair and Vice Chair from among its members.

(b) For the conduct of business each member of a Commission shall have one vote.

(c) The rules, policies, procedures and the Delegation Bylaw which govern the Regional Board shall apply to a Commission where applicable.

(d) Meetings are open to the public.

(e) A quorum of a Commission is a majority of its members.

(f) If, as a result of members of a Commission declaring a conflict of interest in relation to a matter and, as a consequence, there is no longer a quorum of members of the Commission to decide on a particular issue, the issue shall be referred to the Regional Board for a decision.

8. Delegation of Powers and Duties

(a) The Regional Board hereby delegates to a Commission, subject to: (a) the policies and procedures of the Regional Board; and (b) limitations in the Capital Regional District Delegation Bylaw, a combination of administrative and advisory powers of the Regional Board, described in sections 9 and 10, respectively relating to the development, maintenance and operation of a volunteer fire department within the Service Area whether acquired before or after the adoption of this bylaw.

(Bylaw 4608)

(b) The operational, maintenance and regulatory functions of this service shall be performed in conformance with Regional District policy or government regulation.

(c) For clarity, subject to the *Local Government Act*, RSBC 2015 c 1, unless a power, duty or function of the Capital Regional District Board has been expressly delegated by this bylaw or another CRD bylaw, all the powers, duties and functions of the CRD Board remain with the CRD Board, and the Commission may not further delegate powers, duties, or functions to another individual or body. Individual Commissioners have no delegated authority outside the body of the Commission in open meeting assembled, acting as a whole.

(Bylaw 4608)

9. Advisory Authority of the Commission

(1) In collaboration and by consensus with staff, a Commission shall:

(a) Identify and advise on any contracted services necessary to run the day-to-day operations of the service;

(b) Set the size of the fire force for the Volunteer Fire Department within the Local Service Area;

(c) Review five-year financial operating and capital budgets and submit to the Regional District in the manner required by Section 12;

(d) Encourage the Fire Chief and members of the fire department to attend commission meetings to provide input to the decision making process; and

(e) Propose amendments of service levels for the Service Area.

(Bylaw 4608)

(f) advise on the appointment of a fire chief.

(Bylaw 4734)

(2) For clarity, advisory authority includes advising on the needs of the Volunteer Fire Department, as well as providing advice and recommendations on matters related to the Fire Service referred by the Fire Chief, CRD Staff, or the Regional Board. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff.

(Bylaw 4608)

10. Administrative Authority of a Commission

(1) A Commission shall, in the administration of a Volunteer Fire Department:

(a) Not expend any funds whatsoever except those first approved by the Regional Board under Section 12;

(b) Review and adopt operational rules and procedures for the organization and conduct of the Fire Protection Service, which rules and procedures shall be proposed by the Fire Chief and with the concurrence of Staff; and

(c) Review and adopt procedures and allocations of funds required for the maintenance and upkeep of the Fire Hall and any and all firefighting machinery, equipment and protective clothing, which procedures and allocations of funds shall be proposed by the Fire Chief and with the concurrence of Staff.

(Bylaw 4608, 4734)

(2) For clarity, administrative authority means acting as the directing mind for those aspects of the service delegated by the Regional Board to the Commission. It does not include service delivery decisions which are otherwise managed or delivered by the Fire Chief, the Volunteer Fire Department, or CRD Staff, nor may it be exercised in a manner inconsistent with CRD policies, procedures, or other delegation instruments.

(Bylaw 4608)

11. Reporting

A Commission shall,

(a) By the 30th day of November in each year, submit a written report to the Board of the Regional District outlining the operation the Volunteer Fire Department for that calendar year; and

(b) By December 31 of each year, submit to the Board the minutes of the annual general meeting.

12. Budget

(a) A Commission shall, per the timeline established by the Financial Officer in each year, submit five-year operating and capital budgets covering all anticipated costs and revenues of the Volunteer Fire Department in the operation and maintenance of the assets of the Capital Regional District utilized by the Volunteer Fire Department.

(Bylaw 4608)

(b) The Budget shall:

(i) Be prepared by the Fire Chief with the concurrence of staff in a form approved by the Financial Officer;

(Bylaw 4608)

(ii) Provide for the necessary funds for the administration, development, training, maintenance, debt servicing and operational expenses of the Volunteer Fire Department;

(iii) Allow for contributions to reserve funds recommended by the Finance Officer;

(iv) Be submitted for consideration of the Regional Board; and

(v) If requested by the Regional Board, be altered to the satisfaction of the Board.

13. Unauthorized Expenditures

A Commission shall not authorize an expenditure other than an expenditure provided for in the Budget as included in the approved financial plan of the Regional District.

14. Borrowing and Additional Funding

A Commission shall not accept funds advanced from any source other than the Regional District without prior approval from the Regional District.

15. Facilities and Equipment

Any facilities or equipment acquired by the Commission shall be acquired in the name of the Regional District, shall be the property of the Regional District and shall not be disposed of without the approval of the Regional District.

16. Contracts

The Commission shall not enter into contracts on behalf of the Regional District except:

(a) where the Commission has been granted authority to do so under the Delegation Bylaw; and

(b) in the name of the Regional District.

17. Regional Board Responsibilities

The Regional Board:

(a) may advance sums required under the approved budget for an expenditure in relation to the administration, development, maintenance and operation of the Volunteer Fire Department pending collection of any rate, tax or charge levied for the purpose of raising the necessary funds to meet the expenses set out in the approved budget; and

(b) requisition the necessary funds under Section 806.1 of the *Local Government Act* within the fire regulation unit and Service Area.

(Bylaw 4608)

18. Staff Responsibilities

Staff shall:

(a) Ensure the Fire Chief supervises, directs, controls and regulates the members of the Volunteer Fire Department subject to the provisions of the *Fire Services Act* and any applicable Provincial, Federal or Regional District enactments that apply;

(b) Authorize expenditures on behalf of the Volunteer Fire Department as required for the operation of the Volunteer Fire Department which have first been approved by the Regional District under Section 12;

(c) Oversee the preparation of five-year financial plans, provide advice to the Fire Chief and the Commission on the preparation and submission of five-year financial plans;

(d) Oversee and assist with development and maintenance of long-term equipment replacement plans;

(e) Oversee and support the Fire Chief in all areas of Volunteer Fire Department administration consistent with CRD policy, procedure, and applicable legislation;

(f) Ensure the Volunteer Fire Department is compliant with all applicable enactments, including the *Fire Services (Safety) Act*, and *Workers Compensation Act*, RSBC 2019, c1, minimum training standards, including the Office of the Fire Commissioner Minimum Structure Firefighter Training Standard, and CRD policies and procedures;

(g) Provide the Commission with financial expenditure reports for the purpose of Commission oversight of operating and capital expenditures;

(h) Facilitate salaried employee and contractor recruitment processes, and supervise volunteer firefighter recruitment and appointment processes; and

(i) Facilitate and assist with strategic planning processes.

(Bylaw 4608, 4734)

19. Repeal

(a) Bylaw No. 3399, cited as "East Sooke Fire Protection Service Area Management Bylaw No. 1, 2007" is hereby repealed;

(b) Bylaw No. 3115, cited as "Otter Point Fire Protection Service Area Management Bylaw No. 1, 2003" is hereby repealed;

(c) Bylaw No. 1806, cited as "Port Renfrew Fire Protection Local Service Area Fire Department Management By-law No.1, 1990" is hereby repealed;

(d) Bylaw No. 3280, cited as "Port Renfrew Local Services Committee Bylaw No. 1, 2005" is hereby repealed;

(e) Bylaw No. 3584, cited as "Shirley Fire Protection Service Area Management Bylaw No. 1, 2008" is hereby repealed;

(f) Bylaw No. 2333, cited as "Willis Point Fire Protection and Recreation Facility Commission Bylaw No. 1, 1995" is hereby repealed;

(g) Bylaw No. 2336, cited as "Willis Point Fire Protection Facilities Local Service Area Management Bylaw, 1995" is hereby repealed;

(h) Bylaw No. 3173, cited as "North Galiano Fire Protection Service Area Management Bylaw No. 1, 2004" is hereby repealed.

20. Citation

This Bylaw may be cited as "Fire Protection and Emergency Response Service Commissions Bylaw, 2010". *(Bylaw 3707)*

READ A FIRST TIME THIS	14th	day of	April	2010
READ A SECOND TIME THIS	14th	day of	April	2010
READ A THIRD TIME THIS	14th	day of	April	2010
ADOPTED THIS	14th	day of	April	2010

Original signed by Geoff Young
CHAIR

Original signed by Carmen Thiel
CORPORATE OFFICER

Schedule “A” - East Sooke

1. Definitions

In this bylaw, as applies to the East Sooke Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

“DIRECTOR” means the Electoral Area Director for Juan de Fuca;

“EAST SOOKE COMMUNITY HALL” means the former fire station building located at 1397 Coppermine Road, East Sooke and owned by the CRD;

(Bylaw 4608)

“COMMISSION” means the East Sooke Fire Protection and Emergency Response Service Commission;

“SERVICE AREA” means the East Sooke Fire Protection Service Area as more particularly described in East Sooke Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 2006;

“VOLUNTEER FIRE DEPARTMENT” means the East Sooke Volunteer Fire Department.

2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of eight (8) members as follows:

(a) The Director representing the Electoral Area; and

(b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

3. Delegation of Powers and Duties

(a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the East Sooke Community Hall, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

(b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies.

(Bylaw 4608)

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

(a) review and adopt operational rules and procedures for the organization and operation of the East Sooke Community Hall; and

(b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the East Sooke Community Hall and any and all machinery, equipment, furniture and fixtures in conjunction with it.

(Bylaw 4608)

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the East Sooke Community Hall.

(Bylaw 4608)

Schedule “B” - Otter Point

1. Definitions

In this bylaw, as applies to the Otter Point Fire Protection Commission, unless context otherwise requires:

“DIRECTOR” means the Electoral Area Director for Juan de Fuca;

“COMMISSION” means the Otter Point Fire Protection and Emergency Response Service Commission;

“SERVICE AREA” means the Otter Point Fire Protection Local Service Area as more particularly described in Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, as amended;

“VOLUNTEER FIRE DEPARTMENT” means the Otter Point Volunteer Fire Department.

2. Membership

Despite Section 3 (a) of this bylaw, membership shall consist of seven (7) members as follows:

(a) The Director representing the Electoral Area; and

(b) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

(Bylaw 4734)

Schedule “C” - Port Renfrew

(Bylaw 3707)

1. Definitions

In this bylaw, as applies to the Port Renfrew Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

“DIRECTOR” means the Electoral Area Director for Juan de Fuca;

“COMMISSION” means the Port Renfrew Fire Protection and Emergency Response Service Commission;

“SERVICE AREA” means the Port Renfrew Fire Protection Local Service Area as more particularly described in Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, as amended;

“VOLUNTEER FIRE DEPARTMENT” means the Port Renfrew Volunteer Fire Department.

2. Membership

Despite Section 3 of this bylaw, membership shall consist of seven (7) members as follows:

(a) The Director representing the Electoral Area;

(b) Three (3) individuals who shall be owners of real property within the Fire Protection and Emergency Response Local Service Area;

(c) Three (3) individuals who may be owners of real property, or residents within the Fire Protection and Emergency Response Local Service Area. One (1) of these individuals shall represent the Pacheedaht First Nation when service agreements for fire protection and/or solid waste are in place with the Pacheedaht and there have been no violations to the terms and conditions of the agreements.

(d) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

3. Nomination

Despite Section 5(b) of this bylaw:

(a) The Commission shall, at its regularly scheduled meeting in September:

(i) Submit to the Electoral Area Director its nominations for the members of the committee for the following term, with the exception of the Pacheedaht representative;

(ii) Invite residents or owners of real property in the Fire Protection and Emergency Response Local Service Area to submit additional nominations, on forms provided at the meeting, to the Electoral Area Director on or before 14 days from the date of the meeting; and

(iii) Schedule the Annual General Meeting which shall be held no sooner than 15 days from the date of the meeting, but in all cases shall be before the last day of October.

(b) The Pacheedaht First Nation shall submit their nomination for the member representing the band to the Electoral Area Director, the first appointment to be effective immediately with a term to expire on December 31, 2010.

4. Procedure

In accordance with Section 7 of this bylaw, the Commission shall:

(a) Hold a meeting quarterly or at the call of the Chair. In January of each year, establish a schedule of meetings which shall be posted on the community notice board situated at the transfer station, the post office and on the CRD website.

Schedule “D” - Shirley

1. Definitions

In this bylaw, as applies to the Shirley Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

“DIRECTOR” means the Electoral Area Director for Juan de Fuca;

“COMMISSION” means the Shirley Fire Protection and Emergency Response Service Commission;

“SERVICE AREA” means the Shirley Fire Protection and Emergency Response service Area as more particularly described in Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991;

“VOLUNTEER FIRE DEPARTMENT” means the Shirley Volunteer Fire Department.

Schedule “E” - Willis Point

1. Definitions

In this bylaw, as applies to the Willis Point Fire Protection and Recreation Facilities Commission, unless context otherwise requires:

“DIRECTOR” means the Electoral Area Director for Juan de Fuca;

“COMMISSION” means the Willis Point Fire Protection and Recreation Facilities Commission;

“SERVICE AREA” means the Willis Point Local Service Area created under Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991;

“VOLUNTEER FIRE DEPARTMENT” means the Willis Point Volunteer Fire Department;

“WILLIS POINT COMMUNITY CENTRE” means the recreation facilities adjoining the fire hall in the Service Area and owned by the Regional District.

2. Membership

Despite Section 3 of this bylaw, membership shall consist of eight (8) members as follows:

(a) The Director representing the Electoral Area;

(b) Seven (7) individuals appointed by resolution of the Regional Board and representing the Service Area;

(c) For Service Areas with an estimated census population of 750 persons or less, a maximum of two (2) members of the Volunteer Fire Department in the Service Area may be members of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

(d) Other than the Director, Commission members shall be persons owning property or residing within the Service Area.

3. Delegation of Powers and Duties

(a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the Willis Point Community Centre, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

(b) Notwithstanding the provisions of (a) above, the Regional Board retains the right of approval of the operational rules, procedures and policies.

4. Administration

In addition to the provisions of Section 10 of this bylaw, the Commission shall:

(a) review and adopt operational rules and procedures for the organization and operation of the Willis Point Community Centre; and

(b) review and adopt procedures and allocation of funds required for the maintenance and upkeep of the Willis Point Community Centre and any and all machinery, equipment, furniture and fixtures in conjunction with it.

5. Budget

In addition to the provisions of Section 12 of this bylaw, the Budget shall provide for the necessary funds for the administration, development, maintenance and operational expenses of the Willis Point Community Centre.

Schedule "F" – ~~North~~ Galiano

(Bylaw 4734)

1. Definitions

In this bylaw, as applies to the Galiano Island Fire Protection and Emergency Response Service Commission, unless context otherwise requires:

"DIRECTOR" means the Electoral Area Director for the Southern Gulf Islands;

"COMMISSION" means the Galiano Fire Protection and Emergency Response Service Commission;

(Bylaw 4721)

"SERVICE AREA" means the area comprising the North Galiano Fire Protection Service Area, as described in Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990", and the area comprising the South Galiano Fire Protection Service Area as described in Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993";

(Bylaw 4721)

"VOLUNTEER FIRE DEPARTMENT" means the Galiano Island Volunteer Fire Department.

(Bylaw 4734)

2. Membership

Despite Section 3(a) and (b) of this bylaw, for a term commencing January 1, 2028, membership shall consist of seven (7) members representing the Service Area, as follows:

(a) The Director representing the Electoral Area; and

(b) Six (6) individuals appointed by resolution of the Regional Board and representing the Service Area. Only one member of the Volunteer Fire Department in the Service Area may be a member of the Commission, but none of the aforesaid Commission members shall be the fire chief or any officer.

(Bylaw 4734)

2.1 Transitional – Membership

(a) As of January 1, 2026, the Commission shall represent both the service areas of both Bylaw No. 1852, "North Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1990" and Bylaw No. 2148, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993".

(b) Despite section 3(a) and (b) of this bylaw, and section 2 of this Schedule, as of January 1, 2026, Commission membership, the Commission's membership shall consist of seven (7) members as follows:

(i) The Director representing the Electoral Area; and

(ii) Six (6) individuals appointed by Resolution of the Regional Board or as deemed appointed under this Schedule who must have the following qualities:

a. Up to three individuals representing the North Galiano Fire Protection Service Area, who own property or reside in that area;

b. Up to three individuals representing the South Galiano Fire Protection Service Area, who own property or reside in that area;

(c) Despite 2.1(b), only one member of the Volunteer Fire Department may be a member of the Commission. None of the Commission members shall be the fire chief or any officer.

(d) Unless otherwise appointed or replaced by resolution of the Board, the transitional directors for a two-year term of the combined Galiano Fire Commission as of January 1, 2026 shall be as follows:

(i) Three individuals, selected by resolution from among their number by the North Galiano Fire Commission, who would otherwise qualify under this Schedule;

(ii) Three individuals, selected by resolution from among their number by the directors of the South Galiano Fire Society, who would otherwise qualify under this Schedule;

(e) The individuals serving as transitional commissioners must accept their nomination in writing in advance of or by appearance at the first combined commission meeting.

(Bylaw 4721)

3. Commission Procedure

Despite Section 7(a) of this bylaw, a Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair, Vice Chair and Treasurer from among its members.

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ERM 26-04

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 21, 2026

SUBJECT **Beyond Hartland 2050 – Landfill Design Plan and Alternative Options**

ISSUE SUMMARY

To seek Board endorsement of short-term research and planning initiatives that will inform the development of the Capital Regional District's 2030 Solid Waste Management Plan and enable the CRD to responsibly manage the region's solid waste beyond 2050.

BACKGROUND

BC's *Environmental Management Act* requires the Capital Regional District (CRD) to provide a safe, secure and sustainable disposal option for regional solid waste in perpetuity. With the opening of Cell 4 in January 2025, Hartland Landfill secured approximately 25 more years of landfilling capacity to meet the region's waste disposal needs.

By 2050, either the final build-out of the landfill will need to be largely underway or the CRD must have implemented a viable alternative solution for managing the region's solid waste. Given the complexity and planning horizon required for either option, investigative work should begin in 2026 to ensure regional options for waste management are sustained beyond 2050.

Solid Waste Management Plan Direction

All regional districts in BC are required by the Province to create and maintain a comprehensive Solid Waste Management Plan (SWMP) that guides their waste reduction, recycling and disposal initiatives. Commissioning a final (Phase 3) design plan for the landfill aligns with strategy 15C of the CRD's 2021 SWMP, which requires the CRD to "develop design options that maximize the disposal capacity of Hartland Landfill to 2100 and beyond". At the same time, strategy 15D of the SWMP directs the CRD to "conduct research, investigate and report out on emerging waste management technologies (including alternatives to landfilling such as integrated resource management and gasification)".

Given the scale of any future capital project and the regulatory requirements involved, the region's preferred option for waste disposal beyond 2050 must be included with substantial detail in the CRD's next SWMP, scheduled to be updated by 2030. Ministerial approval of the 2030 SWMP will give staff necessary direction and adequate time to pursue the subsequent regulatory steps that will be needed to implement any future waste disposal option.

Expansion of Hartland Landfill

As outlined in the CRD's 2021 SWMP, an additional 24 hectares of landfill property adjacent to the current Phase 2 footprint could be developed as Phase 3, extending the life of Hartland Landfill to approximately 2100. Drilling and blasting activities in this potential new landfilling area would need to begin in approximately 2037 unless significantly more waste is diverted or a viable alternative to landfilling is implemented. Although the estimated Phase 3 footprint resides within Hartland Landfill's property boundary, additional regulatory documents related to the inclusion of this Phase 3 footprint within the site's operating area will need to be updated pending Board direction on future landfilling.

Additional Options

In addition to commissioning a conceptual design plan that extends the lifespan of Hartland Landfill to 2100, staff will develop a comprehensive options analysis that considers a broader range of future waste disposal options available to the region, including but not limited to:

- Siting a new sanitary landfill elsewhere in the region
- Building a thermal processing facility for solid waste, either at Hartland Landfill or offsite
- Pursing emerging waste technology options
- Exporting waste to out-of-region landfills

This work will include a robust analysis of these residuals management options using criteria that include, but are not limited to:

- Environmental impact
- Technology readiness
- Economic feasibility, including development and operational costs
- Regulatory requirements and considerations
- Timeline to implement
- Region-specific considerations (e.g., material bans and other bylaws)

NEXT STEPS

The results of this essential technical work will provide a shortlist of future waste disposal options for Board consideration and endorsement in 2027. These options will then be included in the wide-ranging consultation activities required to develop the CRD's 2030 SWMP, beginning as early as 2028. Staff anticipate that the extensive nature of SWMP engagement will satisfy the consultation requirements associated with subsequent regulatory components of this project.

Planning Approach

The timeline to develop the CRD's 2030 SWMP is anticipated as follows:

	Milestone	2026	2027	2028	2029	2030
1.	Hartland 2100 Design Plan and options analysis	Q2-Q4	Q1			
2.	2021 SWMP assessment and 2030 SWMP pre-planning	Q4	Q1			
3.	Report back to Board on Design Plan and options analysis		Q2			
4.	SWMP 2030 goals and target development and report back		Q3-Q4			
5.	SWMP 2030 Phase I engagement: goals and targets			Q1		
6.	Report back to Board on Phase I engagement results; draft plan			Q3		
7.	SWMP 2030 Phase II engagement: strategies and actions			Q4	Q1	
8.	CRD Board approval of 2030 SWMP; submission to Province for approval				Q3	
9.	Begin regulatory updates and amendments, if required					Q2

ALTERNATIVES

Alternative 1
The Environmental Services Committee recommends to the Capital Regional District Board:

1) That staff commission a conceptual design plan to build out Phase 3 of Hartland Landfill in alignment with Strategy 15 of the 2021 Solid Waste Management Plan;
2) That staff develop a comprehensive options analysis that outlines and evaluates a broad set of future waste disposal alternatives to landfilling at the Hartland site;
3) That staff include timely information on these planning activities in the scope of ongoing government-to-government conversations with First Nations who have identified solid waste management as a topic of interest; and
4) That staff present the results of the above activities to the Board in 2027, including a shortlist of options to inform early development of the CRD's 2030 Solid Waste Management Plan.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Initiating planning activities related to both the final build-out of Hartland Landfill and the evaluation of emergent waste management technologies aligns with Strategy 15 of the CRD's 2021 Solid Waste Management Plan to "Enhance Hartland Disposal Capacity."

Financial Implications

The funding required for this technical work has been included in the Environmental Resource Management division's 2026 operating budget that was provisionally approved in October 2025. The results of these planning projects will support 10-year budget forecasting activities for capital expenditures related to Hartland Landfill and for resources to support the subsequent regulatory activities required for any future disposal option. This work will also support ongoing analysis of potential revenue sources for this service beyond tipping fees.

First Nations Implications

Solid waste management planning has been identified as a topic of key interest for several First Nations that the CRD has formalized Memorandums of Understanding and Protocol Agreements with. Sharing information related to these research and planning activities over the next five years will provide opportunities to collaborate and to receive ongoing input throughout the development process for the CRD's next SWMP.

Intergovernmental Implications

Provincial legislation requires the CRD to provide a safe and sustainable disposal option for regional solid waste in perpetuity. This obligation was reiterated as a component of the Minister's 2021 SWMP approval letter in July 2023. Initiating planning and technology evaluation activities now creates an opportunity for potential collaboration with neighboring regional districts that are facing similar timelines to determine future waste disposal plans.

Service Delivery Implications

The CRD endeavors to operate and develop Hartland Landfill in a manner that recognizes the interests of the community while continuing to provide an essential regional service. Developing a formal Phase 3/Hartland 2100 design plan in 2026 ensures that staff will have adequate time to complete the regulatory requirements and amendments to enable service delivery ahead of potential Phase 3 construction work that would be designed by 2038 and commence no later than 2039, pending Board direction on future landfilling activities.

CONCLUSION

With the opening of Cell 4 in January 2025, Hartland Landfill has secured approximately 25 more years of landfilling capacity to meet the region's current waste disposal needs. By 2050, either the final (Phase 3) build-out of Hartland Landfill will need to be substantially underway or the Capital Regional District (CRD) must have implemented an alternative solution for managing the region's solid waste in perpetuity. Given the scale of any future capital project and the regulatory requirements involved in either building out the final footprint of the current landfill or pursuing a new processing technology, investigative work should begin in 2026 to inform the upcoming 2030 update of the CRD's Solid Waste Management Plan.

RECOMMENDATION

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

1) That staff commission a conceptual design plan to build out Phase 3 of Hartland Landfill in alignment with Strategy 15 of the 2021 Solid Waste Management Plan;
2) That staff develop a comprehensive options analysis that outlines and evaluates a broad set of future waste disposal alternatives to landfilling at the Hartland site;
3) That staff include timely information on these planning activities in the scope of ongoing government-to-government conversations with First Nations who have identified solid waste management as a topic of interest; and
4) That staff present the results of the above activities to the Board in 2027, including a shortlist of options to inform early development of the CRD's 2030 Solid Waste Management Plan.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Stephen May, P.Eng., Senior Manager, Corporate Capital Project Delivery Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2021 Solid Waste Management Plan (July 2023)
Appendix B: 2021 Solid Waste Management Plan Approval Letter (July 13, 2023)
Presentation: Beyond Hartland 2050 - Landfill Design Plan and Alternative Options

APPENDIX A

Rethink waste

Capital Regional District

2021 Solid Waste Management Plan

Approved by Ministry of Environment: July 2023



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Glossary

Advisory Committee	The Solid Waste Advisory Committee (see description below)
Disposal	Landfilling
Diversion	Activities that divert waste materials away from disposal as garbage to alternatives such as recycling or composting. Does not include combustion of garbage to produce energy.
Circular Economy	An economic system aimed at eliminating waste and the continual use of resources. Circular systems employ reuse, sharing, repair, refurbishment, remanufacturing and recycling to create a closed-loop system, minimizing the use of resource inputs and the creation of waste, pollution and carbon emissions
Controlled Waste	Selected waste materials that are not suitable for disposal on the active face of the landfill because of specific health and safety or environmental concerns associated with the physical or chemical properties of the waste. Items that are considered controlled waste include animal feces, sewage contaminated grit, catch basin waste and dead animals.
CRD	Capital Regional District
CR&D	Construction, renovation and demolition
EPR	Extended producer responsibility
(Waste) Generation	The sum of all materials discarded that require management as solid waste, including garbage, recycling and composting. Does not include organic waste composted at home.
ICI	Industrial, commercial and institutional (does not include heavy industry)
Ministry of Environment	BC Ministry of Environment & Climate Change Strategy
MSW	Based on BC's Environmental Management Act, municipal solid waste (MSW) is refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources, or refuse specified by a Ministry of Environment director to be included in a waste management plan
Organic Waste / Organics	Generally refers to kitchen scraps, food waste, yard and garden waste.
Plan	CRD's Solid Waste Management Plan
Producer Responsibility Organization	A "producer responsibility organization" (PRO), is usually a not-for-profit organization or an industry association, that is designated by a producer or producers to act on their behalf to administer an extended producer responsibility or product stewardship program (e.g., Encorp Pacific, Product Care Association, Recycle BC)
Recycle BC	Formerly MMBC (Multi-Material BC), the producer responsibility organization established to manage the residential packaging and paper products EPR program

Residuals / Residual Waste	Residual waste refers to discarded materials that are not diverted to reuse, recycling or composting and therefore require disposal
SWMP	Solid Waste Management Plan
Solid Waste Advisory Committee	A multi-stakeholder committee established to advise the CRD, and to provide input on matters related to solid waste management upon request by the CRD, including the development and implementation of the Solid Waste Management Plan.
Transfer Station	A site at which municipal solid waste or recyclable material is received from the general public and is sorted, compacted, consolidated or rearranged and stored for subsequent transfer off-site for further processing or final disposal.
Zero Waste	Zero waste is a philosophy and aspirational goal that envisions a point where nothing is wasted. It eliminates traditional concepts of managing waste materials and instead focuses on design for environment. It is intended as an approach to pursuing sustainability through circular economy and is aligned with the Pollution Prevention Hierarchy, seeking to move materials up the hierarchy from residual management through recovery, recycling, reuse and ultimately reduction.

1 Introduction

In British Columbia, regional districts develop solid waste management plans under the provincial Environmental Management Act that are high-level long term visions of how the regional district would like to manage its solid waste in accordance with the Pollution Prevention Hierarchy. This Plan should ideally be renewed approximately every ten years to ensure that it reflects the current needs of the regional district, as well as current market conditions, technologies and regulations.

The Capital Regional District (CRD) initiated a process to update its 1995 Solid Waste Management Plan (SWMP) to identify goals and strategies for the next ten years. The SWMP update process considered existing solid waste management policies and programs; identified and evaluated options for reduction, diversion and residual management; and addressed system financing.

This draft document represents an update of the CRD's 1995 SWMP, and once approved by the Province (along with any approval conditions), becomes a regulatory document for solid waste management in the CRD, and serves to guide solid waste management related activities and policy development. In conjunction with regulations and operational certificates that may apply, this Plan regulates the operation of sites and facilities that make up the region's waste management system.

1.1 Guiding Principles

The principles guiding the development and implementation of this Plan are a slightly modified version of those recommended in the BC Guide to Solid Waste Management Planning, and were prepared by the CRD's Solid Waste Advisory Committee in June 2018 to enhance their clarity, and were subsequently approved by the CRD Board in October 2018. The guiding principles are:

1. Promote zero waste approaches and influence others in support of a circular economy;
2. Promote the first 3Rs (Reduce, Reuse and Recycle);
3. Maximize beneficial use of waste materials and manage residuals appropriately;
4. Support polluter-pay and user-pay approaches and manage incentives to maximize positive behaviour outcomes;
5. Prevent organics, recyclables and household hazardous waste from going into the garbage wherever practical;
6. Collaborate with other jurisdictions wherever practical;
7. Develop collaborative partnerships with interested parties, both within and outside of the CRD, to achieve regional targets set in plans; and
8. Level the playing field within regions for private and public solid waste management facilities.

1.2 Plan Goals

The Province's guidelines for solid waste management planning require solid waste management plans to have goals and targets. Goals are the long-term aims to be achieved as an outcome of the plan. A goal may be achieved within the timeframe of this Plan, but a goal may also be aspirational; something for the CRD to strive for beyond the timeframe of this Plan. Targets (see section 1.3), on the other hand, are a way of measuring the plan's progress and have clear timelines.

The goals for this Plan are:

1. To surpass the provincial per capita waste disposal target and aspire to achieve a disposal rate of 125 kg/capita/year;
2. To extend the life of Hartland Landfill to the year 2100 and beyond;
3. To have informed citizens that participate effectively in proper waste management practices; and
4. To ensure that the CRD's solid waste services are financially sustainable.

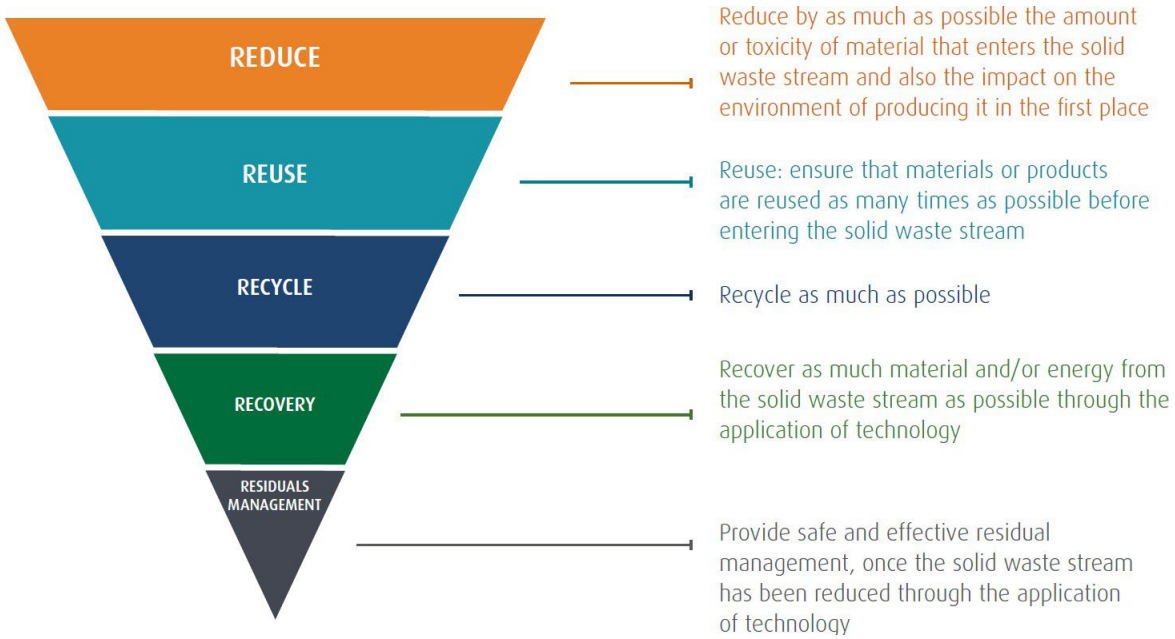
These goals were established by the Solid Waste Advisory Committee in 2018 based on a review of the Existing System Report, and a discussion of the challenges and opportunities presented by the current system. The first goal associated with reducing the amount of waste disposed was refined in 2020 based on further input from the Solid Waste Advisory Committee to include an aspirational disposal target of 125 kg per capita.

1.3 Pollution Prevention Hierarchy

This Plan adopts the 5R Pollution Prevention Hierarchy (see Figure 1-1). Strategies to address each tier in the hierarchy are laid out in Section 5. Implementation of these strategies over the Plan's 10-year timeframe is expected to contribute to the provincial disposal rate target of 350 kg per person (per capita), and result in achievement of the following regional targets. These targets are discussed further in Section 8.

1. By the end of the 3rd year of this Plan, the CRD's per capita disposal rate will be 340 kg or less.
2. By the end of the 5th year of this Plan, the CRD's per capita disposal rate will be 285 kg or less.
3. By the end of the 10th + year of this Plan, the CRD's per capita disposal rate will be 250 kg or less.

Figure 1-1: 5R Pollution Prevention Hierarchy



1.4 Climate Change and the Solid Waste Management Plan

What we consume and how we dispose of it contributes to climate change. Greenhouse gas emissions are generated from the management of waste in the region—primarily from decomposing garbage, especially organic waste like food scraps and wood, but also from transportation and management.

We can reduce our collective emissions by decreasing the amount of waste we produce, and by managing Hartland Landfill in a sustainable manner. By finding beneficial ways to use our waste materials, we can also displace other sources of greenhouse gas emissions in the region.

In 2019, the CRD Board identified Climate Action & Environmental Stewardship as a priority for the region and approved a motion to declare a climate emergency. The goals and guiding principles of this Plan build upon the 5R Pollution Prevention Hierarchy, focusing first on strategies that promote zero waste and support a circular economy to reduce the greenhouse gas emissions associated with producing materials that eventually become waste. This Plan also considers strategies to beneficially use waste as a resource and to manage the residual waste stream to minimize fugitive emissions.

Greenhouse gas emissions associated with the 5th R – residuals management, are generated from the disposal of residual waste in the region—primarily from decomposing garbage, especially organic waste like food scraps and wood, but also from transportation and management.

What we consume, the production of new products and extraction of raw materials and how we manage items at end-of-life all contribute to climate change. We can reduce our collective emissions by decreasing the amount of waste we produce, and managing Hartland Landfill in a sustainable manner. By finding beneficial ways to use our waste materials, we can also displace other sources of greenhouse gas emissions in the region.

1.4.1 Hartland Landfill's Contribution to Greenhouse Gas Emissions

When organic matter decomposes within the landfill, it produces gas which is mainly made up of carbon dioxide and methane, a very potent greenhouse gas. Landfills are typically one of the largest contributors of greenhouse gas emissions in the community. In 2020, the CRD completed a regional greenhouse gas emissions inventory based on a recognized global standard (called the GPC Basic+) to measure emissions generated locally from buildings, transportation and waste. Total regional emissions are approximately 1.7 million tonnes of carbon dioxide equivalents. Waste contributes approximately 5% of the region's greenhouse gas emissions, with Hartland Landfill accounting for the majority[1].

The CRD is actively working to improve landfill gas collection efficiency and produce renewable natural gas using captured methane from the historical waste decomposing in the landfill in addition to minimizing any fugitive emissions. Strategy 14, 'Optimize Landfill Gas Management', will support and accelerate this work.

1.5 Alignment with Other CRD Strategies and Plans

The SWMP is aligned with several other CRD strategies and plans. Figure 1-2 shows each of these strategies and plans and how they are linked with this Plan.

[1] Source: Capital Regional District 2018, GPC BASIC+ Community Greenhouse Gas Emissions Inventory Report (Stantec, August 2020).

1.6 Alignment with Provincial Targets

The Province has two solid waste performance targets:

1. Lower the provincial municipal solid waste (MSW) disposal rate to 350 kg per capita; and
2. 75% of BC's population covered by organic waste disposal restrictions.

The CRD supports these two provincial goals through its current solid waste management system, which prohibits the disposal of both kitchen scraps and yard waste at Hartland Landfill, and through this SWMP which presents strategies that aim to reduce the per capita disposal rate to even less than 350 kg per capita.

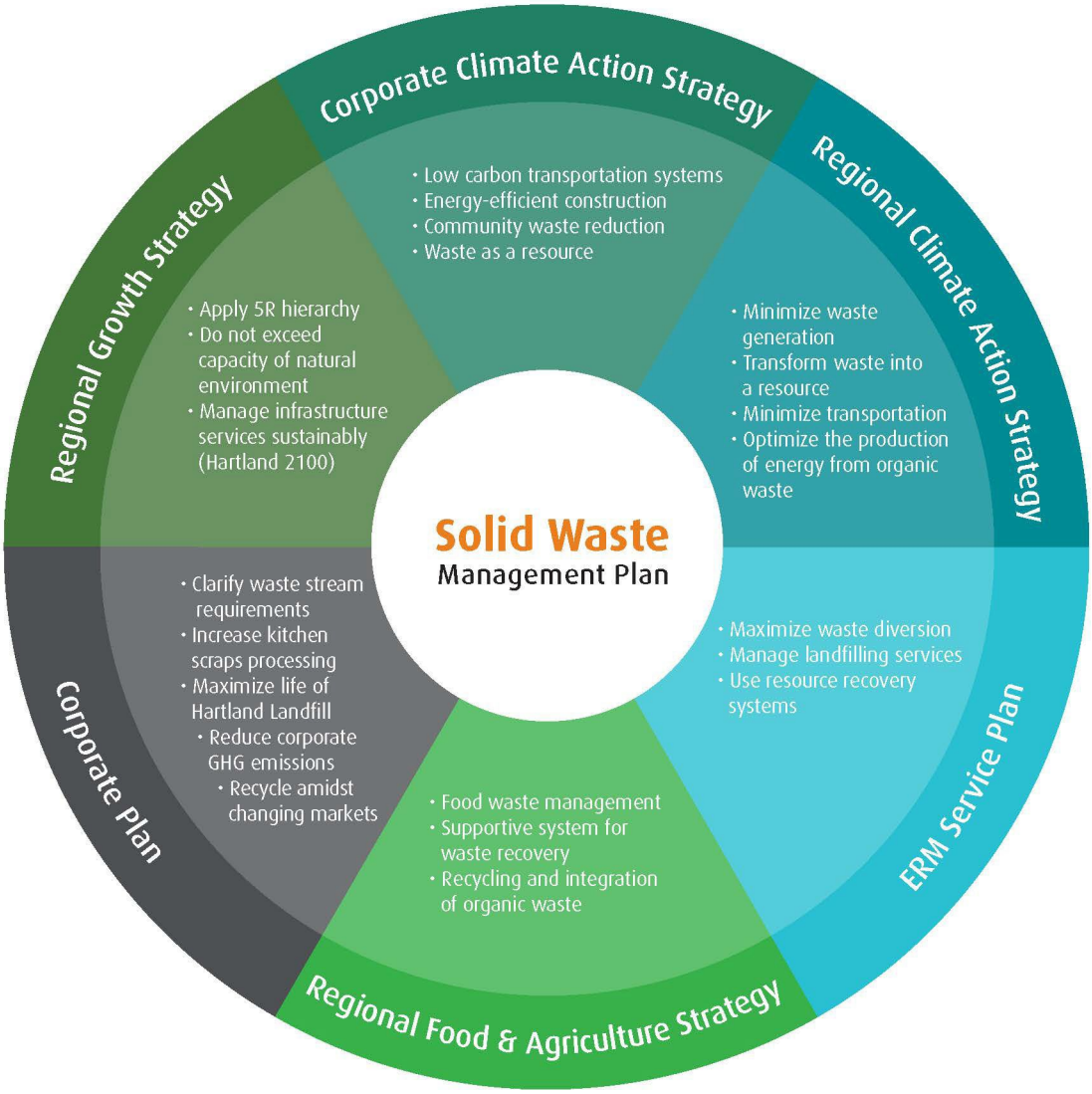


Figure 1-2 Alignment with CRD Strategies and Plans

2 Plan History and Development

The CRD's first SWMP was approved by the Province in 1989. It was updated in 1991, and again in 1995. Since 1995, eight amendments have been added to the Plan and most of the original goals have been achieved. The eight amendments are listed in Table 2-1.

Table 2-1: Plan Amendments

Amendment 1 (2005)
To allow the Capital Regional District (CRD) to regulate composting in the CRD through the adoption of a regulatory bylaw under Section 25 (3) of the *Environmental Management Act.*
Amendment 2 (2001)
To allow the Capital Regional District (CRD) to regulate transfer stations on Salt Spring Island through the adoption of a regulatory bylaw.
Amendment 3 (2004)
To modify the legal description of Hartland Landfill to include additional land that was acquired as a buffer strip.
Amendment 4 (2004)
Add a new Section 16.0 that outlines the CRD's public review process for solid waste related matters.
Amendment 5 (2004)
Establishes procedures for resolving conflicts associated with the Hartland Landfill.
Amendment 6 (2007)
Include the Highwest Waste Management Facility in the Solid Waste Management Plan and set operating requirements (replaces Section 10.1.28 in the Plan). This section includes cessation of burning at the site by the end of 2009.
Amendment 7 (2007)
Replace Section 15.1 of the Plan with "Funding for all Hartland Capital Works will be borrowed through loan authorization bylaws or cash flow generated from solid waste operations in accordance with the CRD *Solid Waste Disposal Local Services Establishment Bylaws."*
Amendment 8 (2013)
To allow the siting, construction and operation of a biosolids treatment and resource recovery facility at Hartland Landfill for treatment, processing, storage and beneficial utilization of screenings and waste sludge.

2.1 Process to Update the Plan

In March 2011, the CRD Board passed a motion to undertake a process to update the CRD's 1995 SWMP. In 2012, the CRD embarked on the process to create a new plan that would reflect the changes that have been made since 1995, including the eight plan amendments and changes to the solid waste management system, such as the significant expansion of Extended Producer Responsibility as a means of managing solid waste. Updating the Plan would also allow for consideration of future options for solid waste management in the CRD within the current context and to create an updated vision.

In 2012, a Public and Technical Advisory Committee was formed to provide input into the development of an updated plan. This committee reviewed several reports prepared by consultants, including a 2012 Existing System Report and technical memorandum outlining options for consideration in the new plan.

The planning process, however, was put on hold in 2015 to investigate integrated resource management opportunities. In November 2017, the Board approved restarting the process to update the SWMP.

The process to update the SWMP was restarted in 2018, with the preparation of an updated Existing System Report and the establishment of new multi-stakeholder committee, with a mandate of being an advisory committee to the CRD's Environmental Services Committee for the SWMP update process. This new committee is called the Solid Waste Advisory Committee, and it also serves as an advisory body on current solid waste management initiatives in the CRD referred to it by the Environmental Services Committee. This committee will also be the Plan Monitoring Advisory Committee upon completion of the SWMP update process. Terms of Reference for the Solid Waste Advisory Committee are included as Schedule A.

The members of the Solid Waste Advisory Committee represent a diversity of backgrounds, interests and geographical locations and includes technical and non-technical members.

Table 2-2: Composition of the Solid Waste Advisory Committee

Representation	Number of Members
Regional district director (member of Environmental Services Committee)	1
Municipal engineering staff who are involved in solid waste collection	2
Electoral Area representative	1
First Nations	2
Environmental organizations	1
Business groups	1
Non-profit group with an interest in solid waste (e.g., reuse organization)	1
Large waste generators (industrial, commercial, institutional)	2
Owners/operators of private waste management facilities	2
Private sector industry collection service providers	2
Composting industry representative	1
Product stewardship agency	1
Community representative (representing Prospect Lake/Hartland area)	1
Public representatives, at large	3
Willis Point community representative	1
District of Highlands representative	1
Solid Waste Technology representative	1

In October 2018, the Board approved the guiding principles, objectives and goals developed by the Solid Waste Advisory Committee for the new plan. In September 2019, the Board reviewed the Solid Waste Advisory Committee's proposed strategies, actions and targets for the updated SWMP, and directed that these be taken out for public consultation.

The first phase of public consultation took place between October 18, 2019 and December 1, 2019, and included a media launch event, public open houses, stakeholder meetings and extensive social media outreach. A dedicated web page was created where people could sign up for project updates, review background information and submit their feedback through a survey. Overall, there was a high level of support for all plan elements. Some actions—particularly those associated with ensuring Hartland Landfill is used as effectively and efficiently as possible—generated important questions from the community.

The results of the consultation and an initial draft Plan were presented to the Solid Waste Advisory Committee in the summer of 2020. As a result of consultation, and the Solid Waste Advisory Committee's input, the draft Plan was modified to improve clarity and the waste minimization goal was strengthened, however no changes were made to the draft Plan's strategies and actions.

3 Plan Area

The CRD is the regional government for 13 municipalities and three electoral areas, covering an area of 2,341 sq. km on the southern tip of Vancouver Island. A map showing the administrative boundaries of the CRD is provided in Figure 3-1.

Member municipalities include:

- District of Central Saanich
- City of Colwood
- Town of Esquimalt
- District of Highlands
- City of Langford
- District of Metchosin
- District of North Saanich
- District of Oak Bay
- District of Saanich
- Town of Sidney
- District of Sooke
- City of Victoria
- Town of View Royal

Unincorporated areas are organized into electoral areas. The three electoral areas in the CRD are:

- Salt Spring Island Electoral Area;
- Southern Gulf Islands Electoral Area, which includes Galiano Island, North Pender Island, South Pender Island, Saturna Island, Mayne Island, and smaller islands in the vicinity; and
- Juan de Fuca Electoral Area, which includes the areas of East Sooke, Jordan River, Malahat, Otter Point, Port Renfrew, Shirley, Willis Point, and inland rural areas.

First Nations communities located within the region include: Beecher Bay, Esquimalt, Malahat, Pacheedaht, Pauquachin, Penelakut, Songhees, Tsartlip, Tsawout, Tseycum and T'Sou-ke Bands. Each of these Bands has reserve lands within the boundaries of the CRD as shown in Figure 3-2.

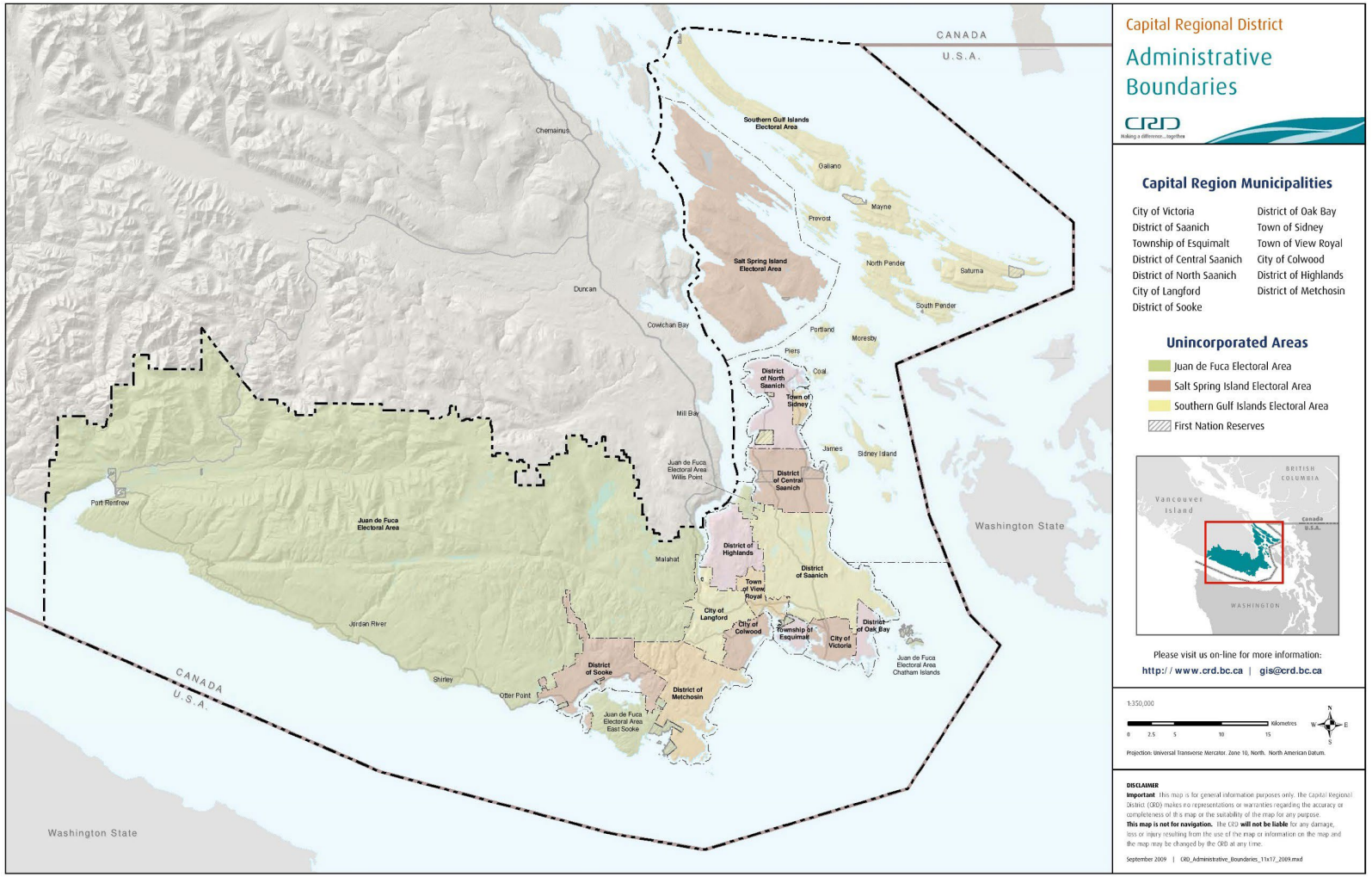


Figure 3-1: Map of Capital Regional District

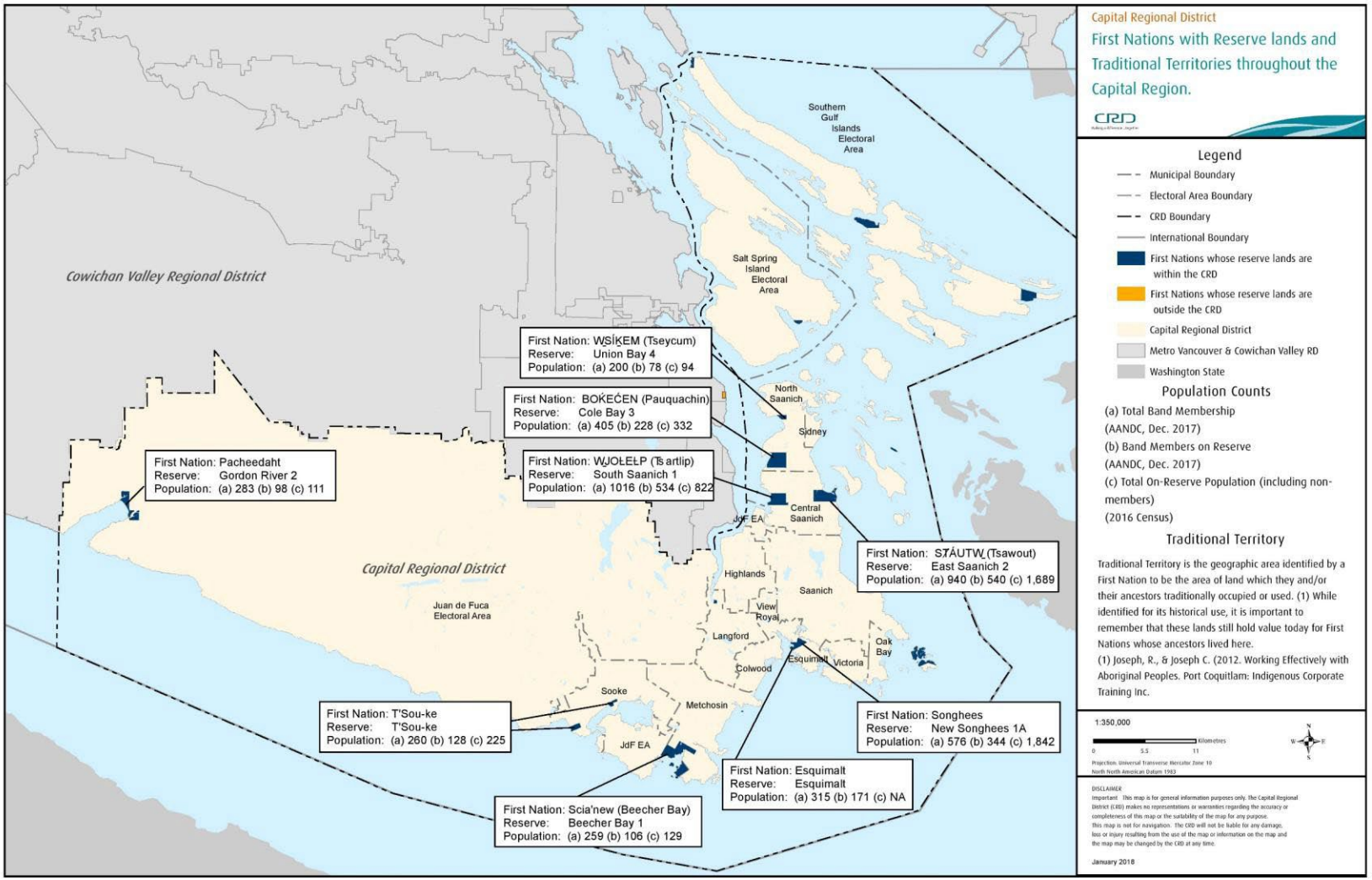


Figure 3-2: First Nations Reserves in the Region

3.1 Population

As shown in Table 3-1, the population of the CRD in 2019 was estimated at 418,414, including persons living on First Nations Reserves. Table 3-2 provides population projections to 2030, as supplied by BC Stats. Based on these estimates, the population of the region is expected to grow by 10% over the next decade

Table 3-1: Population, By Area (2019 estimate)[2]

Area	2019 Population	% of CRD total
CAPITAL REGION	**418,414**	
Central Saanich	18,089	4%
Colwood	18,867	5%
Esquimalt	18,716	5%
Highlands	2,481	1%
Langford	42,653	10%
Metchosin	5,168	1%
North Saanich	11,876	3%
Oak Bay	18,568	4%
Saanich	122,173	29%
Sidney	12,235	3%
Sooke	14,657	4%
Victoria	94,005	22%
View Royal	11,567	3%
Unincorporated Areas		
Juan De Fuca Electoral Area	5,427	1%
Salt Spring Island Electoral Area	11,247	3%
Southern Gulf Islands Electoral Area	5,072	1%
First Nation Reserves	5,613	1%

[2] CRD website: https://www.crd.bc.ca/docs/default-source/regional-planning-pdf/population/population-pdfs/2019_populationestimate.pdf?674c4fcc_2

Table 3-2: Capital Region Population Projections[3]

Year	Population Projection
2020	421,613
2021	426,029
2022	430,530
2023	435,114
2024	439,761
2025	444,330
2026	448,825
2027	453,249
2028	457,563
2029	461,765
2030	465,850

3.2 Housing

Table 3-3 provides a breakdown of the housing types in the region, based on 2016 Census data and building permits for residential structures.

Table 3-3: Housing in the Capital Region[4]

	#	%
Single Detached Houses	70,630	41.5%
Semi Detached Houses (includes flats, duplexes)	32,375	19.0%
Row Houses	10,380	6.1%
Apartments (all types)	54,775	32.2%
Mobile Homes	1,990	1.2%
Total	170,150	100%

3.3 Economic Data

The CRD has a well-diversified economy. A large public sector comprised of the provincial government offices and military installations, as well as universities and colleges are the key drivers of this area's economy.

The area also has a growing technology and health services sector, along with a vibrant tourism industry. Retirement living and residential expansion continue to shape the demographics of this community.

[3] Source: https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates

[4] Data provided by the CRD. Does not include housing on First Nation Reserves.

Based on the 2016 census, the main employment sectors in the region are health care (13% of employment), public administration (12%), retail (11%), accommodation and food services (9%), and professional, scientific and technical services (8%).[5]

4 Existing System Overview

The following is a high-level overview of the current system for solid waste management in the region. A more detailed description is provided in the report *Existing Solid Waste Management System (2018)* which can be found on the CRD's website (https://www.crd.bc.ca/docs/default-source/recycling-waste-pdf/2018existingsystemsreport.pdf).

4.1 Disposal Data and Trends

Figure 4-1 shows how per capita disposal in the capital region has changed over the past two decades, incorporating the quantities of waste disposed at Hartland Landfill and the privately owned Highwest Landfill. In 2019, the per capita disposal rate was 382 kg per capita, a reduction of 43% since 1989.

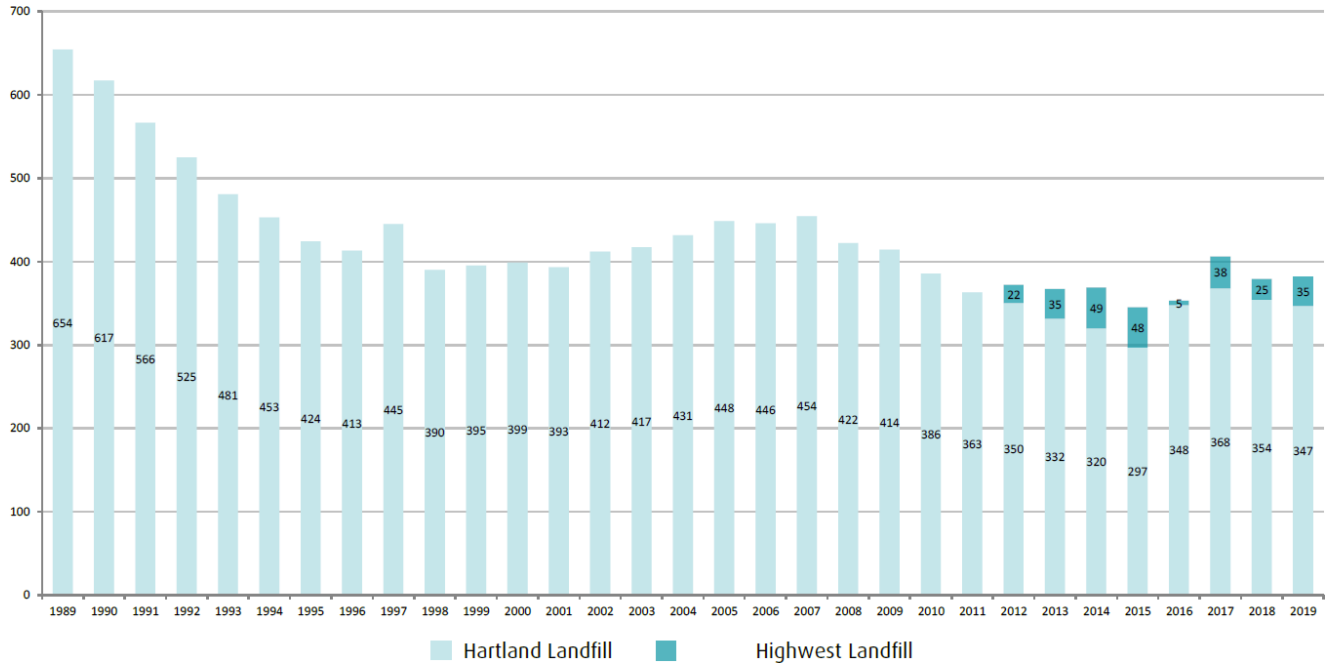


Figure 4-1: CRD Disposal (1989 – 2018)

5 Source: 2016 Census Profile Statistics Canada

Figure 4-2 shows the estimated composition, by weight, of the waste landfilled at Hartland in 2016 (the last time a waste composition study was conducted at the site). The largest component of the garbage arriving at Hartland Landfill was compostable organics (21.1%), followed by wood and wood products (17.0%), paper (15.4%), and plastic (14.3%).

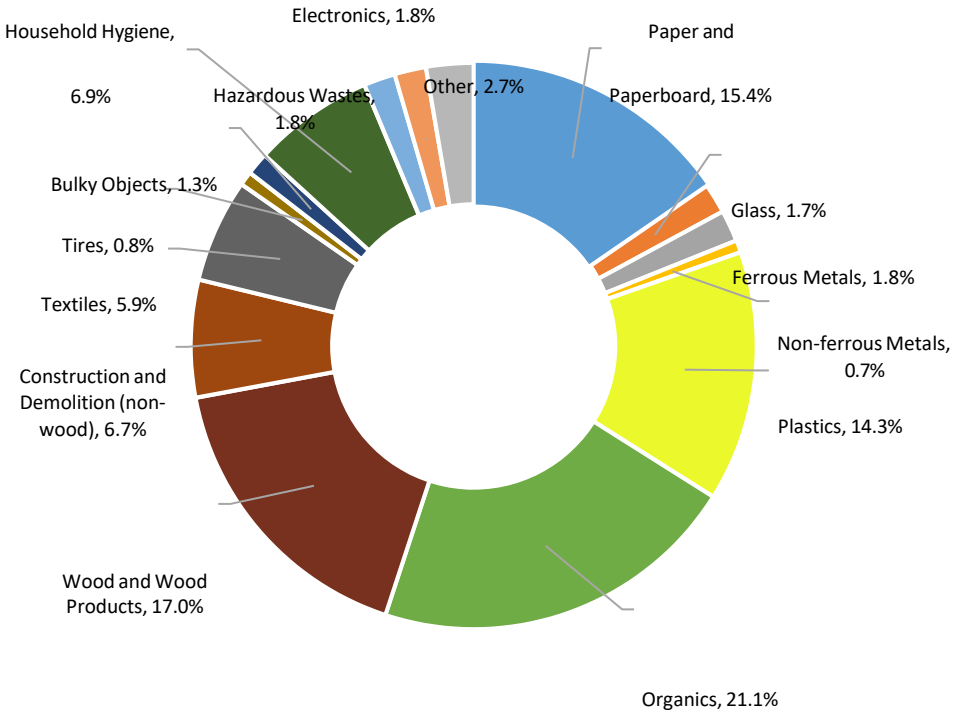


Figure 4-2: Estimated Composition of All Waste Landfilled at Hartland (By Weight), 2016

Figure 4-3 shows the proportion of waste sent to Hartland Landfill in 2019 from each sector. As shown, 41% comes from Industrial/Commercial/Institutional (ICI) activities, while 38% comes from residences (curbside residential plus multi-family).

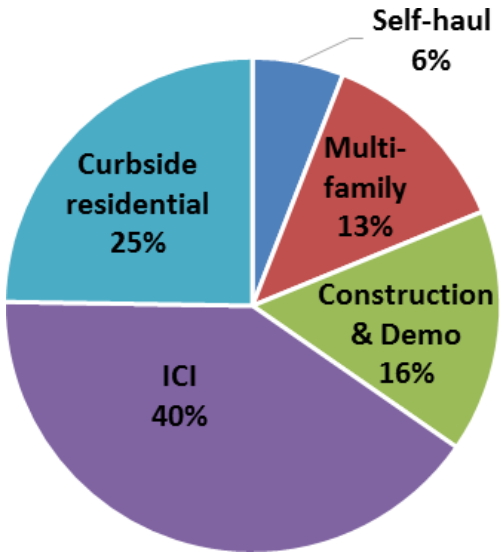


Figure 4-3: Sectors Contributing to Waste Disposed at Hartland (2019)

4.2 Existing System Description

This section provides an overview of the components that currently make up the system for managing solid waste in the region.

4.2.1 Solid Waste Management Facilities

Figure 4-4 is a map showing the location of solid waste management facilities operating in the region as of 2020; including CRD-operated sites (shown in yellow), private waste management operations such as recyclers, recycling depots and transfer stations (in red), non-profit second-hand stores (in green), municipal recycling and yard waste depots (in blue), and Gulf Island recycling depots (in purple).

The region is home to two landfills authorized by the Province of BC: Hartland and Highwest. Both landfills have Operating Certificates issued by the Ministry of Environment that define the activities permitted at these sites. The Highwest Landfill is expected to permanently close in 2021 (see next section for additional details). Additional information on these two facilities can be found in Section 4.3.1.

Future Facilities

This Plan anticipates the potential addition of an organic waste processing facility located at the Hartland site. Additional information on this potential facility can be found in Sections 5.2 and 6.

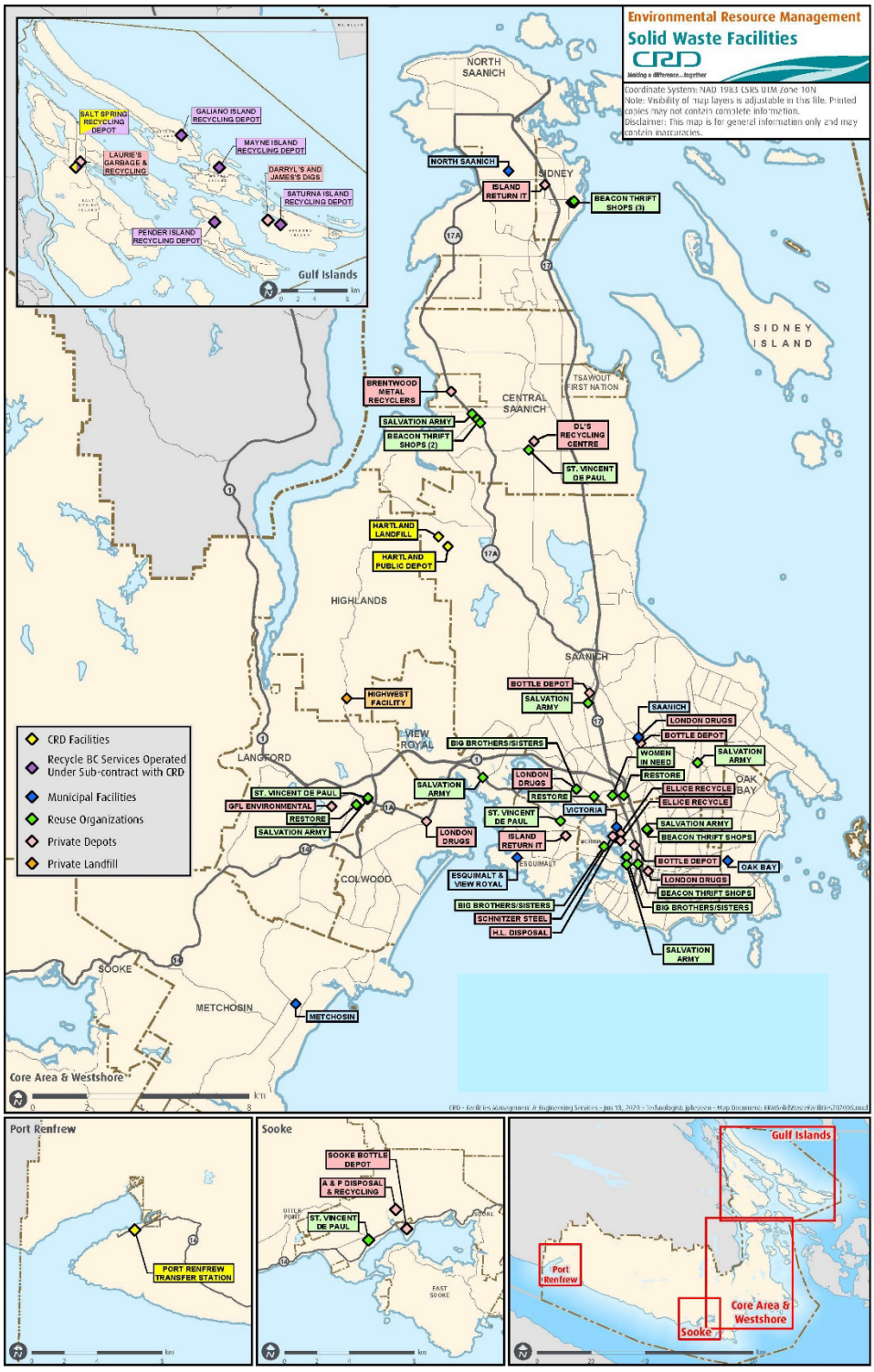


Figure 4-4: Map of Solid Waste Facilities

4.2.2 Solid Waste Disposal

4.2.2.1 Hartland Landfill

The CRD became responsible for solid waste disposal for the region in 1973 when, at the request of the CRD Board, the Province of BC established solid waste disposal as a regional function of the CRD.

In 1975, the CRD acquired the Hartland Landfill site, which had been operating as a private facility since the 1950s. The facility continued to be managed by a private operator under contract to the CRD until 1985, when the CRD assumed direct operation of the site.

Lands surplus to the needs of the landfill operation were subsequently transferred to CRD Parks for public use. This included 210 hectares in 1994, and another 40 hectares in 2003. These areas formed a large portion of the land conserved within Mount Work Regional Park. An additional 29 hectares of land adjacent to the current landfill footprint was temporarily leased to CRD Parks until 2019.

Hartland Landfill is located 14 km northwest of Victoria and is the only sanitary landfill in the capital region. The 125-hectare site is owned by the CRD and operated by a combination of CRD staff and contractors. The landfill is operated under Operational Certificate # PR12659 issued under the Environmental Management Act and follows a detailed Operating Plan based on the Operational Certificate. Figure 4-5 shows the current property boundary of Hartland Landfill. In 2013, the CRD acquired additional land to the east of the site to increase the buffer around the landfill. Additional land acquisitions to further increase the buffer are under consideration, and may be acquired during the lifespan of this SWMP. Additional buffer land acquisitions would be consolidated into a single parcel of land. The acquisition of any additional lands are to increase the buffer lands and operational flexibility at Hartland and not to expand the area for landfilling.

In 2013, the Minister of Environment approved Amendment No. 8 of the current SWMP that allows the siting of a biosolids treatment facility at Hartland. A Residuals Treatment Facility has been constructed at Hartland North.

The Hartland Landfill site is a multi-purpose facility that currently includes the following waste management functions:

- Disposal and landfill service for residential and non-residential customers;
- Disposal facility for controlled waste;
- Public drop-off depot for:
  - Recyclable materials;
  - Extended producer responsibility materials
  - Household hazardous waste materials;
  - Reusable goods;
  - Yard and garden material;
- Kitchen scraps transfer station;
- Leachate collection, treatment and disposal;
- Landfill gas collection, processing, conversion utilization and sale;
- Administration and weigh scale facilities; and
- Other solid waste disposal and diversion initiatives as approved by the CRD Board.

Over the years, the CRD has sought to ensure the conservation of landfill space. The practice of banning the disposal of specific wastes at Hartland Landfill, when viable recycling alternatives are in place, has been used by the CRD since 1991. Current landfill bans include drywall (implemented in 1991), cardboard, directories, large appliances, tires (1993), scrap metal, fill, aggregate, concrete, asphalt, rubble and clean soil (1995), paper fibres (1998), yard and garden waste (2006), EPR materials (current and future) designated under BC's Recycling Regulation (2011), and kitchen scraps (2015).

The waste diversion and disposal services and policies at Hartland will continue to evolve as needed based on available recycling markets, changes to provincial regulations like BC's Recycling Regulation, and community need.

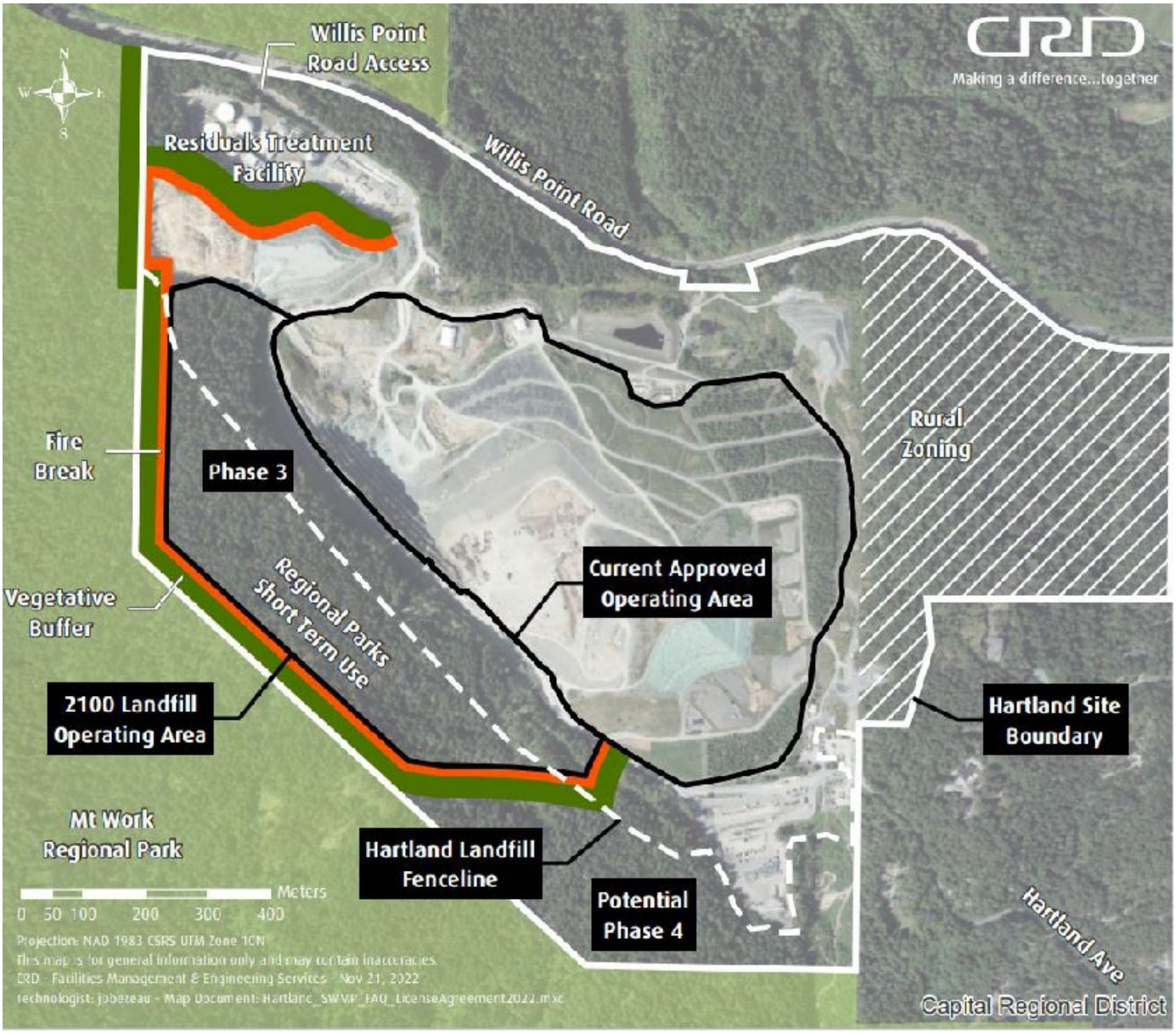


Figure 4-5: Hartland Landfill Boundaries

4.2.2.1.1 Phase 1 and Phase 2 History

Phase 1 is the original part of Hartland Landfill that was completely closed by 1998. This area was filled with approximately 4.5 million cubic metres of garbage. It is permanently covered with a specially designed durable plastic liner and soil cap.

The Final Closure design for Phase 1 was completed in 2010, which included a final cover complete with a new wetland sedimentation pond in addition to gas, leachate and road upgrades. More than 22,000 native trees and bushes have been planted over the Phase 1 area.

Phase 2 refers to the current active filling area which was officially opened on April 30, 1997. It consists of a system of liners, drains and collection pipes to provide for long-term engineered, environmentally secure waste disposal.

Phase 2 is designed to accept approximately 10.3 million cubic metres of solid waste. The most recent final closure was of the north face of Phase 2, Cell 1 in 2011. In 2016, progressive closure of the East and South Faces of Phase 2, Cell 2 was put in place and construction and initial filling of a new landfill cell (Phase 2, Cell 3) began.

4.2.2.1.2 Hartland Landfill Infrastructure

In addition to the landfill itself, the site has other infrastructure that supports its operation. This includes a staffed scale house that weighs all incoming and outgoing vehicles, and an automatic scale for account holders. Weighing of vehicles allows the CRD to track the quantity of the waste received at the facility and to charge fees based on the weight of waste deposited at the site. Material collected at the depot and transfer station for subsequent transportation off site is also tracked using the scale system.

Other infrastructure is associated with pollution control and includes leachate and landfill gas management infrastructure, which are described below.

4.2.2.1.3 Gas Management

As garbage decomposes in the landfill, landfill gas is generated. Landfill gas is primarily methane but also includes other organic compounds. Methane is a powerful greenhouse gas – 20 to 30 times more potent than carbon dioxide. To minimize greenhouse gas impacts, reduce odours associated with landfill gas and reduce risk of fires associated with the buildup of methane, active collection and management of the landfill gas is a critical part of managing Hartland Landfill.

Landfill gas has been collected at Hartland for about 20 years. Prior to 2004, the collected gas was flared off and thermally destroyed. Since 2004, the gas is used for generation of electricity and only the excess gas above the generator's capacity is flared. The generator typically produces enough energy to power 1,600 homes annually. In 2013, the CRD purchased their private sector partner's portion of the power project which gives the CRD full control over the landfill gas.

A site specific Landfill Gas Management Plan was approved in 2012, which detailed a strategy for capturing landfill gas and meeting BC Ministry of Environment collection targets. The Plan includes installation, operation and maintenance of collection infrastructure and routine reporting. This has resulted in landfill gas collection increasing by nearly 40% since 2000, and reductions in greenhouse gas emissions by approximately 50% since 2010. Collection infrastructure continues to be installed in accordance with the Landfill Gas Management Plan. Strategy 14 of this Plan seeks to optimize and maximize landfill gas collection for beneficial use.

4.2.2.1.4 Leachate Management

Water that has filtered through garbage is called leachate. To minimize the leachate generation area, impermeable covers are installed as cover on the landfill and perimeter ditches are lined to divert more clean surface water away from the landfill. The leachate generated in the landfill is collected, contained and conveyed via a micro-tunnel to two leachate storage lagoons. The leachate is tested on a once-a-month basis and managed through the sanitary sewer system.

4.2.2.1.5 Monitoring

An environmental monitoring, assessment and management program to identify potential impacts of landfill operations on groundwater, surface water and air, is in place in accordance with BC Ministry of requirements. With over 40 years of engineered controls and continuous improvement, groundwater and surface water quality at Hartland Landfill has improved. Monitoring stations include a series of test wells both on and off the landfill site.

The 2016 landfill gas collection efficiencies were within estimated ranges in the Landfill Gas Management Plan, working effectively and reducing greenhouse gas emissions from closed areas of the landfill. New gas wells installed in Phase 2 as part of the long-term gas management plan resulted in gas infrastructure improvements.

The progressive closure of the East and South Faces of Phase 2, Cell 2 that occurred in 2016 significantly reduced the total leachate generation area of the landfill.

The newly constructed Phase 2 Cell 3 area included installation of new leachate containment with gravity flow conveyance piping that discharges into the upper leachate lagoon. Groundwater quality monitoring data obtained in 2016 indicated that landfill leachate is effectively contained and controlled on site.

Leachate quality monitoring, done at the point that it is discharged to the sewer system, confirms that leachate discharged from the site is in compliance with the CRD's Sewer Use Bylaw which regulates discharges to the sanitary sewer. Surface water monitoring in 2016 indicated that nearby surface water bodies are not impacted by leachate.

4.2.2.1.6 Estimated Lifespan

Based on current estimates and assuming no major changes to the volume of waste being disposed of in the near-term, Phase 2 of Hartland Landfill is expected to reach capacity around 2045.

Provincial legislation requires the CRD to provide a safe, secure and sustainable disposal option for regional solid waste in perpetuity. With this responsibility in mind, an additional 24 hectares of landfill property adjacent to the current Phase 2 footprint could be developed (Phase 3) to extend the life of Hartland Landfill to 2100 and beyond. The Phase 3 footprint resides entirely within the current Hartland operating area boundary.

Some of this undeveloped landfill property was temporarily leased to CRD Parks until 2019, and is currently used for recreation by visitors to the adjacent Mount Work Regional Park, including hikers and mountain bikers. When regional demand requires the landfill to develop further, the recreational users of this portion of landfill property will be impacted by the loss of these temporary trails (see section 4.2.2.1.7 for details). This area comprises approximately 18 hectares.

The vision for Hartland 2100 is to keep the landfill's footprint as small as possible. This property will need to be developed for future landfilling starting in approximately 2030, unless significantly more waste is diverted, or a new technology for managing waste becomes available and economically feasible for the

CRD. With this planning horizon in mind, development of a Hartland 2100 design concept has been included in this Solid Waste Management Plan in Section 5.3, but its implementation will be phased in over the next 10 years in alignment with evolving regional demand and the landfill's Operational Certificate requirements. CRD staff will review and report out on regional demand as it relates to Hartland Landfill capacity as part of its annual progress report on this Solid Waste Management Plan.

Future development of landfill property, including the removal of second-growth trees, would be offset by the reforestation program already in place for all closed areas of the landfill, including 20 acres of reforested land now that will have grown to 50 acres by 2040. The Hartland 2100 design concept will also include a progressive reforestation plan that will reduce the greenhouse gas emissions generated by the landfill through carbon sequestration.

4.2.2.1.7 Community Benefits and Engagement

Based on current population growth and waste trends, the CRD anticipates needing to permanently close the existing biking trails on undeveloped Hartland Landfill property before the landfill reaches capacity in 2045. As CRD staff review and report out on regional demand as it relates to Hartland Landfill capacity and work towards phasing-in implementation of the Hartland 2100 design concept, staff will collaborate with the mountain biking community on alternative options.

There are also residents who live near Hartland Landfill, share the use of transportation routes in the area with landfill-bound traffic and feel impacted by the landfill's location. The CRD endeavours to operate and develop the landfill in a manner that recognizes the interests of the community (recreational and residential), while continuing to provide an essential regional service. The CRD has engaged and will continue to engage with these communities to ensure that their perspectives continue to be understood and that the ongoing development the Hartland site is done with these interests in mind.

4.2.2.2 Highwest Landfill

In addition to the Hartland Landfill, there is the privately owned and operated Highwest Landfill located at 1943 Millstream Road in the District of Highlands. This landfill receives construction and demolition waste and non-hazardous/non-putrescible ICI waste for disposal. This facility is expected to permanently close in 2021 once it reaches capacity. Highwest operates under an Operational Certificate #100193 issued by the Province of BC.

4.2.3 Transfer Stations

The CRD owns and operates a transfer station in Port Renfrew where garbage is received from local residents and transferred to Hartland Landfill. Source separated recyclables and kitchen scraps are also accepted at the site for recycling.

Additionally, there are several private transfer stations in operation in the CRD. Many of these sites offer recycling services as well.

Transfer stations on Salt Spring Island are subject to *Capital Regional District Bylaw 2810, a Bylaw to Regulate the Operation of Transfer Stations on Salt Spring Island* which requires all transfer stations to hold a license. This bylaw was put in place to ensure that all transfer stations on Salt Spring Island are operated at a standard that ensures the protection of environmental and community health.

4.2.4 Solid Waste Collection

Collection of residential and commercial garbage and kitchen scraps is conducted by the private sector, with the exception of single-family dwelling collection service offered by six of the region's municipalities.

The private sector also collects recycling from multi-family buildings, commercial buildings and institutions, and garbage and recycling from construction / demolition sites.

The CRD provides region-wide residential recycling service through a combination of single-family dwelling curbside collection and depot collection programs under contract to Recycle BC.

4.2.5 Streetscape Waste Management

Litter and recycling collection in public spaces such as urban streetscapes is a municipal service, as well as a responsibility of Recycle BC. Streetscape recycling is part of the Recycle BC's EPR program for packaging and printed paper. Encorp also provides streetscape recycling containers for beverage containers.

4.2.6 Reduce and Reuse

There are a broad range of rental and repair services throughout the region plus many opportunities for reuse of goods through private and non-profit retailers, online platforms (e.g., Used Victoria, Kijiji) and informal activities (e.g., garage sales, rummage sales). The CRD supports reuse through two main mechanisms:

- **Diversion Funding for Non-Profit Organizations**: Since 1992, the CRD has provided funding to non-profit organizations involved in recycling clothing and used household goods. The funding assists with their garbage disposal costs at Hartland, in recognition that some donated used goods are unusable and destined for the landfill. Ten organizations participated in the program in 2019.

- **Hartland Reusable Materials Program**: The CRD partners with five organizations for the management of donated items received in the Hartland depot. Goods such as textiles, household items, some building materials and bicycles are redistributed through a variety of networks operated by these non-profit associations.

4.2.7 Communications, Outreach and Education Programs

Environmental education is of paramount importance to the CRD's waste reduction strategies. The CRD provides a number of communications, education and outreach programs to support the 5R hierarchy and promote resident awareness and participation in waste reduction and disposal services, including:

- **School Outreach Programs:** Curriculum-linked educational workshops and tours for students from Kindergarten to Grade 12.

- **Hartland Learning Centre**: Located at Hartland Landfill, this recycled building is the venue for school and community workshops, as well as the starting point for tours. Tours are provided to school groups, community groups, members of the public and technical groups.

- **Community Outreach and Events:** Displays are set up at fairs, festivals, community gatherings and other community events or locations. The displays often focus on ways to reduce and divert waste,

proper sorting techniques for recyclable materials or more specific topics such as how to prepare demolition waste and dispose of asbestos.

- **MyRecyclopedia.ca:** A comprehensive online listing of items including local recycling listings and tips on how to reduce and reuse.

- **Infoline**: This dedicated phone line and email address allows the CRD to respond to inquiries about waste reduction, waste management, recycling and Hartland Landfill.

- **Ready, Set, Sort!:** An online waste sorting game where residents can test their knowledge about local recycling opportunities.

- **CRD website**: The CRD's website has a range of information associated with the 5Rs and CRD's solid waste services.

- **Compost Education Centre:** Through a contract with the CRD, the centre offers organic waste diversion presentations, workshops, and educational demonstrations at on-site gardens and throughout the community.

- **Public Education Campaigns:** The CRD develops and implements a number of seasonal, multi-media public education campaigns to promote and provide information on a range of waste management subjects. In 2019, those subjects included:

  - end markets for recyclable materials
  - household hazardous waste
  - safe renovation waste disposal
  - avoidable food waste reduction
  - illegal dumping prevention
  - holiday season waste reduction
  - abandoned boat reporting and prevention

In addition to the above activities undertaken by the CRD, municipalities with waste management services, waste management companies, EPR organizations and many environment-oriented non-profit organizations provide their own communication and education services.

4.2.8 Recycling Depots

There are public and privately operated depots located throughout the region accepting recyclables of many types, kitchen scraps, yard waste, EPR products, and household hazardous waste. Some of these depots also receive garbage.

The public drop-off depot at Hartland receives garbage, reusable goods, recyclables and household hazardous waste. This area is intended for residential quantities and limits vehicle size to 5,500 kg gross vehicle weight.

Residents on Salt Spring Island and the Southern Gulf Islands are provided recycling services through drop-off programs set up at depots in their communities. The CRD, under agreement with Recycle BC, partners with local on-island non-profit associations for recycling services for residential packaging and paper products at these depots. In addition to receiving packaging and paper products, most depots offer additional services such as scrap metal, electronics recycling and other recycling.

4.2.9 Extended Producer Responsibility

British Columbia's industry-led product stewardship programs require producers of designated products to take extended producer responsibility for the life-cycle management of their products, including collection and recycling.

The BC Recycling Regulation, under authority of the Environmental Management Act, sets out the requirements for product stewardship in BC. The region is served by all of BC's EPR programs through a broad range of take-back programs and service providers, including depots and retailers. The CRD participates directly in EPR by acting as a collector for the following EPR programs at Hartland depot:

- Beverage Containers
- Electronics, Electrical Products, Batteries, Smoke Detectors and Lighting Products
- Lead-Acid Batteries
- Paints, Solvents, Flammable Liquids, Gasoline and Pesticides
- Residential Packaging and Paper Products
- Tires
- Used Lubricating Oil, Filters and Containers and Antifreeze

4.2.10 Household Hazardous Waste Management

Most household hazardous waste (HHW) in the CRD is collected through EPR programs, including those provided at the Hartland depot.

Since not all HHW is currently covered by EPR programs, the CRD accepts both EPR and non-EPR household hazardous waste materials at the Hartland depot. This program will remain available as long as there is a need for the service.

The CRD will continue to encourage the province to expand the list of household hazardous waste products covered by EPR so that the cost of managing all household hazardous waste is ultimately borne by the producers and consumers of these products.

4.2.11 Organics Management

Regional Kitchen Scraps Strategy

In January 2015, a landfill ban on kitchen scraps was implemented, saving a valuable resource, conserving landfill space and reducing greenhouse gas emissions from Hartland Landfill. Collected kitchen scraps are currently processed at composting facilities in outside of the capital region.

Compost Facilities Bylaw

The CRD Board adopted the regional composting bylaw in December 2005. The bylaw regulates the operation of composting facilities in the region to protect public health and the environment. In 2019, there were no facilities licensed under the bylaw in the region.

Yard and Garden Material Landfill Restriction

In 2006, a yard and garden material landfill ban came into effect. A number of private facilities in the area accept the region's yard and garden material.

In 2019, 1,142 tonnes of source-separated yard and garden material was received at Hartland where it was ground and beneficially used on-site. The landfill ban excludes invasive, infectious and noxious plants

which are received at Hartland as garbage or controlled waste at a discounted tipping fee in an effort to reduce their proliferation.

4.2.12 Illegal Dumping Mitigation

The CRD's aims to mitigate illegal dumping through the following on-going measures:

- Communication campaigns that target specific illegal dumping behaviours;
- Funding to non-profit associations to conduct clean-up events in public places;
- Funding for the removal of abandoned boats and marine debris;
- Support of non-profit organizations involved in recycling clothing and used household goods;
- Funding towards the disposal and recycling of unusable materials received as donations;
- Provision of safe disposal of abandoned hazardous materials; and
- A web page on illegal dumping on the CRD website that provides information on how to reduce illegal dumping and abandonment.

4.2.13 Participants in the Solid Waste Management System

There are many participants in the solid waste management system, as described in Table 4-1.

Table 4-1: Participants in the Solid Waste Management System

Who	Roles in Solid Waste Management
BC Ministry of Environment	• Regulates municipal solid waste management through the Environmental Management Act • Establishes provincial targets for management of solid waste in BC • Approves regional solid waste management plans • Authorizes discharges to the environment through permits and operational certificates • Enforces provincial regulations and the conditions set out in discharge permits and operational certificates • Mandates EPR in BC through the Recycling Regulation
Capital Regional District	• Operates the Hartland Landfill site and the Port Renfrew transfer station • Provides residential recycling services through a combination of curbside and depot collection (through a contract with Recycle BC) • Prepares the regional solid waste management plan (SWMP) • Works with municipalities and First Nations to implement the SWMP • Regulates the operation of composting facilities through the Compost Facility Bylaw • Regulates the operation of transfer stations on Salt Spring Island through the Salt Spring Island Transfer Station Bylaw • Reports annual municipal solid waste disposal rate to ministry • Provides education and outreach • Monitors the implementation of the SWMP through the Solid Waste Advisory Committee
Municipalities	• May provide various curbside collection or drop-off services to residents • Litter collection, streetscape sanitation and waste collection services for public spaces • Provides education and outreach associated with local solid waste services • Municipal waste management planning, which may include zero waste planning • Liaises with the regional district with regards to solid waste services and issues • Participates in the development and implementation of the SWMP • May undertake local zero waste initiatives • Provides land use zoning approval for a variety of solid waste and recycling facilities in their municipality

Who	Roles in Solid Waste Management
First Nations	• May provide curbside collection of garbage and kitchen scraps to residents • Provides education and outreach associated with the local solid waste services • Liaises with the regional district on items of mutual interest • May participate in the development and implementation of the SWMP
Producer Responsibility Organizations	• Provides collection services for stewarded products • Provides education/promotion to increase product recovery • Provides deposit refunds to consumers (where applicable) • Monitors and reports on diversion/recovery rates to the Province • Participates in the development and implementation of the SWMP
Private sector involved in waste management (e.g., haulers, facility operators)	• Provides garbage and recycling collection services to municipalities, businesses, residents, institutions, and construction/ demolition projects • May operate private facilities such as bottle depots, recycling depots, transfer stations and composting facilities • May be regulated by Provincial government • Liaises with waste generators (customers) to minimize contamination of waste streams • Complies with CRD requirements for source separation of controlled waste • Participates in the development and implementation of the SWMP
Waste generators (residents and businesses)	• Participates in municipal and regional solid waste management programs and services • Is informed regarding source separation requirements, disposal restrictions and options to minimize waste sent to disposal
Non-profit organizations	• Provide recycling depot services on Salt Spring and the Southern Gulf Islands • Receive reusable goods for sale in thrift stores and distribution in social support programs

4.2.14 Bylaws

The CRD has the following bylaws in place for the purposes of managing solid waste:

Bylaw 1903, Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991 establishes a local service to allow the CRD to acquire, construct, establish, maintain, operate and regulate:

a. transfer depots and facilities for receiving collected waste for packing, processing, loading and transporting the waste to disposal grounds;
b. facilities for collecting, processing, storing, marketing and disposing of recyclable waste;
c. facilities for composting waste;
d. facilities for collection, storage and disposal of hazardous, biomedical or special waste;
e. facilities for carrying out resource recovery from waste; and
f. waste disposal grounds and facilities.

The above bylaw has been amended twice since 1991:

- **Bylaw 2564 To Amend Bylaw No. 1903 "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991"** to establish the service of the regulation, storage and management of municipal solid waste and recyclable material, including the regulation of facilities and commercial vehicles used in relation to these matters
- **Bylaw 3900 To Amend Bylaw 1903 "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991"** to include facilities for carrying out resource recovery from recyclable material, and the generation of energy from landfill gas.

Bylaw 3881, The Hartland Landfill Tipping Fee and Regulation Bylaw lists items that are banned from disposal at Hartland Landfill and established tipping fees for garbage and recyclables.

Bylaw 2810, a Bylaw to Regulate the Operation of Transfer Stations on Salt Spring Island requires all transfer stations on Salt Spring Island to hold a license. This bylaw was put in place to ensure that all transfer stations on the island are operated at a level that ensures the protection of environmental and community health.

Bylaw 2736, a Bylaw to Regulate the Operation of Composting Facilities ensures that composting operations do not contaminate ground or surface water, or generate unacceptable levels of nuisance odour, vectors, litter or dust, and to protect the public from composting operations which violate the requirements of the bylaw. The CRD bylaw supplements existing provincial regulations under the Organic Matter Recycling Regulation.

The bylaw sets out four classes of licenses, as follows:

- Class 1: composting general organic matter on an impermeable surface or in-vessel (this type of facility is exempt from licensing unless the facility generates leachate or creates nuisance odours, vectors, litter or dust).
- Class 2: composting biosolids with general organic matter on an impermeable surface or in-vessel.
- Class 3: composting restricted organic matter.
- Provisional: operations not using proven technology to compost restricted organic matter.

Bylaw 2290, **a Bylaw for the purpose of establishing regulations for the use of recycling containers and the collection of recyclable material** within the Capital Regional District.

In addition to the above, municipalities may have bylaw provisions associated with the waste management services they provide, in addition to littering, open burning, zero waste and the location of waste management facilities.

5 Strategies and Actions

This section outlines the strategies to be implemented to achieve the Plan's goals and the specific actions to be undertaken as part of each strategy. Figure 5-1 provides a graphical summary of the four goals of this Plan and the associated strategies.

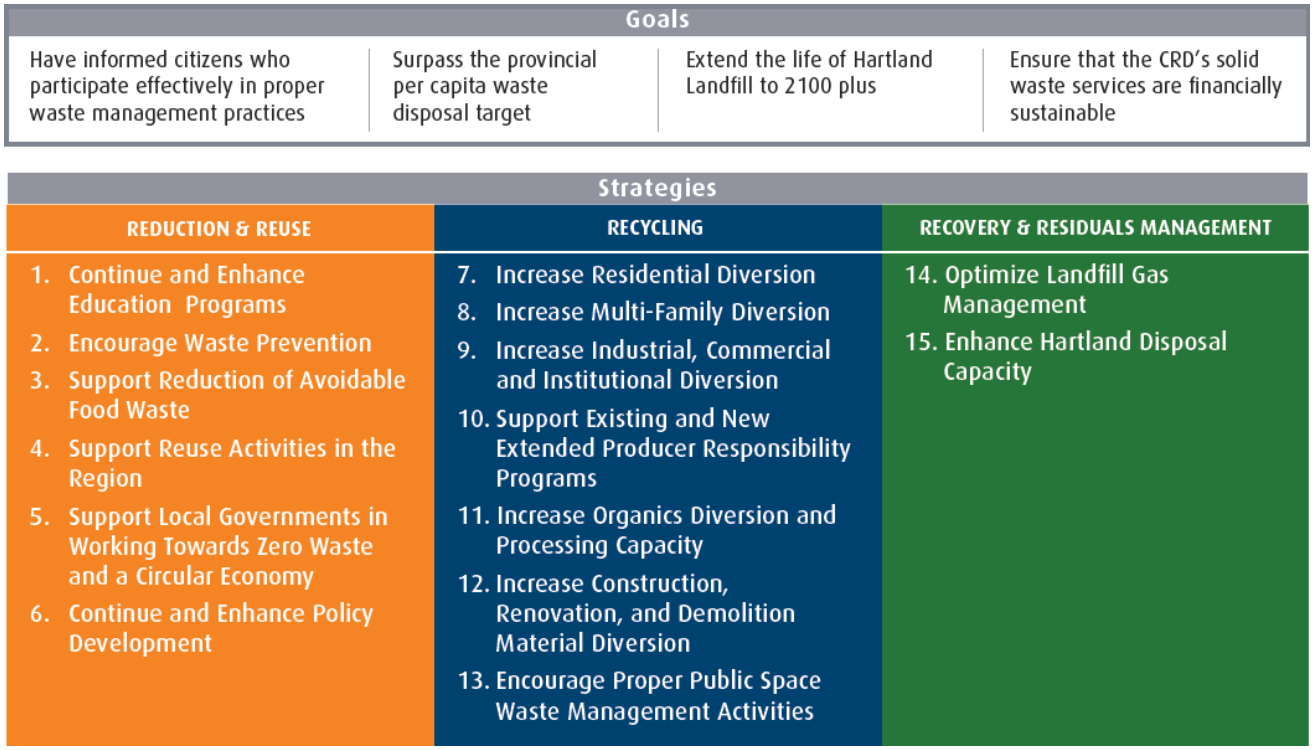


Figure 5-1: Plan Goals and Strategies

The selection of the Plan's strategies and actions were based on feedback from the Solid Waste Advisory Committee and an evaluation of each strategy for:

- Technical Feasibility and Effectiveness;
- Environmental Impact and Benefits;
- Social Impact;
- Effect on Waste Disposal; and
- Cost Considerations.

These actions are deliberately broad in scope to enable a wide range of current, emerging and future activities related to each program area. This Plan is intended as a guiding document and does not encompass operational details or articulate every ongoing program or activity undertaken by the CRD. The guiding principles, goals, targets and strategies outlined in this Plan provide the policy framework to guide CRD's programming around solid waste. Activity progress will be reported annually through a detailed plan monitoring report.

Implementation of the actions outlined in this Plan will require collaboration with many participants in the solid waste system.

This Plan does not preclude municipalities, First Nations, local businesses, institutions or non-profit organizations of undertaking their own initiatives, except for where those initiatives require inclusion in the regional Plan

5.1 Reduction and Reuse

Strategy #1: Continue and Enhance Education Programs

Actions:

A. Ensure ongoing, up-to-date promotion and education resources to enable effective participation in CRD programs and initiatives.
B. Incorporate behaviour change components wherever possible; using a variety of education and communication strategies and tools.
C. Expand and prioritize education programs for the multi-family and ICI sectors.
D. Enhance K-12 school program to include concepts of zero waste and the circular economy.
E. Collaborate with stakeholders on education campaigns (in partnership with First Nations communities, municipalities and product stewards).
F. Continue supporting environmental stewardship recognition.
G. Continue to engage residents on solid waste matters using the appropriate level of consultation.

Strategy #2: Encourage Waste Prevention

Actions:

A. Promote less consumption and advocate for consumer responsibility.
B. Establish a community-based waste reduction grant program.
C. Support municipal, provincial and federal single-use item reduction efforts.
D. Promote sustainable and/or packaging-free purchasing options.
E. Advocate provincially and federally to limit or eliminate the manufacturing, distribution and/or sale of single use items and non-recyclable materials.
F. Advocate provincially and federally for sustainable product and packaging design.

Strategy #3: Support Reduction of Avoidable Food Waste

Actions:

A. Continue to support residential food waste reduction through education campaigns and composting promotion.
B. Continue to encourage the donation of edible food and support food recovery organizations.
C. Advocate for regulations that support avoiding food waste.

Strategy #4: Support Reuse Activities in the Region

Actions:

A. Continue to provide funding for non-profit reuse organizations to help offset costs for managing unusable donated items.
B. Continue to support and promote donations to reuse establishments.
C. Support reuse, renting and sharing programs (e.g., tool libraries, repair cafes and centres, sewing hubs, etc.) and other materials exchange activities.
D. Investigate the possibility of a free store at Hartland or other facilities.

Strategy #5: Support Local Governments in Working towards Zero Waste and a Circular Economy

Actions:

A. Develop model language for bylaws, best practices, official community plans, and economic development strategies for use by local governments using research and collaboration to guide this process (in partnership with municipalities and potentially other regional districts).
B. Work with local governments to identify the need for solid waste facilities and zoning for waste management activities. To be done in partnership with member municipalities.
C. Use policy tools to enable local recycling infrastructure.
D. Investigate 'pay-as-you-throw' principles to use as tools to incent less waste disposal.
E. Investigate use of clear bags for garbage or recyclables collection to encourage proper recycling of materials, where practicable and enforceable (e.g., at events).

Strategy #6: Continue and Enhance Policy Development

Actions:

A. Develop model procurement policies for use by local governments, non-profits, etc. To be done in partnership with member municipalities and other interested organizations.
B. Continue to expand material bans when viable alternatives exist.
C. Investigate licensing waste management facilities in the region to encourage transparency, consistency, and a requirement that all facilities protect public health and the environment.
D. Investigate regulatory mechanisms to manage municipal solid waste and recyclable materials in the region.
E. Investigate options for managing debris from extreme weather (e.g., community chipping days, special burning allowances in electoral areas).

5.2 Recycling

Strategy # 7: Increase Residential Diversion

Actions:

A. Continue to promote residential diversion of recyclable materials (including organics), ensuring that education campaigns strive to minimize contamination in these streams.
B. Collaborate with municipal and private sector service providers to support depot diversion efforts in the region for non-curbside materials.
C. Encourage local processing and markets for residential recyclables.
D. Develop tools, such as a guide, to support event recycling.

Strategy # 8: Increase Multi-Family Diversion

Actions:

A. Allocate resources to support multi-family recycling, for example, by developing standardized education materials.
B. Work with local governments and private sector service providers to develop multi-family waste source separation requirements.
C. Develop policy guide and recommendations for recycling, composting and garbage space and access in multi-family developments.
D. Collaborate with stakeholders (e.g., private haulers who service multi-family buildings or multi-family property managers) to implement support for multi-family recycling.

Strategy # 9: Increase Industrial, Commercial and Institutional Diversion

Actions:

A. Allocate resources to increase ICI diversion, for example, a business waste reduction liaison.
B. Advocate to expand the packaging and paper product EPR program to the ICI sector.
C. Create a business waste reduction toolkit, including education about how to apply circular economy principles.
D. Encourage municipalities to require waste management plans with business licenses.
E. Develop policy guide for ICI waste management space and access requirements.
F. Work with local governments and private sector service providers to develop ICI waste source separation requirements.
G. Investigate shifting disposal ban enforcement to the ICI generator, rather than hauler.

Strategy #10: Support Existing and New Extended Producer Responsibility Programs

Actions:

A. Advocate to the province to expand EPR programs.
B. Collaborate with stewards to increase consumer awareness about EPR programs.
C. Advocate for increased return-to-retailer opportunities.
D. Advocate federally to standardize EPR programs across Canada.

Strategy #11: Increase Organics Diversion and Processing Capacity

Actions:

A. Continue to promote organics waste material diversion.
B. Continue to utilize and monitor existing private sector organics processing capacity and seek to develop a facility at the Hartland Landfill site in the future should needed processing capacity not be found to be sufficiently available to meet the region's requirements. (Additional information on the process to develop this facility is in Section 6).
C. Support compost markets by purchasing back materials.
D. Collaborate with service providers and users (e.g., local businesses) to develop guidelines for use of compostable products and packaging.

Strategy #12: Increase Construction, Renovation and Demolition (CR&D) Material Diversion

Actions:

A. Develop a comprehensive CR&D strategy, including characterization of materials, best practices, and pilot projects.
B. Develop educational tools to support CR&D material diversion (e.g., create an industry toolkit, a deconstruction guide, and/or guidelines for diverting and utilizing reused materials).
C. Promote green building standards.
D. Continue collaboration with local governments to develop and use policy tools (e.g., construction permits, building codes) to maximize diversion and to align management plans.
E. Investigate beneficial uses of CR&D waste, including a clean wood waste landfill ban.
F. Investigate banning or surcharging mixed CR&D loads at the landfill to encourage source separation
G. Further develop programs for managing hazardous materials (e.g., asbestos)

Strategy #13: Encourage Proper Public Space Waste Management Activities

Actions:

A. Develop educational materials to prevent and reduce litter and abandoned materials in our neighbourhoods and public spaces.
B. Continue promoting alternatives to abandoned materials and illegal dumping by educating about proper management and disposal
C. Collaborate with stakeholders, including local governments and private sector facilities, to develop a regional approach to prevention of illegal dumping.
D. Investigate developing regionally-aligned litter bylaws. To be done in partnership with member municipalities.
E. Develop and pilot methodologies to 'observe, record, and report' on abandoned materials and illegal dumping incidents throughout the region.
F. Investigate options for large bulky item disposal, e.g., free drop-off days or large item pick-up days

5.3 Recovery and Residuals Management

Strategy #14: Optimize Landfill Gas Management

Actions:

A. Continue to maximize and optimize the capture of landfill gas for beneficial use.[6]
B. Investigate collaboration opportunities with educational institutions to research new beneficial uses and technologies.

Strategy #15: Enhance Hartland Disposal Capacity

Actions:

A. Review Hartland tipping fee structure and ban enforcement levels, subject to recycling market conditions
B. Continue to operate Hartland Landfill using best practices.
C. Develop design options that maximize the disposal capacity of Hartland Landfill to 2100 and beyond. (Note: See section 4.2.2.1.6 for details. Design and aggregate management options could extend landfill life significantly.)
D. Continue to conduct research, investigate and report out on emerging waste management technologies (including alternatives to landfilling such as integrated resource management and gasification).

[6] On April 22, 2020, the CRD announced approval in principle of an agreement where FortisBC will purchase renewable natural gas (RNG) generated from Hartland Landfill for beneficial use in its natural gas distribution system. The CRD and FortisBC are currently working together on a supply contract that will be submitted to the British Columbia Utilities Commission for approval. If approved by the commission, the CRD will continue to be responsible for the ownership and operation of the Hartland Landfill, the landfill gas collection system and the upgrade facility. The project is expected to reduce the region's greenhouse gas emissions by approximately 264,000 tonnes of carbon dioxide equivalent over the 25-year project life.

6 Organic Processing Facility Decision Process

Strategy #11 includes an action to continue to utilize and monitor existing private sector organics processing capacity, and seek to develop a facility at the Hartland site in the future should needed processing capacity not be found to be sufficiently available to meet the region's needs. This section provides additional detail on the history of organic material management and potential future management options.

The CRD implemented a kitchen scraps disposal ban at Hartland Landfill in 2015. In recognition of a lack of sufficient local processing capacity, the CRD expanded the kitchen scraps transfer area at Hartland to receive additional volumes of kitchen scraps collected within the region. Kitchen scraps are received from municipal and private sector split packer and single stream collection vehicles, loaded for efficient transport and hauled for processing at facilities on southern Vancouver Island.

The CRD intends to continue to provide the community with receiving and transport services for kitchen scraps through the transfer facility at Hartland while monitoring in-region and on-island processing capacity.

In response to a need to secure additional processing capacity for the community, a facility at Hartland may also be pursued in an effort to reduce the greenhouse gas emissions associated with the current transportation and processing model.

7 Implementation Schedule

In the short-term (the first 3 years of the plan's implementation), the focus will be on the actions that target the reduction and diversion of CR&D waste and organic materials. Also in the short-term, the actions associated single-family, multi-family, and ICI diversion will be implemented.

In the medium-term (4-5 years), the focus will be on continuing and improving the single-family, multi-family, and ICI programs.

In the long-term (full plan implementation), all programs will be refined to maintain and/or improve diversion levels. Additionally, new EPR programs are anticipated to be implemented within the timeframe of this Plan; in particular, the Plan anticipates the introduction of EPR for ICI-generated paper and packaging and textiles.

Schedule C provides a detailed planned implementation schedule for the Solid Waste Management Plan from 2021 to 2030.

8 Plan Targets

The targets established for this Plan are focused on reducing the amount of waste landfilled on a per capita basis. The CRD has set a goal of exceeding the provincial target for per capita waste disposal. At the time of preparing this Plan, the provincial target is 350 kg per capita. The per capita disposal targets proposed for the CRD are based on the strategies and actions described in Section 5 and are presented below in Table 8-1.

Table 8-1: Plan Targets

	Short-Term Goal (3 years)	Medium-Term Goal (5 years)	Long-Term Goal (10+ years)
Targeted Sectors/ Materials	▪ Construction, Renovation, and Demolition waste ▪ Organic waste from: • Single-family • Multi-family • Industrial, Commercial and Institutional	▪ Recyclables and organic waste from: ▪ Single-family ▪ Multi-family ▪ Industrial, Commercial and Institutional	▪ Extended producer responsibility for Industrial, commercial and institutional - generated paper and packaging and textiles ▪ Refine programs to increase performance for all sectors
Disposal Target (kg per capita)	**340**[1]	**285**	**250**[2]

1. This target is aggressive and assumes that disposal bans for CR&D materials would be implemented.
2. This target is aggressive and assumes that new EPR programs will be implemented by the Ministry in the long-term timeframe.

9 Financing

The strategies and actions outlined in this Solid Waste Management Plan are intended to decrease community waste generation from 380kg per capita down to 250kg per capita over the 10-year planning horizon.

In 2019, all costs associated with solid waste disposal and diversion programs in the CRD were funded through tipping and user fee revenues at Hartland Landfill, collection contract revenues, sale of electricity and sale of recyclables. The costs of the CRD's solid waste services, including the funding of reserves, was $27,646,550.

The annual incremental cost to deliver the strategies and actions identified in the Solid Waste Management Plan is $320,000 to $345,000 per year as shown in Table 9-1. This is an increase of approximately 1% per year.

Table 9-1: New Costs Associated with Solid Waste Management Plan Strategies and Actions

Strategy		**Annual Cost**
1	Continue and Enhance Education Programs	$100,000
2	Encourage Waste Prevention	$50,000
7	Increase Residential Diversion	$25,000 (for 2 years)
8	Increase Multi-Family Diversion	$50,000
9	Increase Industrial, Commercial and Institutional Diversion	$50,000
12	Increase Construction, Renovation and Demolition Material Diversion	$50,000
13	Enhance Public Space Waste Management	$20,000
	Total	**$320,000 - $345,000**

The 10-year operating and capital projections for the CRD's solid waste services, including the proposed SWMP investments and resulting tonnage reductions, can be funded by tipping fees, program revenues, reserve balances and other projected revenues (including renewable natural gas), without the need for tax requisition or external debt. Schedule D shows the estimated financial impact of the projected expenditures and decreasing per capita disposal.

10 Plan Flexibility

Due to changing circumstances and priorities that may evolve over time, and with the input of the Solid Waste Advisory Committee and interested parties, all major actions identified in the Plan will be reviewed for appropriateness before implementation. This will generally occur on an annual basis. The Plan's implementation schedule will be flexible enough to reflect the availability of technologies that may arise over time, as well as the potential changes in regional issues and priorities. In addition, it will also take into account the financial priorities of member municipalities and other partners, the availability of funding to undertake actions listed in this Plan, and the availability of contractors and service providers.

The Plan is a "living document" that may be amended to reflect new considerations, technologies and issues as they arise.

An amendment of this Plan would be required if there were major changes to the solid waste management system of the following nature:

a. The opening (or changes to the location or status) of a site or facility that is *not* already identified in this *Plan* and requires an authorization under BC's Environmental Management Act; or any other facility that could have an adverse impact to human health or the environment, as determined by the BC Environmental Management Act;
b. Waste import / export options which would significantly impact the CRD's or neighbouring regional district's solid waste systems, or not conform to provincial legislation, goals and/or waste reduction targets;
c. Significant changes to the *Plan's* disposal targets or reductions in programs supporting the first 3Rs;
d. A change in the boundary of the *Plan*, which would significantly change the amount of solid waste to be managed under the *Plan* or significantly change the population of the *Plan* area;
e. The addition, deletion or revision of policies or strategies related to the conditions outlined in the Minster's approval letter; and
f. Major financial changes that warrant seeking elector assent.

If a Plan amendment becomes necessary, the CRD would need to undergo a public consultation process and submit an amended plan to the Minister of Environment for approval, along with a detailed consultation report.

11 Plan Monitoring and Measurement

The implementation of the Solid Waste Management Plan will be monitored to determine its on-going effectiveness. As part of this monitoring, CRD staff will review and report out on regional demand as it relates to Hartland Landfill capacity. Annual measurement and monitoring allows for course corrections to be made in a timely manner, and to consider strengthening plan targets.

The following monitoring and measurement actions will be undertaken.

1. **Plan Monitoring:** Monitoring progress on the Plan's implementation will be undertaken by the Solid Waste Advisory Committee on an annual basis. This will maintain the linkage between the development of the plan and its implementation. The terms of reference for the Solid Waste Advisory Committee are included in this Plan as Schedule A.

2. **Annual Reporting**: On an annual basis, CRD staff will continue to prepare and publicize an Environmental Resource Management Progress Report that describes the CRD's current solid waste management activities and provides several metrics including the amount of waste landfilled per capita. This report will include the status of the Plan's implementation and progress toward the Plan's targets. Additionally, the report will identify any challenges or opportunities that are affecting (or have the potential to affect) the Plan's implementation. This report will be provided to the Solid Waste Advisory Committee and the Board. It will also be promoted publicly through a range of CRD communications channels.

3. **BC Disposal Calculator:** the CRD will continue to compile data annually on all of the municipal solid waste disposal activities in the regional district for reporting to the BC Ministry of Environment's on-line disposal calculator.

4. **Interim Assessment / Plan Update:** As per the BC Guidelines for Solid Waste Management Planning, five years into the implementation of the Plan, the CRD intends to carry out a review of the plan's implementation and effectiveness. The CRD also intends to undertake a Plan renewal after ten years.

5. **Waste Composition Study:** The CRD has been undertaking waste composition studies approximately every 5 years since 1990. The CRD will continue to undertake these studies to provide valuable insight into how the Plan's implementation is affecting what is landfilled. This information will also help to inform the preparation of the Interim Assessment and next Plan renewal.

12 Inter-Regional District Cooperation

The CRD recognizes the value of collaborating with other regional districts with an aim to improve cost-efficiencies of providing solid waste services, and also to learn from each other through sharing ideas and experiences. To this end, the CRD are members of the following organizations:

- Coast Waste Management Association
- Recycling Council of BC
- Association of Vancouver Island and Coastal Communities Solid Waste Management Committee
- BC Product Stewardship Council
- Solid Waste Association of North America

Additionally, the CRD has partnered with the Cowichan Valley Regional District and the Regional District of Nanaimo to undertake solid waste technical studies of mutual interest.

During the implementation of this Plan, the CRD will continue to participate in the above organizations as a means of collaborating with other BC regional districts, and particularly to work on solid waste solutions for Vancouver Island.

13 Plan Amendments

This Plan represents the current understanding and approach to the solid waste management challenges being faced by the CRD. The Plan is a "living document" that may be amended to reflect new considerations, technologies and issues as they arise.

The need for a plan amendment will be triggered by major changes to the solid waste management system which would include:

a. The opening of a site or facility that requires an authorization under the Environmental Management Act that is not currently recognized in this Plan;
b. Any other facility that could have an adverse impact to human health or the environment, as determined by the BC Environmental Management Act;
c. Waste import / export options which would significantly impact the regional district's or neighbouring solid waste systems, or not conform to provincial legislation, goals and / or targets; and
d. Major financial changes that warrant seeking elector assent.

When a plan amendment becomes necessary, the CRD will undergo a public consultation process and submit an amended plan to the Minister of Environment for approval, along with a detailed consultation report.

14 Dispute Resolution

Although consultation efforts may prevent or minimize conflicts, at times, disputes may arise during development or implementation of the Plan. To this end, a dispute resolution procedure has been included to address complaints or concerns that occur during plan development or implementation.

This dispute resolution procedure, included as Schedule B, may apply to the following types of conflicts that could arise during plan implementation:

- Administrative decisions made by the regional district such as:
  - The issuance of a license
  - Interpretation of a statement, bylaw, policy or provision in the Plan

- Any other matter not related to a proposed change to the wording of the Plan or an operating certificate

Schedule A: Solid Waste Advisory Committee Terms of Reference

PREAMBLE

The Capital Regional District (CRD) Solid Waste Advisory Committee is an Advisory Committee established by the CRD Environmental Services Committee to provide input on solid waste management matters and meet the requirements of the Ministry of Environment's Guide to Solid Waste Management Planning for an advisory committee on the development and implementation of the Solid Waste Management Plan (SWMP).

The Committee's official name is to be: Solid Waste Advisory Committee

1.0 PURPOSE

The mandate of the Committee includes advising the Environmental Services Committee regarding the following:

a. providing input on major solid waste management matters
b. serving as the advisory committee to the Steering Committee (Environmental Services Committee) on the development of Revision 3 of the SWMP
c. acting as Plan Monitoring Advisory Committee for the new SWMP, once approved

2.0 ESTABLISHMENT AND AUTHORITY

a. The Environmental Services Committee will:
    - appoint the committee members for up to a three-year term
    - act as the Steering Committee for Revision 3 of the SWMP
    - appoint a member as the liaison between the advisory committee and the Environmental Services/Steering Committee
b. The Committee will report its input to the Environmental Services Committee for consideration. The CRD Board is the final decision-making authority.

3.0 COMPOSITION

The Committee shall consist of members representing a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members, as follows:

Representation	Number of Members
Regional district director (member of Environmental Services Committee)	1
Municipal engineering staff who are involved in solid waste collection	2
Electoral Area representative	1
First Nations	2
Environmental organizations	1
Business groups	1
Non-profit group with an interest in solid waste (e.g., reuse organization)	1
Large waste generators (industrial, commercial, institutional)	2
Owners/operators of private waste management facilities	2
Private sector industry collection service providers	2
Composting industry representative	1
Product stewardship agency	1
Community representative (representing Prospect Lake/Hartland area)	1
Public representatives, at large	3
Willis Point representative	1
District of Highlands representative	1
Solid Waste Technology representative	1

4.0 PROCEDURES

a. The CRD Board Procedures Bylaw will apply.
b. Member from Environmental Services Committee shall be Chair of Solid Waste Advisory Committee.
c. The committee shall meet at the call of the Chair and have special meetings, as required.
d. The agenda will be finalized in consultation between staff and the Chair.
e. A quorum is a majority of the committee membership and is required to conduct committee business.

5.0 RESOURCES AND SUPPORT

a. The Senior Manager, Environmental Resource Management, will lead the coordination and allocation of resources to the Committee.
b. Minutes and agendas are prepared and distributed by the Environmental Resource Management division.

Schedule B: Plan Dispute Resolution Procedures

Disputes will be settled using the following procedure:

Negotiation	• Parties involved in the dispute shall make every effort to resolve the dispute on their own through non-facilitated communication. If necessary, the parties will provide each other with a written summary of their position and any relevant supporting documentation. • Parties may agree to make use of a facilitator.
If this is unsuccessful, then:	
Environmental Services Committee	• Parties involved in the dispute will have opportunity to speak to the Committee. • Committee will review, consider and provide recommendations to the Board. Committee may refer to the Solid Waste Advisory Committee.
Then:	
CRD Board	• Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation.
If the board is unable to settle the dispute, then:	
Mediation	• A neutral, impartial third-party facilitator who is acceptable to all the parties to the dispute will be selected. Using appropriate mediation techniques, the facilitator will attempt to develop a solution which satisfies all parties. The facilitator has no decision-making authority. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for selection of a mediator. • All efforts will be made to reach an agreement through mediation. • Costs for mediation will be shared by the parties in dispute.
If this is unsuccessful, then:	
Independent Arbitrator	• If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration and the dispute will be arbitrated in accordance with any applicable legislation. A neutral, impartial third-party arbitrator who is acceptable to all the parties to the dispute will be selected. The arbitrator hears each party's evidence and arguments and renders a final, binding decision. • Costs for arbitration shall be apportioned at the discretion of the arbitrator.

Further to the above, the following principles will be followed if and when the dispute resolution process is invoked:

i. The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention

ii. Disputes will be attempted to be resolved as early and at the lowest administrative level as possible; every effort will be made to avoid disputes requiring a formal resolution process

iii. The formal process is not intended to deal with inconsequential or frivolous disputes

iv. The cost of mediation or adjudication will be shared by the parties to the dispute

v. Information or data related to the dispute will be shared by the parties

vi. Rules of confidentiality and freedom of information will apply

Schedule C: Implementation Schedule

	Ongoing
	Planning/Design Phase
	Implementation Phase

Implementation Schedule is subject to revision based on annual review and Board direction.
Actions listed have been condensed in this schedule for readability, full descriptions can be found in Section 5.

Plan Strategies & Actions	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Reduction and Reuse										
Strategy #1: Continue and Enhance Education Programs (medium-term, 5 year goal)										
A. Ensure ongoing, up-to-date promotion and education resources										
B. Incorporate behaviour change components wherever possible										
C. Expand and prioritize education programs for the multi-family and industrial, commercial and institutional sectors										
D. Enhance K-12 school program to include concepts of zero waste and the circular economy										
E. Collaborate with stakeholders on education campaigns										
F. Continue supporting environmental stewardship recognition										
G. Continue to engage residents on solid waste matters										
Strategy #2: Encourage Waste Prevention (medium term, 5 year goal)										
A. Promote less consumption and advocate for consumer responsibility										
B. Establish a community-based waste reduction grant program										
C. Support municipal, provincial and federal single-use item reduction efforts										
D. Promote sustainable and/or packaging-free purchasing options										
E. Advocate to limit or eliminate manufacturing, distribution and/or sale of single use and non-recyclable materials										
F. Advocate provincially and federally for sustainable product design										

Plan Strategies & Actions	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Strategy #3: Support Reduction of Avoidable Food Waste (short-term, 3 year goal)										
A. Continue to support residential food waste reduction										
B. Continue to encourage the donation of edible food and support of food recovery organizations										
C. Advocate for regulations that support avoiding food waste										
Strategy #4: Support Reuse Activities in the Region (medium term, 5 year goal)										
A. Continue to provide funding for non-profit recycling organizations for managing unusable donations										
B. Continue to support and promote donations to reuse establishments										
C. Support reuse, renting and sharing programs										
D. Investigate the possibility of a free store at Hartland or other facilities										
Strategy #5: Support Local Governments in Working towards Zero Waste and a Circular Economy (medium term, 5 year goal)										
A. Develop model language for use by local governments										
B. Work with local governments to identify need for solid waste facilities/zoning for activities										
C. Use policy tools to enable local recycling infrastructure										
D. Investigate 'pay-as-you-throw' principles										
E. Investigate use of clear bags for garbage/recyclables collection										
Strategy #6: Continue and Enhance Policy Development (medium term, 5 year goal)										
A. Develop model procurement policies for use by local governments, non-profits, etc.										
B. Continue to expand material bans when viable alternatives exist										
C. Investigate licensing waste management facilities in the region										
D. Investigate regulatory mechanisms to manage municipal solid waste and recyclable materials in the region										
E. Investigate options for managing debris from extreme weather										

Plan Strategies & Actions	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Recycling										
Strategy # 7: Increase Residential Diversion (medium term, 5 year goal)										
A. Continue to promote residential diversion of recyclable and organic materials										
B. Support depot diversion efforts for non-curbside materials										
C. Encourage local processing and markets for residential recyclables										
D. Develop tools to support event recycling										
Strategy #8: Increase Multi-Family Diversion (medium term, 5 year goal)										
A. Allocate resources to support multi-family recycling										
B. Develop multi-family waste source separation requirements										
C. Develop policy guide and recommendations for waste management in multi-family developments										
D. Implement support for multi-family recycling										
Strategy #9: Increase Industrial, Commercial and Institutional Diversion (medium term, 5 year goal)										
A. Allocate resources to increase ICI diversion										
B. Advocate to expand the packaging and paper product extended producer responsibility program to the industrial, commercial and institutional sector										
C. Create a business waste reduction toolkit, including education about circular economy principles										
D. Encourage municipalities to require waste management plans with business licenses										
E. Develop policy guide for industrial, commercial and institutional waste management space and access requirements										
F. Develop industrial, commercial and institutional waste source separation requirements										
G. Investigate shifting disposal ban enforcement to industrial, commercial and institutional generator, rather than hauler										

Plan Strategies & Actions	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Strategy #10: Support Existing and New Extended Producer Responsibility Programs (medium term, 5 year goal)										
A. Advocate to the province to expand extended producer responsibility programs										
B. Increase consumer awareness about extended producer responsibility programs.										
C. Advocate for increased return-to-retailer opportunities										
D. Advocate federally to standardize extended producer responsibility programs across Canada										
Strategy #11: Increase Organics Diversion and Processing Capacity (short term, 3 year goal)										
A. Continue to promote organic waste material diversion										
B. Continue to utilize and monitor existing processing capacity										
C. Support compost markets by purchasing back materials										
D. Develop guidelines for use of compostable products and packaging										
Strategy #12: Increase Construction, Renovation & Demolition Material Diversion (short term , 3 year goal)										
A. Develop a comprehensive construction, renovation & demolition strategy										
B. Develop educational tools to support construction, renovation & demolition material diversion										
C. Promote green building standards										
D. Develop and use policy tools to maximize diversion and to align management plans										
E. Investigate beneficial uses of construction, renovation & demolition waste, including a clean wood waste landfill ban										
F. Investigate banning or surcharging mixed construction, renovation & demolition loads at the landfill										
G. Further develop programs for managing hazardous materials (like asbestos)										
Strategy #13: Encourage Proper Public Space Waste Management Activities (med term, 5 year)										
A. Develop educational materials to prevent and reduce litter and abandoned materials										

Plan Strategies & Actions	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
B. Continue promoting alternatives to abandoned materials and illegal dumping activity										
C. Develop a regional approach to prevention of illegal dumping										
D. Investigate developing regionally-aligned litter bylaws										
E. Develop and pilot methodologies to 'observe, record and report' abandoned material and illegal dumping incidents										
F. Investigate options for large bulky item disposal										
Recovery and Residuals Management										
Strategy #14: Optimize Landfill Gas Management										
A. Continue to maximize and optimize the capture of landfill gas for beneficial use										
B. Investigate collaboration opportunities with educational institutions										
Strategy #15: Enhance Hartland Disposal Capacity										
A. Review Hartland tipping fee structure and ban enforcement levels										
B. Continue to operate Hartland Landfill using best practices										
C. Develop design options to maximize disposal capacity of Hartland Landfill to until 2100 and beyond										
D. Continue to conduct research and investigate and report out on emerging waste management technologies										

Schedule D: Estimated Financial Impact

ERM Budget Implications Arising From Achieving 250 kg Per Capita Disposal Rate by 2030										
	2021	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**
Total Revenue [1, 2, 4]	**$24,413,500**	**$24,472,500**	**$24,182,090**	**$27,322,276**	**$27,163,064**	**$27,004,459**	**$26,736,469**	**$26,469,099**	**$26,202,355**	**$25,881,243**
Total Expenditures[3]	$25,462,000	$24,453,000	$24,178,000	$31,403,000	$27,403,000	$27,403,000	$27,403,000	$28,087,000	$28,275,000	$28,742,000
Net Annual Surplus/Deficit	**-$1,048,500**	**$19,500**	**$4,090**	**-$4,080,724**	**-$239,936**	**-$398,541**	**-$666,531**	**-$1,617,901**	**-$2,072,645**	**-$2,860,757**
Combined Reserve Fund Balance[3, 4]	$49,671,000	$34,824,000	$19,671,000	$15,590,276	$15,350,340	$14,951,799	$14,285,268	$12,667,366	$10,594,721	$7,733,964
Per Capita Disposal Rate	316	313	310	302	295	287	278	269	260	250

[1] General refuse tipping fee is $110 per tonne

[2] Controlled waste and asbestos tipping fees are $157 per tonne

[3] From CRD Finance and includes Sustainability, Equipment, Capital, Closure and Air Space reserve funds (2021 budget doc - Sept 2020).

[4] The Hartland renewable natural gas project significantly impacts reserve balances to fund construction (2022-2023) and increases revenues starting in 2024

APPENDIX B

Reference: 381659

July 13, 2023

Colin Plant, Chair
and Directors
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria BC V8W 2S6

Sent via email: crdchair@crd.bc.ca

Dear Chair Plant and Directors:

Thank you for the letters of August 10, 2021, and February 10, 2023, regarding the Capital Regional District (CRD) Solid Waste Management Plan (SWMP).

Ministry of Environment and Climate Change Strategy (ENV) staff have reviewed the CRD SWMP and advise it is consistent with the ENV Guide to Solid Waste Management Planning. ENV staff also advise that a major SWMP target includes reducing the annual per person municipal solid waste disposal rate to 250 kg after 10 years. This would surpass the 350 kg long-term provincial target and could extend the life of Hartland landfill to 2100 and beyond. Reducing waste requiring disposal will help to ensure waste disposal service continuity while keeping the landfill footprint as small as possible.

I am satisfied that there has been adequate public review and consultation with respect to the development, amendment and final content of the SWMP. I also understand that the CRD has committed to continuing engagement with First Nations and stakeholders, particularly recreational users, and communities around Hartland landfill, during SWMP implementation.

...2

Ministry of Environment and Climate Change Strategy Office of the Minister
Mailing Address: Parliament Buildings Victoria BC V8V 1X4
Telephone: 250 387-1187
Facsimile: 250 387-1356
Website: www.gov.bc.ca/env

Pursuant to Section 24(5) of the *Environmental Management Act*, I hereby approve the Capital Regional District Solid Waste Management Plan that was attached to the letter of February 10, 2023, with the following condition:

1. Any disposal of waste at sites or facilities covered by this waste management plan must be in compliance with a valid and subsisting operational certificate issued under section 28(1) or permit issued under section 14, of the *Environmental Management Act*, and no introduction of waste into the environment is authorized at the site or facility except in accordance with a valid and subsisting operational certificate or permit.

As necessary, please submit applications for new and/or amended operational certificates or permits for sites or facilities covered by this waste management plan. Requirements will be specified by the site-specific operational certificate or permit. For clarity, in accordance with the *Environmental Management Act*, a valid form of authorization also includes an approval, order or a regulation.

In closing, I commend the CRD for developing the SWMP with its strong focus on reducing the annual per person municipal solid waste disposal rate.

Sincerely,



George Heyman
Minister

cc: Cassandra Caunce, Director, Regional Operations Branch, Environmental Protection Division, Ministry of Environment and Climate Change Strategy
Glenn Harris, Senior Manager, Environmental Protection, CRD
Larisa Hutcheson, General Manager, Parks & Environmental Services, CRD
Ted Robbins, Chief Administrative Officer, CRD
Russ Smith, Senior Manager, Environmental Resource Management, CRD



Beyond Hartland 2050:
Landfill Design Plan & Alternative Options

Environmental Services Committee
January 21, 2026

Agenda

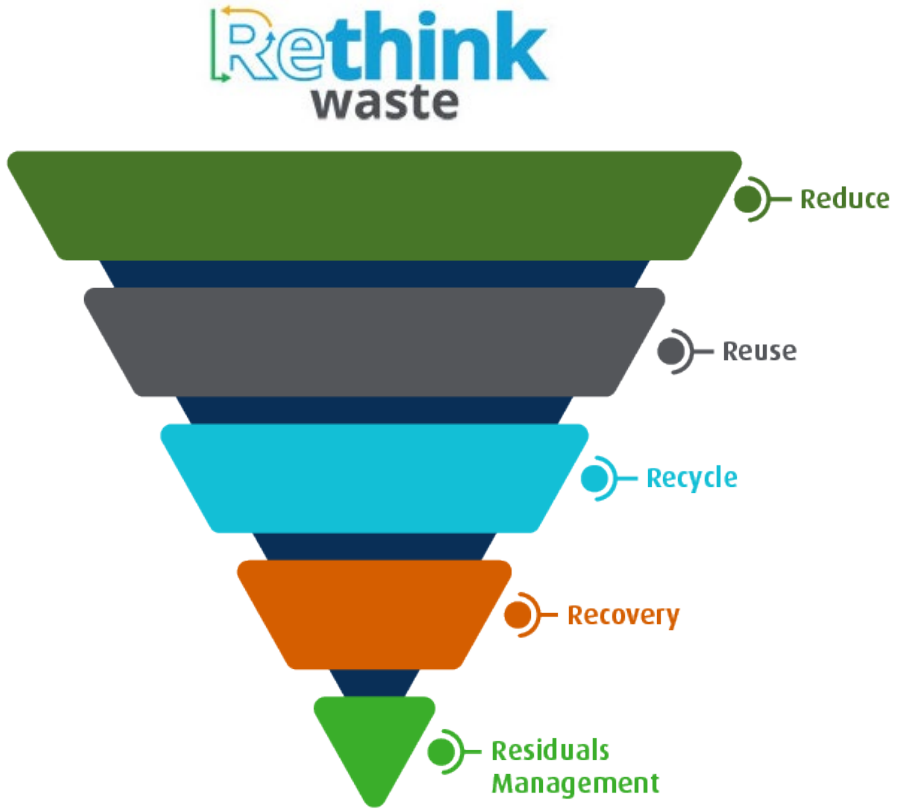
1. Background
   - Regulatory
   - Hartland Landfill capacity
   - Solid Waste Management Plan
2. Alternative options and criteria
3. Recommended next steps



Background

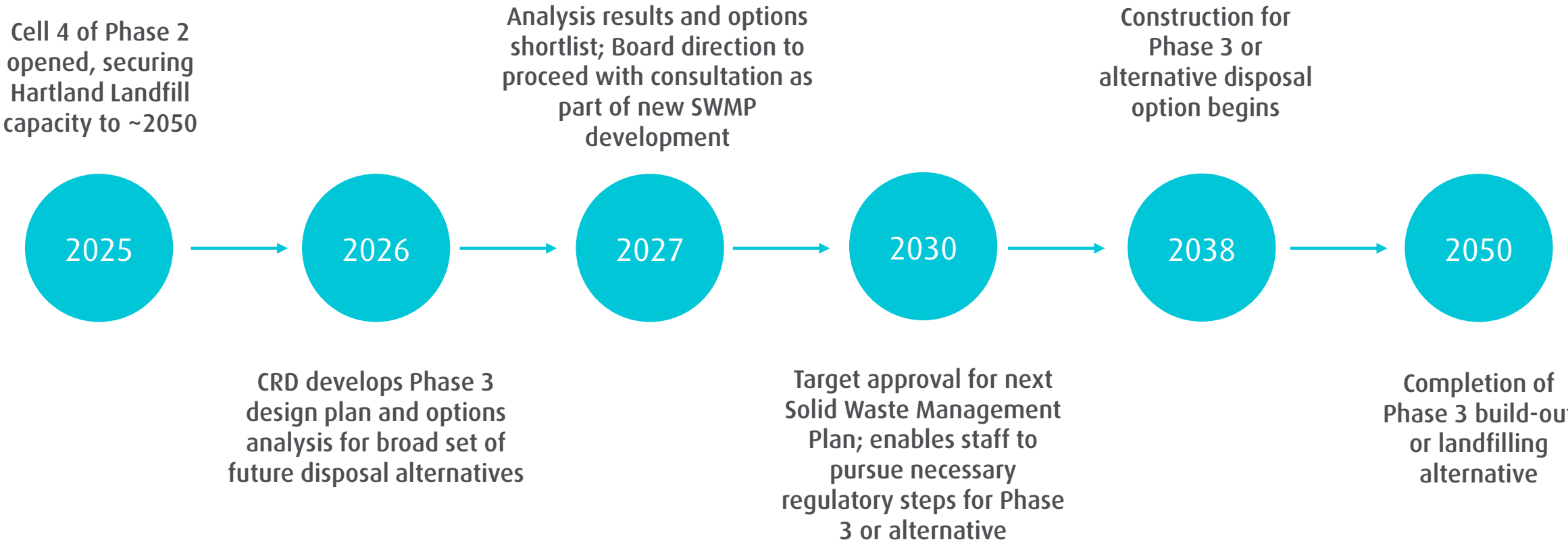
Regulatory

- In BC, regional districts are responsible for managing solid waste residuals
- The CRD must provide a safe, secure and sustainable option for regional solid waste in perpetuity



Background

Hartland Landfill capacity



Recovery and Residuals Management

Once material has been reduced, and technology has been applied to recover as much energy as possible, residuals management provides safe and effective way to manage materials that don't have a next and best use.



2021 Solid Waste Management Plan direction:

- Strategy **15C**: "Develop design options that maximize the disposal capacity of Hartland Landfill to 2100 and beyond"
- Strategy **15D**: "Conduct research, investigate and report out on emerging waste management technologies (including alternatives to landfilling such as integrated resource management and gasification)

Alternatives to Phase 3

a) Siting a new landfill elsewhere in the region
b) Building a thermal processing facility (at Hartland or off-site)
c) Pursuing emerging waste technology options
d) Exporting waste to out-of-region landfills

Evaluation criteria:

1) Environmental impact
2) Technology readiness
3) Economic feasibility
4) Regulatory requirements
5) Timeline to implement
6) Region-specific considerations

Planning approach

Milestone		2026	2027	2028	2029	2030
1.	Hartland 2100 Design Plan and options analysis	Q2-Q4	Q1			
2.	2021 SWMP assessment and 2030 SWMP pre-planning	Q4	Q1			
3.	Report back to Board on Design Plan and options analysis		Q2			
4.	SWMP 2030 goals and target development and report back		Q3-Q4			
5.	SWMP 2030 Phase I engagement: goals and targets			Q1		
6.	Report back to Board on Phase I engagement results; draft plan			Q3		
7.	SWMP 2030 Phase II engagement: strategies and actions			Q4	Q1	
8.	CRD Board approval of 2030 SWMP; submission to Province for approval				Q3	
9.	Begin regulatory updates and amendments, if required					Q2

Recommendations

1. That staff commission a conceptual design plan to build out Phase 3 of Hartland Landfill in alignment with Strategy 15 of the 2021 Solid Waste Management Plan;
2. That staff develop a comprehensive options analysis that outlines and evaluates a broad set of future waste disposal alternatives to landfilling at the Hartland site;
3. That staff include timely information on these planning activities in the scope of ongoing government-to-government conversations who have identified solid waste management as a topic of interest; and
4. That staff present the results of the above activities to the Board in 2027, including a shortlist of options to inform early development of the CRD's 2030 Solid Waste Management Plan.



Thank you

rsmith@crd.bc.ca | 250.360.3080

Capital Regional District

CRDVictoria

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Making a difference...together

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 4, 2026

SUBJECT CRD Reconciliation Action Plan

ISSUE SUMMARY

To provide an update on work underway to develop a CRD Reconciliation Action Plan, to share draft components of the Plan, and to request Board direction on next steps.

BACKGROUND

Plans to develop a CRD Reconciliation Action Plan were brought forward as part of 2022 First Nations Relations Division service planning and then paused to focus first on strengthening government-to-government relationships with First Nations and to learn more about priorities and what actions the Nations would like the CRD to take to further reconciliation.

Memorandum of Understandings (MOUs) and Protocol Agreements signed with First Nations in 2024 and 2025 commit the CRD to working collaboratively with First Nations to advance various priority topics across areas of mutual interest.

In 2025, the CRD retained a consultant to support the development of a five-year CRD Reconciliation Action Plan (the Plan). In September, staff reached out to all 19 First Nations with territory in the capital region, inviting input and engagement on the Plan through two phases. To date, based on response and interest by First Nations, meetings regarding the Plan have been held with 12 of the 19 First Nations. In this phase 1 engagement, First Nations were invited to provide feedback on key components of the Plan, guiding principles, their interest in sharing a First Nations profile, and any other high-level input prior to drafting. Phase 2 engagement will be for First Nations to review the draft action items and other Plan components.

In recognition that First Nations often express frustration in having to repeat themselves, staff have reviewed and incorporated previous feedback from First Nations to inform the first draft of the Plan. In particular, priority topics in MOUs and Protocol Agreements as well as feedback provided through numerous CRD initiatives, including Government-to-Government Relationship Building, Inclusive Governance, Indigenous Employment Scoping Project, Regional Parks Strategic Plan, Regional Parks Land Acquisition Strategy, Regional Water Supply Strategic Plan, and other planning and project-specific engagement related to transportation, climate action, affordable housing, community parks, environmental protection, cultural heritage conservation, recreation, and more.

Through the fall, the FNR division met with all CRD operational divisions, and with executive leadership. Each division was asked to review the priority topics raised through MOUs and other First Nations engagement and identify potential action items for inclusion in the draft Plan, including both ongoing and new initiatives. Initiatives were further refined through a lens of operational feasibility.

The draft content for the Plan, including draft guiding principles, goals and other components, is outlined in the attached presentation. The matrix of draft action items outlines for each initiative

which CRD divisions are lead and support, whether it is new or ongoing, the proposed timing, and whether it is currently funded (Appendix A).

The next step, pending Board direction, is phase 2 of First Nations engagement. Staff will share the draft components of the Plan including the draft action items with all 19 First Nations, to invite their review and feedback. Staff will then revise the Plan where possible, in collaboration with First Nations and executive leadership. The revised Plan will then be brought back to the Board for approval. Once the Plan is approved, action items requiring new resourcing will be brought to the Board for consideration as part of annual service planning.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That the Board direct staff to share the draft Reconciliation Action Plan with First Nations for their review and input, and where possible, work with First Nations to incorporate their feedback; and,
2. That staff report back to the Board with the revised Plan for final approval.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Board & Corporate Priorities
One of the key recommendations from the 2018 CRD First Nations Relations Task Force Final Report was for the Board to direct staff to draft a program of future concrete actions to support the CRD's commitment to reconciliation.

The 2023-2026 CRD Corporate Plan includes item 15a-3, to partner with First Nations to develop, monitor and report out on an organization-wide Reconciliation Action Plan. More generally, the Plan furthers the CRD's Statement of Reconciliation, and all Board and Corporate priorities related to strengthening relationships with First Nations. The Plan also furthers implementation of CRD commitments made to First Nations through government-to-government MOUs and Protocol Agreements.

Alignment with Existing Plans & Strategies
Where CRD strategic plans include a focus on reconciliation, action items in the Plan reflect these existing commitments. For example, the Regional Parks Strategic Plan and the Regional Water Supply Strategic Plan.

Financial Implications
Implementing the Reconciliation Action Plan will have financial implications across CRD service delivery, as CRD divisions collaborate with First Nations on a variety of initiatives. Some of the initiatives are already resourced and underway. Other initiatives are new but can be absorbed within existing operational budgets. Some new initiatives, or known future initiatives, will require additional resourcing. The matrix of draft action items (Appendix A) indicates whether each item can be fully or partially absorbed within existing financial plans, or not. In most cases, this

assessment represents whether CRD is resourced to support the work and does not reflect any capacity funding that may be offered to support First Nations involvement. Action items requiring new or additional funding will be brought forward by the lead divisions for Board consideration on a project-specific basis or as part of annual service planning.

First Nations Implications
The CRD Statement of Reconciliation, adopted in 2018, recognizes that commitment to reconciliation alone is not enough; that action is needed to show the CRD is taking measurable steps towards a better relationship with Indigenous peoples. This framing is frequently echoed by First Nations who call on the CRD to undertake tangible actions to demonstrate commitment to reconciliation and government-to-government relationships.

The 2023 CRD Indigenous Employment Project Final Report recommended developing an organization-wide reconciliation strategy as one step towards supporting Indigenous employment and culturally safe and supportive workplaces at the CRD. The 2024 CRD Government-to-Government Relationship Building Initiative Summary Report recommended moving forward with collaboratively developing a Reconciliation Action Plan and that it be guided by the themes and priorities heard through recent government-to-government discussions with First Nations. The report reflected feedback from First Nations that concrete actions that respond directly to the issues and interests raised by First Nations is essential to building lasting relationship.

By embedding reconciliation principles and initiatives across the organization, the Plan provides necessary guidance to operationalize Government-to-Government MOUs and Protocol Agreements, and to enable meaningful responses to First Nation priorities more broadly.

Priorities and key areas of focus outlined in this plan have been shaped and guided through past and ongoing engagement with First Nations staff and leadership, however, the draft actions are not exhaustive. Concerted efforts to grow and maintain respectful relationships with First Nations communities will need to continue, with a role for staff and leadership at all levels of the organization.

The Plan will outline the CRD's ongoing, upcoming and future initiatives to tangibly advance reconciliation over the next 5 years, while recognizing the need to leave space for emerging opportunities and to remain responsive to evolving relationships with First Nations, changing community priorities, and the CRD's organizational realities and financial constraints. Transparent annual reporting will provide an accountability mechanism.

CONCLUSION

A CRD Reconciliation Action Plan will help operationalize and deliver on Board priorities related to First Nations relations and CRD commitments in Government-to-Government MOUs and Protocol Agreements. Draft goals, action items and guiding principles for a Reconciliation Action Plan have been developed based on feedback and priorities of First Nations, with input from CRD operational divisions and executive leadership.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That the Board direct staff to share the draft Reconciliation Action Plan with First Nations for their review and input, and where possible, work with First Nations to incorporate their feedback; and
2. That staff report back to the Board with the revised Plan for final approval.

Submitted by:	Caitlyn Vernon, MES, Manager, First Nations Relations
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Reconciliation Action Plan Draft Action Items
Presentation: CRD Reconciliation Action Plan

Indigenous Self Determination and Relationship Building

Goal: Recognize and respect Indigenous self-determination through more inclusive governance and government-to-government relationship-building

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
	1. Strengthen relationships with First Nations at leadership and operational level					
1.1	Maintain Government to Government relationships through Memorandums of Understanding (MOUs) and Protocol Agreements (with First Nations having communities and/or reserve lands within the region), through regular leadership meetings, staff-level meetings, and collaboration on priority topics	FNR		Ongoing	Y	Ongoing
1.2	Strengthen open channels of communication with additional First Nations having territory in the region	FNR		Ongoing	Y	Ongoing
1.3	Engage CRD operational leadership and staff in work planning to advance First Nation priorities	FNR	All	Ongoing	Y	Ongoing
1.4	Organize opportunities for local government elected leadership to learn from and build relationships with First Nations leadership through forums, gatherings, presentation and tours	FNR	Various	Ongoing	Y	Ongoing
1.5	Support the participation of First Nations at the CRD Board, where enabled through the modern treaty process or changes to provincial legislation	FNR	Leg S	New	N	When enabled
1.6	Participate in the treaty process and Recognition of Indigenous Rights and Self-Determination tables ('reconciliation tables')	FNR		Ongoing	Y	Ongoing
	2. Enhance CRD decision-making processes and governance to be more inclusive of First Nation governments					
2.1	Work with the Province of B.C. on inclusive governance initiative to increase First Nations involvement in regional district decision-making	FNR	Leg S	Ongoing	Y	Ongoing
2.2	Inform First Nations of existing opportunities to participate in CRD standing committees and other decision-making tables	FNR	Leg S, ExS	Ongoing	Y	Ongoing
2.3	Where First Nations participate in local service committees and commissions, enhance inclusion by being responsive to feedback about barriers to participation	Leg S	Legal, FNR, PS, JDF, SGI, IWS, SSI	New	Y	Ongoing
2.4	Enhance opportunities for civic engagement among First Nations and seek input on barriers	Leg S	CCE, FNR	New	Y	2030
2.5	Jointly advocate with First Nations for the Province of B.C. to enable First Nations participation on the Regional Water Supply Commission and explore options to enhance FN participation in decision-making making in the Regional Water Supply	Leg S, IWS	FNR	Ongoing	N	2027
2.6	Notify First Nations when a regional strategic plan and master plan is being developed, invite early input and incorporate feedback into the plan development, within existing planning frameworks.	Various	FNR	Expand	Partial	Ongoing

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
	3. Develop and strengthen processes to support relationship-building and First Nations involvement					
3.1	Develop First Nations engagement and consultation guidance to facilitate appropriate and informed engagement practices	FNR	Legal	New	Y	2027
3.2	Coordinate internal approach to engagement with First Nations, where possible, by building on what has previously been shared by First Nations, sharing information and feedback across services, and coordinate engagement	FNR	All	Expand	Y	Ongoing
3.3	Update project planning templates and processes to consider First Nations interests and engagement early in project design	CCPDS, Various	FNR	New	Y	2027
3.4	Monitor and update on developments in First Nations' case law as it relates to implications for local governments	Legal	FNR	New	Y	Ongoing
3.5	Prepare staff guidance on managing First Nations data respectfully and inventory records held	IS	All	New	Y	2028
3.6	Share CRD practices and learnings to support other local governments in their FN relations, where possible	FNR		Ongoing	Y	Ongoing
3.7	Meet quarterly with BC Ministry of Indigenous Relations & Reconciliation (MIRR) and BC Ministry of Housing & Municipal Affairs (HMA) staff to share learnings, advocate, and collaborate on areas of mutual interest	FNR		Ongoing	Y	Ongoing

Shared Prosperity

Goal: Support shared prosperity by enhancing economic opportunities, in partnership with First Nations

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
	4. Provide fair and equitable services to First Nations through renewed and updated service agreements					
4.1	Negotiate new or revised service agreements for bulk water, wastewater, solid waste, emergency response, animal control, fire protection and other services, where applicable	IWS, PS, JDF, ERM	FNR, Legal	Expand	Y	Ongoing
	5. Explore and enhance procurement and other economic opportunities with First Nations					
5.1	Produce clear guidance to support expanded procurement from Indigenous businesses and increase staff awareness and skills related to identifying Indigenous businesses and expanding opportunities for Indigenous procurement	FS	Legal	New	N	2027
5.2	Update procurement templates to identify economic development as a reconciliation priority to encourage procurement from Indigenous vendors	FS	Legal, FNR	New	N	2027
5.3	Collaborate with partners to maintain and update the South Island Indigenous Business Directory	FNR		Ongoing	Y	2027
5.4	Identify and track CRD procurement from Indigenous businesses	FS	FNR	New	N	2030
5.5	Identify opportunities for information sharing or workshops for Indigenous businesses to share information about the CRD's services and procurement process, including offering training on the BC Bid platform to those interested.	FS, IPE	Various, FNR	New	N	2027
5.6	Develop a framework to guide considerations for support agreements, where appropriate and as identified through consultation, in relation to new major infrastructure projects	FNR, Legal	IWS, ERM, ENVI	New	N	As required
5.7	Support and/or leverage grant funding to support partnerships with First Nations, in areas of mutual interest	Various	FNR	Expand	N	2028
	6. Increase Indigenous employment and training opportunities					
6.1	Explore opportunities with the CRD unions to collaborate on employment-related reconciliation objectives	PSC	FNR	Expand	Y	2027
6.2	Through employee engagement mechanisms, offer opportunities for voluntary self-identification of Indigenous employees	PSC	FNR	Ongoing	Y	Ongoing
6.3	Further relationships with First Nation communities related to CRD employment through connecting with employment coordinators and participating in career fairs	PSC	Various	New	Y	2027
6.4	Revise job postings as opportunities arise to attract Indigenous applicants	PSC	FNR	Ongoing	Y	Ongoing

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing Expand	In Financial Plan (Yes, No, Partial)	Timeline
6.5	Develop hiring guidelines for managers on how to reduce barriers for Indigenous applicants	PSC	FNR	New	Y	2028
6.6	Review the CRD's Respectful Workplace Policy to apply an Indigenous cultural lens	PSC	FNR	Expand	Y	2028
6.7	Broaden the definition of 'family' for bereavement leave	PSC		New	Y	2027
6.8	Update leave provisions for political participation to include leaves of absence for Indigenous governance	PSC		New	Y	2027
6.9	Develop guidance and processes to support preferential hiring of Indigenous employees	PSC	FNR	New	Y	2029
6.10	Provide support for CRD divisions related to Indigenous employment as opportunities emerge	PSC	Various	Expand	Y	Ongoing
6.11	Explore opportunities to collaborate with partners to create and deliver Indigenous youth education and engagement programming to increase awareness and 'plant the seeds' about career opportunities in the CRD	FNR	PSC	New	N	2028
6.12	Develop onboarding processes that connects Indigenous employees to available supports	PSC	FNR / Various	New	N	2030
6.13	Extend CRD funded training and education opportunities to First Nations, where possible and of interest to First Nations	Various	FNR	Expand	Partial	Ongoing

7. Identify additional opportunities to support shared prosperity

7.1	Share culturally valuable resources where available and explore additional opportunities (e.g. logs, eagles, gravel, single-tree selection opportunities for carving)	FNR	WP, ERM, RP	Ongoing	Y	Ongoing
7.2	Explore changes to asset disposal policies to allow for discounted/donated or right of first refusal for surplus assets to First Nations	FS, CAMM	TDT	New	Y	2028
7.3	Update Community Cleanup and Rethink Waste grants to improve accessibility for First Nation applicants	ERM	FNR	New	Y	2027
7.4	Explore and seek to understand First Nations needs and desires related to housing to inform related strategies and initiatives, and support advocating to other levels of government in taking action to support FN housing needs	RH	FNR	New	N	2027
7.5	Assist First Nations to access existing recreation subsidy programs, where appropriate	Panorama, SEAPARC		Ongoing	Y	Ongoing

Relationships with Lands and Waters

Goal: Uphold and respect First Nation rights, responsibilities and relationship with lands and waters

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
	8. Enhance CRD commitments to archaeology and cultural heritage conservation					
8.1	Lead the CRD's involvement in the feedback and adoption phases related to changes to the *Heritage Conservation Act* (HCA), as they arise	FNR	Various	New	TBD	TBD
8.2	Update and implement internal guidance for archaeology and cultural heritage conservation throughout the CRD	FNR	Various	Ongoing	Y	2027
8.3	Collaborate with First Nations on mitigation of impacts and involvement of First Nation field representatives during project delivery in areas of high archaeological risk	FNR	Various	Ongoing	Partial	Ongoing
	9. Explore how the CRD can support First Nation access to land					
9.1	Update the Regional Parks Land Acquisition Strategy to incorporate feedback from First Nations	RP	FNR	Ongoing	Y	2027
9.2	Continue to engage with First Nations when acquiring land for community parks	JDF, SSI, SGI	FNR	Ongoing	Partial	2028
9.3	Develop a framework for offering right of first refusal to First Nations when disposing of surplus land	REFM	Legal, FNR	New	Y	2028
	10. Enhance First Nations involvement in land- and water-based initiatives and services					
10.1	In alignment with the Emergency and Disaster Management Act (EDMA) requirements, collaborate with First Nations on emergency and disaster management plans, including emergency recovery plans, and a post-disaster needs assessment	PS	FNR	New	Partial	Ongoing
10.2	Collaborate with First Nations on updating or developing Regional Park management plans or traditional use and access agreements	RP	FNR	Ongoing	Partial	Ongoing
10.3	Expand collaboration on environmental protection initiatives (e.g. harbours, stormwater, and invasive species) through data sharing, partnering with Guardians, or other mechanisms for involvement	EPro	FNR	Expand	Partial	Ongoing
10.4	Engage with First Nations on community parks planning and management	JDF, SSI, SGI	FNR	Expand	Partial	Ongoing
10.5	Work with First Nations on regional transportation and growth planning initiatives	RP&T	FNR	Ongoing	Partial	Ongoing
10.6	Engage First Nations in development of or updates to Wastewater Strategic Plans, Master Plans and Management Plans	Epro, IWS	FNR	New	N	TBD

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
10.7	When doing public outreach and education, consider opportunities to incorporate Indigenous perspectives into materials, and explore opportunities to offer outreach and education to First Nation communities	ERM, EPRO, RP&T, RP	CCE	New	Partial	2028
10.8	Engage First Nations on land use planning, development applications and Official Community Plan/Local Area Plan updates	JDF		Ongoing	Partial	Ongoing
10.9	Where possible, expand opportunities for First Nations to access the Regional Water Supply watershed lands for cultural and ceremonial use, such as food and medicine harvesting.	WP	FNR	Expand	Y	2027
10.10	Expand opportunities for First Nations involvement in stewardship of watershed lands.	WP	FNR	New	Y	2028

Cultural Safety and Inclusion

Goal: Foster cultural safety by increasing visibility and awareness of First Nations across the CRD region and enhancing Indigenous inclusion in CRD programming

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
	11. Increase visibility of First Nations in the region through art, signage, naming, events and public communications					
11.1	Develop and implement a First Nations naming policy/guideline to apply to land-based and infrastructure initiatives	CCE	FNR	New	N	2028
11.2	Identify and implement opportunities for naming or renaming parks, housing or infrastructure initiatives, where possible and where resources available	RP, RH, IWS, SSI, JDF, SGI, HCP	FNR, CCE	New	N	Ongoing
11.3	Develop internal guidance for commissioning Indigenous art	A&C	FNR, CCE	New	Y	2027
11.4	Conduct an inventory and review of existing Indigenous art and signage across the organization	FNR	Various	New	Y	2027
11.5	Identify select opportunities to advance Indigenous art, where possible and there are resources to do so	RP&T, RP, ERM, Leg S, SSI, JDF, SGI, CCPDS, Panorama, SEAPARC, HCP	CCE, FNR	New	Partial	2028
11.6	Develop internal guidance for the First Nations engagement and approval process for Indigenous interpretive signage	FNR	CCE	New	Y	2028
11.7	Identify select opportunities to advance Indigenous interpretive signage, in partnership with First Nations and where there are resources to do so	RP, RP&T, CCPDS, ERM, SSI, JDF, SGI	FNR, CCE	Expand	Partial	Ongoing
11.8	Advance reconciliation through public communications that uphold cultural safety, reflect First Nation priorities, and foster opportunities for shared storytelling	CCE	FNR	Expand	Y	Ongoing
11.9	Update internal resources for staff to support respectful and culturally informed communications with First Nations	CCE	FNR	Expand	Y	2027
11.10	In partnership with First Nations and where requested, celebrate Indigenous youth athletes and cultural activities at recreation facilities to foster visibility and inclusion	Panorama, SEAPARC	FNR	New	N	2028

Ref#	Initiative	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
	12. Support respectful relationship-building through training and education for CRD Board Directors, Commissioners, staff and contractors					
12.1	Continue and expand training and education opportunities for Board directors, including Indigenous-led cultural perspectives training and other opportunities for training, presentations, tours and gatherings	FNR	Leg S	Expand	Y	Ongoing
12.2	Deliver a regular program of cultural perspectives and archaeological awareness training for Gulf Islands Commissioners, staff and contractors	FNR	SGI, SSI	New	Y	Annual
12.3	Continue and expand Indigenous-led training and education opportunities for staff	FNR, PSC		Expand	Y	Ongoing
12.4	Support cultural safety by delivering focused training for CRD staff and contractors, including regional parks and projects involving First Nations representatives in the field.	RP, Various	FNR	Expand	Y	2027 - ongoing
12.5	Through training sessions, build awareness and education across CRD to increase competency and confidence amongst staff related to project planning, risk assessment, archaeology, First Nations consultation and engagement, data management, staff reports and communications	FNR	PSC	Expand	Y	Ongoing
12.6	Establish an internal Community of Practice to support staff as they champion and lead reconciliation efforts in their work	FNR	Various	New	Y	2028
	13. Incorporate Indigenous needs and priorities in the development of CRD programs					
13.1	As requested by First Nations, collaborate to identify ways to increase First Nations participation in recreation programs and services, including in-community service provision and youth-specific programming	Panorma, SEAPARC	FNR	New	Partial	Ongoing
13.2	Explore opportunities to support Indigenous food security through the Regional Foodlands Access Service	RP&T		New	N	2030
13.3	Continue to encourage and support Indigenous participation on the Arts Advisory Council and, as applicable, consult Indigenous artists as part of grant adjudication and strategic planning for arts granting services	A&C		Ongoing	Y	Ongoing

LEGEND

Division Acronym	Definition
A&C	Arts & Culture
CAMM	Corporate Asset & Maintenance Management
CCE	Corporate Communications & Engagement
CCPDS	Corporate Capital Project Delivery Services
ENVI	Environmental Innovation
EPRO	Environmental Protection
ERM	Environmental Resource Management
ExS	Executive Services
FNR	First Nations Relations
FS	Financial Services
HCP	Health & Capital Planning
IPE	Infrastructure Planning & Engineering
IS	Privacy & Information Services
IWS	Infrastructure & Water Services
JDF	Juan de Fuca Administration
Legal	Legal Services
Leg S	Legislative Services
Panorama	Panorama Recreation
PS	Protective Services
PSC	People, Safety & Culture
REFM	Real Estate & Facilities Management
RH	Regional Housing
RP	Regional Parks
RP&T	Regional Planning & Transportation
SEAPARC	SEAPARC Recreation
SGI	Southern Gulf Islands Administration
SSI	Salt Spring Island Administration
TDT	Technology and Digital Transformation
WP	Watershed Protection

First Nations Relations

CRD

CRD's Draft Reconciliation Action Plan



CRD Governance and First Nations Relations Committee

February 4, 2026

First Nations Relations

CRD

Presentation Outline

- Purpose & Intent of a Reconciliation Action Plan (RAP)
- Process & engagement to date
- Guiding Principles
- Goals & sub-goals
- Action Items
- Other components of the Plan
- Next Steps

First Nations Relations

CRD

Reconciliation Action Plan (RAP): Purpose & Intent

Outline the CRD's ongoing, upcoming and recommended future initiatives to advance reconciliation over the next 5 years

Embed reconciliation principles and initiatives at both the strategic and operational levels, across CRD operations

Serve as a guiding document to help operationalize and deliver on Board priorities related to First Nations relations and CRD commitments outlined in government-to-government MOUs and Protocol Agreements

Establish a process for transparent reporting on reconciliation initiatives from across CRD Divisions

First Nations Relations

CRD

Process to develop RAP

Completed between September 2025 – January 2026:

Invited early engagement from 19 First Nations

✓Based on their response and interest, met with 12 First Nations
- Phase 1 engagement input supported development of components and guiding principles, to inform initial drafting

Incorporated feedback provided by First Nations in recent years

✓Drew from a wide variety of initiatives to identify action items requested by First Nations, including:
- government-to-government relationship building efforts
- MOUs, Protocol Agreements
- First Nations input from strategic planning efforts and project engagement

Internal engagement (within CRD)

✓Met with all operational divisions and executive leadership
- reviewed First Nations' priority topics and identified possible action items
- lens of operational & financial feasibility

Upcoming (not started) February – June 2026:

Further engagement with 19 First Nations (Phase 2)

Seek feedback and input from First Nations on draft RAP

→ **Internal CRD review**

Operational divisions and executive leadership review input from First Nations and further refine draft RAP

→ **CRD Board**

Revised RAP brought to Board for approval

Draft Guiding Principles - Broad Themes

- Honouring our Government-to-Government Relationship
- Honouring Reconciliation
- Honouring the Lands & Waters

First Nations Relations

Draft Guiding Principle 1:

Honouring our Government-to-Government Relationship

- Commit to developing and nurturing cooperative, collaborative, long-term, and mutually beneficial government-to-government relationships with First Nations.
- Communicate in an honest, respectful, and transparent manner with the goal of improving understanding of different perspectives. Remain flexible and adaptable, and open to working together in unique and new ways to achieve desired outcomes.
- Recognize that each First Nation has a distinct culture, governance structure, priorities and capacity. Seek guidance from each First Nation on how to respectfully work together.
- Commit to learning about Indigenous laws, beliefs and teachings and how these concepts can support a positive, mutually respectful government-to-government relationship.

First Nations Relations

CRD

Draft Guiding Principle 2:

Honouring Reconciliation

- Work to embody the foundational principle of: “Nothing about us without us,” with emphasis on First Nation’s leadership in decisions affecting their traditional territory.
- Commit to learning about the ongoing legacies of colonialism which continue to impact Indigenous peoples today so that this understanding can inform CRD efforts towards reconciliation.
- Commit to advancing the Truth and Reconciliation Calls to Action and recognizing the *United Nations Declaration on the Rights of Indigenous Peoples Act* as a framework for reconciliation.
- Recognize that time and resources are required for meaningful reconciliation.

First Nations Relations

Draft Guiding Principle 3:

Honouring the Lands & Waters

- Recognize that Capital Regional District (CRD) is situated on First Nations' Territory and that each First Nation has a responsibility to care for and steward their Territory.
- Seek opportunities to support the inclusion of First Nation knowledge, cultural practices and governance into CRD decision-making and operations.
- Commit to engagement and dialogue on CRD projects, and where possible, seek Free, Prior and Informed Consent (FPIC).
- Support long-term sustainability and stewardship for the benefit of future generations, integrating environmental considerations and community well-being.

First Nations Relations

CRD

Introduction to Draft Goals

1. Indigenous Self-Determination and Relationship Building
2. Shared Prosperity
3. Relationships with Lands and Waters
4. Cultural Safety and Inclusion

Each Goal is further detailed and accompanied by draft Sub-goals on subsequent slides.

First Nations Relations

CRD

Draft Goal: Self-Determination

- Recognize and respect Indigenous self-determination through more inclusive governance and government-to-government relationship-building

Draft Sub-Goals

- Strengthen relationships with First Nations at the leadership and operational level
- Enhance CRD decision-making processes and governance to be more inclusive of First Nation governments
- Develop and strengthen processes to support relationship-building and First Nations involvement

First Nations Relations

CRD

Draft Goal: Shared Prosperity

- Support shared prosperity by enhancing economic opportunities, in partnership with First Nations

Draft Sub-Goals

- Provide fair and equitable services to First Nations through renewed and updated service agreements
- Explore and enhance procurement and other economic opportunities with First Nations
- Increase Indigenous employment and training opportunities
- Identify additional opportunities to support shared prosperity

First Nations Relations

CRD

Draft Goal: Lands & Waters

- Uphold and respect First Nation rights, responsibilities and relationship with lands and waters

Draft Sub-Goals

- Enhance CRD commitments to archaeology and cultural heritage conservation
- Explore how the CRD can support First Nation access to land
- Enhance First Nations involvement in land- and water-based initiatives and services

First Nations Relations

CRD

Draft Goal: Cultural Safety

- Foster cultural safety by increasing visibility and awareness of First Nations across the CRD region and enhancing Indigenous inclusion in CRD programming

Draft Sub-Goals

- Increase visibility of First Nations in the region through art, signage, naming, events and public communications
- Support respectful relationship-building through training and education for CRD Board Directors, Commissioners staff, and contractors
- Incorporate Indigenous needs and priorities in the development of CRD programs

First Nations Relations

Action Items Matrix

Goal 4: Cultural Safety & Inclusion
Sub-Goal: Increase visibility of First Nations in the region through art, signage, naming, events and public communications

Action	Brief Description	Lead Division(s)	Support Division(s)	New/Ongoing/ Expand	In Financial Plan (Yes, No, Partial)	Timeline
11.7	Identify select opportunities to advance Indigenous interpretive signage, in partnership with First Nations and where there are resources to do so	RP&T, RP, ERM, SSI, JDF, SGI	FNR, CCE	Expand	Partial	Ongoing

Other RAP Components (draft)

- First Nations profiles, teachings, quotes
- Indigenous digital art, community pictures shared with permission
- Message from Board Chair and Executive Leadership Team
- CRD Reconciliation Journey
  - Context for reconciliation
  - Summary of CRD efforts towards reconciliation over the past 10 years
- Accountability & Reporting

First Nations Relations

Next Steps

- Board direction
- Share draft components of the RAP, including all proposed and potential actions, with 19 First Nations, invite further feedback and engagement
- Revise the RAP as needed, in collaboration with First Nations and CRD executive
- Bring the revised RAP to the Board for approval

Making a difference...together

REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, JANUARY 20, 2026

SUBJECT **Zoning Bylaw Amendment Application for Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026; PID: 024-994-944 – East Sooke Road**

ISSUE SUMMARY

The landowner has applied to rezone the subject property from the Rural A zone to the Rural Residential 6A zone (RR-6A) to facilitate subdivision.

BACKGROUND

The 6.74 ha subject property is a panhandle lot located on East Sooke Road (Appendix A). The parcel is split-zoned Rural (A) and Agricultural (AG) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, and is split-designated Settlement and Agriculture by the East Sooke Official Community Plan (OCP), Bylaw No. 4000.

An adjoining bare land strata located along the southern parcel boundary is zoned RR-6A. Neighbouring parcels to the east, west, and north are zoned Rural (A), AG and Neighbourhood Commercial (C-1). The AG zoned portion of the property comprises a narrow, 0.48 ha access strip to East Sooke Road and is located within the Agricultural Land Reserve (ALR). That portion is designated as Steep Slope, Riparian and Sensitive Ecosystem development permit areas (DPA). The remaining Rural (A) zoned portion is approximately 6.26 ha and is partially designated as a Farmland Protection DPA. The parcel is identified as a vacant property containing a gravel driveway, one unregistered well, and a small shed. The property is entirely within the East Sooke Fire Protection local service area.

The landowner has applied to amend Bylaw No. 2040 by rezoning that part of the property zoned Rural (A) (Appendix B) to RR-6A (Appendix C) to facilitate a 4-lot, bare land strata subdivision (Appendix D; CRD File: SU000762). The application was supplemented by an ALR Buffer Report (Appendix E), a Riparian Areas Regulation Report (Appendix F), and a letter from a well drilling company (Appendix G).

At their meeting of April 15, 2025, the Juan de Fuca Land Use Committee recommended referral of the proposed amendment bylaw (Appendix H) to the East Sooke Advisory Planning Commission and to appropriate CRD departments, First Nations and agencies. Comments have been received and are included in Appendix I.

ALTERNATIVES

Alternative 1
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025", to the East Sooke Advisory Planning Commission; CRD departments; Sc'ianew (Beecher Bay) First Nation; T'Sou-ke First Nation; Agricultural Land Commission; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Transit; RCMP; and Sooke School District #62 be approved and the comments received;
2. That proposed Bylaw No. 4657 be introduced and read a first, second and third time; and
3. That proposed Bylaw No. 4657 be adopted.

Alternative 2
That the CRD not proceed with proposed Bylaw No. 4657.

IMPLICATIONS

Legislative and Public Consultation Implications

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them related to Part 14 of the *Local Government Act* (*LGA*). The East Sooke APC considered the application at its meeting on May 5, 2025.

Pursuant to Section 464(3) of the *LGA*, if 1) an official community plan is in effect for the area that is the subject of the zoning bylaw, 2) the bylaw is consistent with the OCP, and 3) the sole purpose of the bylaw is to permit a development that is entirely a residential development, the CRD must not hold a public hearing with respect to the bylaw.

Since the development proposal meets all three conditions, the CRD must not hold a public hearing with respect to the bylaw. Notice of the proposed bylaw amendment advising of the date of first reading will be provided in accordance with Sections 466 and 467 of the *LGA*. Upon receipt of referral comments, the LUC may consider a recommendation for all bylaw readings and adoption at the same meeting.

Regional Growth Strategy Implications

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a regional growth strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the East Sooke OCP area is consistent with the OCP, it does not proceed to the CRD Board for a determination of consistency with the RGS. Staff are of the opinion that the proposed amendment is consistent with the policies of the East Sooke OCP.

First Nations Implications

The subject property is located within the asserted traditional territory of the Sc'ianew (Beecher Bay) and T'Sou-ke First Nations. Each Nation was invited to participate in an application review process with staff and the applicant to better inform consideration of the proposal.

T'Sou-ke First Nation commented that they had no concerns at this time, but that they would like to have someone onsite should there be any digging.

Sc'ianew (Beecher Bay) First Nation responded to advise that they did not have capacity to review the proposal and provide a detailed response.

Referral Comments

Referrals were sent to 10 agencies, CRD departments, and to the East Sooke APC and Juan de Fuca Parks and Recreation Advisory Commission. Comments received are summarized below and included in Appendix I.

CRD Electoral Area Fire Services responded that the applicant must produce a report by a Qualified Professional that recommends how the proposed development provides satisfactory access for emergency vehicles. JdF Planning staff note that confirmation of access for emergency vehicles would be addressed at the time of subdivision.

CRD First Nations Relations commented that a search of the Remote Access to Archaeological Data managed by the BC Archaeology Branch indicated that the property is not located within or immediately adjacent to a protected archaeological site and that a permit is not required to undertake work unless archaeological materials are exposed or impacted during land-altering activities.

Juan de Fuca Electoral Area Parks and Recreation Advisory Commission reviewed the application at its meeting of November 25, 2025, and provided the following recommendation by resolution:

> **MOVED** by Commissioner Jorna, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that it considered Zoning Amendment Application RZ000287 and that its preference is for cash-in-lieu of parkland at the time of subdivision.

The Agricultural Land Commission (ALC) supported the ALR buffering recommendation, including registration of a covenant to ensure long-term protection. The ALC noted that the recommended 10-metre buffer is less than the 30-metre buffer provided in the Ministry of Agriculture and Food's *Guide to Edge Planning*. The ALC also had no concerns with the proposed strata subdivision layout provided that there is not subdivision in the ALR.

BC Hydro expressed no objection to the rezoning and proposed bare land strata subdivision.

District of Sooke stated that they had no comment regarding the proposed rezoning.

Ministry of Forests – Archaeology Branch advised that according to Provincial records, there are no known archaeological sites recorded on the subject property and that archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

Ministry of Water, Land and Resource Stewardship – West Coast Region Authorizations Branch noted that if wells to support the proposed subdivision were to be drilled, they would likely be completed within Aquifer 606 at a depth below sea level. Aquifer 606 consists for low productivity, fractured crystalline bedrock partially confined by Vashon till. JdF Planning staff note that the aquifer extends from Metchosin to Jordan River. Aquifer 606 was flagged in 2019 due to "Possible Water Shortage and/or Saline Intrusion Issues". Increased groundwater extraction in the area may exacerbate current groundwater availability issues, increase potential for saltwater intrusion and impact the water supply in other wells in the area. It was noted that there are 53 registered wells in the area, with 47 of the completed in Aquifer 606. The median depth of the wells is 134 m. Due to the depth of surrounding wells and proximity to the ocean, there is an increased risk of saltwater intrusion. It was recommended that water quality be monitored during drilling and testing of new wells.

Ministry of Water, Land and Resource Stewardship – Ecosystem Section had no objection to approval of the proposed rezoning.

Ministry of Transportation and Transit had no objection to the zoning bylaw amendment and noted that approval of the bylaw pursuant to Section 52 of the *Transportation Act* is not required. The Ministry also advised that no storm drainage from the property may be directed into Ministry ditches and that the access connection to East Sooke Road must be approved under a Ministry residential access permit.

A Public Information Meeting was held in the community and the East Sooke APC considered the application on May 5, 2025, with approximately 10 members of the public in attendance. Members of the public raised concern regarding application of the ALR buffer given the topography and non-use of adjacent ALR land. The APC passed the following motion with respect to Bylaw No. 4657:

> **MOVED** by Zac Doeding, **SECONDED** by Vicki Graham that the East Sooke Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee that it supports the application and proposed Bylaw No. 4657, to rezone a portion of the subject property from the Rural (A) zone to the Rural Residential 6A zone (RR-6A) and that it recommends provision of an adequate ingress/egress to service the proposed 4 bare land strata lots and reconsideration of the agricultural buffers on the subject property.

Land Use

The East Sooke OCP designates the subject property as Settlement and Agriculture. The intent of the Settlement Land Use Designation is to support residential and agricultural uses; suites to increase housing affordability; home-based businesses; small-scale commercial and tourism activities; cottage industry; civic and institutional uses; and community parks, subject to consideration of the anticipated impact of the use in any individual circumstances. The Settlement designation supports zones with an average density of one parcel per 1.0 ha, provided that no parcels are less than 0.4 ha. Additionally, OCP policies support the rezoning of Rural (A) zoned lands for the purpose of subdivision as an alternative to a building strata to allow for one parcel per 1.0 ha. Staff are of the opinion that proposed Bylaw No. 4657, which would rezone the property from Rural (A) to RR-6A, is consistent with the OCP and its intention to maintain the East Sooke's rural character. That part of the property that is designated Agriculture is proposed to be part of common property access driveway. Since the ALR portion is not being subdivided, the subdivision regulations of the *Agricultural Land Commission Act* for land in the ALR do not apply to the access strip.

The proponent's subdivision plan shows the creation of a 4-lot bare land strata over that part of the property that is proposed to be rezoned from Rural (A) to RR-6A; however, the maximum potential would be for six 1.0 ha parcels. The remaining portion will continue to be used exclusively as a common access driveway for the strata and will remain in the AG zone and the ALR.

The application was supplemented by an ALR Buffer Report, Riparian Areas Regulation Report, and a letter from Drillwell Enterprises to demonstrate the feasibility of the proposed subdivision. The ALR Buffer Report provided plans for an agricultural buffer, screening, and development setbacks to meet the Farmland Protection development permit (DP) guidelines applied at the time of subdivision. While the East Sooke

APC recommended that the buffer requirements be reconsidered in light of the topography and use of adjacent ALR land, the Buffer Report was supported by the Agricultural Land Commission. The East Sooke OCP is also supportive of buffers on non-ALR land to protect the long-term viability of agriculture. JdF Planning staff concur with the recommendation of the ALC and recommend that the buffer requirements remain in place and that they be assessed at the time of subdivision. Staff also advise that the buffer would be addressed and protected through a development permit, rather than a covenant.

Since a portion of the property is within a provincially designated riparian area, the Riparian Areas Regulation Report aimed to demonstrate that those provincial requirements for development authorization and the Riparian and Sensitive Ecosystem DP guidelines required by the CRD could be met at the time of subdivision.

The letter from Drillwell Enterprises provided an early assessment of potential groundwater availability indicating that domestic water supply for indoor use is likely based on overall productivity of wells in the immediate area. The Ministry of Water, Land and Resource Stewardship noted the characteristics of Aquifer 606 and recommended that new wells be monitored for saltwater intrusion during construction. If proposed Bylaw No. 4657 is considered for adoption, the proponent would be required to provide additional reporting to meet potable water requirements for the subdivision.

Based on the information provided by the applicants, referral comments received and the policies of the East Sooke OCP, staff recommend that proposed Bylaw No. 4657 be read a first, second and third time, and that Bylaw No. 4657 be adopted.

CONCLUSION

The purpose of Bylaw No. 4657 is to amend the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 by rezoning that portion of the Land zoned Rural A to Rural Residential 6A in order facilitate a 4-lot bare land strata subdivision. Based on the information provided and the referral comments received, Staff recommend that referral of the bylaw be approved and referral comments be received, that Bylaw No. 4657 be read a first, second and third time, and that Bylaw No. 4657 be adopted.

RECOMMENDATION

The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

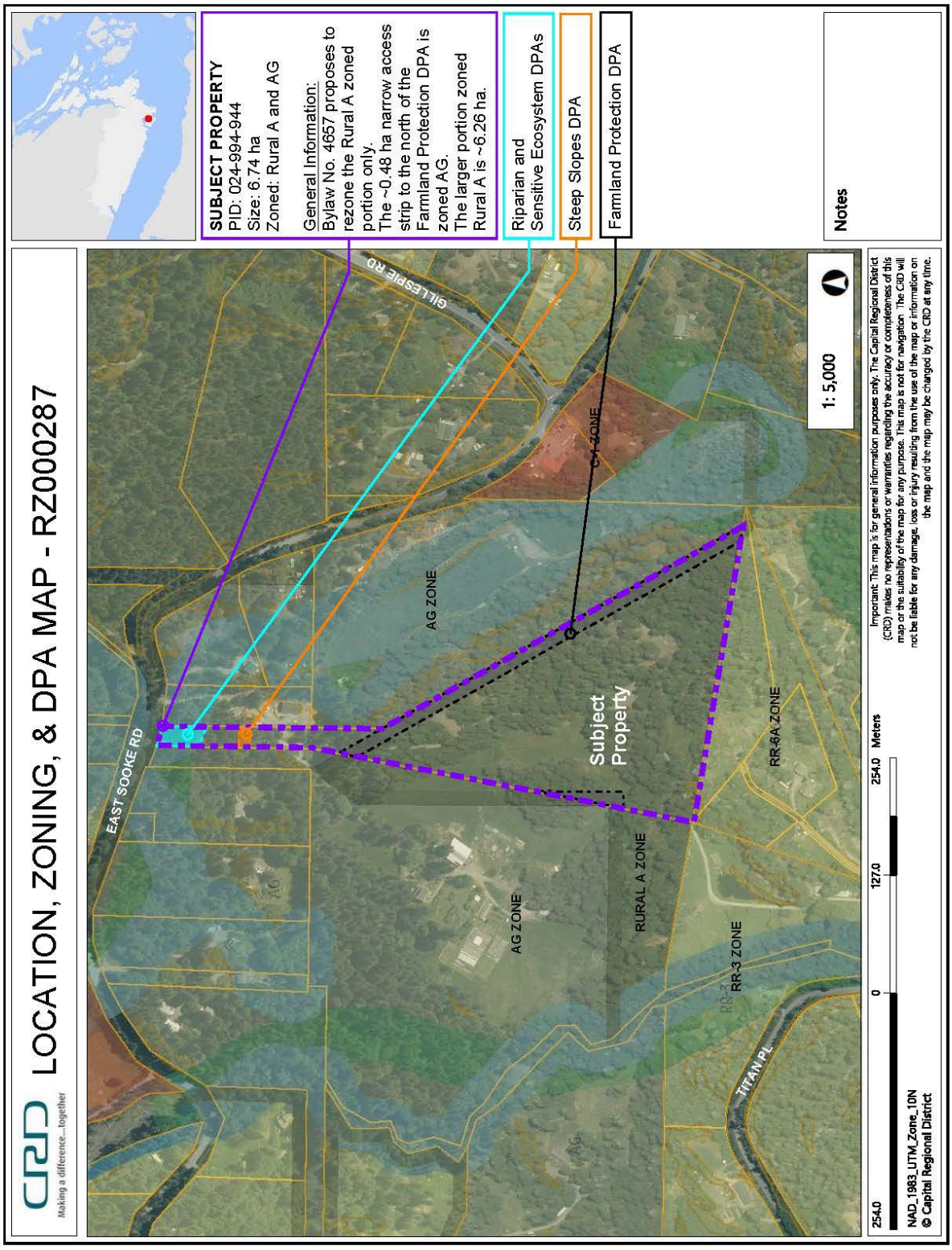
1. That the referral of proposed Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025", to the East Sooke Advisory Planning Commission; CRD departments; Sc'ianew (Beecher Bay) First Nation; T'Sou-ke First Nation; Agricultural Land Commission; BC Hydro; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Transit; RCMP; and Sooke School District #62 be approved and the comments received;
2. That proposed Bylaw No. 4657 be introduced and read a first, second and third time; and
3. That proposed Bylaw No. 4657 be adopted.

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng., B.Sc., General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Location, Zoning & DPA Map
Appendix B: Rural (A) Zone
Appendix C: Rural Residential 6A (RR-6A) Zone
Appendix D: Proposed Subdivision Plan
Appendix E: ALR Buffer Report
Appendix F: Riparian Areas Protection Regulation Report
Appendix G: Potable Water Letter
Appendix H: Proposed Bylaw No. 4657
Appendix I: Referral Comments

Appendix A: Location, Zoning & DPA Map



Appendix B: Rural (A) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2.0 RURAL ZONE - A

2.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Rural A Zone:

(a) Agriculture;
(b) Intensive Agriculture, except that sites for piggeries, fur farming and other similar agricultural, horticultural and animal raising activities in which the intensity and nature of the use would be materially more offensive by reason of noise, odour or appearance shall be located at least 150m from the nearest Residential or Multiple Family Residential Zone;
(c) Silviculture;
(d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
(e) One-family dwelling;
(f) Two-family dwelling;
(g) Animal Hospitals;
(h) Veterinary Clinics;
(i) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
(j) Two Boarders or Lodgers;
(k) Accessory uses such as on-site logging, and pole- or post- or shake-cutting from trees grown on-site;
(l) Finfish culture, land-based;
(m) One secondary suite per lot pursuant to Part 1, Subsection 4.19; *Bylaw 2674*
(n) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

2.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size shall be 4.0ha.

2.03 Number of Dwelling Units

The maximum density for residential buildings (comprised of one- and/or two-family dwellings) shall not exceed the following:
(a) On lots of 0.4ha or less, one one-family dwelling;
(b) On lots of more than 0.4ha and less than 0.8ha, not more than two one-family or one two-family dwelling;
(c) On lots of more than 0.8ha and less than 4ha, not more than three one-family dwellings or three dwelling units;
(d) On lots of more than 4ha and less than 16ha, not more than four one-family dwellings or four dwelling units;
(e) On lots of more than 16ha and less than 32ha, not more than five one-family dwellings or five dwelling units;
(f) On lots of more than 32ha, not more than eight one-family dwellings or eight dwelling units.

2.04 Height

The maximum height permitted shall be 11m.

2.05 Lot Coverage

The maximum lot coverage permitted shall be 15 percent.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2.06	**Maximum Size of Residential Buildings**	Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705* (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less; (b) On lots of 1ha or more in size, residential buildings and structure shall not exceed a Floor Area Ratio of 0.45. *Bylaw 3705*
2.07	**Yard Requirements for Residential Buildings**	(a) Front yards shall be a minimum of 7.5m; (b) Side yards shall be a minimum of 6m except for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15 m each side; (c) Flanking yards shall be a minimum of 6m CTS; (d) Rear yards shall be a minimum of 11m.
2.08	**Yard Requirements for Farm Buildings**	(a) Front yards shall be a minimum of 30m; (b) Side, flanking and rear yards shall be a minimum of 15m.
2.09	**Yard Requirements for Finfish Culture, Land-Based Uses and Structures**	Front, side, flanking and rear yards shall be a minimum of 30m.
2.10	**Yard Requirements for Intensive Agriculture Uses and Buildings**	(a) Front yards shall be a minimum of 30 m; (b) Side, rear and flanking yards shall be a minimum of 30m. *Bylaw 2103*

Appendix C: Rural Residential 6A (RR-6A) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

10A.0 RURAL RESIDENTIAL 6A ZONE – RR-6A

Bylaw 4246

10A.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others are permitted in the Rural Residential 6A (RR-6A) zone:

(a) One-family dwelling;
(b) Agriculture;
(c) Silviculture;
(d) Two Boarders or Lodgers;
(e) Farm/Agriculture Buildings;
(f) Home Based Business Categories One, Two and Three;
(g) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, to be used, but not rented, for the temporary accommodation of guests or visitors.
(h) Secondary suite pursuant to Part 1, Section 4.19;
(i) Detached accessory suite pursuant to Part 1, Section 4.20.

10A.02 Minimum Lot Size for Subdivision Purposes

(a) The minimum average lot size for subdivision purposes is 1 ha and no lot shall be created with a lot size smaller than 0.5 ha.
(b) For the purposes of this zone, the total area of land in a plan of subdivision, prior to the removal of land for road and park dedication or for common property, divided by the number of lots intended to be created shall not be less than the minimum average lot size specified in Section 10A.02(a).

10A.03 Number of Dwellings

One one-family dwelling and one of either a secondary suite or a detached accessory suite, but not both.

10A.04 Height

Maximum height shall be 9 m.

10A.05 Lot Coverage

Lot coverage shall not exceed 25 percent.

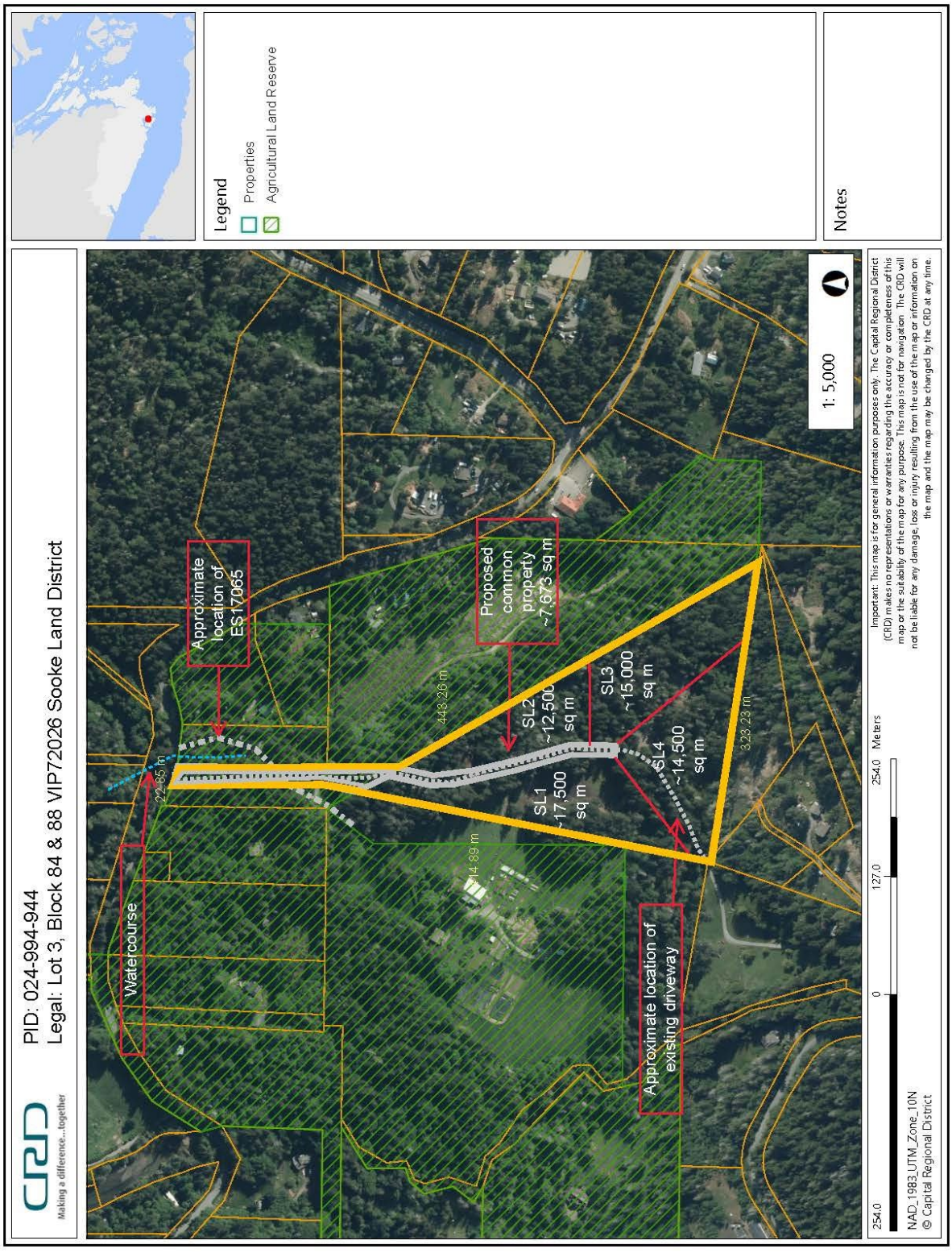
10A.06 Maximum Size of Residential Buildings

Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral:
(a) On lots of less than 1 ha in area, residential buildings and structures shall not exceed a Total Floor Area of 418 m^2;
(b) On lots of 1 ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.045.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

10A.07	**Yard Requirements**	(a) Front yards shall be a minimum of 7.5 m; (b) Side yards shall be a minimum of 6 m; except that for lots of greater than 1 ha in size and where residential uses exceed a Total Floor Area of 418 m^2, minimum side yards shall be 15 m each side; (c) Flanking yards shall be a minimum of 6 m CTS; (d) Rear yards shall be a minimum of 10 m.
10A.08	**Yard Requirements for Agricultural Buildings and Structures**	Farm buildings and structures for agricultural uses shall be not less than 30 m from the front lot line and not less than 15 m from any other boundary of the lot.

Appendix D: Proposed Subdivision Plan



Appendix E: ALR Buffer Report

DANACA
CONSULTING

ALR BUFFER REPORT

East Sooke Road

PID: 024-994-944



Report Date:
September 26, 2024

Client Name:
[redacted]

Disclaimer

This plan has been prepared with the best information available at the time of writing, including a review of available information from the local government and Province of British Columbia. This plan has been developed to provide the owner with information to understand the requirements and constraints for developing an agricultural buffer between the Subject Property and the Agricultural Land Reserve. It is the owner's responsibility to complete the due diligence for this project.

This plan is for the use of the property owner and for the Capital Regional District. Any use of this plan by other parties is done exclusively at their risk. The author assumes no responsibility for: [i] iterations of this plan that are unsigned by the author, [ii] any changes made to this document other than those made or endorsed by the author.

Danaca Consulting
2554 Sooke River Road, Sooke, BC V9Z 0X8 danacaconsulting@gmail.com 250.588.8208

Introduction

The Client has retained Danaca Consulting ('DANACA') for the purpose of recommending an agricultural buffer, screenings and development setback for the Landowner's property located at 5700-block of East Sooke Road, Sooke, BC with the legally described as LOT 3 SECTIONS 84 AND 88 SOOKE DISTRICT PLAN VIP72026, PID 024-994-944 (hereafter referred to as 'the Subject Property'). DANACA understands that the Client intends to complete a four-lot bare land strata subdivision on the Subject Property. The eastern lot line of the Subject Property abuts the provincial Agricultural Land Reserve (ALR) and thus the Capital Regional District ('the CRD') requires the Client to submit an Agricultural Land Reserve Buffer Recommendation. This is in anticipation of the Ministry of Agriculture and Food and the Agricultural Land Commission request for a vegetated buffer between the Subject Property and the ALR which will accompany a referral response during the application for rezoning and subdivision ('the Application').

The scope of work includes:

- Review of background and development proposal information, including proposed development plans, pertinent local government policies and bylaws, and communication with key personnel within the local government.
- Conduct an on-site inspection to identify areas of potential agricultural and environmental concern.
- Provide plans pertaining to an agricultural buffer, screenings, and development setback, to provide professional recommendations to facilitate development plans.

To inform our recommendations, DANACA has completed a background review of the Subject Property and surrounding lands, and field investigation to determine current site conditions. DANACA has also reviewed all available development and site plans provided by the Client. For our recommendations, best management practices have been adopted from Ministry of Agriculture's Guide to Edge Planning' and the Agricultural Land Commission's (ALC) Landscaped Buffer Specifications.

Background Review

The Subject Property is located within the Juan de Fuca Electoral Area and within the Capital Regional District of southern Vancouver Island, British Columbia (Figure 1 and 2). The Subject Property is 67,440.06 m2 (16.66 acres) in area with a front lot line of 22.85 m and a depth ranging between approximately 414.89 m and 443.26 m. The Subject Property is undulating, sloping gently from the southern rear property line (52 m) to East Sooke Road (24 m) and within the Caffrey Creek watershed (Figure 3). The Subject Property is split zoned: the majority of the property is Rural Zone A and a minor portion (0.48 ha) is Agricultural AG Zone. It is bordered to the north by Rural Zone A and Rural Residential Zone RR-3, and east and west by Agricultural Zone AG and to the south by Rural Residential Zone RR-6 (Figure 4). There is an access easement registered on the title in favor of 5717 East Sooke Road at the northern property line, adjacent to East Sooke Road (Figure 5). The property is undeveloped except for a driveway that bisects the property, farm fencing, and soil stockpiles.

Site Context

The following section describes the Subject Property in the context of the Agricultural Land Reserve, the watershed, and soils.

Agricultural Land Reserve

Civic information about the Subject Property, as provided by mapping from the CRD, is presented in Table 1, followed by a series of maps (Figure 1, 2, 5) showing the Subject Property in proximity to the ALR. Table 2 summarizes adjacent zoning and parcel area information provided by the CRD, and present land use.

TABLE 1. CIVIC INFORMATION, ZONING AND LAND USES OF THE SUBJECT PROPERTY.

CIVIC ADDRESS	**Not Assigned – 5700-block East Sooke Road**
PID	024-994-944
LEGAL	LOT 3 PLAN VIP72026 SECTION 84&88 SOOKE
AREA	67,440.1 m^2
ZONING	Rural A Zone
WITHIN ALR?	Partially 4,800 m2 is mapped as agricultural land

TABLE 2. ZONING AND LAND USES ABUTTING THE SUBJECT PROPERTY.

AREA (m^2)	DIRECTION	ZONING	WITHIN ALR
19,517.7	North	Rural A	No
66,461.1	East	Agricultural	Yes
12,570.0	South	RR-6A Residential	No
126,454.5	West	Agricultural and Rural A	Partially

The Subject Property is adjacent to three properties that are within the ALR (Figure 5):

- 5709 East Sooke Road is 0.69 hectares and has residential use.
- 5685 East Sooke Road is 6.65 hectares and has residential use but is primarily wetland (approximately 1.6 hectares) that serves as headwaters to Caffrey Creek, and a steep slope of approximately 30% from the wetland up to the Subject Property.
- 5717 East Sooke Road is 12.65 hectares that is gently sloping away from the Subject Property and has residential and farm use.

Watershed

The Subject Property is within 30 m of a watercourse, but not within 15 m of the highwater mark of the ocean. The *Water Sustainability Act* and the *Riparian Areas Protection Regulation (RAPR)* apply to this property. Assessment #8981 dated September 4, 2024, been completed under the RAPR. The Streamside Protection and Enhancement Area (SPEA) is on the land located within the ALR (Figure 3, 6).

Soils[1][2]

The agricultural land on the Subject Property and the ALR lands to the east and west, contain primarily 'Ragbark' soils with 'Somenos' and 'Metchosin" soils (Figure 7). 'Ragbark' is an Orthic

[1] Jungen, J. R. July 1985. Soils of Southern Vancouver Island: Ministry of Environment Technical Report 17. Report No. 44, British Columbia Soil Survey. 209 p.
[2] SIFT. 2018. British Columbia Soil Information Finder Tool (arcgis.com). Accessed on September 12, 2024.

Dystric Brunisol (O.DYB). Ragbark soils occur in the Coastal Grand Fir - Western Red Cedar Forest Zone within the Nanaimo Lowland physiographic subdivision. They have developed rubbly sandy and/or gravelly sandy colluvial and/or morainal deposits, less than 1 m thick, overlying extrusive bedrock. Slopes vary between 15 and 100%; elevations range from sea level to 300 m.

Characteristics of the 'Ragbark' soil type:

- Profile: Native soil profile that is in native condition (undisturbed by agriculture).
- Kind of Material: The soil material is primarily composed of mineral particles.
- Water Table: The water table is not present in the soil at any time.
- Root Restrictions: The growth of plant roots is restricted by a lithic (consolidated bedrock) sixth layer.
- Drainage: Water is removed from the soil rapidly in relation to supply. Excess water flows downward if underlying material is pervious. Subsurface flow may occur on steep gradients during heavy rainfall. Soils have low available water storage capacity (2.5-4 cm) within the control section, and are usually coarse textured, or shallow, or both. Water source is precipitation.
- pH: The soils are strongly acid.

Dominant Soil Limitations:

- Low water-holding capacity.
- Coarse fragment content is usually between 30 and 60%.
- Bedrock is normally encountered between 50 and 100 cm from the surface.

Agricultural Capability

The Agricultural Capability Classification[3] for the ALR on the Subject Property and the adjacent ALR properties to the east and west (hereafter referred to as the 'Adjacent ALR Properties') have been mapped as Class 2D (Figure 8).

Class 2 lands have minor limitations that require good ongoing management practices or slightly restrict the range of crops, or both. Land in Class 2 has limitations which constitute a continuous miner management problem or may cause lower crop yields or slightly smaller range of crops compared to Class 1 land, but which do not pose a threat crop loss under good management. Soils are deep hold moisture well and can be managed and cropped with little difficulty.

The "D" subclass is used for soils that are difficult to till, requiring special management for seedbed preparation and soils with trafficability problems for common farm implements. Also included are soils which have insufficient aeration, absorb and distribute water slowly, or have the depth of rooting zone restricted by conditions other than wetness (high water table) or consolidated bedrock or permafrost.

Site Layout and Intended Development

Based on recent satellite imagery and confirmed during DANACA's site investigation, the Subject Property has not been previously developed other than a historic (ca. 2000) construction of a

[3] BC Ministry of Agriculture and Food and Ministry of Environment. 1983. Land Capability Classification for Agriculture in British Columbia: MOE Manual 1.

driveway, a walking trail along the eastern edge, and clearings for farm use (Photos 1-4). Access to the Subject Property is to the north of the parcel on East Sooke Road via a gravel driveway. This driveway bisects the Subject Property and continues to the southwestern property line.

It is the intention of the Landowner is to rezone the Subject Property and strata subdivide the 6.74 ha to create four lots: lot 1 (1.75 ha), lot 2 (1.25 ha), lot 3 (1.5 ha) and lot 4 (1.45 ha) with the 0.45 ha of ALR land remaining as common property and non-subdivided (Figure 9). The Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the ALR. The subdivision will be aligned to have the existing driveway (within the ALR) remain unaltered as a common access (common property) for the four strata lots. Under the proposed Rural Residential 6A Zone, the Juan de Fuca Land Use Bylaw No. 2040, 1992 there will be a minimum of a 10 m building setback from the boundary of the lot.

Field Observations

Laura Hooper, P.Ag., of DANACA, visited the Subject Property for a detailed investigation on June 16, 2024. The purpose of the investigation was to document present conditions on the Subject Property (e.g., development, vegetation, soil, drainage, topography, on-site and off-site land use) to provide recommendations regarding an agricultural buffer while considering the intended development proposal by the Landowner.

Weather conditions on the morning of investigation were overcast with a high of 16°C. Precipitation, via showers and light rain was recorded in the East Sooke area in the 48 hours prior to the investigation. There were no visual or physical barriers encountered during the investigation that may have limited any recommendations re: an agricultural buffer and/or screenings on the Subject Property. During the investigation, there was standing water in Ditch A on the western property line, flowing water in Tributary A on the northern property line, and a wetland off-property to the east (Figure 10).

Photographs taken during the investigation of the Subject Property are presented at the end of this report. Below is a summary of observations relevant to DANACA's recommendations for agricultural buffers and screenings presented in the next section.

The Subject Property crowns at the southeast corner of the property (51 m) and slopes to the northwest. The Subject Property slopes downward to the ALR land to the west and east. There is steep slope of approximately 30% from the Subject Property down to the eastern ALR and approximately 1% from the Subject Property down to the western ALR (Figure 11).

The Subject Property is dominated by western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*), foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.) (Photos 5-6). Approximately 1/6 of the property has been cleared for farm use (Photo 4). There is also a wire fence that serves as a delineation between the Subject Property

and the adjacent to the ALR Property to the west (Photo 7).

The ALR property is known as 5709 East Sooke Road (PID: 006-624-766), is 0.69 hectares and has residential use. The portion of the ALR adjacent to the Subject Property is treed with western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*), foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.). There was no evidence of agricultural operations on the Adjacent ALR property (e.g., the property has a mature forest, new house and driveways). The property has 2020's built 1-story house with several outbuildings valued at $1.063 million.

The ALR property is known as 5685 East Sooke Road (PID: 024-994-952), is 6.65 hectares and has residential use but is primarily wetland (approximately 1.6 hectares) that serves as headwaters to Caffrey Creek, and a steep slope from the wetland up to the Subject Property. The portion of the ALR adjacent to the Subject Property is treed with western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), red huckleberry (*Vaccinium parvifolium*), trailing blackberry (*Rubus ursinus*), and salal (*Gaultheria shallon*). There was no evidence of agricultural operations on the Adjacent ALR property (e.g., the property has a mature forest, house, outbuildings and driveways). The property has 2004 built 1-story house with several outbuildings valued at $1.092 million. The ALR land slopes steeply down from the Subject Property to a wetland (Photo 8 and 9).

The ALR property is known as 5717 East Sooke Road (PID: 024-994-936), is 12.65 hectares and has residential and mixed-farm use including greenhouses (Photo 10 and 11). The portion of the ALR adjacent to the Subject Property is a small tip of a triangle that is a field with agricultural grasses. The property has 1912 built 2-story house with several outbuildings valued at $925,260 (Farmland – value set by BC Regulation 411/95).

Analysis

Local governments are the most appropriate bodies to design and manage the edge planning process. The Guide to Edge Planning [4] suggests that local governments can use regional growth strategies, official community plans, neighborhood plans, agricultural plans and zoning bylaws to provide clear guidance for the development of buffers on the non-farm side of the edge. The Juan de Fuca Electoral Area's Official Community Plan for East Sooke, Bylaw 4000 has strong policy statements to support agricultural use of lands with the Agriculture Land Use Designation, and, to reduce land use conflicts.

The *Land Title Act* and *Local Government Act* provide local governments with mechanisms to

[4] Ministry of Agriculture and Food. 2015. Guide to Edge Planning: Promoting Compatibility Along Agricultural – Urban Edges.

promote compatibility between urban development and farm operations. These mechanisms include the use of development permit areas to protect farming, and farm bylaws to manage certain farm practices and operations. The Official Community Plan for East Sooke establishes a Farmland Protection Development Permit Area (DPA) requires developing properties adjacent to ALR lands to establish a buffer strip between the lands.

The Guide to Edge Planning (the Guide) indicates that the success of edge planning relies on a shared responsibility and suggests that buffers should be considered on both the farm and non-farm sides. In this case, an urban-edge buffer strip will complement the existing ALR-side forested buffer and sloping lands.

The Guide provides recommendations for a continuous buffer along the urban side of the agriculture-urban edge. This guidance applies when there is active large-scale farming on farming on ALR lands. Additionally, the Guide (Section 3.4.b) recommends that:

> *"A continuous buffer along the urban side of the agriculture-urban edge will serve several functions. It will provide a visual screen should farm buildings be built on the property and farming activities commence. The fence will provide a deterrent to trespass onto farms, capture some dust and spray drift, and filter farm odors somewhat."*

The British Columbia Agriculture in Brief (2021) [5] reports the provincial average farm size is 144.3 hectares, and the Vancouver Island average is 18.6 hectares[6]. The Guide provides several farm-side edge planning tools. While the Guide does not provide specific guidance to ALR lands that are small and not being actively farmed, it does suggest that the farm-side edge guidelines are matched to farm scale (Section 4.4). There is no guidance provided of this type for urban-side edge planning when the ALR land is not being actively farmed.

> *Whether, and how, to apply edge planning guidelines within the Edge Planning Area (EPA) will depend on the "scale" of the farm operations along the edge. For small farms, it does not make sense to encourage or require them to follow any of these edge farm management and sitting guidelines.*

The Guide provides some advice to local governments when planning a subdivision. The proposed subdivision (Figure 9) is in line with the Guide as it avoids larger suburban lots along the edge and avoids roads stubs and half roads.

The buffer and screening recommendations listed below apply to the existing long-term residential use of the ALR and/or the ongoing low-intensity agricultural operations on the Adjacent ALR Property proximal to the Subject Property, as opposed to high intensity operations such as commercial feedlots, dairy operations, and chicken farms.

DANACA recognizes that due to the subdivision application, the onus of establishing an agricultural buffer and screenings is on the Landowner of the Subject Property. However, we

[5] Ministry of Agriculture and Food, Sector Insights and Corporate Initiatives Unit, Summer 2022.
[6] Census of Agriculture and Tax Linkage, Statistics Canada, 2016 via Grow BC – Vancouver Island-Coast Region Agricultural Profile.

recommend that the owner of the Adjacent ALR Properties consider maintaining the treed buffer. This forested area provides a natural buffer and screening due to the forest establishment. Note that our recommendation of maintaining the existing vegetation does not preclude the requirement for agricultural buffer and screening on the Subject Property.

Recommendations

Development Permit Guidelines

The following guidelines (in Part 560 of Bylaw 4000) for the Farmland Protection Development Permit Area are applicable to the development, and will be addressed in the development proposal as follows:

A. A buffer zone consisting of setbacks, vegetative screening, fencing or berms between lands in the ALR and non-farm uses may be required.
    a. 5709 East Sooke Road is adjacent to the section of the Subject Property that is also within the ALR. There is no planned change of use in this section as it is proposed to remain common property for the subdivision. The RAPR also applies to this northern section of the Subject Property. The RAPR prohibits vegetation alteration and the construction of structures (i.e. fences) within the environmental setbacks. Additionally, given there will be no structures in the common property, it is recommended that no additional buffer zones be placed on this section.
    b. 5685 East Sooke Road is primarily wetland therefore environmental setbacks, combined with the slope of approximately 30% up to the Subject Property from the wetland, provide a significant setback from any future agricultural activities (i.e spray drift). The existing mature forest, topography, and 10-meter rear yard construction setbacks on the Subject Property combine to provide adequate protection therefore additional buffers are not recommended.
    c. The Subject Property has a page-wire fence along the western property line between 5717 East Sooke Road. The ALR land is triangular in this area and only abuts the Subject Property at the vertex of the triangle therefore creating a very small area that intersects with the subject property. This fence, combined with the 10-meter rear yard construction setbacks on the Subject Property, provide a sufficient buffer therefore additional buffers are not recommended.

B. Drainage will be designed and constructed so that there is no increase or decrease in the amount of surface water or groundwater available to the agricultural lands.
    a. A stormwater management plan will be developed at subdivision to comply with local bylaws. We recommend that the existing driveway within the proposed common property/Subject Property ALR land remain as-is and not hard surfaced.

C. Subdivision design will minimize potential conflicts between farm and non-farm uses.
    a. The proposed subdivision is in line with the Guide as it avoids roads stubs and half roads along the ALR edge.

D. Subdivision design should avoid road endings or road frontage adjacent to land in the ALR unless required for farm vehicle access.
    a. Not applicable.

E. As a condition of the issuance of a development permit, compliance with any or all conditions recommended in a report by a Qualified Professional (QP) will be considered by the CRD and may be included in the development permit.

DANACA offers the following recommendations and opinions to minimize potential land use conflict between the Subject Property and the Adjacent ALR Property, and promote compatibility along agricultural urban edges in consideration of the site conditions and the discussion outlined above:

1. We recommend that the existing driveway within the proposed common property/Subject Property ALR land remain as-is and not hard surfaced.
2. We recommend that the Landowner retain the wire fence along the entire property line between the Subject Property and 5717 East Sooke Road, not just the small section that is between the agricultural land reserve and the Subject Property.
3. Proposed strata lots 1, 2 and 3 should retain the existing vegetation to create 10 m forested buffers along the property lines that abut ALR.
4. The buffer must be protected by a covenant registered on title and/or a no-build covenant.

Summary

Should DANACA's recommendations in this report be followed, it is our opinion that the potential for conflict between land use on the Subject Property and on the adjacent ALR Land will be minimal if the use of the adjacent ALR parcel continue as residential use or initiate low-intensity farming operations.

Prepared by:

DANACA Consulting
Laura Hooper M. Sc. P. Ag.
Professional Agrologist



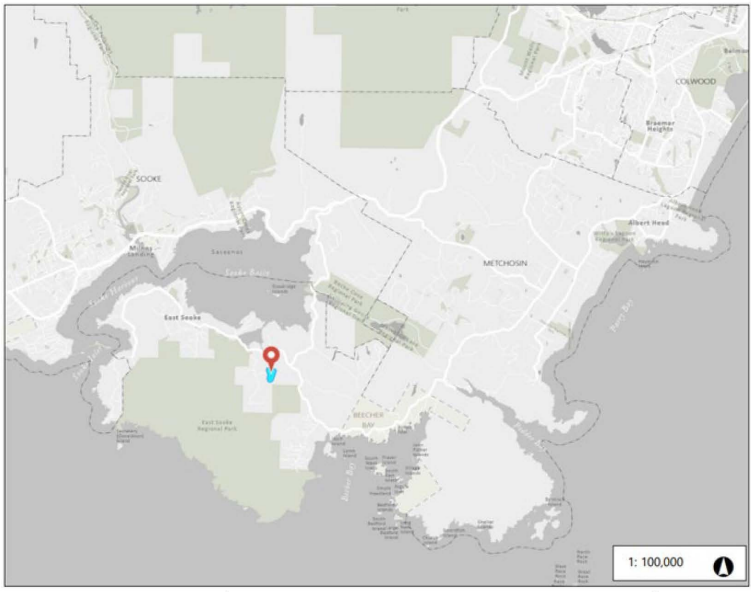


Figure 1. Regional context of PID 024-994-944, East Sooke, BC. Image courtesy of the Capital Regional District.



Figure 2. Location of PID 024-994-944, East Sooke, BC. Image courtesy of the Capital Regional District.

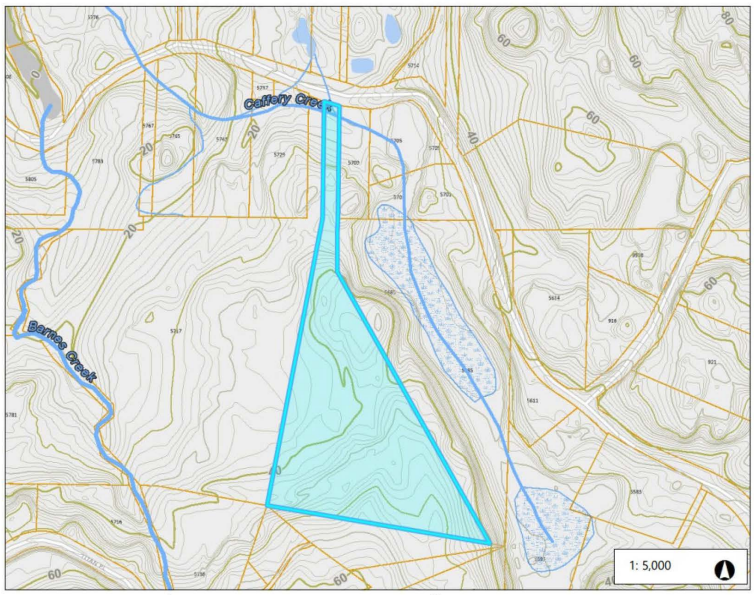


Figure 3. Location of PID 024-994-944 within the Caffrey Creek watershed with 1 m contours. Image courtesy of the Capital Regional District.

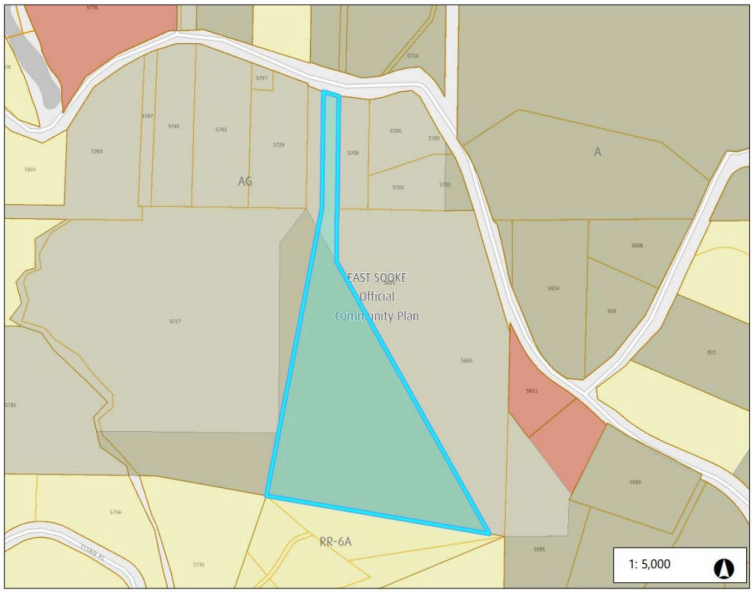


Figure 4. Official Community Plan land use designation 0f PID 024-994-944 in relation to surrounding properties. Image courtesy of the Capital Regional District.

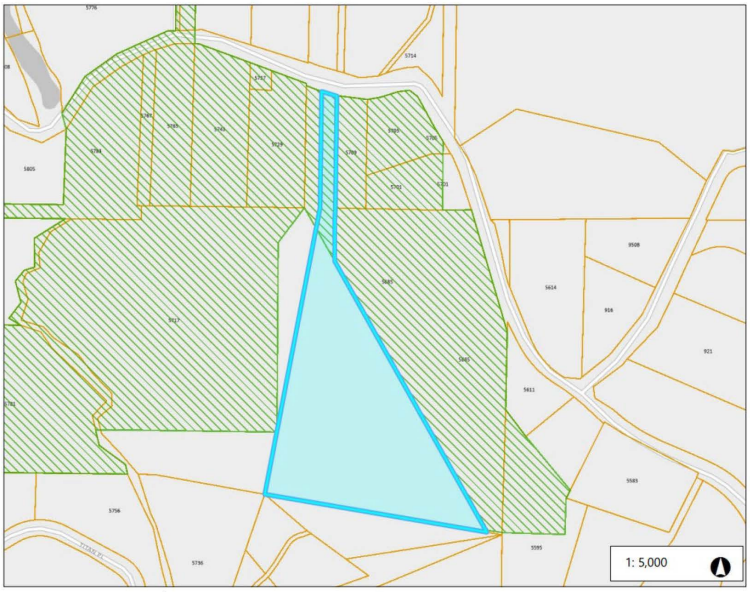


Figure 5. Location of PID 024-994-944 within the Agricultural Land Reserve in relation to neighbouring properties. Image courtesy of the Capital Regional District.

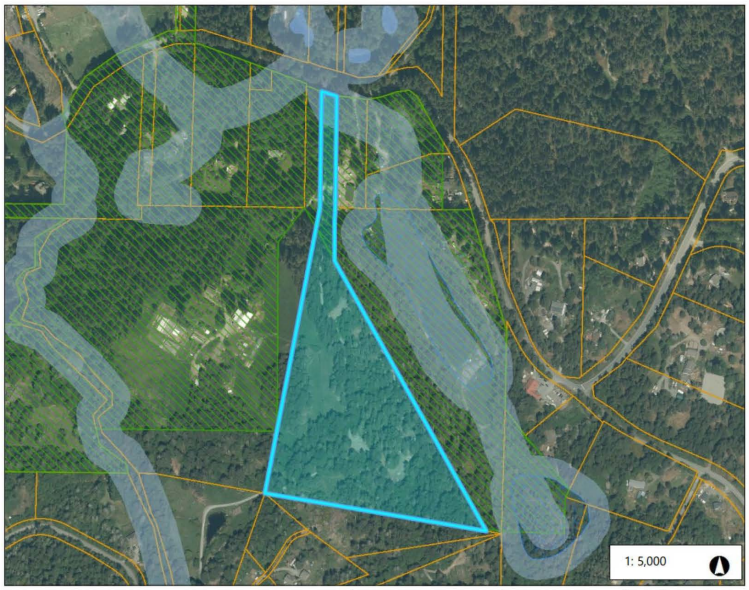


Figure 6. Riparian Assessment Areas on Subject Property in relation to Agricultural Land Reserve. Image courtesy of the Capital Regional District.



Figure 7. 'Ragbark' soil polygon on the Subject Property and the surrounding agricultural land to the east and west. Image courtesy of iMapBC.

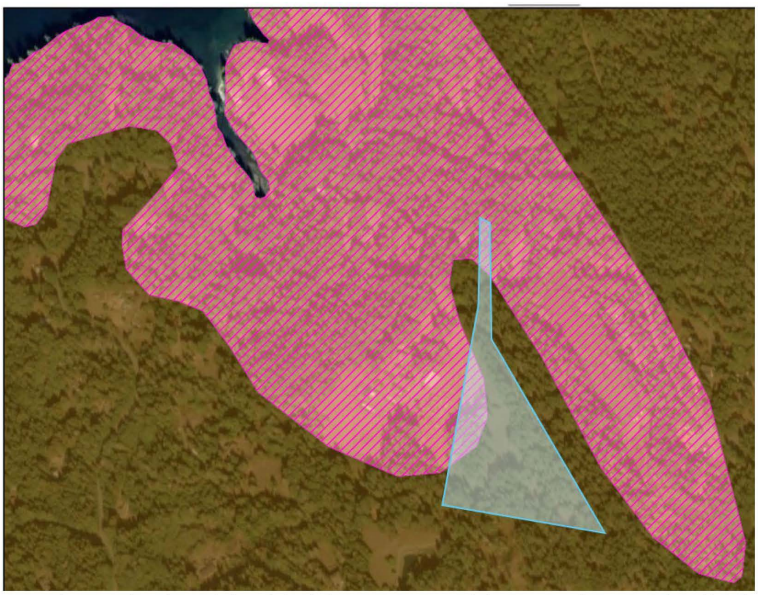


Figure 8. Agricultural capability of the Subject Property and the surrounding agricultural land to the east and west.

Image courtesy of iMapBC.

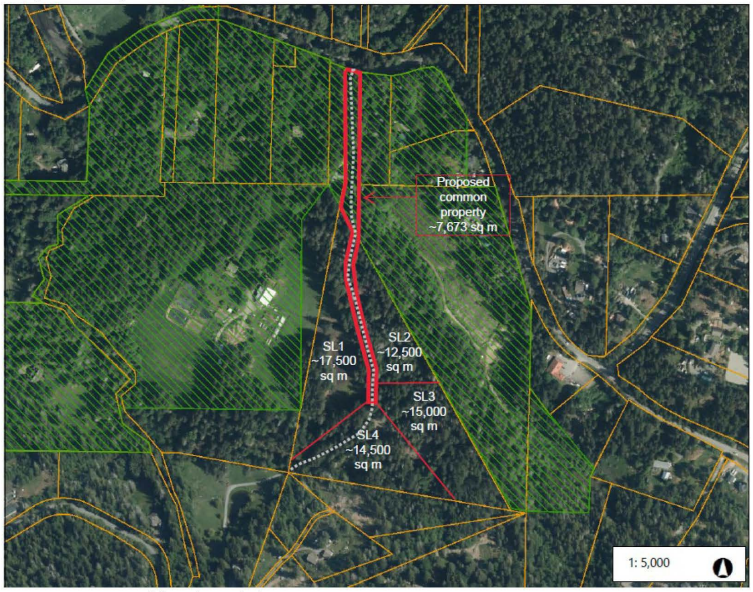


Figure 9. Proposed four-lot subdivision at PID 024-994-944.

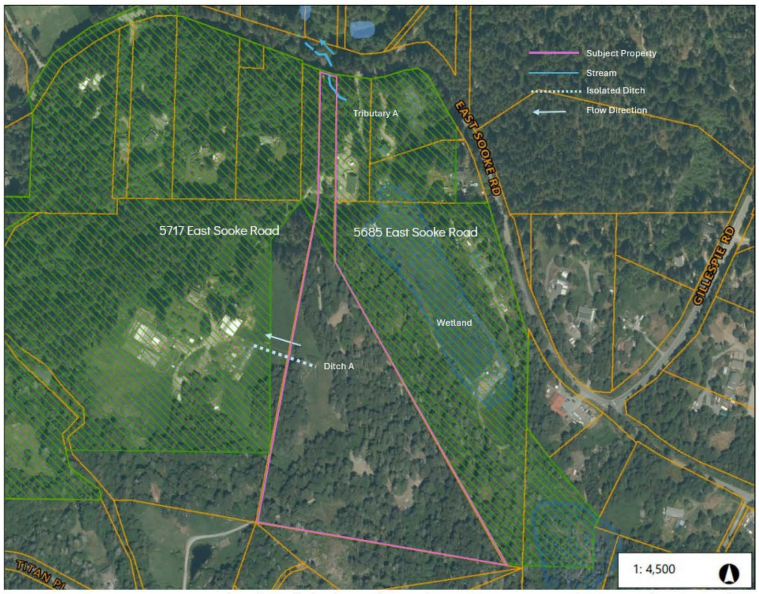


Figure 10. Watercourse and isolated ditch on the Subject Property in relation to the Agricultural Land Reserve.

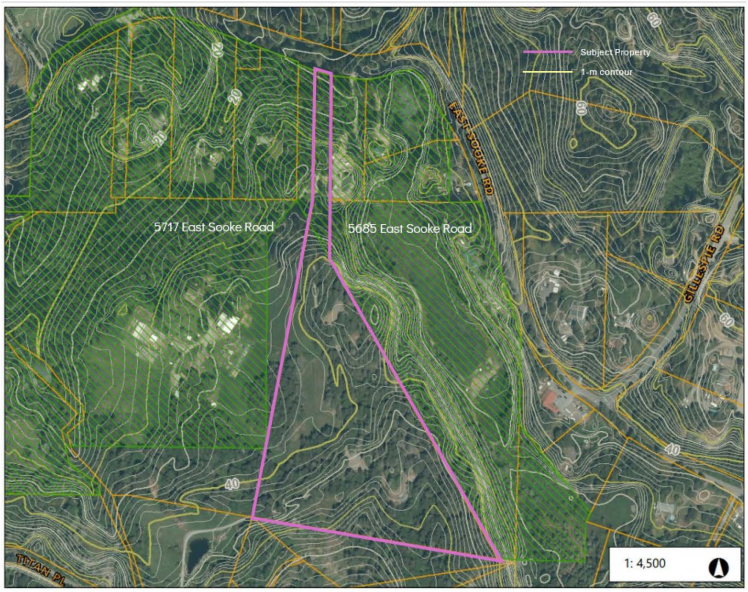


Figure 11. One-meter contours in relation to the Subject Property and the Agricultural Land Reserve.



Photo 1: Existing driveway access to the property, facing south within the ALR. 5709 East Sooke Road (ALR) and the watercourse is on the left in the photo.



Photo 2: Existing driveway access to the property within the ALR, facing north and East Sooke Road. 5709 East Sooke Road (ALR) and the watercourse is on the right in the photo.



Photo 3: Typical trails on perimeter of the Subject Property. 5685 East Sooke Road (ALR) is in the left of the photo.



Photo 4: Pasture on the western side of the Subject Property. 5717 East Sooke Road is in the background beyond the trees in the photo.



Photo 5: Typical vegetation in the ALR on the Subject Property, 5685 East Sooke Road and 5709 East Sooke Road.



Photo 6: Typical forest layer in the ALR on the Subject Property, 5685 East Sooke Road and 5709 East Sooke Road.



Photo 7: Wire fence serving as a buffer between the Subject Property and 5717 East Sooke Road. Subject Property is on the right of the photo.



Photo 8. Trail on the Subject Property and the slope to the ALR land on 5685 East Sooke Road.



Photo 9. Wetland within the ALR land on 5685 East Sooke Road.



Photo 10. 5717 East Sooke Road, is 12.65 hectares and has residential and mixed-farm use including greenhouses. Subject Property is to the right.



Photo 11. 5717 East Sooke Road is 12.65 hectares and has residential and mixed-farm use including greenhouses. Subject Property is to the left.

Appendix F: Riparian Areas Protection Regulation Report

DANACA CONSULTING

Riparian Areas Regulation Report

East Sooke Road

PID: 024-994-944



2024

Report Date:
September 4, 2024

Client Name:
[redacted]

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FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

`Riparian Areas Protection Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date: Sept 4, 2024

I. Primary QEP Information

First Name	Laura	Middle Name	Rose		
Last Name	Hooper				
Designation	PAg	Company	Danaca Consulting		
Registration #	2546	Email	danacaconsulting@gmail.com		
Address	2554 Sooke River Road				
City	Sooke	Postal/Zip	V9Z 0X8	Phone #	250-588-8208
Prov/state	BC	Country	Canada		

II. Secondary QEP Information (use **Form 2** for other QEPs)

First Name		Middle Name	
Last Name			
Designation			
Registration #		Email	
Address			
City		Postal/Zip	Phone #
Prov/state		Country	

III. Developer Information

First Name	[redacted]	Middle Name	
Last Name	[redacted]		
Company			
Phone #	[redacted]	Email	[redacted]
Address	[redacted]		
City	[redacted]	Postal/Zip	[redacted]
Prov/state	[redacted]	Country	[redacted]

IV. Development Information

Development Type	Strata Development		
Area of Development (ha)	6.74	Riparian Length (m)	100
Lot Area (ha)	6.74	Nature of Development	Subdivision <6 lots
Proposed Start Date	October 1, 2024	Proposed End Date	December 31, 2025

V. Location of Proposed Development

Street Address (or nearest town)	East Sooke Road						
Local Government	Juan de Fuca Electoral Area			City	East Sooke		
Stream Name	Caffrey Creek						
Legal Description (PID)	024-994-944			Region	1- Vancouver Island		
Stream/River Type	Watercourse			DFO Area	South Coast		
Watershed Code	No standard code listed						
Latitude	48	21	15.55	Longitude	123	38	47.97

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed.
Insert that form immediately after this page.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

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   2. Windthrow.....14
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Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

The subject property is in the 5700-block of East Sooke Road, Sooke, BC and is 6.64 ha (Figures 1 and 2). The project is a proposed subdivision to create 4 lots (Figure 3).

On June 16, 2024, Laura Hooper, PAg visited the site to conduct a Riparian Areas Protection Regulation (RAPR) assessment for the proposed project.

Watershed Context and Fisheries Resource Values
There are 2 waterbodies on and adjacent to the subject property (Figure 4):

- Tributary A: in the north quadrant of the property, flows northwest Caffrey Creek, flows into potentially fish bearing stream (RAPR applies, SPEA 10 m).
- Agricultural Ditch: within the field on the west property line, flows west to a culvert on 5717 East Sooke Road. Flows exit the culvert into a grassed field with no defined channel. RAPR does not apply.

Caffrey Creek is a short creek less than 1200 m in length that discharges directly into the marine environment at Anderson Cove on Sooke Basin on the southwest coast of Vancouver Island. It has no standard watershed code. A search of the iMap BC fisheries layers, FIDQ - Fish Inventories Data Queries, and Habitat Wizard for Caffrey Creek produced no fish observations or other creek information (all accessed July 2, 2024) therefore it is assumed that its tributaries are also fish bearing.

Site Assessment
The RAPR assessment reviewed the subject property with a focus on the Riparian Assessment Area (RAA) for the mapped watercourse (Caffrey Creek), along the eastern property line for connectivity to the wetland to the east, and to determine if there were any tributaries to Barnes Creek to the west (Figure 4). No connections were found to either the wetland or Barnes Creek. The RAA, unnamed tributary to Caffery Creek, and Streamside Protection & Enhancement Areas (SPEA) encompass the northern narrow portion of the lot that provides access to East Sooke Road.

There is watercourse and one ditch on the property on East Sooke Road (Figure 4, Photos 1-4). The watercourse is a tributary to Caffrey Creek, potentially fish bearing stream, therefore the RAPR applies. The agricultural ditch is not connected with a defined channel to Barnes Creek, therefore the RAPR does not apply (Photos 5 and 6).

Tributary A enters the property from the southeast, flows northwest along the eastern edge of the narrow access to the property and discharges into a culvert under East Sooke Road into 5740 East Sooke Road. It has a low gradient, in a riffle-pool series, that created a slow-moving flow of water during the stream assessment. The banks of the stream are up to 1 meter high suggesting that the stream is not deeply incised into the landscape. The width is consistent, and the depth varies (Photo 1-4). Tributary A is not known to dry out in the summers and there is a wetland upstream of the watercourse. However, this upland (off-property) wetland was not assessed. The RAPR default is fish-bearing. The watercourse flows northwest into a ca. 700 mm culvert

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

under East Sooke Road as it exits the property. The riparian forest is dominated by western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*), foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.) (Photos 1-4).

The SPEA is 10 m (Figure 5).

The property has not been previously developed other than a historic (ca. 2000) construction of a driveway, a walking trail along the eastern edge, and clearings for farm use (Photos 7-10).

Proposed Development
The proposed development is a rezoning and subdivision to divide (6.74 ha) into four lots: lot 1 (1.75 ha), lot 2 (1.25 ha), lot 3 (1.5 ha) and lot 4 (1.45 ha) (Figure 4). Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA. The proposed subdivision boundaries are through the centre of the parent lot and the only proposed development is installation of wells, outside the RAA. The subdivision will be aligned to have the existing driveway (within the RAA) remain unaltered as a common access (common property) for the four strata lots.

The site of the proposed development is not subject to undue hardship given the developable area for the lots range from 63% to 73% (Figure 6).

Form 3 Detailed Assessment Form
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

2. Results of Detailed Riparian Assessment

Refer to Section 3 of Technical Manual

Date: June 16, 2024

Description of Water bodies involved (number, type)	Stream – tributary to Caffrey Creek
Stream	X
Wetland	
Lake	
Ditch	
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)
starting point	1.5	1
upstream	1.5	0
	1.7	1
	1.3	1
	1.7	1
downstream	1.7	0
	~~2.1~~	~~0~~
	~~1.0~~	~~2~~
	1.4	1
	1.2	1
	1.6	1
Total: minus high /low	13.6	7
mean	1.5	0.8

	R/P	C/P	S/P
Channel Type	X		

I, Laura Hooper, hereby certify that:
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted];
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, Laura Hooper, hereby certify that:
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted];
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

		LC	SH	TR	Method employed if other than TR
Polygon No:	1				
SPVT Type				X	
Polygon No:					
SPVT Type					
Polygon No:					
SPVT Type					

Form 3 Detailed Assessment Form
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons						
LWD, Bank and Channel Stability ZOS (m)	10							
Litter fall and insect drop ZOS (m)	10							
Shade ZOS (m) max	4.5	South bank	Yes	X	No			
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)							
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report			
SPEA maximum	**10**	(For ditch use table3-7)						

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons						
LWD, Bank and Channel Stability ZOS (m)	10							
Litter fall and insect drop ZOS (m)	10							
Shade ZOS (m) max	4.5	South bank	Yes		No	X		
SPEA maximum	**10**	(For ditch use table3-7)						

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons						
LWD, Bank and Channel Stability ZOS (m)								
Litter fall and insect drop ZOS (m)								
Shade ZOS (m) max		South bank	Yes		No			
SPEA maximum		(For ditch use table3-7)						

I, Laura Hooper, hereby certify that:
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted];
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

Comments

Tributary A flows northwest along the eastern edge of the narrow access to the property. It has a low gradient, in a riffle-pool series, that created a slow-moving flow of water during the stream assessment. The banks of the stream are up to 1 meter high suggesting that the stream is not deeply incised into the landscape. The width is consistent, and the depth varies (Photo 1). Tributary A is not known to dry out in the summers and there is a wetland upstream of the watercourse. However, this upland (off-property) wetland was not assessed. The RAPR default is fish-bearing. The watercourse flows northwest into a ca. 700 mm culvert under East Sooke Road as it exits the property. The riparian forest is dominated by western redcedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*),

Form 3 Detailed Assessment Form
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foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.).

A search of the iMap BC fisheries layers, FIDQ - Fish Inventories Data Queries, and Habitat Wizard for Caffrey Creek produced no fish observations or other creek information (all accessed July 2, 2024) therefore it is assumed that its tributaries are also fish bearing.

The SPEA is 10 m.

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Section 3. Site Plan

Site Plan

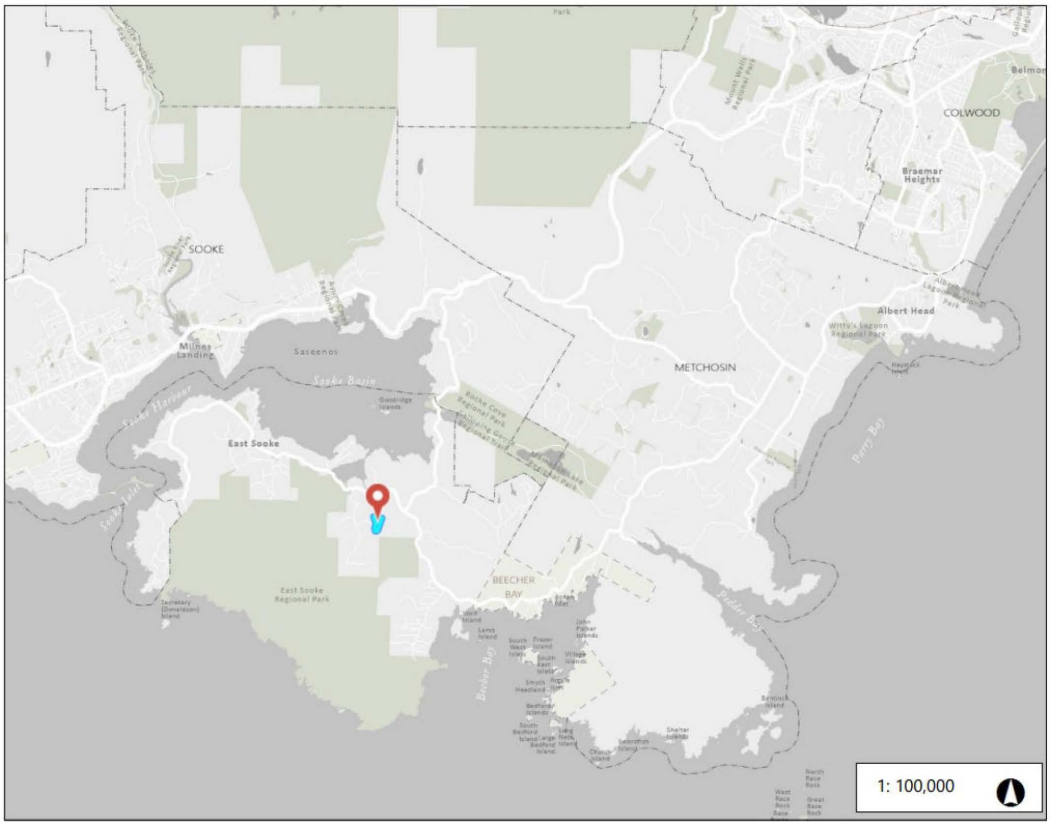


Figure 1: Project location on southwest Vancouver Island (red dot). Map courtesy of CRD Regional Map.

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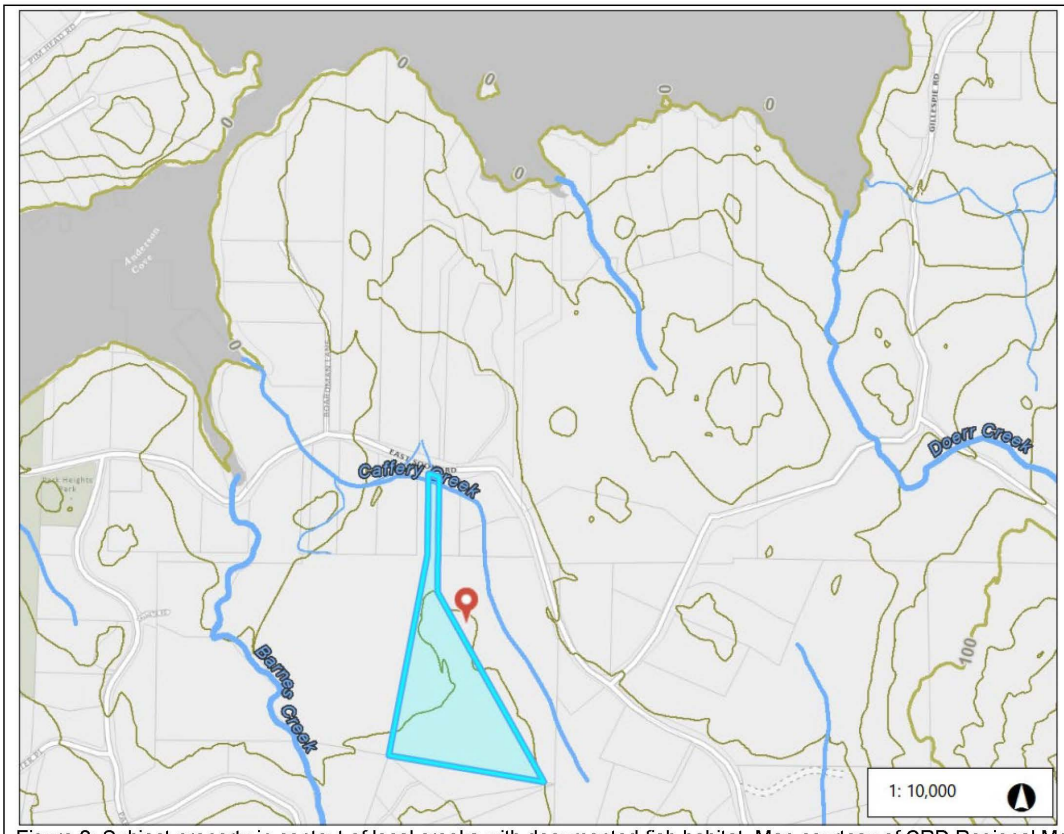


Figure 2: Subject property in context of local creeks with documented fish habitat. Map courtesy of CRD Regional Map.

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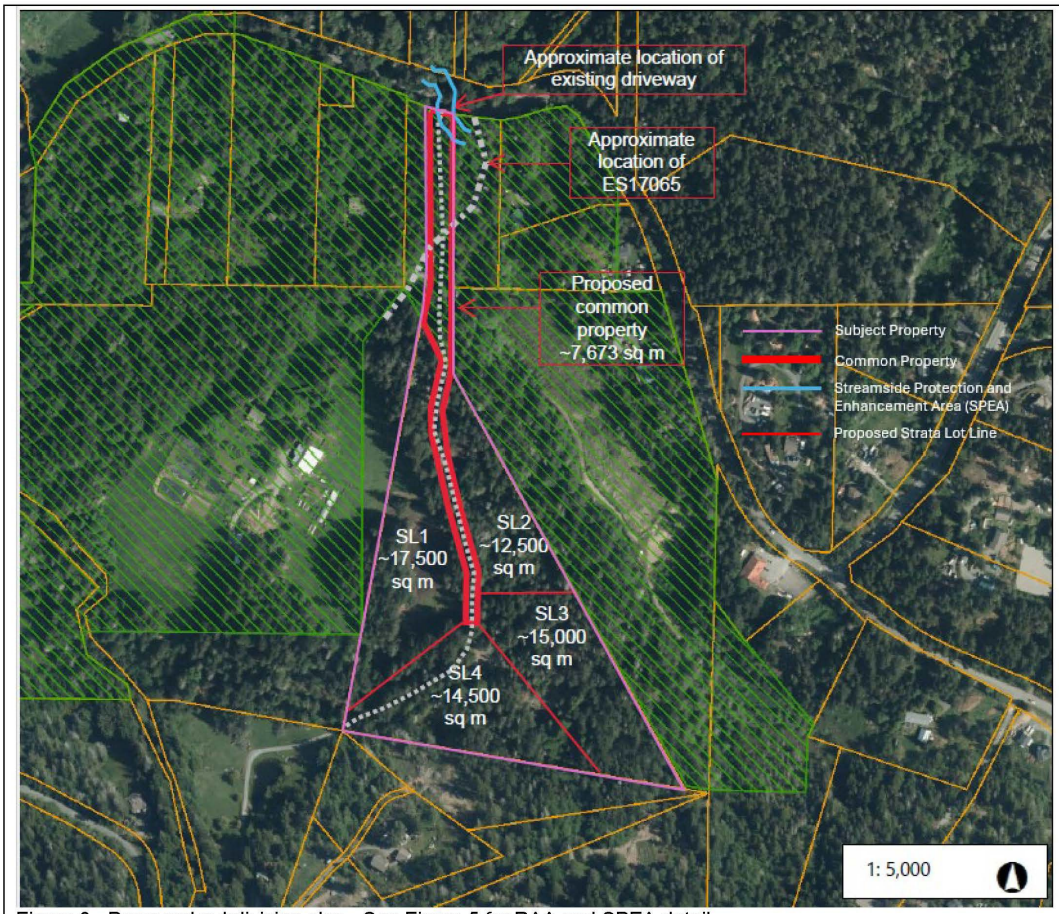


Figure 3. Proposed subdivision plan. See Figure 5 for RAA and SPEA detail.

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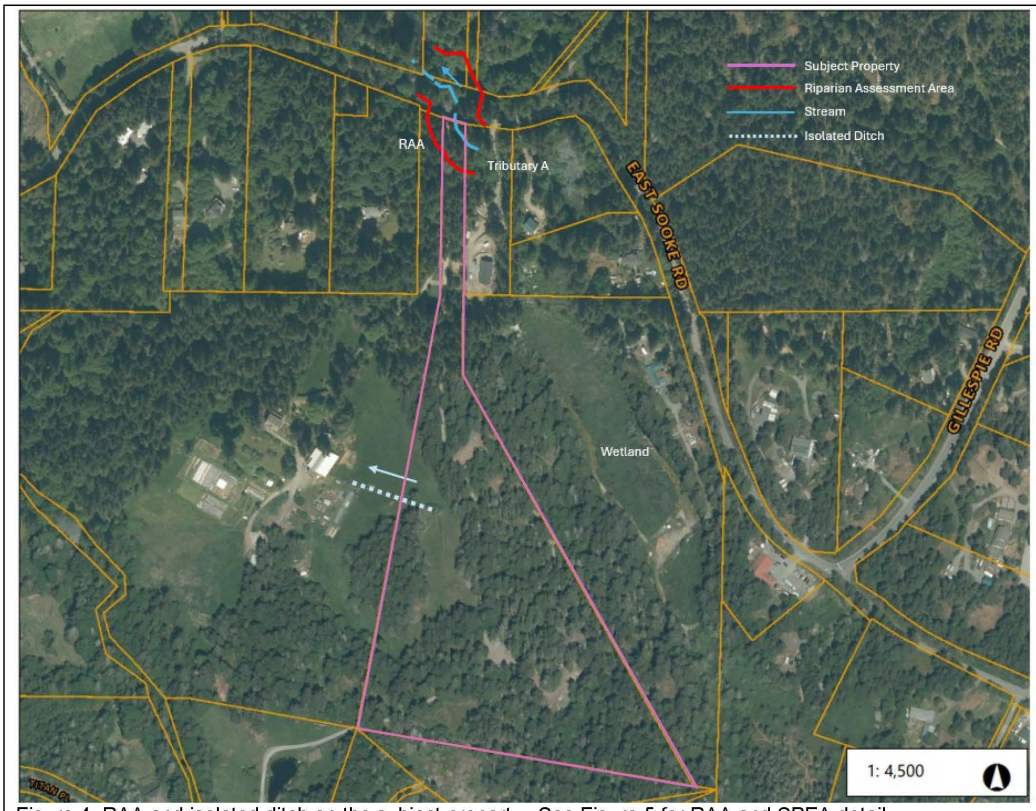


Figure 4: RAA and isolated ditch on the subject property. See Figure 5 for RAA and SPEA detail.

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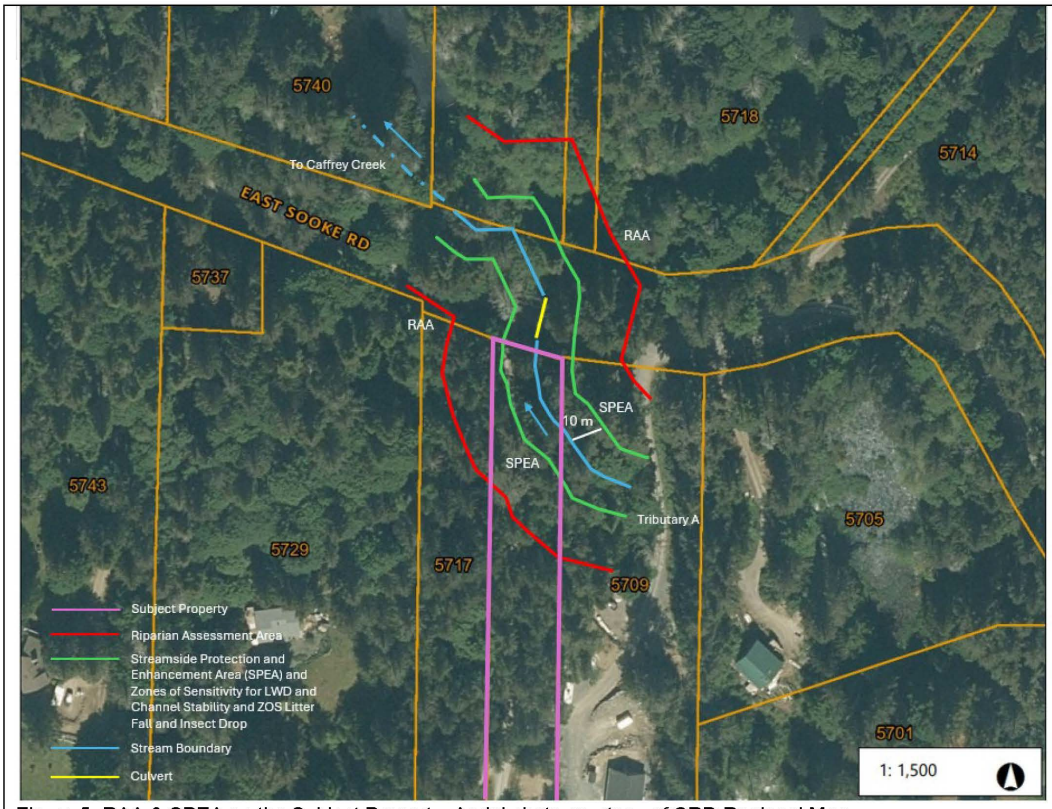
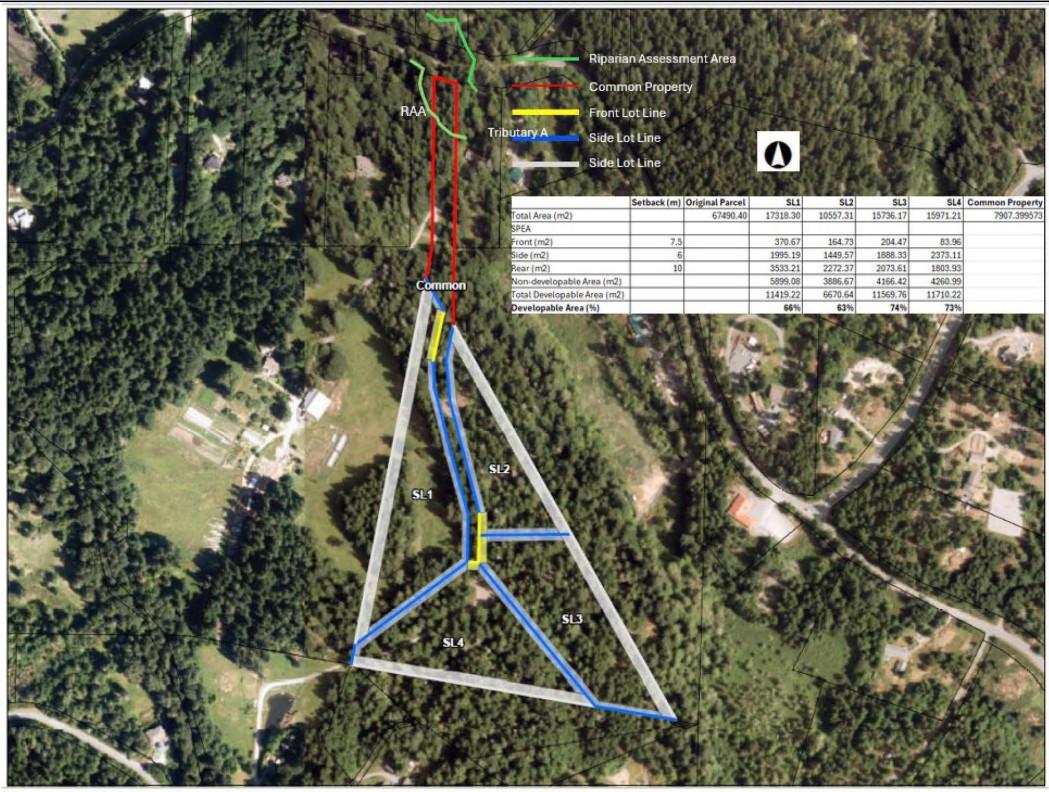


Figure 5: RAA & SPEA on the Subject Property. Aerial photo courtesy of CRD Regional Map.

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	Setback (m)	Original Parcel	SL1	SL2	SL3	SL4	Common Property
Total Area (m2)		67490.40	17318.30	10557.31	15736.17	15971.21	7907.399573
SPEA							
Front (m2)	7.5		370.67	164.73	204.47	83.96	
Side (m2)	6		1995.19	1449.57	1888.33	2373.11	
Rear (m2)	10		3533.21	2272.37	2073.61	1803.93	
Non-developable Area (m2)			5899.08	3886.67	4166.42	4260.99	
Total Developable Area (m2)			11419.22	6670.64	11569.76	11710.22	
Developable Area (%)			**66%**	**63%**	**74%**	**73%**	

Figure 6. Proposed subdivision with calculation of developable area to verify undue hardship does not apply. See Figure 5 for RAA detail.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 4. Measures to Protect and Maintain the SPEA

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in Part 4 of the RAPR. It is suggested that documents be converted to PDF *before* inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

4.1 Danger Trees
Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, a tree assessment was not conducted.

4.2 Windthrow
Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, there is no expected increased risk of windthrow in the SPEA. A tree assessment was not conducted.

4.3 Slope Stability
Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, a geotechnical assessment was not conducted.

4.4 Protection of Trees
Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, no tree protection is required.

4.5 Encroachment
Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA.

The existing uses within the SPEA of the unnamed tributary will remain as is (driveway to subject property).

The owners are aware via this report that the current uses are permitted, and that the following restrictions exist for new activities within the SPEA:

- The driveway assess should not be paved or surfaced with impermeable materials
- Planting native plants only
- Removal of non-native species
- Tree removal is only permitted for hazard trees, which must be identified by an ISA certified arborist, and replacement trees planted
- Trees and limbs that fall naturally in the SPEA should be left to provide organic debris for stream function, habitat and contributions to natural nutrient regimes, rather than being cleared or used for firewood
- No other development activities (e.g. clearing, buildings, road building, etc.) are permitted within the SPEA
- Any other development in the RAA than what is described in this report will require a new RAPR Assessment

4.6 Erosion & Sediment Control
Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

4.7 Stormwater Management
Proposal is for rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA. Stormwater management for dwelling units must occur outside the RAA.

4.8 Floodplain Concerns
Proposal is for a four lot subdivision only and no development is proposed within the floodplains.

1. Danger Trees	
I, Laura Hooper, PAg, hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted]; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
2. Windthrow	
I, Laura Hooper, PAg, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted] c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
3. Slope Stability	
I, Laura Hooper, PAg, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
4. Protection of Trees	
I, Laura Hooper, PAg, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
5. Encroachment	
I, Laura Hooper, PAg, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted] [redacted] I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
6. Sediment and Erosion Control	
I, Laura Hooper, PAg, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

7. Stormwater Management	
I, Laura Hooper, PAg, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted]; c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
8. Floodplain Concerns (highly mobile channel)	
I, Laura Hooper, PAg, hereby certify that: a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*; b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [redacted] c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen Use your "return" button on your keyboard after each line. It is suggested that all documents be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA, and environmental monitoring is not required.

The owner has been informed of the obligation to protect the Streamside Protection and Enhancement Area (SPEA) and waterbodies, and that any future development in the RAA than what is described in this report will require a new RAPR Assessment.

The owners have been informed of the obligation of a QEP to submit a conformance statement and post-development report to the RAPR Notification System and have agreed to obtain the services of a QEP to complete this task. A post development report will include a field inspection of the development site and SPEA to ensure that the measures in the RAPR report have been implemented and that no damage has occurred or is expected to occur to the integrity of the SPEA.

If a QEP is not retained to monitor the project, it may not be possible to provide assurance that the work-site procedures were followed appropriately, or the work completed to an acceptable standard, or to sign a conformance statement and submit a post-development report.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 6. Photos



Photo 1: Typical section of the tributary to Caffrey Creek.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Photo 2: Typical section of the tributary to Caffrey Creek and riparian vegetation.



Photo 3: Typical riparian vegetation of the tributary to Caffrey Creek.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Photo 4: Typical forest layer of the tributary to Caffrey Creek.



Figure 6: Isolated ditch on subject property. 5717 East Sooke Road is in the forest in the background.



Figure 6: Outlet of culvert into agricultural field on 5717 East Sooke Road. Barnes Creek is in the forest in the background.



Photo 7: Existing driveway access to the property, facing south. The tributary is on the left of the photo.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Photo 8: Existing driveway access to the property, facing north and East Sooke Road. The tributary is on the right of the photo.



Photo 9: Typical trails on perimeter of the subject property.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Photo 10: Pasture on the western side of the subject property.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 7. Professional Opinion

Qualified Environmental Professional opinion on the development proposal's riparian assessment.

Date Sept 4, 2024

1. I/We Laura Hooper, PAg hereby certify that:

   a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
   b) I am/We are qualified to carry out the assessment of the proposal made by the developer [redacted], which proposal is described in section 3 of this Assessment Report (the "development proposal"),
   c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
   d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:
   a) [N/A] the site of the proposed development is subject to undue hardship, (**if applicable, indicate N/A otherwise**) and
   b) [X] the proposed development will meet the **riparian protection standard** if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation.]

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Submission Instructions
Riparian Areas Protection Regulation – Qualified Environmental Professional – Assessment Report RAR-QEP-AR

Forms you will need to complete are

- Form 1 which has the database information, the description of the fisheries resources, development site plan, measures to protect and maintain the SPEA, and environmental monitoring.
- Form 2, if more QEPs are part of the project team.
- Either Form 3 the detailed assessment form(s) or Form 4 simple assessment form(s) which is for the results of the riparian assessment (SPEA width). Use enough copies of the form to complete the assessment of the site.
- Form 5 is the photo form(s). Duplicate for additional photos.

NB: Refer to Part 4 of the RAPR and the Technical Manual for detailed instructions on the information required for completing the Assessment Report.

A complete Riparian Assessment Report based on the template forms must be converted to a *single* Portable Document Format PDF file prior to uploading onto the Notification System.

The Assessment Report must be submitted complete with all information specified and posted to the notification system to be reviewed by the province. Upon approval notification will be provided to the local government.

Tips for working with MS Word Template Forms
Using the forms

- Before beginning, print a hard copy of the form and the guidance files for reference
- Open the template
- Enter data into the shaded fields on the form
- Use TAB to move from one field to another; SHIFT-TAB to go in reverse
- Text and digital photos may be inserted from other applications
- The amount of text that can be entered in each box is limited and cannot be changed by the user; boxes with date information, for example, require input like: yyyy-mm-dd.

Saving the completed form

- Assign name to the completed form
- Save a word document (*.doc file)
- Do not overwrite the Template (*.dot file) with your completed form
- If you do overwrite the template, you can download a new copy from this web site

Appendix G: Potable Water Letter

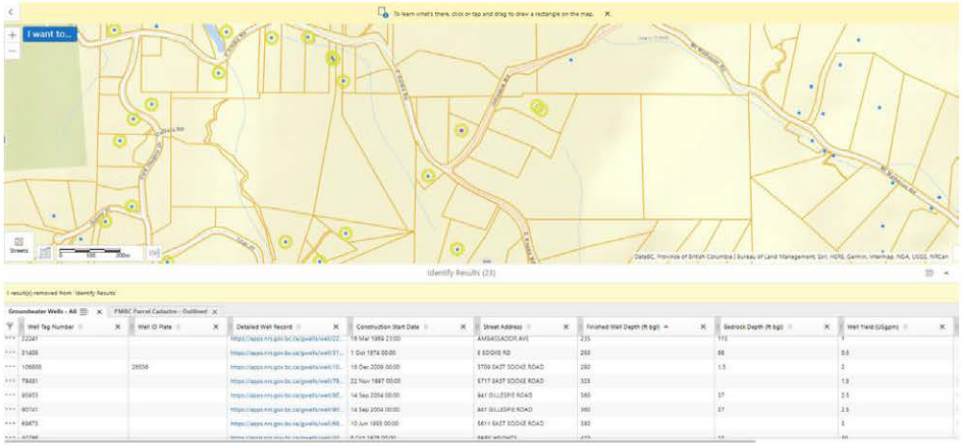
Drillwell Enterprises
4994 Polkey Road
Duncan, V9L 6W3, B.C.

Phone: (800) 746-7444
Fax: (250) 746-8404
Email: drill@drillwell.com

[redacted]

Re: LOT 3, PLAN VIP72026, SECTION 84&88, SOOKE LAND DISTRICT PID: 024-994-944

The drilled wells in this area are primarily in bedrock and although they tend to be lower yield, most are adequate domestic supplies. Drilled wells in this area range from 100' to 600' deep and produce up to 7 gallons per minute (GPM) with most in the 200' to 450' range producing 0.5-3GPM.



500 Gallons per day is often considered a luxurious domestic supply for indoor water use and those mindful of their water usage often find a well producing 0.25GPM (360 Gallons per day) will meet their needs when they have storage to meet peak demands.

There are some unsuccessful wells to the southwest of the parcel and at some point (off map) the odds of a successful well appear to drop significantly. Based on the information available it seems likely adequate domestic supplies will be possible on the subject property similar in depth and yield to those surrounding. In the unfortunate event a drilled well was unsuccessful it is likely that hydrofracturing it or exploring again some distance away could provide an adequate water supply.

Best regards,

Colin Slade

Appendix H: Proposed Bylaw No. 4657

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4657

****

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

****

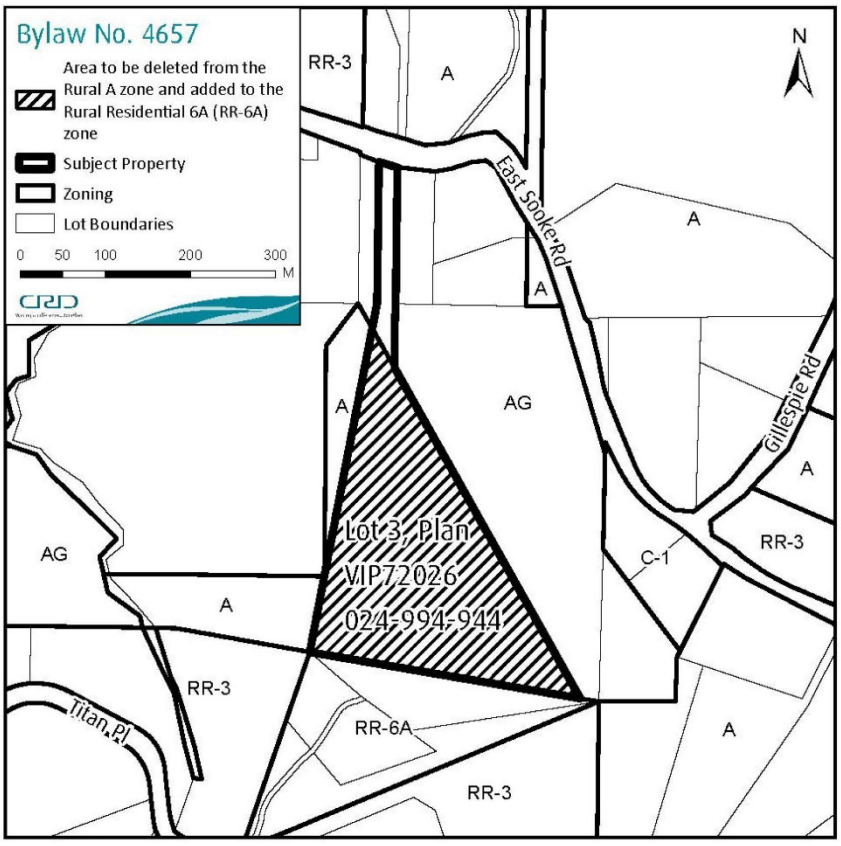
The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE B, Map No. 1 – EAST SOOKE ZONING MAP

(a) By deleting that portion of Lot 3 Sections 84 and 88 Sooke District Plan VIP72026 from the Rural Zone – A (Rural A) and adding that portion to the Rural Residential 6A (RR-6A) zone, as shown on Plan No. 1.

Plan No. 1 of Bylaw No. 4657, an amendment to Bylaw No. 2040



2. This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025".

READ A FIRST TIME THIS	day of	, 2026.
READ A SECOND TIME THIS	day of	, 2026.
READ A THIRD TIME THIS	day of	, 2026.
ADOPTED THIS	day of	, 2026.

CHAIR CORPORATE OFFICER

Appendix I: Referral Comments

T'Sou-ke First Nation

Darren Lucas

From: [redacted]
Sent: Tuesday, October 07, 2025 11:23 AM
To: Darren Lucas
Cc: Lands Manager
Subject: Re: SU000762 and Rezoning application RZ000287 and the T'Sou-ke Nation

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

good morning Darren

we have no concerns at this time but if they do any digging we would like to have someone on sight

CRD Protective Services
Fire Services

From: Chris J Vrabel
To: Wendy Miller
Subject: RE: Rezoning Application RZ000287 - CRD Referral (Rural A to RR-6A - East Sooke)
Date: Monday, May 12, 2025 2:03:10 PM

OK. My comment is:
The application must produce report by a Qualified Professional that recommends how the proposed development provides satisfactory access to emergency vehicles.

Thanks,
Chris

CRD First Nations Relations & Archaeology

From: Shauna Huculak
To: Wendy Miller
Cc: Sandra Allen; Caitlyn Vernon
Subject: RE: Rezoning Application RZ000287 - CRD Referral (Rural A to RR-6A - East Sooke)
Date: Thursday, April 24, 2025 9:50:41 AM

Hi Wendy,

Pls see below:

A search of the *Remote Access to Archaeological Data* (RAAD) manage by the BC Archaeology Branch (Ministry of Forests) was conducted on 24-04-2025. The search indicates that the property is not located within or immediately adjacent to a registered *Heritage Conservation Act* (HCA) protected archaeological site. However there is no record of an archaeological assessment having occurred on the property. A search of RAAD also indicates that there that the property is not within a high potential area as per the provincial archaeological overview assessment model available for the property.

Given that there is no registered archaeological site on the property, a Provincial *Heritage Conservation Act* permit is not required to undertake the work. However, a Provincial *Heritage Conservation Act* permit will be required if archaeological deposits, features or materials are exposed and/or encountered during land-altering activities that includes tree felling. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays and potential costs.

All archaeological sites, whether on Provincial Crown or private land (including land under water) that are known or suspected to predate AD 1846, are automatically protected under the HCA (S.13) this includes culturally modified trees. Certain sites, including human burials and rock art sites with heritage value, are automatically protected regardless of their age. Shipwrecks and plane wrecks greater than two years of age are also protected under the HCA. The *Heritage Conservation Act* does not distinguish between those archaeological sites which are "intact," (i.e., those sites which are in a pristine, or undisturbed state) and those which are "disturbed" (i.e., those sites which have been subject to alteration, permitted or otherwise). All archaeological sites, regardless of condition, are protected by the HCA, as described above. HCA protected archaeological sites or objects cannot be disturbed or altered without a permit issued by the Archaeology Branch (Ministry of Forests).

shauna

Shirley – Sheringham Point Trail
- trail is looking good after recent clean-up done by the parks crew

Otter Point – Elrose Park
- the Otter Point Community Association (OPCA) has relayed positive comment regarding recent flail mower work at the park and overall progress of the community hall project

Otter Point – Kemp Lake Dock
- the OPCA has relayed positive comment regarding the dock extension at Chubb Road

East Sooke – Copper Mine
- grounds are looking good after the recent leaf removal and clean-up done by the parks crew

East Sooke – Seagirt Ponds
- Seagirt Ponds Preservation Society held an educational session at the East Sooke Community Hall on November 17

Willis Point – Invasive Species
- reports of holly and daphne have been received and will be directed to BC Parks

7. Staff Reports

a) Zoning Amendment Application RZ000287 - Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026 (5700 Block East Sooke Road)

Jessica Boquist spoke to the application to zone part of the subject property to Rural Residential 6A (RR-6A) in order to permit a 4-lot subdivision. It was advised that the proposed lot configuration will require the provision of park land or cash in lieu equivalent.

The proposed subdivision plan, Parkheights Drive neighbourhood and transportation gaps identified by the Active Transportation Plan were highlighted. Official Community Plan policies supporting road safety and the development of an off-street network linking neighbourhoods, community focal points and parks were outlined.

Staff confirmed that the application agent was present.

The agent stated that the property owner supports cash-in-lieu of park land dedication.

Commission discussion ensued regarding options for trail along East Sooke Road or an active transportation connection to the commercial node at the Gillespie intersection.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that it considered Zoning Amendment Application RZ000287 and that its preference is for cash-in-lieu of parkland at the time of subdivision.

CARRIED

ALC

From: ALC Referrals ALC:EX
To: Wendy Miller
Subject: RE: Rezoning Application RZ000287 - CRD Referral (Rural A to RR-6A - East Sooke)
Date: Tuesday, May 13, 2025 10:36:56 AM
Attachments: image002.png
image003.png

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hi Wendy,

Thanks for referring this to the ALC for Comment. I understand that the proposal would rezone the portion of the Property outside of the ALR to facilitate a 4-lot strata subdivision, outside of the ALR. The result would be 4 rural-residential lots, which border in places along the ALR boundary, with the common property access panhandle contained within the ALR portion of the Property. No development is proposed for the existing road within the ALR portion of the Property.

The Buffer Report submitted with the referral materials submits that there is significant buffering already on the ALR property to the East (5685 East Sooke Road) due to a 30% slope and wetland-related setbacks, that there is a fence along the western property boundary (adjacent to 5717 East Sooke Road) and 10-m rear-yard construction setbacks, and that the portion of the Property within the ALR (the common property road) is within the Riparian Areas Protected Regulation where vegetation alteration and construction of structures such as fencing is prohibited.

The Buffer Report refers to the Ministry of Agriculture and Food's *Guide to Edge Planning*, however suggests that the situation under Application, urban-side edge planning for "ALR lands that are small and not being actively farmed" is not addressed in the Guide.

The Buffer Report recommends:

- No hard-surfacing of the common property driveway (retaining as-is)
- Retaining the wire fencing running alongside the entire west property boundary (adjacent 5717 East Sooke Road)
- Retaining existing vegetation on proposed strata lots 1, 2, and 3 to create 10 m forested buffers along property lines abutting the ALR
- Protecting the buffer with a covenant registered on title or a no-build covenant

The buffer report submits that, with these recommendations in place, and if adjacent ALR lands continue as residential use or initiate low-intensity farming, edge conflicts stemming from the proposed subdivision will be minimized.

ALC Staff support the CRD's requirement that the applicant submit an ALR buffer recommendation as setbacks and buffering are critical urban-side edge planning tools to promote urban/rural compatibility. ALC Staff further support the recommendation that buffering along the eastern and western property boundaries be protected for the long term by means of a covenant registered on title. In addition, that the entire fence along the western property boundary be maintained.

ALC Staff note that the recommended 10-m vegetative buffers are less than the minimum recommended urban-side residential setback and buffer in the *Guide*, which recommends a 30-m building setback that contains a 15-m buffer. While the Buffer Report asserts that the guide does not provide for situations where ALR land is not being actively farmed, ALC staff note that land-use planning alongside the ALR must take a long-range outlook, accounting for potential future land uses that do not limit the types of agriculture that could occur on ALR land.

ALC Staff have no concerns with the proposed strata configuration provided there is no subdivision within the ALR and the road does not require dedication or additional development for its use as a residential (non-farm) road. ALC Information Bulletin 09 provides additional information on subdivision and plans that cause subdivision in the ALR.

ALC



Figure 10. Watercourse and isolated ditch on the Subject Property in relation to the Agricultural Land Reserve.

Image courtesy of iMapBC.

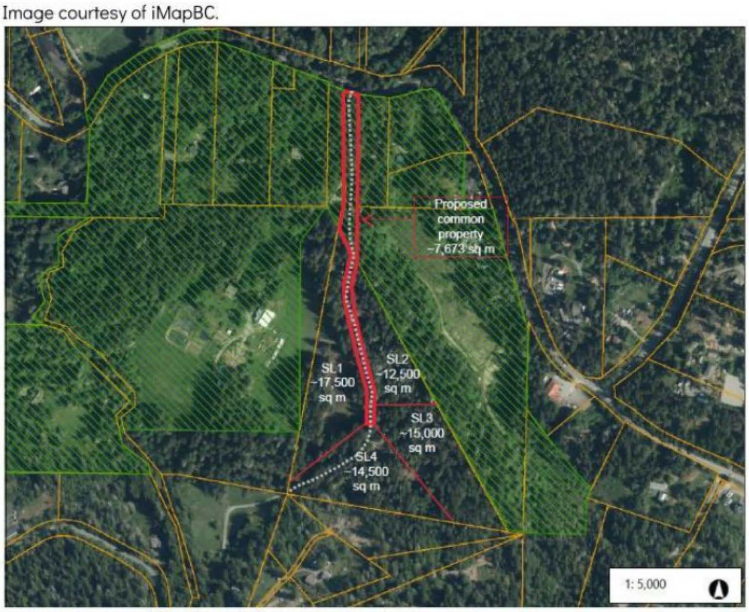


Figure 9. Proposed four-lot subdivision at PID 024-994-944.

Please let me know if you have any questions.

Sincerely,

ALC

Alex Haalboom | MRM Planning | she/her/hers
Regional Planner | Agricultural Land Commission
201 – 4940 Canada Way, Burnaby, BC, V5G 4K6
T 236.468.1617 | **F** 604.660.7033
e-mail | alex.haalboom@gov.bc.ca

If you are not the intended recipient of this e-mail and attachments please notify the sender by return e-mail and delete the e-mail and attachments immediately. This e-mail and attachments may be confidential and privileged. Confidentiality and privilege are not lost by this e-mail and attachments having been sent to the wrong person. Any use of this e-mail and attachments by an unintended recipient is prohibited.

BC Hydro

From: Mann, Elaine
To: Wendy Miller
Cc: Design, SVI
Subject: FW: [External] Rezoning Application RZ000287 - CRD Referral (Rural A to RR-6A - East Sooke)
Date: Monday, April 28, 2025 12:27:34 PM
Attachments: REFFERAL-FORM-AGENCIES-RZ000287.pdf
STAFFRPT-LUC-REFERRAL-RZ000287.pdf
TITLE-ET45919-PID-024-994-944.pdf

Hi Wendy

BC Hydro, Property Rights Services have no objection to the rezoning and proposed -lot bare land strata subdivision as there is neither a road dedication involved nor a BC Hydro right of way charge registered on the property title. In the event that BC Hydro Field Operations' Distribution Engineering & Design Department in Victoria wishes to comment, they will provide you with a response under separate cover.

The following comments are for the property owner's information:

1. For new construction, BC Hydro wishes to ensure that building permits do not get issued that allow for encroachment of buildings into the safety clearance zones required around existing bare utility conductors, including those utility works installed within road allowance adjacent to the property.

2. It is the responsibility of the Architect and Electrical Engineer of Record (EEOR) to ensure compliance with the Canadian Electrical Code (CEC), Canadian Safety Association (CSA) and WorkSafeBC (WSBC). The CEC, CSA and WSBC stipulate minimum clearances of powerlines and equipment from buildings for safety and safe working clearances (Limits of Approach).

3. For any new electrical connections please call BC Hydro's Electric Service Coordination Centre at 1-877-520-1355 or email: expressconnect@bchydro.com

Please let me know if you have any questions or concerns.

Regards,

Elaine Mann | Property Coordinator, Property Rights Services

BC Hydro
Vancouver Island
400 Madsen Road | Nanaimo, BC V9R 5M3

P 250-755-7169
E elaine.mann@bchydro.com

bchydro.com

Smart about power in all we do.

From: Wendy Miller <wmiller@crd.bc.ca>
Sent: 2025, April 16 12:45 PM

District of Sooke

RESPONSE SUMMARY – REZONING APPLICATION RZ000287

___ Interest Affected by Proposal for Reasons Outlined Below

_X_ Interest Unaffected by Proposal

Comments:

No comment.

Holden Blue	Senior Planner
Signed	Title
May 12, 2025	District of Sooke
Date	Agency

Ministry of Forests Archaeology Branch

From: Arch Data Request FOR:EX
To: Wendy Miller
Subject: RE: Rezoning Application RZ000287 - CRD Referral (Rural A to RR-6A - East Sooke)
Date: Friday, April 25, 2025 12:35:16 PM
Attachments: image002.png
image003.png

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hello Wendy,

Thank you for your referral regarding the property legally described as LOT 3 SECTIONS 84 AND 88 SOOKE DISTRICT PLAN VIP72026 with PID 024994944. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

Archaeology Branch Advice

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this information request.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

Rationale and Supplemental Information

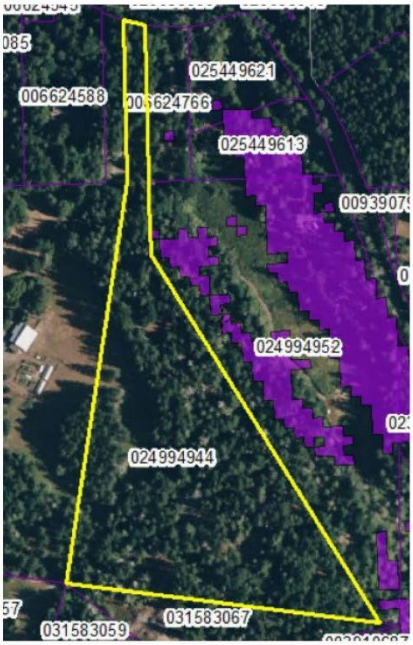
- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Kind regards,
Jen



Please note that subject lot boundaries (yellow) and areas of archaeological potential (purple) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. If you are experiencing difficulties viewing the layers in the above screenshot, please contact us.

Archaeology Branch | Ministry of Forests
Email: ArchDataRequest@gov.bc.ca
Phone: 1-250-953-3334
PO Box 9816 Stn Prov. Gov't, Victoria BC V8W 9W3
Visit our website at: www.gov.bc.ca/archaeology

Ministry of Water, Land, and Resource Stewardship
Groundwater

RESPONSE SUMMARY – REZONING APPLICATION RZ000287

X Interest Affected by Proposal for Reasons Outlined Below

___ Interest Unaffected by Proposal

Comments:

The Ministry of Water, Land, and Resource Stewardship, West Coast Region Authorizations Branch, has received a referral with respect to proposed rezoning and subdivision of the subject property. Based on the subdivision plan provided, the northern portion of the subject property will remain Agricultural Land Reserve (ALR) and not be included in the subdivision plan, while the southern portion of the subject lot, currently zoned as Rural Zone A (RZ-A), will be re-zoned as Rural Residential Zone 6A (RR-6A) and subdivided into four lots. Historically the subject property has remained undeveloped except for a narrow gravel access driveway occupying the northern portion of the lot. The southern portion of the subject lot contains mostly forested areas with a cattle-grazing pasture and corresponding fencing/gates. A tributary of Caffery Creek also flows through the northeastern portion of the subject lot, in the ALR portion of the property. Under the current RZ-A zoning, the 6.47 ha subject lot could support a maximum of four dwelling units with one additional secondary suite. Under the proposed subdivision and change to RR-6A zoning, each proposed lot could support a dwelling unit and secondary suite. Therefore, this subdivision and re-zoning proposal has the potential to increase population density on the subject lot.

No development or construction applications for the subject lot were included with this subdivision permit, however the ALR Buffer Report submitted, mentions the installation of wells as part of the proposed plan. No wells or surface water diversion points are currently registered to the subject property and no water supply plan was submitted to the Juan de Fuca Land Use Committee (LUC) so, the location and nature of potential, future water supply is unknown at this time. As this area does not appear to have a local water service provider, the applicants should be advised that a water licence for surface water or for non-domestic groundwater use is required under the *Water Sustainability Act* (https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/14015). Information about water application requirements and process can be found here: https://portal.nrs.gov.bc.ca/web/client/-/water-licence-application.
If a water service is planned, a licence for diversion of groundwater is required which also requires approval from Vancouver Island Health Authority under the Drinking Water Protection Act and the Drinking Water Protection Regulation which regulate protection of drinking water. A groundwater license for domestic use on a single lot is not required for domestic parcels serviced by individual wells.

Included in the report to the Juan de Fuca LUC was a letter from Drillwell Enterprises Ltd. (Drillwell) summarizing the well depths and yields in the area. Based on the nearby wells, Drillwell concluded that it was likely that a drilled well on the subject property could yield enough water for domestic purposes. If groundwater wells were to be used to supply water to the properties, it is likely that they would be completed within Aquifer 606 (AQ 606). AQ 606 consists of low productivity fractured crystalline bedrock partially confined by Vashon Till. A link to the AQ 606 factsheet is provided here: https://apps.nrs.gov.bc.ca/gwells/aquifers/606. Provincial Groundwater Observation Well 443 (OW 443) is located within AQ 606, approximately 8 km northwest of the subject property. There is not enough data recorded at OW 443 to produce a long-term groundwater level trend analysis however, the annual minimum groundwater levels measured in OW 443 have decreased by a total of approximately 17.5 m since the well was first added to the PGOWN system in 2018. This decrease in annual minimum groundwater levels may suggest increased stress on the aquifer over time. Aquifer 606 was flagged in 2019 with Aquifer Notation NO198052 due to "Possible Water Shortage and/or Saline Intrusion Issues". Increased groundwater extraction in the area may exacerbate current groundwater availability issues, increase potential for saltwater intrusion, and impact the water supply to other wells in the area.

Ministry of Water, Land, and Resource Stewardship
Groundwater

Based on the Groundwater Wells Database (GWELLS https://apps.nrs.gov.bc.ca/gwells) there are 53 registered wells completed in the 1 km radius surrounding the subject property; 47 wells were completed in AQ 606. The median finished well depth of the wells completed in AQ 606 was 134 m. The subject property elevation ranges from 30 to 50 meters above sea level (masl) therefore, it is likely that wells completed on the property would have finished well depths below sea level. Based on the anticipated depths of potential water supply wells and the proximity of the subject property to the ocean shoreline (approximately 300-400 m), the saltwater intrusion risk is increased. We recommend, because of the increased saltwater intrusion risk, that during drilling and testing of new water supply wells, the water quality (e.g., electrical conductivity) be monitored to provide warning of potential saltwater intrusion impacts to the well water.

The nearest surface water body, Caffery Creek, is located on the northeastern portion of the subject lot. There are no points of diversions or notations associated with Caffery Creek. The next nearest surface water body to the site is Barnes Creek, located approximately 170 m west from the subject property. There are three points of diversion associated with Barnes Creek (F123676, F123677, F123734) and no notations. For more information on water licensing and rights refer to: https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights.

Aquifer 606 is classified as having an overall high vulnerability to contaminants introduced at the land surface because of the inconsistent till layer overlying the aquifer. Intrinsic vulnerability mapping (https://catalogue.data.gov.bc.ca/dataset/drastic-aquifer-intrinsic-vulnerability) indicates that aquifer vulnerability to contamination in the area of the subject parcel is considered high. Animal grazing areas, septic fields, and locations of manure storage can be sources of nutrient and bacterial contamination of surface and groundwater sources, therefore adequate (minimum 30 m) setbacks of these contaminant source from wells and surface water sources is required (in accordance with *Public Health Act*, Health Hazard Regulation https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/216_2011), and agricultural best practices (Code of Practice for Agricultural Environmental Management) https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/8_2019) to reduce runoff of contaminants are recommended to be employed.

No additional concerns are noted with respect to the proposed bylaw.

Jennifer Veitch	Groundwater Technician
Signed	Title
Jessica Doyle	Groundwater Authorizations Section Head
Reviewed by	Title
April 29, 2025	Ministry of Water, Land, and Resource Stewardship
Date	Agency

Ministry of Water, Land, and Resource Stewardship
Ecosystems

From: Stefanyk, Michael WLRS:EX
To: Wendy Miller
Subject: RE: Rezoning Application RZ000287 - CRD Referral Rural A to RR-6A - East Sooke
Date: Friday, May 02, 2025 2:05:35 PM

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Good Afternoon,

Thanks for the opportunity to review the referral for rezoning application RZ000287. Based on the information provided we have no objection to approval of the application.

Kind Regards,

Mike Stefanyk (he/him)
Ecosystems Biologist
Ministry of Water, Land and Resource Stewardship
Phone: 250-739-8642
Email: Michael.Stefanyk@gov.bc.ca
I acknowledge with gratitude and respect, the Lək^{w}əŋən peoples known today as the the Songhees and Esquimalt Nations on whose territory I live and work.

MOTT

From: Thompson, Gilbert TT:EX
To: Wendy Miller
Subject: MOTT File# 2025-02254 Rezoning Application RZ000287 - CRD Referral (Rural A to RR-6A - East Sooke)
Date: Monday, May 12, 2025 1:32:50 PM
Attachments: image002.png
MoTI Online eDAS Application Guide.docx

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Good afternoon Wendy,

The Ministry of Transportation and Transit has received subject referral package. It has been inputted into our approval system, and assigned File# 2025-02254. The Ministry would like to offer the following feedback…

As no part of this parcel is located within 800m of a controlled access highway intersection, the proposed rezoning does not require Ministry approval under section 52 of the Transportation Act to proceed.
No storm drainage from the property may be directed into Ministry ditches, and must be handled entirely on the property.
Connection of the proposed common property access road to East Sooke Road must be approved under a Ministry of Transportation and Transit residential access permit.
Please be advised that the Ministry of Transportation and Transit is in receipt of an application for subdivision for this parcel, MOTT File# 2023-04901

Please also be advised that beginning June 1st, 2025 the Ministry will no longer be accepting referrals, or permit/subdivision applications that are submitted via email or post. All referrals, permit and subdivision applications must be submitted by the applicant through our online portal, eDAS . To access the portal you will need to obtain a BCeID if the CRD does not already have one. A business BCeID is recommended, as this allows multiple agency staff to work within a larger business account, which can be managed by a department head or other appropriate authority.

Please utilize the following for any BCeID troubleshooting that may be required.

- Helpline: 1-888-356-2741
- Help Form: https://www.bceid.ca/help_request/default.aspx?referrer=R%2fBUS%2fGS%2f11

Attached is an eDAS Application Guide for submitting referrals, permits, etc. to the Ministry. When submitting applications, your MoT office will be Southern Vancouver Island. The various application types related to Municipal activities (zoning bylaw updates, development permits, bylaw text amendments etc.) are located in the Apply for Approval tab. Please ensure you fill out the required fields including contact information, location, and upload any relevant documentation to the application.

MOTT

Once your application is received it will be assigned to the appropriate Development Services Officer. The Ministry appreciates your efforts to utilize eDAS as this will eliminate the need for MOTT staff to manually enter every referral, permit, etc. into eDAS and will improve initial response times.

If you have any questions, feel free to reach out.

Regards,

Gilbert Thompson (He/Him)
Development Services Officer
Ministry of Transportation & Transit – Southern Vancouver Island Area Office,
Suite 240 – 4460 Chatterton Way,
Victoria, BC V8X 5J2

Office: (250) 739 - 8691 | Email: Gilbert.Thompson@gov.bc.ca

APPLY FOR A PERMIT OR APPROVAL
REGISTER FOR A BCeID
SUBDIVISION INFORMATION

BRITISH COLUMBIA | Ministry of Transportation and Transit

I recognize and respectfully acknowledge the Snuneymuxw First Nation, on whose traditional territory I live and work.

Making a difference...together

Notes from a Public Information Meeting
Held Monday, May 5, 2025, at the at the East Sooke Community Hall, 1397 Coppermine Road, East Sooke, BC

SUBJECT: **Zoning Amendment Application RZ000287 – Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026 (5700 Block of East Sooke Road)**

PRESENT: Director Al Wickheim
East Sooke Advisory Planning Commission Members: Zac Doeding, Vicki Graham, Tim Marks, Janice St. John
Staff: Iain Lawrence, Senior Manager, JdF Local Area Services; Wendy Miller, Recorder

PUBLIC: 10

The meeting was called to order at 6:34 pm.

Director Wickheim welcomed everyone to the meeting and provided a Territorial Acknowledgement.

Iain Lawrence introduced the proposal considered by the Juan de Fuca Land Use Committee (LUC) at its meeting of April 15, 2025, to rezone part of the subject property from the Rural (A) zone to the Rural Residential 6A (RR-6A) zone to facilitate subdivision. At that meeting, the LUC recommended that the proposal be referred to agencies and to the East Sooke Advisory Planning Commission (APC).

It was advised that a meeting of the APC will follow the close of the public information meeting. It was further advised that the application agent and proponent were present and the agent was invited to speak to the application.

The agent stated that:
- the application is supplemented by an Agricultural Land Reserve (ALR) Buffer Report, a Riparian Areas Regulation Report, and a letter from a well drilling company
- current zoning permits a building strata development
- the proponent is proposing a bare land strata through concurrent subdivision application SU000762, which would reduce common property ownership and require provision of park land
- the proponent proposes to provide cash-in-lieu of park dedication
- lots would be accessed from a common property driveway and serviced by individual well and septic
- the property to the east holds an easement over the property to the west and the subject property
- the property owner to the east has been granted egress over the subject property driveway

Public comment included:
- support for formalizing the egress through the development application process
- reconsideration of the farmland buffer on the subject property considering the topography and use of the Agricultural Land Reserve property to the east and the west

Iain Lawrence advised that the Ministry of Transportation and Transit would review the road standard for the bare land strata and that a Qualified Professional report would make recommendations regarding conditions related to the Farmland Protection Development Permit Area as part of a development permit process required for subdivision. It was further advised that the application has been referred to the Agricultural Land Commission.

The meeting adjourned at 7:00 pm

Making a difference...together

Minutes of a Meeting of the East Sooke Advisory Planning Commission
Held Monday, May 5, 2025. at the East Sooke Community Hall, 1397 Coppermine Road, East Sooke, BC

PRESENT: Zac Doeding (Chair), Vicki Graham, Tim Marks, Janice St. John
Staff: Iain Lawrence, Senior Manager, JdF Local Area Services; Wendy Miller, Recorder
ABSENT: Shandelle Conrad
PUBLIC: 9

The meeting was called to order at 7:02 pm

1. **Elections**
   Iain Lawrence called for nominations for the position of Chair of the East Sooke Advisory Planning Commission (APC) for 2025 and Zac Doeding's name was put forward. Iain Lawrence called two additional times for further nominations and, as there were none, Zac Doeding was acclaimed Chair.

   The Chair called for nominations for the position of Vice Chair of the East Sooke APC for 2025 and Tim Marks' name was put forward. The Chair called two additional times for further nominations and, as there were none, Tim Marks was acclaimed Vice Chair.

2. **Approval of the Agenda**

   MOVED by Vicki Graham, **SECONDED** by Tim Marks that the agenda be approved.
   CARRIED

3. **Adoption of the Minutes of November 7, 2022**

   MOVED by Tim Marks, **SECONDED** by Vicki Graham that the minutes from the meeting of November 7, 2022, be adopted.
   CARRIED

4. **Planner's Report**
   No report.

5. **Zoning Amendment Application**
   a) **RZ000287 – Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026 (5700 Block East Sooke Road)**
      The APC considered the proposal to rezone part of the subject property from the Rural (A) zone to the Rural Residential 6A (RR-6A) zone to facilitate subdivision, as well as the comments received at the preceding public information meeting.

MOVED by Zac Doeding, **SECONDED** by Vicki Graham that the East Sooke Advisory Planning Commission recommends to the Juan de Fuca Land Use Committee that it supports the application and proposed Bylaw No. 4657, to rezone a portion of the subject property from the Rural (A) zone to the Rural Residential 6A zone (RR-6A) and that it recommends provision of an adequate ingress/egress to service the proposed 4 bare land strata lots and reconsideration of the agricultural buffers on the subject property.

CARRIED

6. Adjournment

The meeting adjourned at 7:14 pm.

_____
Chair

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 28, 2026

SUBJECT **Bylaw No. 4688, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025"**

ISSUE SUMMARY

The Regional Parks service has transferred the authority for park use permitting and related decision-making for certain regional trails to the Regional Transportation Service. As a result, Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018" must be updated to reflect the change in general manager responsible for issuing park use permits specific to regional trails.

BACKGROUND

On June 11, 2025, the Capital Regional District (CRD) Board adopted Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024," establishing a regional transportation service. This new service is responsible for administration and operation of certain regional transportation assets, including certain regional trails—the Lochside Regional Trail, the Galloping Goose Regional Trail, and the E&N Rail Corridor—Humpback Connector.

As part of the transition, future park use permits for regional trails will be issued by the Regional Planning Division staff who support the transportation service. To facilitate this change, Bylaw No. 4225 must be amended to designate the General Manager, Housing, Planning and Protective Services as the general manager responsible for approving park use permit applications specific to the regional trails and exercising discretion under the bylaw.

In the future, it is anticipated that a separate bylaw relating to the management of regional trails used for active transportation purposes will be developed for the Board's consideration.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4688, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025", be read a first, second, and third time; and
2. That Bylaw No. 4688 be adopted.

Alternative 2
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Board & Corporate Priorities

This amendment is in line with the transfer of responsibility of administration of regional trails from the Regional Parks Division to the new Regional Transportation Service (Regional Planning

Division).

Alignment with Existing Plans & Strategies

Regional Parks and Regional Planning staff continue to work on a division of responsibilities. Transferring decision-making authority for certain types of park use permits in certain locations will continue to assist with this work.

Intergovernmental Implications

Within the CRD, certain permits will continue to be issued by the general manager responsible for regional parks (e.g., commercial use permits), which may interact with use of regional trails. At this time, staff do not see a concern with this and will refer concerns about permits to their counterparts in Regional Parks or Regional Planning as appropriate.

Service Delivery Implications

Permit applicants may experience confusion when directed to two separate locations: one for regional parks and trails within parks, and another for activities along regional trails. Staff will address this through internal and external communications.

CONCLUSION

The proposed amendment to Bylaw No. 4225 is required to align permitting authority with the newly established Regional Transportation Service and to support an effective transition in the management of regional trail assets.

RECOMMENDATION

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

1. That Bylaw No. 4688, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025", be read a first, second, and third time; and
2. That Bylaw No. 4688 be adopted.

Submitted by:	Steven N. Carey, BSc, JD, Senior Manager, Legal Services and Risk Management
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Melanie Alsdorf, Acting General Manager, Parks, Recreation and Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4688, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025"
Appendix B: Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1", Unofficial Redlined Consolidation

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4688

****

A BYLAW TO AMEND THE PARKS REGULATION BYLAW (BYLAW NO. 4225)

****

WHEREAS:

A. Under Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018", the Regional Board regulates the use of regional parks and trails;

B. Under Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024", the Regional Board established a service for the purpose of addressing transportation needs within the Capital Regional District;

C. The Board of the Capital Regional District wishes to amend Bylaw No. 4225 to transfer permitting powers for certain regional trails – the E&N Rail Trail - Humpback Connector, the Galloping Goose Regional Trail, and the Lochside Regional Trail – from the General Manager responsible for the Regional Parks Service to the General Manager Regional Transportation Service, or delegate;

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

1. Bylaw No. 4225, "Capital Regional District Parks Regulation Bylaw No. 1, 2018", is hereby amended as follows:

    (a) In section 1, by replacing the definition of "General Manager" with the following definition:

    "**General Manager**" means the Capital Regional District's Parks, Recreation & Environmental Services' General Manager, or such other person as may be appointed to act in the place of the General Manager from time to time; and includes, for Regional Trail decisions on park use permits, and other incidental and necessary approvals related to Regional Trails, the General Manager, Housing, Planning & Protective Services, or such other person as may be appointed to act in their place from time to time;

    (b) In section 1, by including the definition of "Regional Trail" in alphabetical list order, as follows:

    "Regional Trail" where capitalized, means the E&N Rail Trail - Humpback Connector, Galloping Goose Regional Trail, and the Lochside Regional Trail;

    (c) In section 4, by amending subsection (6) as follows:

    (6) A person must not enter into or remain in a regional park during curfew hours, with the exception of a Regional Trail;

(d) In section 12, by amending subsection (2) as follows:

(2) The applicable General Manager may issue a park use permit for a special use that requires a park use permit under this Bylaw;

(e) In section 12, by amending subsection (4) as follows:

(4) The applicable General Manager may amend, suspend, or revoke any park use permit:

(a) for any violation of the terms and conditions of the park use permit;

(b) where the applicant for the permit made a material misrepresentation regarding the special use;

(c) where the park use permit holder or a person participating in the special use contravenes a provision of this Bylaw, as determined by the General Manager, acting reasonably; or

(d) where the activity authorized by the park use permit may no longer be accommodated by CRD, for any reason, in the sole discretion of the General Manager.

(f) In section 12, by amending subsection (5) as follows:

(5) A General Manager is not obligated to issue any park use permit and, without in any way limiting the generality of the foregoing, may refuse to issue a park use permit to any person who has, in the opinion of General Manager, acting reasonably, contravened any previous park use permit or contravened this Bylaw or any other enactment related to the use of a regional park;

2. This bylaw may be cited for all purposes as "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER

APPENDIX B

Making a difference...together

BYLAW NO. 4225

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED MARCH 14, 2018
(Consolidated with Amending Bylaws 4431, and ~~XXXX~~4688)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

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CAPITAL REGIONAL DISTRICT
BYLAW NO. 4225

****

A BYLAW TO REGULATE THE USE OF REGIONAL PARKS AND TRAILS

****

WHEREAS the Capital Regional District wishes to adopt a Bylaw to regulate the use of regional parks and regional trails;

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

1. DEFINITIONS

In this Bylaw, unless the context requires otherwise, the following definitions apply:

"aircraft" means a device that is designated to carry one or more persons or objects through the air by electric or fuel power or by powerless flight, or to move through the air remotely and without passengers, and includes Unmanned Aerial Vehicles (UAVs), drones;

(Bylaw 4431)

"animal" means a mammal, reptile, amphibian, bird, fish or insect;

"attractant" means any of the following:

(a) food or food waste, barbeques, stoves, or other cooking devices, compost, or other waste or garbage that could attract an animal;

(b) a carcass or part of a carcass of an animal, or other meat;

(Bylaw 4431)

"beach" means the areas designated as beaches on Schedule "A" to this Bylaw;

"Board" means the Board of Directors of the Capital Regional District;

"business" means any trade, industry, employment, occupation, activity or special event carried on in a park for profit, gain, fundraising or commercial promotion, and includes an undertaking carried on in a park by a charitable organization, or by an organization or individual on a non-profit basis;

"camp" means to occupy a campsite, to set up a tent or other shelter or to remain overnight;

(Bylaw 4431)

"camping party" means a group of no more than (7) persons with a maximum of (4) adults, that have purchased a valid park use permit for camping in a Regional Park.

"campsite" means a site in a regional park designated by the CRD for overnight camping;

"Caretaker" means a person having a contract with the CRD to provide on-site services in respect of one or more regional parks;

"commercial dog walker" means a person who operates a business or commercial enterprise in which the primary service provided is the walking of one or more dogs;

"contaminants" means any explosives, radioactive materials, asbestos materials, ureaformaldehyde, chlorobiphynels, hydrocarbon contaminates, underground tanks, pollutants, contaminants, hazards, corrosive or toxic substances, special waste or waste of any kind or any other substance the storage, manufacture, disposal, treatment, generation, use, transport, remediation or release into the environment of which is prohibited, controlled regulated or licensed under environmental laws;

"CRD" means the Capital Regional District;

"curfew hours" means the time between sunset and sunrise for all regional parks with the exceptions of the Lochside Regional Trail, the E&N Rail Trail – Humpback Connector, and the Galloping Goose Regional Trail;

"cycle" means a device having any number of wheels that is propelled by human power and on which a person may ride and includes a motor assisted cycle, but does not include a skateboard, roller skates or in-line roller skates;

"dangerous dog" means any dog that:

(a) has killed or seriously injured a person; or,

(b) has killed or seriously injured a domestic animal, while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog; or,

(c) a park officer reasonably believes is likely to kill or seriously injure a person.

(d) has been designated or is otherwise considered as dangerous under or in accordance with any municipal, regional, or provincial enactment.

but does not include dog performing law enforcement work.

"domestic animal" means any animal kept as livestock or pet;

"domestic waste" means garbage, trash, refuse, cans, bottles, papers, ashes, cuttings, or other waste of any kind that is not generated by an individual in connection with reasonable park use;

"environmental laws" means any and all enactments of any federal, provincial, municipal or other governmental authority, now or hereafter in force with respect to contamination or pollution of the environment, or goods or substances that, if discharged into the environment, could cause material harm to the natural environment or its ecosystems;

"firearm" means any device that propels a projectile by means of explosion, spring, air, gas, string, wire or elastic material or any combination of those things;

(Bylaw 4431)

"General Manager" means the Capital Regional District's Parks, Recreation & Environmental Services' General Manager, or such other person as may be appointed to act in the place of the General Manager from time to time; and includes, for Regional Trail decisions on park use permits, and other incidental and necessary approvals related to Regional Trails, the General Manager, Housing, Planning & Protective Services, or such other person as may be appointed to act in their place from time to time;

(Bylaw ~~XXXX~~4688)

"hunt" means shooting at, attracting, searching for, chasing, pursuing, following after or on the trail of, stalking or lying in wait for wildlife, or attempting to do any of those things, whether or not the wildlife is then or subsequently wounded, killed, or captured,

(a) with intention to capture the wildlife or,

(b) while in possession of a firearm or other weapon;

(Bylaw 4431)

"leash" means a rope, chain, cord, leather strip, or other physical tether which is used to restrain an animal and:

(a) does not exceeding 2.4 m in length; or

(b) is a retractable lead not exceeding 8 m in length when fully extended.

"liquor" means:

(a) fermented, spirituous and malt liquors; or

(b) combinations of liquors; or

(c) drinks and drinkable liquids that are intoxicating,

and includes beer, or a substance that, by being dissolved or diluted is capable of being made a drinkable liquid that is intoxicating and that is declared to be liquor under the *Liquor Licensing and Control Act* (British Columbia);

"motor assisted cycle" means a motor assisted cycle that meets the requirements of the Motor Assisted Cycle Regulation, B.C. Reg. 151/2002 made pursuant to the *Motor Vehicle Act* (British Columbia);

"motor vehicle" means a vehicle, not run on rails, that is designed to be self-propelled and includes an off-road vehicle, but does not include a motor-assisted cycle;

(Bylaw 4431)

"natural boundary" means the visible high water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil on the bed of the body of water a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself;

"off-road vehicle" means a vehicle considered an off-road vehicle pursuant to the *Off-Road*

Vehicle Act, SBC 2014, c 5, as amended;

(Bylaw 4431)

"open fire" means any outdoor fire started, maintained, or gathered around or near by a person or persons for warmth, enjoyment, or cooking;

(Bylaw 4431)

"natural park feature" means a tree, shrub, herb, flower, grass, turf, or other plant or fungus and all soil, sand, silt, gravel, rock, mineral, wood, fallen timber, or other park resource in a regional park;

"park officer" means a person appointed or employed by the CRD as a park officer, watershed security officer, or bylaw enforcement officer;

"Parks Committee" means the standing committee appointed by the Board for regional park function purposes;

"park use permit" means a park use permit issued under this Bylaw;

"peace officer" means a peace officer defined from time to time in the Criminal Code of Canada;

"permit fee" means the applicable special use fee and the refundable security deposit required to carry out a special use event or activity, as permitted by a park use permit and prescribed in Bylaw No. 3675;

"picnic area" means any area designated by the CRD as such by sign or posted notice;

"posted notice" means a written notice affixed to a notice board or sign post by the CRD in a regional park or set out in a brochure, map or CRD website relating to one or more regional parks;

"regional park" means the parks and regional trails listed in Schedule "B" and any other lands owned by the CRD in fee simple or held by the CRD by way of a statutory right of way, easement, lease, license or agreement and managed as a regional park or regional trail;

"**Regional Trail**" where capitalized, means the E&N Rail Trail – Humpback Connector, Galloping Goose Regional Trail, and the Lochside Regional Trail;

(Bylaw ~~XXXX~~4688)

"smoke" or "smoking" means burning a cigarette or cigar containing tobacco or another substance, or burning or heating tobacco or another substance using a pope, hookah pipe, lighted smoking device or vaporizing device as per the CRD Clean Air Bylaw No. 3962, as amended;

(Bylaw 4431)

"special use" means any event or activity in a regional park defined as a Special Use Activity in Bylaw No. 3675;

"traffic control device" means a sign, signal, line, meter, marking, space, barrier or device, not inconsistent with the *Motor Vehicle Act*, placed or erected by authority of the Board or the

General Manager;

"under control" means a person in possession of a dog or domestic animal in a regional park has a clear line of sight to the dog or domestic animal at all times and the dog or domestic animal immediately returns to the owner when called or signalled;

"wildlife" means raptors, threatened species, endangered species, game or other species of vertebrates prescribed as wildlife under the *Wildlife Act.*

2. ADMINISTRATION OF BYLAW AND ENFORCEMENT POWERS

(1) The General Manager is delegated authority to appoint park officers.

(2) Peace officers and park officers are exempt from the provisions of this Bylaw when performing their duties.

(3) When a park officer or peace officer finds, on reasonable grounds, that a person in a regional park is contravening this Bylaw, a park use permit, or any other licence or authorization from the CRD respecting use of the park he or she may require that person to do one or more of the following:

(a) provide, immediately upon request, that person's correct name, address, and information about their destination, and proposed or actual activities in the regional park;

(b) provide within a reasonable time identification verifying that person's correct name and address;

(c) provide evidence, where applicable, that the person possesses a current valid license, authorization, or park use permit for the activity;

(d) stop contravening the Bylaw, the park use permit, licence or authorization immediately;

(e) leave the regional park immediately; or

(f) not re-enter the regional park for a period up to 72 hours.

(4) A person who fails to comply with a requirement of a park officer or peace officer under this Bylaw also commits an offence under the *Offence Act*.

(5) At all reasonable times, a park officer or peace officer may enter any area, including a campsite, or other facility in a regional park to determine whether a person is in contravention of this Bylaw or a park use permit.

(6) Except where a park use permit, licence, or other valid written authorization from the CRD allows such storage, a park officer or peace officer may remove or order the removal of all equipment or material from a regional park and the cost of such removal may be charged to either the owner or person who placed the equipment or material within the regional park.

3. PENALTIES

(1) A person who contravenes any provision of this Bylaw commits an offence and is liable upon conviction to the penalties prescribed by the *Offence Act*, provided that the minimum penalty is not less than FIFTY ($50.00) DOLLARS for the first offence and for each subsequent offence to a minimum penalty of not less than ONE HUNDRED ($100.00) DOLLARS.

(2) The penalties imposed under subsection (3) hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by the Bylaw.

(3) A separate offence shall be deemed to be committed upon each day during and on which a contravention of this Bylaw occurs or continues.

(4) A park officer or peace officer may, if he/she has reason to believe that an offence has been committed against this Bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be 16 years of age or greater, a ticket information pursuant to Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990 as may be amended or repealed and replaced from time to time indicating a penalty equal to the amount stipulated for such an offence.

4. PUBLIC CONDUCT

(1) A person must not obstruct a park officer or peace officer who is performing his or her duties.

(2) A person must not do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.

(3) A person in a regional park must obey all signs and posted notices in a regional park.

(4) A person must not possess or consume liquor in a regional park without legally required permits, including a valid park use permit allowing that activity.

(5) A person must not defecate or urinate in a regional park, except in designated facilities.

(6) A person must not enter into or remain in a regional park during curfew hours with the exception of a Regional Trail.

(Bylaw ~~XXXX~~4688)

(7) Subsection (6) does not apply to the following:

(a) a person who has a license or lease granted by the CRD for a park purpose;
(b) a private house guest of or tradesperson providing a service to an onsite Caretaker;
(c) a person who has a valid park use permit that allows entrance to the park;
(d) authorized CRD and emergency personnel; and
(e) persons or their house guests or contractors who have to pass through the regional park to reach their residence.

(8) A person must not make or cause any noise or sound, including the playing of portable music devices including, but not limited to: musical instruments, radios, tape players, compact disc players, MP3 players, i-Pods or similar devices in a regional park that, in the opinion of a park officer or peace officer:

(a) disturbs, or is likely to disturb the peace, enjoyment, or comfort of persons in the vicinity; or

(b) disturbs or disrupts or is likely to disturb or disrupt wildlife.

(9) A person must not operate equipment, motor vehicles, cycles, or machinery in a regional park that, in the opinion of a Park Officer or Peace Officer:

(a) disturbs, or is likely to disturb the peace, enjoyment, or comfort of persons in the vicinity; or

(b) disturbs or disrupts or is likely to disturb or disrupt wildlife; or

(c) is dangerous, or is likely to create a dangerous situation within the park.

(Bylaw 4431)

(10) A person must not interfere with the passage of any person or motor vehicle lawfully using a road or trail in a regional park unless a valid park use permit allows that interference.

(11) A person must not act in a way that in the opinion of a park officer or peace officer disturbs or is likely to disturb the peace, enjoyment or comfort of persons in the vicinity.

(12) A person who has been evicted from a park must not:

(a) return to the park until the specified eviction time period has elapsed; and

(b) that person, if they have paid in part of in full for a service in the park, is not entitled to a refund.

(Bylaw 4431)

(13) A person must not take off or land an aircraft within a regional park unless in compliance with all applicable regulations in addition to obtaining a park use permit.

(Bylaw 4431)

5. RESPONSIBILITY FOR ACTION OF MINORS

(1) A parent, guardian, or person in charge of a person 16 years of age or less must not permit them to do anything that this Bylaw or other applicable enactments prohibit.

(2) If an offence is being committed by a person 16 years of age or less, the parent, guardian or person in charge of the person 16 years of age or less must take any control measures the park officer, acting reasonably, considers necessary to prevent or stop the contravention of this Bylaw.

6. CAMPING

(1) A person staying in a campsite in a regional park must not:

(a) leave or enter the campsite during the hours the regional park is closed, except in an emergency; or

(b) make any noise or sound between the hours of 10:00 p.m. and 7:00 a.m. that, in the opinion of a park officer or peace officer disturbs or is likely to disturb the peace, enjoyment, or comfort of persons or wildlife in the vicinity.

(c) Camp or register for more than 14 days in a campground within a calendar year.

(Bylaw 4431)

(2) A camping party with a valid park use permit allowing camping in a regional park may remain in the campsite and use its facilities according to the terms and conditions of the park use permit. After the park use permit expires, the camping party must leave the campsite without delay.

(3) A camping party may have on site no more than one vehicle and trailer, and one but not both may be a recreational vehicle (RV).

(4) A person may camp in a regional park only in a designated campsite and only in accordance with a park use permit for that activity.

(5) All persons entering a regional park campground for the purpose of utilizing the campground facilities must register upon arrival.

(Bylaw 4431)

(6) The registered site holder is responsible for:

(a) ensuring the proper payment of fees; and

(b) the actions and conduct of each person in the party or group and each guest and visitor of that party or group while camping in the regional park.

(Bylaw 4431)

7. PRESERVATION OF NATURAL FEATURES, WILDLIFE, AND PARK FEATURES

(1) A person must not do any of the following in a regional park unless the person has obtained the CRD's written authorization or a valid park use permit allowing the activity:

(a) cut, trim, dig up, excavate, deface, remove, damage, or in any way injure any natural park feature

(b) build or otherwise create or alter any trails;

(c) remove, damage, or deface any building, structure, fence, bench, sign, posted notice, road, trail, facility, equipment, material, or thing that belongs to the CRD;

(d) build, lace or install any permanent or temporary structures or facilities;

(e) bring in and leave any dead or living plant material, any dead or living animal or release any animal;

(f) hunt, molest, disturb, frighten, injure, kill, catch, or trap any wildlife, except for fishing and crab-catching done in accordance with all enactments;

(Bylaw 4431)

(g) feed any wildlife or deposit any substance that wildlife may eat; feed any wildlife or deposit any substance that wildlife may eat, or leave unattended an attractant of any kind;

(Bylaw 4431)

(h) introduce any contaminant into any part of a regional park including, without limitation, any body of water, water system, or watercourse.

(2) Subsection (1)(e) does not apply to a domestic animal brought into a regional park where the person complies with section 8:

(a) the person retains effective control of the domestic animal at all times in accordance with this Bylaw; and

(b) removes the domestic animal from the park when that person leaves the park.

(3) A person must not deposit any refuse, litter, or other discarded material or thing anywhere in a regional park except in waste receptacles provided by the CRD.

(4) A person must not:

(a) dispose of any domestic, commercial, or industrial waste in a regional park;

(b) deposit any material into waste receptacles provided by the CRD for onsite refuse other than waste reasonably generated by that person during his or her time in the regional park.

(5) A person must not light or keep lit, or use any open fire, stove barbeque or other flame producing cooking device in a regional park except:

(a) in facilities or designated areas that the CRD provides for fires or flame-producing cooking devices, or

(b) if permitted by a valid park use permit.

(Bylaw 4431)

(6) A person must not leave unattended a fire, stove, barbecue or other flame producing cooking device of any kind while it is lit or turned on.

(7) A person must not deposit on the ground in a regional park any lighted match, cigar, cigarette, or other burning substance except as permitted in section 7(5).

(8) A person must not smoke in regional park areas, facilities or trails contrary to a sign or posted notice that prohibits smoking.

(9) A person must not cut down, prune or remove any tree or any part of a tree in a regional park without the written authorization of the CRD and then only in strict accordance with that authorization.

(10) A person must not ride a cycle in a regional park except in the following places:

(a) a public highway or parking lot where not otherwise prohibited by law or a posted notice; and

(b) on a trail designated for such use by a sign or a posted notice.

(11) A person must not travel within a regional park except on a trail marked by CRD signage or shown on a CRD Park map or brochure or in areas specifically designated by a sign or a posted notice.

(12) A person must not enter or travel within the area designated as the Drinking Water Protection Zone in the Sooke Hills Wilderness Regional Park.

8. ANIMALS IN REGIONAL PARKS

(1) A person with care and control of a dog in a regional park must:

(a) have the dog under control at all times;

(b) have the dog on a leash, whereby one end is secured to the dog and the other end is held by a person, in regional parks listed in Schedule C;

(c) not allow the dog to be on a designated beach or picnic area between June 1 and September 15, except for the purpose of passing directly through the beach or picnic area without stopping, at which time it must be on a leash, whereby one end is secured to the dog and the other end is held by a person;

(d) immediately remove any faeces deposited by that dog;

(e) not allow the dog to damage park property or vegetation;

(f) not allow the dog to injure, disturb, or molest any person, domestic animal or wildlife;

(g) not allow the dog to enter any area where prohibited by sign or posted notice;

(h) carry at least one leash and one collar for each dog at all times;

(i) immediately leash the dog, whereby one end is secured to the dog and the other end is held by a person, when approaching horses.

(2) Subsection (1)(d) does not apply to a person who is legally visually impaired.

(3) A person with care and control of a dangerous dog must not permit the dangerous dog to enter a regional park.

(4) A person with care and control of a domestic animal in a regional park must ensure it is under control at all times and not allow it to:

(a) damage any park property or vegetation;

(b) enter any area where that animal is prohibited, as indicated by a sign or posted notice;

(c) injure, disturb, or molest any person, domestic animal, or wildlife;

(d) be left or abandoned; or

(e) graze.

(5) A park officer or peace officer may require the person with care and control of a domestic animal in a regional park to remove it from that regional park if in the opinion of a park officer or peace officer the domestic animal is:

(a) potentially dangerous;

(b) disruptive to other park users; or

(c) by its actions, demeanour or lack of control by the owner, causing alarm or concern to other park users, including without limitation, children under the age of twelve, elderly or disabled persons.

(6) A park officer or peace officer may restrain and detain any lost animal and bring that animal to a shelter, pound or other appropriate facility.

(7) A person must not ride, walk, or drive a horse on any part of a regional park, except on trails or areas designated by signs or posted notice.

9. FIREARMS AND HUNTING

(1) A person must not possess or discharge any of the following in a regional park unless authorized to do so by a park use permit:

(a) a firearm;

(b) fireworks or explosives of any kind.

(Bylaw 4431)

10. MOTOR VEHICLES

(1) A person must not operate, or permit to be operated, a motor vehicle in a regional park except on public roadways or parking lots.

(2) A person must not operate a motor vehicle in a regional park unless that person and the motor vehicle are validly licensed and registered and conform to all applicable enactments.

(3) A person must not park a motor vehicle in a regional park except in designated parking lots and along public roadways not marked as "No Parking" areas.

(4) A motor vehicle:

(a) parked in areas prohibited by a sign or posted notice; or

(b) left unattended after the closing hours of the regional park, may be towed away at the expense of the owner.

(5) A person must not park a motor vehicle in an area, lot, or stall in a regional park designated as pay parking, disabled parking, or service or emergency vehicle parking, except in accordance with a valid park use permit or a valid parking permit for persons with disabilities, or unless the vehicle being parked is a regional park service vehicle or an emergency vehicle.

(6) Without limiting the generality of any other provision of this Bylaw, a park officer or peace officer may ticket or order the towing away of any motor vehicles in violation of this Bylaw. Without limiting the generality of any other provision of this Bylaw, a Park Officer or Peace Officer may ticket or order the towing away of any motor vehicles in violation of this bylaw and a Park Officer or Peace Officer may also order the vehicle and/or trailer to be towed at the owner/operator's expense, if the owner/operator has been evicted from the park and is unable to remove the vehicle or trailer immediately.

(Bylaw 4431)

(7) For public safety or convenience or to accommodate a special use, the CRD may close any park road, trail, or other area in a regional park to public use.

(8) The CRD may by sign or posted notice limit the speed, weight, size, type, or number of motor vehicles operated in a regional park.

(9) A person must not operate or use an off-road vehicle in a regional park without a valid park use permit.

(Bylaw 4431)

11. COMMERCIAL SERVICES ACTIVITIES OR DEMONSTRATIONS

(1) Unless a person has the written authorization of the General Manager or a valid park use permit allowing the activity, they must not:

(a) sell, barter, or display for sale any goods, services, or materials, including food and refreshments in a regional park;

(b) conduct any business or commercial activity, whether paid for in advance of, during, or after the activity;

(c) encourage any person to use a regional park for any activity related to a business or commercial enterprise, whether or not the business or commercial aspect of the activity is carried out within the regional park;

(d) install, post, deliver, paint, publish, or distribute any notice, advertisement, sign, placard, or handbill of any kind in a regional park; or

(e) operate or station in a regional park any commercial vehicle or any motor vehicle displaying advertising or equipped with a public address system for the purpose of advertising, promoting, demonstrating, or attracting attention.

(2) Subsection 11(1)(d) does not apply to:

(c) reasonable expressions of opinions on political, social or other matters provided that the notices, signs, placards or handbills:

i. do not exceed 1 square metre in size and are removed prior to sunset;

ii. are not displayed in the park on more than one day in each month; and

iii. are not repetitions of the content of opinions expressed by the same person within the previous month.

(3) Subsection 11(1)(e) does not apply to:

(a) a motor vehicle on which corporate advertisement is displayed where the motor vehicle is used for the transportation of persons to a regional park for park purposes and not for the purpose of advertising.

12. PARK USE PERMITS

(1) A person must not carry out, hold or participate in a special use or do anything that requires a park use permit under this Bylaw unless:

(a) a park use permit has been issued for the special use; and

(b) the permit holder carries the park use permit during the event for which the permit has been issued and produces the permit for inspection upon request by a park or peace officer.

(2) The applicable General Manager may issue a park use permit for a special use that requires a park use permit under this Bylaw.

(Bylaw ~~XXXX~~4688)

(3) The person obtaining the park use permit must pay a fee established under Bylaw No. 3675 or section 13 of this Bylaw.

(4) The applicable General Manager may amend, suspend, or revoke any park use permit:

(a) for any violation of the terms and conditions of the park use permit;

(b) where the applicant for the permit made a material misrepresentation regarding the special use; ~~or~~

(c) where the park use permit holder or a person participating in the special use contravenes a provision of this Bylaw, as determined by the General Manager, acting reasonably; or

~~(c)~~(d) where the activity authorized by the park use permit may no longer be accommodated by CRD, for any reason, in the sole opinion of the General Manager.

(Bylaw ~~XXXX~~4688)

(5) A General Manager is not obligated to issue any park use permit and, without in any way limiting the generality of the foregoing, may refuse to issue a park use permit to any person who has, in the opinion of the General Manager, acting reasonably, contravened any previous park use permit or contravened this Bylaw or any other enactment related to the use of a regional park.

(Bylaw ~~XXXX~~4688)

(6) The holder of a park use permit is solely responsible for the conduct of the special use event, activity, or thing the park use permit authorizes.

(7) Neither the CRD nor any of its elected or appointed officers, employees, servants, agents, contractors, licensees or representatives accepts or assumes any responsibility or liability for any claims, demands, proceedings, actions, suits, costs, expenses, fines, losses or damages in respect to death, injury, loss or damage to persons or property, however caused, arising out of or in connection with the issuance of a park use permit or a special use event, activity or thing for which a park use permit has been issued.

(8) In the issuance of a park use permit, the General Manager may impose one or more of the following conditions:

(a) a requirement that the permit holder provide security in an amount and form acceptable to the General Manager to cover estimated cleanup costs following the event, activity or thing;

(b) public liability insurance in an amount and form acceptable to the General Manager;

(c) that the event, activity or thing is limited to one or more specified regional parks;

(d) that the event, activity or thing is limited to one or more specified areas, locations or facilities within a regional park;

(e) limiting the duration of the permit;

(f) limiting the number of participants (including staff and volunteers);

(g) requiring that the holder of the permit provide traffic control for the event, activity or thing;

(h) requiring that the permit holder remove all waste;

(i) requiring the permit holder to provide specific facilities as services, including, without limitation, portable toilets, additional garbage cans and recycling bins or receptacles;

(j) limiting the type or nature of merchandise, items or services that may be made available for sale or consumption during the event, activity or thing;

(k) providing a copy of a research report prepared by the permit holder;

(l) requiring specific signage; and

(m) requiring that the permit holder comply with Vancouver Island Health Authority guidelines regarding food concessions;

(n) restrict the area where a commercial dog-walker may walk dogs, limit the number of dogs allowed per commercial dog-walker to a maximum of eight, and may require the dogs to be on a leash held by the commercial dog-walker while in the regional park or in a designated area of the regional park.

(9) A person must not breach a condition of a park use permit.

13. FEES

(1) The Board may from time to time establish fees to be charged for issuing a park use permit.

14. SEVERABILITY

(1) If a section, subsection, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Bylaw.

15. REPEAL

(1) Bylaw No. 3682, “Capital Regional District Parks Regulation Bylaw No. 1, 2010”, as amended, is repealed.

16. CITATION

This Bylaw may be cited as “Capital Regional District Parks Regulation Bylaw No. 1, 2018”.

READ A FIRST TIME THIS	14th	day of	March	2018
READ A SECOND TIME THIS	14th	day of	March	2018
READ A THIRD TIME THIS	14th	day of	March	2018
ADOPTED THIS	14th	day of	March	2018

CHAIR

CORPORATE OFFICER

Capital Regional District
Regional parks Designated Beach Areas

SCHEDULE "A"

Elk/Beaver Lake Regional Park: Beaver Lake Beach, Hamsterly Beach, Eagle Beach and Water Ski Beach

Island View Beach Regional Park: All Beach Areas above the natural boundary of the sea

Matheson Lake Regional Park: Main Beach Area

Mount Work Regional Park: Durrance Lake Main Beach, Killarney Lake Foreshore, and Pease Lake Foreshore

Thetis Lake Regional Park: Prior Lake Beach and Dock Area, Thetis Lake Main Beach

Witty's Lagoon Regional Park: Beach Aras above the natural boundary of the sea, with exception of Tower Point

Capital Regional District
List of Regional Parks, Park Reserves, and Trails

SCHEDULE "B"

Albert Head Lagoon Regional Park

Ayum Creek Regional Park Reserve

Bear Hill Regional Park

Coles Bay Regional Park

Devonian Regional Park

East Point Regional Park

East Sook Regional Park

Elk/Beaver Lake Regional Park

E&N Rail Trail – Humpback Connector

Francis/King Regional Park

Galloping Goose Regional Trail

Gonzales Hill Regional Park

Horth Hill Regional Park

Island View Beach Regional Park

Jordan River Regional Park

Kapoor Regional Park

Lochside Regional Trail

Lone Tree Hill Regional Park

Matheson Lake Regional Park

Matthews Point Regional Park Reserve

Mill Farm Regional Park Reserve

Mill Hill Regional Park

Mount Parke Regional Park

Mount Wells Regional Park

Mount Work Regional Park

Roche Cove Regional Park

Saint John Point Regional Park Reserve

Sea to Sea Regional Park

Sooke Hills Wilderness Regional Park as shown in Appendix 1

Sooke Potholes Regional Park

Sooke River Regional Park Reserve

Thetis Lake Regional Park

Witty's Lagoon Regional Park

Capital Regional District
List of Regional Parks that Require Dogs to be on Leash

SCHEDULE "C"

(Bylaw 4431)

Ayum Creek Regional Park Reserve

Brooks Point Regional Park – in the area designated as the Environmental Protection Zone

E&N Rail Trail – Humpback Connector

Francis/King Regional Park – Elsie King Trail

Galloping Goose Regional Trail

Island View Beach Regional Park – Campground

Jordan River Regional Park – Campground

Lochside Regional Trail

Saint John Point Regional Park

Sea to Sea Regional Park

Sooke Hills Wilderness Regional Park

Sooke Potholes Regional Park

Capital Regional District Parks
Appendix No. 1

Appendix A is in PDF separate to Bylaw

Making a difference...together

REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, JANUARY 21, 2026

SUBJECT **Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026.**

ISSUE SUMMARY

To present the draft Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026 and final background report.

BACKGROUND

The 2017 Regional Water Supply Strategic Plan identified the creation of a Development Cost Charge (DCC) program as a priority initiative because long-term growth in the region would require significant new water infrastructure, and a dedicated growth-related funding tool was needed to ensure that these costs did not fall disproportionately on existing ratepayers. In 2020, the CRD approved capital funding specifically to begin developing the DCC program, which has since been advanced through a series of staff reports and coordinated consultation with municipalities, the development community, First Nations, and the public. This consultation informed the program's policy framework, including its system-wide structure, 30-year planning horizon, and considerations for waivers, reductions, and implementation timing.

Most recently, at its November 19, 2025 meeting, the Regional Water Supply Commission (Commission) was presented with two staff reports for its consideration:

1. Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw – Engagement Summary Vol. 3; and
2. Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw – Update and Next Steps

Regarding the latter staff report, the Commission resolved:

> *"That the Regional Water Supply Commission direct Capital Regional District (CRD) staff to prepare a draft Regional Water Supply Development Cost Charge (DCC) Bylaw for consideration at a future Commission meeting, and that the bylaw include a Municipal Assist Factor (MAF) of one percent."*

CRD staff have prepared the draft DCC bylaw (Appendix A) for the Commission's consideration. Further, Urban Systems Ltd. (USL) has finalized the *Regional Water Supply Service Development Cost Charge Background Report* (Background Report), December 2025, (Appendix B) which includes the required *Development Cost Charge Submission Summary Checklist* (checklist) for the British Columbia Inspector of Municipalities, who is the statutory decision maker under the *Local Government Act*. The checklist confirms that the CRD has fulfilled all legislative and procedural requirements and is ready to submit the bylaw package for Statutory Approval.

The Background Report includes details of the background, key DCC elements, growth projections, DCC related projects and costs, proposed DCC rates, consultation with interested

parties and DCC implementation details. As directed by the Commission, the proposed DCC rates are based on the municipal assist factor (MAF) of one (1) percent. The proposed DCC rates are as indicated in Table 1.

Table 1: Proposed DCC Rates

Land Use Category	Unit	DCC Rate
Low-Density Residential *(Single Family, Two-Unit Dwelling)*	Per lot *(or unit, in the case of a Two-Unit Dwelling)*	$9,044
Medium-Density Residential *(Triplex, Fourplex, Townhouse, Manufactured House)*	Per unit	$7,914
High-Density Residential *(Apartment)*	Per unit	$5,087
Commercial	Per sq.m. GFA	$33.92
Industrial	Per sq.m. GFA	$16.96
Institutional	Per sq.m. GFA	$73.48

On February 12, 2025, the CRD Board implemented a DCC rate freeze (including imposing any new DCCs) until April 2, 2027 to align with the requirements of the Canadian Housing Infrastructure Fund (CHIF) program. To ensure alignment with this Board direction, the "effective date" of April 2, 2027 is included in Section 9 of bylaw, attached in Appendix A. The period between the bylaw adoption date and the effective date would represent a "grace period", which provides the development community advance awareness and opportunity for planning for the implementation of the DCC.

In addition to the grace period, the *Local Government Act* requires local governments enacting new or amended DCC rates to provide one year of in-stream protection to developers who have submitted development applications and paid the applicable fees prior to the DCC rates coming into effect.

Implementation Phasing and Proposed Next Steps
The three general phases of DCC bylaw development with status include:

- Phase 1 – Conceptualization: Completed.
- Phase 2 – Refinement and Consultation: Nearing completion with the adoption of the DCC bylaw.
- Phase 3 – Implementation: To commence following bylaw adoption, anticipated in spring of 2026.

The proposed next steps were identified in the staff report of November 19, 2025 and include the following:

- Endorsement of the bylaw by the Regional Water Supply Commission: January 21, 2026.
- First, second and third Bylaw readings by the CRD Board: estimated February 2026
- British Columbia Inspector of Municipalities review period: estimated 2 months.
- Final Reading and Bylaw adoption by CRD Board (Estimated Spring/Summer 2026)
- Coordination with the member municipalities to prepare for collection and remittance of the DCC's: 2026/27
- Consideration of a waivers or reduction bylaw (2026/27) and
- Adoption of a DCC Reserve Account Bylaw (prior to April 2027)

- Amendments to the future capital improvement plan (2027-2031) to account for DCC revenue and expenditures.

To align with best practices and ensure that population and water demand forecasts remain current, the CRD is committed to regularly updating both the technical and planning components of the DCC program including the Regional Water Supply Master Plan on a typical five-year cycle. The Regional Water Supply Master Plan is scheduled to be updated in 2027–2028, and the next update to the DCC program is planned to begin following its completion in 2029.

ALTERNATIVES

Alternative 1
That the Regional Water Supply Commission recommend to the Capital Regional District Board that:

1. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
2. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be submitted to the British Columbia Inspector of Municipalities for Statutory Approval pursuant to the *Local Government Act.*

Alternative 2
That this staff report be referred back to CRD staff for additional information.

IMPLICATIONS

Regulatory and Policy

The implementation of the proposed Regional Water Supply DCC program and bylaw aligns with the CRD 2023-2026 Corporate Plan, and the Regional Water Supply 2017 Strategic Plan. Without a DCC bylaw and related revenue, the existing users of the service are burdened with the cost of growth including infrastructure upsizing and water supply expansion.

Financial Implications

Without a DCC program and bylaw, the existing users of the service will continue to be burdened with the infrastructure costs related to growth and as growth occurs, remaining system capacity will be depleted. Many pending growth driven capital expenditures have been identified in the Capital Plan and the Regional Water Supply 2022 Master Plan.

Intergovernmental Implications

The administration, collection, and remittance of DCC's requires involvement by both the CRD and the member municipalities and the roles and responsibilities can vary. It is recognized that a new DCC bylaw would be an increase in administrative effort for municipalities and some municipalities do not have existing DCC programs to build upon. The CRD would work with each member municipality to ensure they are resourced and prepared to administer the DCC program and bylaw.

Social Implications

The cost of housing has increased significantly over time, including social housing, and a proposed DCC would be another financial burden to the cost of development. The *Local Government Act* allows for local governments to waive or reduce DCC charges for certain types of developments including:

- not-for-profit rental housing,
- supportive living housing,
- for-profit affordable rental housing,
- subdivision of small lots designed to result in low greenhouse gas emissions and
- developments designed to result in low environmental impact.

The implementation of DCC waivers or reductions requires the adoption of an additional bylaw which further defines the categories of eligible development and specifies the degree to which the charges will be waived or exempted. A waivers or reductions bylaw does not need the Inspector of Municipalities approval and only requires CRD board approval. The CRD has been directed to investigate a waivers and reductions bylaw or grant-in-aid program subject to the DCC bylaw being approved. Should a waiver or reductions bylaw be imposed, the Regional Water Supply service would be responsible to make up any foregone DCC revenue from water rates.

First Nation Implications

The proposed DCC bylaw would not apply to development on First Nations reserve lands as local municipal and regional district bylaws are not valid on First Nation lands. The introduction of a DCC program would benefit First Nations that receive water from the Regional Water Service, similar to existing municipal residents, as the DCC program would mitigate future bulk water rates increases for First Nations.

First Nations pursuing off reserve land development opportunities that are located within the Regional Water Supply service area, would be impacted by the proposed DCC. These developments may be eligible for support through a future DCC Waivers and Reductions bylaw or grant-in-aid program. This will require further consideration as part of the waivers and reduction bylaw development.

CONCLUSION

As directed by the Regional Water Supply Commission, Capital Regional District (CRD) staff have prepared a Development Cost Charge (DCC) Bylaw for its consideration and subsequent consideration of the CRD Board. The work completed to date has resulted in a proposed DCC program and bylaw that are ready for submission to the British Columbia Inspector of Municipalities for Statutory Approval under the *Local Government Act*.

If Statutory Approval is granted, the CRD Board would be positioned to adopt the DCC Bylaw in Spring/Summer 2026, allowing the remaining implementation steps to proceed and ultimately to begin collection of DCC fees April 2, 2027.

RECOMMENDATION

That the Regional Water Supply Commission recommend to the Capital Regional District Board that:

1. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
2. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be submitted to the British Columbia Inspector of Municipalities for Statutory Approval pursuant to the *Local Government Act*.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Draft Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026"
Appendix B: Regional Water Supply Service DCC Background Report - December 2025
Appendix C: Summary of Previous and Planned Staff Reports

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4658

****

A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES FOR THE REGIONAL WATER SUPPLY SERVICE

****

WHEREAS:

A. Pursuant to section 559 of the *Local Government Act,* the Capital Regional District ("the District" or "CRD") may impose development cost charges for the purpose of providing funds to assist the District to pay the capital costs of providing, constructing, altering, or expanding Water Facilities;

B. The Development Cost Charges established by this bylaw will be used for the purpose of providing funds to assist the District to pay the costs of providing, constructing, altering or expanding the District water system that services the Regional Water Supply Service Area;

C. In setting the Development Cost Charges under this bylaw, the Board has considered the future land use patterns and development, and the phasing of works and services within the Service Area;

D. The Board is of the opinion that the Development Cost Charges imposed by this Bylaw:

   (a) are not excessive in relation to the capital costs of prevailing standards of service;

   (b) will not deter Development;

   (c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land; and

   (d) will not discourage Development designed to result in a low environmental impact.

E. In the opinion of the Board, the charges imposed by this Bylaw are related to capital costs attributable to works included in the CRD's financial plan, long-term capital plans, and Regional Water Supply Master Plan; and

F. The Development Cost Charges imposed under this Bylaw will be collected by the Member Municipalities on behalf of the District, where applicable;

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

1. DEFINITIONS

(1) For the purposes of this Bylaw, the words or phrases that are not included in this section shall have the meaning assigned to them in *the Local Government Act*.

(2) In this Bylaw:

"Applicant" means a person liable to pay Development Cost Charges under this Bylaw.

"Attached Secondary Suite" has the same meaning as under the British Columbia *Building Code* and does not include a strata Lot.

"Board" means the elected board of the Capital Regional District.

"Building Permit" means any permit authorizing the construction, alteration or extension of a building or Structure in a Member Municipality or the Electoral Area within the Service Area.

"Commercial" means land zoned for commercial uses under a Zoning Bylaw enacted by a Member Municipality or the District.

"Commission" means the Regional Water Supply Commission.

"Comprehensive Development" includes any development that is comprised of any two or more Residential Uses, Non-Residential Uses or both.

"Detached Secondary Suite" means a building attached to a foundation, used or designed as a self-contained Dwelling Unit located on a lot with a primary single-family dwelling and does not include a strata Lot.

"Development" means a Subdivision or the construction, alteration, or extension of a building or structure for which a Building Permit may be obtained.

"Development Cost Charges" means the applicable rates prescribed in Schedule A – Development Cost Charge Rates.

"District" means the Capital Regional District.

"Dwelling Unit" or **"Unit"** means a room, a suite of rooms or a building or Structure that is used or intended to be used as a self-contained private residence for one household that may contain eating, living, sleeping and sanitary facilities.

"Electoral Area" includes any Electoral Area of the District, which is under the jurisdiction of the Commission and is located within the Service Area.

"Gross Floor Area" means the total area of all floors in a building measured to the outside surface of the exterior walls, but excluding areas provided for parking or motor vehicles and storage of bicycles OR as defined under a Zoning Bylaw enacted by a Member Municipality or the District.

"High Density Residential" means a building containing three or more Dwelling Units, one or more of which are wholly or partly above another Dwelling Unit.

"Institutional" means land zoned for an institutional use under a Zoning Bylaw enacted by a Member Municipality or the District, and any Development providing for the assembly of persons for religious, charitable, philanthropic, cultural, civic, educational, or recreational purposes; including but not limited to auditoriums, youth centres, social halls, group camps, schools, and churches.

"Industrial" means land zoned for Industrial uses under a Zoning Bylaw enacted by a Member Municipality or the District.

"General Manager" means the person appointed by the Board to perform the duties and responsibilities of the General Manager, Infrastructure and Water Services and their designate.

"Lot" means any Parcel, block or other area in which land is held or into which it is legally subdivided, and for certainty, includes a bare land strata lot under the *Strata Property Act*.

"Low Density Residential" means a building containing one Dwelling Unit, or a building containing one Dwelling Unit and an Attached Secondary Suite, or a Two-Unit Dwelling.

"Medium Density Residential" means a Detached Secondary Suite, or a building that is used or designed to contain three or more Dwelling Units, each having direct access to the outside at grade level, and for certainty does not include a building containing a Dwelling Unit wholly or partly above another Dwelling Unit.

"Member Municipality" means the District of Central Saanich, City of Colwood, Township of Esquimalt, District of Highlands, City of Langford, District of Metchosin, District of North Saanich, District of Oak Bay, District of Saanich, Town of Sidney, District of Sooke, City of Victoria, the Town of View Royal, and any subsequently incorporated local government within the Service Area.

"Non-Residential Use" means the use of any building, Structure or any portion thereof that is not a Residential Use, including but not limited to Commercial, Industrial, and Institutional.

"Parcel" means any Lot, block, or other area in which land is held or into which it is subdivided but does not include a highway.

"Residential Use" means Low Density Residential, Medium Density Residential and High Density Residential uses.

"Service Area" means the area serviced by the District's Regional Water Supply System, as amended, which is in a Member Municipality or the Electoral Area of the District, as defined by CRD Bylaw No. 2537, "Water Supply Local Service Area Establishment Bylaw", as amended or replaced from time to time.

"Structure" means any construction fixed to, supported by or sunk into land or water, excluding asphalt or concrete paving or similar surfacing of a Parcel.

"Subdivision" means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.

"Two Unit Dwelling" means a building consisting of two self-contained dwelling units which share a common wall or an area that forms the floor of one unit and the ceiling of the other and are not linked by a trellis, deck, breezeway or similar connection (e.g., a duplex).

"Water Facility" means any works, service or plant for storing, conveying, disposing or treating water.

2. DEVELOPMENT COST CHARGES

(1) The Development Cost Charges set out in Schedule A – Development Cost Charge Rates, attached hereto and forming part of this Bylaw, are hereby imposed on every Applicant within the Service Area who obtains:

(a) approval of a Subdivision of land under the *Land Title Act* or the *Strata Property Act*, that creates two or more Parcels on which the construction of a Low Density Residential dwelling is permitted;

(b) approval of a Building Permit authorizing the construction of a Low Density Residential Dwelling Unit on an existing Parcel; or

(c) approval of a Building Permit authorizing the construction, alteration or extension of a Medium Density Residential, High Density Residential; or Non-Residential building or Structure.

(2) For certainty, the intent of this Bylaw is to impose charges in respect of Building Permits authorizing the construction, alteration or extension of buildings that will, after the construction, alteration or extension, contain fewer than four self-contained Dwelling Units and be put to no other use than Residential Use in those Dwelling Units.

(3) An Applicant shall pay the Development Cost Charges to the Member Municipality or the District, according to the location of the Parcel in respect of which the Development Cost Charges are payable upon approval of a Subdivision or issuance of a Building Permit, as the case may be.

3. EXEMPTIONS

(1) Despite any other provision of this Bylaw, a Development Cost Charge is not payable if any of the following applies in relation to a Development authorized by a Building Permit:

(a) the permit authorizes the construction, alteration or extension of a building or part of a building that is, or will be, after the construction, alteration or extension, exempt from taxation under section 220(1)(h) or 224(2)(f) of the *Community Charter*;

(b) the permit authorizes the construction, alteration, or extension of self-contained Dwelling Units in a building, the area of each self-contained

Dwelling Unit is no larger than 29 square meters (m^2), and each Dwelling Unit will be put to no other use than Residential Use;

(c) the value of the work authorized by the Building Permit does not exceed $50,000;

(d) a Development Cost Charge has previously been paid for the Development unless, as a result of further Development, new capital cost burdens will be imposed on the Member Municipality;

(e) a Development does not impose new capital cost burdens on the District; or,

(f) the *Local Government Act* or another enactment of the Province or the District or any regulations thereunder provide that no Development Cost Charge is payable.

4. CALCULATION OF APPLICABLE CHARGES

(1) Development Cost Charges imposed under this Bylaw shall be calculated in accordance with the rates prescribed in Schedule A – Development Cost Charge Rates.

(2) Where a type of Development is not specifically identified in Schedule A – Development Cost Charge Rates, the amount of Development Cost Charges applicable under Schedule A – Development Cost Charge Rates shall be equal to the Development Cost Charges payable for the type of Development that imposes the most similar cost burden on the District's Water Supply Facilities.

(3) The amount of Development Cost Charges payable in relation to Comprehensive Development shall be calculated separately for each portion of the Development, in accordance with Schedule A – Development Cost Charge Rates, which are included in the Building Permit application and shall be the sum of the charges payable for each type.

(4) For certainty, a Two-Unit Dwelling will be charged two Low Density Residential Development Cost Charges.

5. COLLECTION AND REMITTANCE OF DEVELOPMENT COST CHARGES

(1) Each Member Municipality shall collect the Development Cost Charge payable under this Bylaw at the time prescribed in section 2(3).

(2) A Member Municipality shall not approve a Subdivision or issue a Building Permit for any Development unless the Development Cost Charges imposed under this Bylaw have been paid in accordance with section 2.

(3) Each Member Municipality shall establish and maintain a separate account for the Development Cost Charge monies collected under this Bylaw and deposit and hold these monies in that separate account, in trust for the District, until the Development Cost Charge monies are remitted to the District.

(4) Within thirty (30) days of the first business day of each month, each Member Municipality shall remit to the District the total amount of the Development Cost Charges collected by the Member Municipality during the previous month.

(5) Each Member Municipality shall provide to the District with the remittance of the Development Cost Charge monies a statement of account in a form approved by the General Manager which sets out the following information:

(a) the date and amount of Development Cost Charges collected and the amount still outstanding under instalment payments (as permitted on Development Cost Charges owed greater than $50,000) and the dates for payment;

(b) the number and type of Residential Use(s);

(c) the amount and type of Non-Residential Use(s);

(d) the location of Parcel(s) and Dwelling Unit(s) against which Development Cost Charges were levied;

(e) the location of Parcel(s) and Dwelling Unit(s) against which Development Cost Charges were not levied and the reason for the exemption; and

(f) any other information that the General Manager deems necessary.

(6) Each Member Municipality shall retain, for a period of eleven years, sufficient records to support the statements and payments referred to in this part.

(7) The District may, at any time subject to first giving reasonable notice to any Member Municipality, inspect any and all records of the Member Municipality relating to the information required by this Bylaw, the calculation, the collection and remittance by the Member Municipality of the Development Cost Charges levied under this Bylaw, and the calculations and remittance by the Member Municipality of any payments required under this Bylaw.

(8) Each Member Municipality shall permit any employee or agent of the District to inspect the records referred in this part and to make and take away copies of those records.

(9) If a Member Municipality chooses not to collect any portion of Development Cost Charges payable under this Bylaw or to remit to the District any Development Cost Charges collected in the manner prescribed by this Bylaw, the Member Municipality shall pay to the District on demand an amount equal to the Development Cost Charges that the Member Municipality should have collected or remitted under this Bylaw.

6. AUTHORIZATION

(1) The General Manager may prescribe any form, statement, notice, practice, procedure or other administrative requisites required under this Bylaw, after prior consultation with the staff of Member Municipalities.

7. SEVERABILITY

(1) If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed to have been enacted without the invalid portion.

8. APPLICATION AND ADMINISTRATION

(1) Schedule A – Development Cost Charge Rates attached to this Bylaw forms an integral part of this Bylaw and is enforceable in the same manner as this Bylaw.

(2) This Bylaw applies to all applications for Subdivision and for issuance of a Building Permit for parcels located within the Regional Water Supply Service Area.

9. EFFECTIVE DATE

(1) This Bylaw shall come into force and effect on April 2, 2027.

10. CITATION

(1) This Bylaw may be cited as “Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026”

READ A FIRST TIME THIS	day of	20___
READ A SECOND TIME THIS	day of	20___
READ A THIRD TIME THIS	day of	20___
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	20___
ADOPTED THIS	day of	20___

_____ _____

CHAIR CORPORATE OFFICER

SCHEDULE A

DEVELOPMENT COST CHARGE RATES

Land Use Category	Unit of Charge	Development Cost Charge Rates
Low Density Residential *(Single Family, Two-Unit Dwelling)*	per lot (or unit, in the case of a Two-Unit Dwelling)	$9,044
Medium Density Residential *(Triplex, Fourplex, Townhouse, Manufactured House)*	per unit	$7,914
High Density Residential *(Apartment)*	per unit	$5,087
Commercial	per m^2* GFA**	$33.92
Industrial	per m^2 GFA	$16.96
Institutional	per m^2 GFA	$73.48

**m^2 = square metre*
***GFA = Gross Floor Area*

CAPITAL REGIONAL DISTRICT

REGIONAL WATER SUPPLY SERVICE DEVELOPMENT COST CHARGE BACKGROUND REPORT

December 2025

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DATE: DECEMBER 2025

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1692.0050.02

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Appendix C – Engagement Materials

EXECUTIVE SUMMARY

Currently, the Capital Regional District (CRD) has no Development Cost Charge (DCC) Bylaw for the Regional Water Supply (RWS) service which supplies water to most areas within Greater Victoria. The 2017 RWS Strategic Plan outlines exploring DCCs as a priority for this service and the 2023-2026 Corporate Plan included an initiative to implement a DCC program for the RWS service. A DCC program was developed in the past; however, a DCC Bylaw was not adopted (circa 1994).

The adoption of a RWS DCC bylaw is seen as an important step for supporting the implementation and funding of future critical infrastructure needs identified in the Capital Regional District (CRD) RWS 2022 Master Plan.

The development of this DCC program included the following:

- Review of existing policies and administrative procedures to determine appropriate approaches for this DCC program and bylaw;
- Review of residential and non-residential growth estimates;
- Review of critical and growth-related RWS infrastructure;
- Identification of eligible DCC projects, cost estimates, and appropriate benefit allocations;
- Staff workshops and Council presentations in all CRD member municipalities;
- Consultation with the public and interested parties;
- Determination of appropriate land use categories and units of charge; and,
- Allocation of costs based on infrastructure impact.

The proposed DCC rates based on the inputs to the DCC program are provided in **Table 1** below.

Table 1 - Proposed DCC Rates

Land Use	Unit	Rate
Low-Density Residential *(Single Family, Two-Unit Dwelling)*	Per lot (or unit, in the case of a Two-Unit Dwelling)	**$9,044**
Medium-Density Residential *(Triplex, Fourplex, Townhouse, Manufactured House)*	Per unit	**$7,914**
High-Density Residential *(Apartment)*	Per unit	**$5,087**
Commercial	Per sq.m. GFA	**$33.92**
Industrial	Per sq.m. GFA	**$16.96**
Institutional	Per sq.m. GFA	**$73.48**

1.1 DCC KEY ELEMENTS

Prepared by the Ministry of Municipal Affairs and Housing, the Best Practices Guide stipulates key elements that should be considered when determining DCC rates. **Table 2** outlines the key elements, decisions, and supporting rationale used in the development of this DCC program. The table also indicates whether the proposed approach aligns with the Best Practices Guide.

Table 2 - DCC Key Elements

Key Element		Rationale
Time Horizon	30 Years	• Aligns with the CRD Regional Growth Strategy and RWS 2022 Master Plan time horizons.
Municipal-wide (system-wide) or area-specific charge	System-wide (covers all areas serviced by the RWS system, now or to service growth)	• System-wide based on infrastructure that is reasonably expected to service the whole network to meet the needs of growth in all areas.
Grant Assistance	None	• No identified DCC projects anticipate grant funding at this time.
Developer Contribution	None	• No identified DCC projects include a developer contribution at this time.
Financing	None	• No long-term debt financing has been included.
Benefit Allocation	35 - 100%	• 100% benefit is allocated to projects required only to increase capacity due to growth or to service growth. • For projects where both new and existing residents will benefit, benefit has been calculated based on the ratio of new population to total population (approx. 35%) or rule of thumb (50%).
Assist Factor	1%	• The CRD Regional Water Supply Commission (RWSC) directed the project team to proceed with a 1% assist factor.

Key Element		Rationale
Units of Charge	Per lot; per unit; per square metre of gross floor area	• *Per lot* (for single family) *or per unit* (for Two-Unit Dwellings) for Low Density Residential DCCs. DCCs are levied on single family lots at time of subdivision. DCCs are levied at time of building permit for Two-Unit Dwellings. For clarity, two DCCs would be levied on a Two-Unit Dwelling (one for each unit). This ensures that DCC collection closely correlates with timing of impact on infrastructure and when the total number of units is known. • *Per unit* for Medium Density Residential (triplexes, fourplexes, row houses, townhouses, and manufactured homes) and High Density Residential (apartment). DCCs are levied at time of building permit for Medium Density and High Density Residential categories when number of units is known. • *Per square metre of gross floor area* for Commercial, Industrial, Institutional uses as impact on infrastructure is expected to correlate with floor space.

2.0 INTRODUCTION AND BACKGROUND

2.1 CONTEXT

The Capital Regional District (CRD) is seeking to implement a Development Cost Charge (DCC) Bylaw to help fund the growth-driven infrastructure needed for the Regional Water Supply (RWS) service. The two main background documents that support the development of this program development include: the 2017 RWS Strategic Plan, which outlines exploring DCCs as a priority for this service; and the RWS 2022 Master Plan that outlines the necessary projects to service growth.

The CRD provides regional water supply services which treat and supply bulk water to most areas within Greater Victoria. **Figure 1** shows the service areas for the thirteen (13) municipalities and one (1) electoral area included in this DCC program. The regional water supply also services eight (8) First Nation communities that are exempt from the proposed DCC program and subsequent rates.

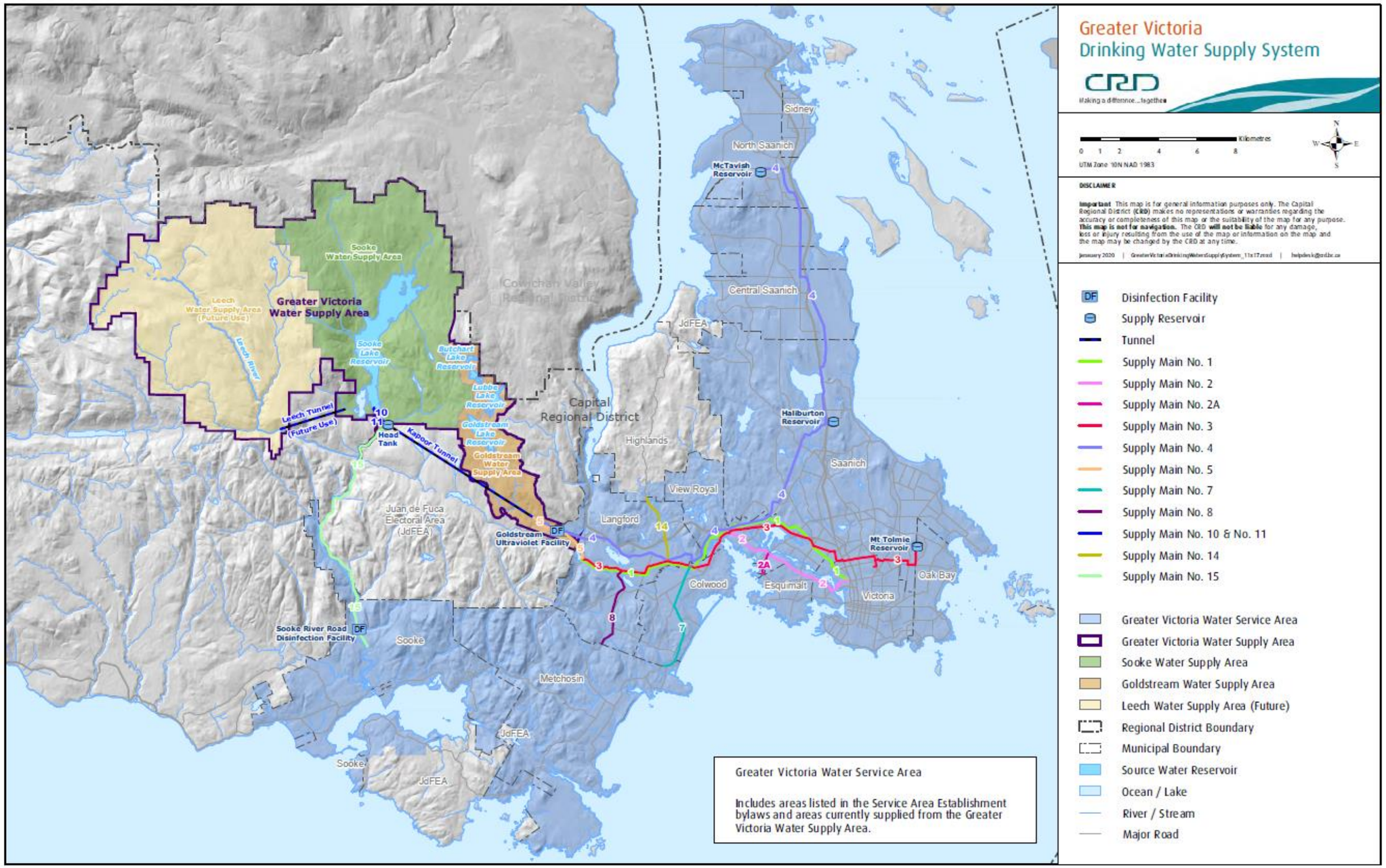
Urban Systems Ltd. was retained to assist the CRD in the development of the program and bylaw, with an emphasis on aligning the development of the DCC program with the CRD's existing water DCC bylaws, which include the *Development Cost Charges Bylaw (Juan de Fuca Water Distribution), Bylaw No. 2758 (Consolidated),* and the *Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 3208 (Consolidated)*. Note that these Bylaws are amended from time to time.

The proposed DCC program and rates in this report are based on priority growth-related infrastructure needs and capital costs identified in the RWS 2022 Master Plan and the CRD's 2023 Draft Capital Plan. Region-wide growth estimates are calculated based on the CRD's Regional Growth Strategy with reference to Official Community Plan (OCP) land use designations for the member municipalities and supported with BC Stats data.

As defined by the Water Supply Local Service Area Establishment Bylaw No. 2537 (which is amended from time to time), the communities within the service area that are included in this DCC program are:

- City of Victoria
- Township of Esquimalt
- District of Saanich
- District of Central Saanich
- District of North Saanich
- District of Oak Bay
- Town of View Royal
- District of Sooke
- City of Langford
- City of Colwood
- Town of Sidney
- District of Metchosin
- District of Highlands
- Juan de Fuca Electoral Area A

Figure 1 - Regional Water Supply Service Area



The proposed DCC program ensures that those who will use and benefit from the services provided pay their share of the growth-related costs in a fair and equitable manner (the 'benefiter pays' principle). A comprehensive review of the potential for development throughout the communities serviced by the RWS system was completed as part of this proposed DCC program development. The proposed DCC program creates certainty for the development industry by providing predictable and consistent charges for water supply services and by facilitating the orderly and timely construction of infrastructure by the CRD to meet the growing demand.

2.2 DRIVERS

Many municipalities and Regional Districts across British Columbia (BC) use DCCs as a cost-recovery tool to support municipal financial sustainability. The advantages of implementing a DCC bylaw include:

- **Clear and consistent rules** – It gives developers a predictable and transparent framework to follow.
- **Sustainable funding** – It helps the CRD collect money to pay for the services and infrastructure needed as the community grows.
- **Fair cost sharing** – It ensures that developments benefiting from new infrastructure help pay for it, following the "growth pays for growth" principle.
- **Transparency** – It makes it clear how much growth-related infrastructure costs and how those costs are funded.
- **Reduced financial risk** – It allows the CRD to plan and save for future infrastructure, avoiding large, unexpected expenses.

Major drivers for the development of the CRD's Water Supply DCC program are an increase in development pressures, growth in Member Municipalities, and changing development patterns within the region.

2.3 LEGISLATIVE CONTEXT

DCCs are charges collected by local governments to help pay for infrastructure expenditures required to service growth. The *Local Government Act* (Part 14, Division 19) sets out the general requirements under which local governments may charge DCCs. Funding generated through DCCs are used to help accommodate growth and development through capital cost investment; eligible capital costs that can be funded through DCCs include (also see **Section 2.5**):

- Providing, constructing, altering or expanding water, sewage, drainage and transportation facilities;
- Constructing fire, protective service, and solid waste or recycling facilities; and,
- Providing for and improving parkland.

Regional Districts wanting to collect DCCs must adopt a DCC bylaw that specifies the DCC amounts to be collected. The charges may vary with respect to:

- Different zones or different defined or specific areas;
- Different uses;
- Different capital costs as they relate to different classes of development; and,
- Different sizes or different numbers of lots or units in a development.

When developing a DCC program, municipal councils and regional district boards must consider the impact of the DCCs on development. Generally, DCCs are payable at subdivision approval or when the building permit is issued. DCCs are not payable if the new development does not negatively impact the existing infrastructure, or the impact of that development does not require infrastructure improvements.

Funds collected through DCCs must be deposited into a separate reserve account. These funds may only be used to pay for the capital costs of the works and short-term financing costs of debt incurred for capital works identified in the DCC program. Costs for capital works include not only the actual construction of the works but also the planning, engineering, and legal costs which are directly related to the works.

2.4 RELATIONSHIP TO OTHER DOCUMENTS

This proposed DCC program has been developed to be consistent with the following legislation, plans, and policy guides, including:

- *Local Government Act* (*LGA*)
- Development Cost Charges Best Practices Guide (Best Practices Guide)
- Development Cost Charge Guide for Elected Officials
- RWS 2017 Strategic Plan
- CRD 2023-2026 Corporate Plan
- CRD RWS 2022 Master Plan
- CRD Draft 2023 Capital Plan
- CRD Regional Growth Strategy (2018)
- Municipal Official Community Plans and Neighbourhood Plans

2.5 ELIGIBLE RECOVERABLE COSTS

The recoverable DCC costs include those associated with implementing the project lists based on technical input from master planning, capital plans, and staff. The eligible recoverable capital costs associated with DCC projects have been interpreted by the Ministry to include the following scope of capitalized activities:

- Planning;
- Public consultation;
- Engineering design;
- Right-of-way or parkland acquisition;
- Legal costs;
- Interim financing;
- Contract administration;
- Construction; and,
- Contingencies.

The recoverable DCC costs are derived from a benefit allocation assigned to each project based on how it would benefit growth versus the existing population. The total DCC recoverable costs factor in the project-specific benefit allocations, which are calculated using the overall capital costs.

3.0 GROWTH PROJECTIONS AND EQUIVALENCIES

This section outlines the technical inputs and analysis used to determine the costs of the DCC program and the water infrastructure required to support future growth:

- **Scope of the program:** Establishing whether DCCs will be applied across the entire region or to specific areas, identifying the services eligible for DCC funding, and determining the planning time frame.
- **Estimating growth:** Projecting population and development growth, classifying development by land use categories, and applying equivalency factors to ensure consistent and fair cost allocation.
- **Identifying projects lists:** Listing growth-related capital projects, determining how much each project benefits new versus existing development, and identifying the portion of costs to be funded by the CRD rather than through DCCs.

These technical components, together with Council's discretion in setting the MAF, are used to calculate the draft DCC rate.

3.1 SCOPE OF PROGRAM

The proposed DCC bylaw facilitates the adoption of a region-wide water supply DCC. Since this is a water supply DCC, the same DCC rate is proposed to be applied for each land use deemed to generate a similar or same capital cost burden, regardless of development location within the RWS service area. Since the RWS service does not operate in isolation and is one whole system, a region-wide DCC charge is appropriate rather than an area-specific DCC charge. A region-wide approach also provides greater flexibility for allocated funding to projects within the program.

3.2 DEVELOPMENT FORECAST

LAND USE CATEGORIES

The proposed DCCs are based on different land use categories that reflect the impact of different built forms on infrastructure services. The definitions in **Table 3** apply to the land use categories in the DCC Bylaw.

Table 3 - Land Use Categories and Definitions

Land Use	Inclusions and Definitions
Low Density Residential	A building containing one Dwelling Unit, or a building containing one Dwelling Unit and an Attached Secondary Suite, or a Two Unit Dwelling.
Medium Density Residential	A Detached Secondary Suite, or a building that is used or designed to contain 3 or more Dwelling Units, each having direct access to the outside at grade level, and for certainty does not include a building containing a Dwelling Unit wholly or partly above another Dwelling Unit.
High Density Residential	A building containing 3 or more Dwelling Units, one or more of which are wholly or partly above another Dwelling Unit.
Commercial	Land zoned for commercial uses under a Zoning Bylaw enacted by a Member Municipality or the District.
Industrial	Land zoned for Industrial uses under a Zoning Bylaw enacted by a Member Municipality or the District.
Institutional	Land zoned for an institutional use under a Zoning Bylaw enacted by a Member Municipality or the District, and any Development providing for the assembly of persons for religious, charitable, philanthropic, cultural, civic, educational, or recreational purposes; including but not limited to auditoriums, youth centres, social halls, group camps, schools, and churches.

The 30-year growth projections for different residential unit types (i.e., low, medium, and high density) and non-residential (i.e., commercial, industrial, and institutional) uses were developed using multiple sources and references, including:

- Current and historic growth trends determined from BC Stats population estimates;
- The Regional Growth Strategy (RGS);
- Local government planning documents from Member Municipalities; and,
- Information on major ongoing development applications from Member Municipalities.

This information was used to determine the distribution of this growth between municipalities and the Regional District (Electoral Area A).

Additionally, effort was made to ensure alignment between units of charge and growth projections applied in other CRD DCC programs, notably for the Juan de Fuca Water Distribution system and the Saanich Peninsula Water and Wastewater system.

All growth projections were reviewed with each municipality and Electoral Area within the CRD through a series of staff workshops held between September 2023 and January 2024.

A summary of residential and non-residential growth is provided in **Table 4** and **Table 5**. Growth is expressed in population for residential projections and in square meters of gross floor area and equivalent population for non-residential projections.

Table 4 - Distribution of Residential Population Growth in RWS Service Area by Dwelling Type (30-year)

RESIDENTIAL			
Dwelling Type	**Number of Units**	**Persons per Unit**	**Equivalent Population**
Low-Density Residential	15,190	3.2	48,608
Medium-Density Residential	13,640	2.8	38,192
High-Density Residential	33,800	1.8	60,840
TOTAL	**62,630**	**-**	**147,640**

Table 5 - Non-Residential Development in RWS Service Area (30-year)

NON-RESIDENTIAL		
Development Type	**New Gross Floor Area (m^2)**	**Equivalent Population**
Commercial	1,480,000	17,760
Industrial	2,130,000	12,780
Institutional	270,500	7,033
TOTAL	**3,880,500**	**37,573**

3.3 EQUIVALENCIES

The equivalencies used in this DCC program to calculate DCC rates have been reviewed and reflect those used in the CRD's existing DCC Bylaws. These equivalencies are expected to align with the impact on infrastructure for the RWS service. These equivalent units, shown in **Table 6**, reflect relative impact and align with DCC best practices.

Table 6 - Equivalencies

Land Use	Unit of Development	Equivalent Unit Conversion **Factors** (persons per unit)
Low-Density Residential	Per Lot (or unit, in the case of a Two-Unit Dwelling)	3.2
Medium-Density Residential	Per Unit	2.8
High-Density Residential	Per Unit	1.8
Commercial	Per sq.m. GFA	0.012
Industrial	Per sq.m. GFA	0.006
Institutional	Per sq.m. GFA	0.026

For residential demand, occupancy rates can be used to project demands for water services. Using the equivalencies identified above, the total new residential population is projected at **147,640** people.

For non-residential land uses, equivalent populations per square metre of gross floor area have been established based on best practices and industry standards. The total equivalent new non-residential population, determined by applying the equivalent unit conversion factors to the total estimated non-residential gross floor area, is projected at **37,573** people.

The combined residential and non-residential equivalent new population is **185,213** people over the 30-year DCC time horizon.

4.0 PROJECT LIST

4.1 DCC PROJECTS

The DCC program was developed based on a review and prioritization of growth-related projects in the CRD's Regional Water Supply 2022 Master Plan, staff inputs and the 2023 Draft Capital Plan. A summary of proposed DCC projects is provided in **Table 7** (below); where applicable, projects have been mapped and are shown in **Figure 2**. The DCC calculation, equivalent conversion factors per unit and per square metre are established in **Table 8**.

All projects are owned and capitalized by the CRD.

Table 7 – Proposed DCC Program

Item	Project	Cost Estimate (A)	DCC Benefit Factor (B)	Benefit to New Development (C = A x B)	Municipal Assist Factor 1% (D = C x Assist Factor)	DCC Recoverable (E = C - D)	CRD Responsibility F = (A - E)
SOOKE LAKE RESERVOIR DEEP NORTHERN INTAKE							
W1	Deep Northern Intake (Floating Pump Station)	$72,505,000	35%	$25,376,750	$253,768	$25,122,983	$47,382,018
W2	Sooke Lake Reservoir - Water Quality Sensors, Monitoring and Studies	$740,000	35%	$259,000	$2,590	$256,410	$483,590
W3	Conceptual Design of Floating Pump Station and Transmission Main	$1,500,000	35%	$525,000	$5,250	$519,750	$980,250
	Subtotal	**$74,745,000**	**-**	**$26,160,750**	**$261,608**	**$25,899,143**	**$48,845,858**
LEECH WATERSHED							
W4	Leech River Diversion	$16,700,000	100%	$16,700,000	$167,000	$16,533,000	$167,000
W5	Sooke Lake Saddle Dam Hydraulic Improvements and Studies	$10,300,000	100%	$10,300,000	$103,000	$10,197,000	$103,000
W6	Leech River Watershed Restoration, Mapping and Studies	$1,513,000	100%	$1,513,000	$15,130	$1,497,870	$15,130
	Subtotal	**$28,513,000**	**-**	**$28,513,000**	**$285,130**	**$28,227,870**	**$285,130**
WATER FILTRATION PLANT							
W7	Japan Gulch Dam Decommissioning	$10,256,000	35%	$3,589,600	$35,896	$3,553,704	$6,702,296
W8	Filtration Plant	$739,655,000	35%	$258,879,250	$2,588,793	$256,290,458	$483,364,543
W9	Filtration Plant Clearwell	$23,999,000	35%	$8,399,650	$83,997	$8,315,654	$15,683,347
W10	Treated Water Pump Station	$29,780,000	35%	$10,423,000	$104,230	$10,318,770	$19,461,230
W11	Filtration Plant Stage 2 Balancing Tank	$15,384,000	35%	$5,384,400	$53,844	$5,330,556	$10,053,444
	Subtotal	**$819,074,000**	**-**	**$286,675,900**	**$2,866,759**	**$283,809,141**	**$535,264,859**
TRANSMISSION MAINS							
W12	Phase 1 - Transmission Main Upgrades	$7,499,000	35%	$2,624,650	$26,247	$2,598,404	$4,900,597
W13	Phase 2 - Transmission Main Upgrades	$38,204,000	35%	$13,371,400	$133,714	$13,237,686	$24,966,314
W14	Phase 3 - Transmission Main Upgrades	$55,293,000	35%	$19,352,550	$193,526	$19,159,025	$36,133,976
W15	Deep Northern Intake to Head Tank Transmission Main	$38,768,000	35%	$13,568,800	$135,688	$13,433,112	$25,334,888
W16	Sooke Lake Dam to Head Tank Transmission Main	$7,384,000	35%	$2,584,400	$25,844	$2,558,556	$4,825,444
W17	Jack Lake Head Tank to Japan Gulch Transmission Main	$208,649,000	35%	$73,027,150	$730,272	$72,296,879	$136,352,122
W18	Goldstream Connector to Japan Gulch Transmission Main	$67,075,000	35%	$23,476,250	$234,763	$23,241,488	$43,833,513
W19	Goldstream Connector Balancing Tank	$5,538,000	35%	$1,938,300	$19,383	$1,918,917	$3,619,083
W20	East-West Connector Transmission Main	$58,562,000	35%	$20,496,700	$204,967	$20,291,733	$38,270,267
	Subtotal	**$486,972,000**	**-**	**$170,440,200**	**$1,704,402**	**$168,735,798**	**$318,236,202**

Item	Project	Cost Estimate (A)	DCC Benefit Factor (B)	Benefit to New Development (C = A x B)	Municipal Assist Factor 1% (D = C x Assist Factor)	DCC Recoverable (E = C - D)	CRD Responsibility F = (A - E)
SMITH HILL STORAGE TANK							
W21	Smith Hill Tank - Including Design and Decommissioning	$14,120,000	50%	$7,060,000	$70,600	$6,989,400	$7,130,600
W22	Smith Hill Tank Pump Station	$17,148,000	50%	$8,574,000	$85,740	$8,488,260	$8,659,740
	Subtotal	**$31,268,000**	**-**	**$15,634,000**	**$156,340**	**$15,477,660**	**$15,790,340**
STUDIES/MODELLING							
W23	Project Delivery Strategy	$200,000	35%	$70,000	$700	$69,300	$130,700
W24	SCADA Masterplan and System Upgrades	$2,000,000	35%	$700,000	$7,000	$693,000	$1,307,000
W25	Supply System Computer Model Update	$100,000	35%	$35,000	$350	$34,650	$65,350
W26	Phase 2 Hydrology Study	$1,500,000	35%	$525,000	$5,250	$519,750	$980,250
	Subtotal	**$3,800,000**	**-**	**$1,330,000**	**$13,300**	**$1,316,700**	**$2,483,300**
	TOTAL	**$1,444,372,000**	**-**	**$528,753,850**	**$5,287,539**	**$523,466,312**	**$920,905,689**

Figure 2 - DCC Projects Map (Approximate Locations)

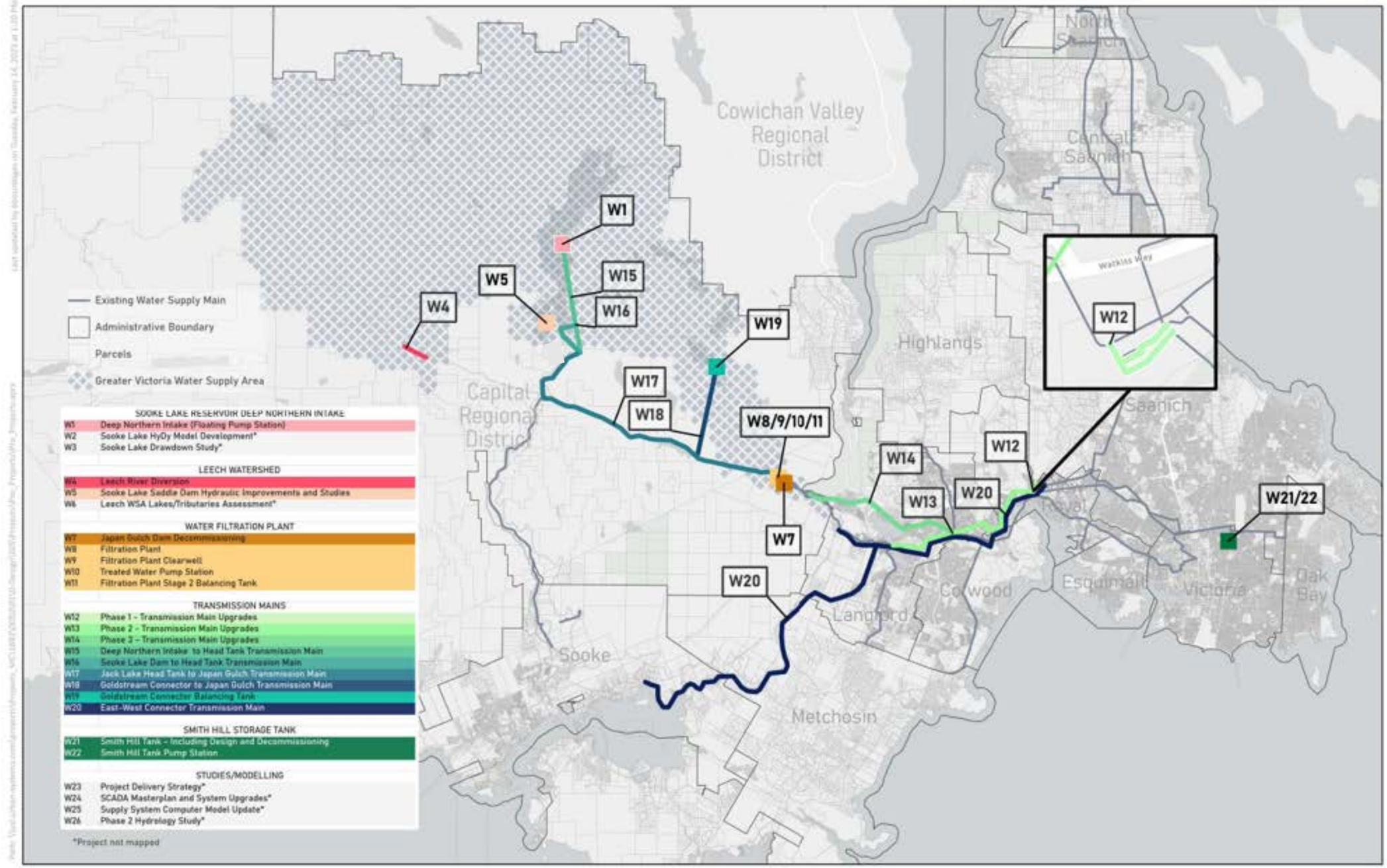


Table 8 - DCC Calculations

30 Year Time Horizon: 2022- 2051

DCC Calculation					
	Col. (1)	Col. (2)	Col. (3)	Col. (4)=(2) x (3)	Col.(5) = (4)/(a)
Equivalent Population Estimates	**Unit**	**Estimated New Development**	**Persons per Unit**	**Equivalent Population**	**% Equivalent Population**
Low-Density Residential	per lot (or unit, in the case of a Two-Unit Dwelling)	15,190	3.2	48,608	26%
Medium-Density Residential	per unit	13,640	2.8	38,192	21%
High-Density Residential	per unit	33,800	1.8	60,840	33%
Commercial	per sq.m. GFA	1,480,000	0.012	17,760	10%
Industrial	per sq.m. GFA	2,130,000	0.006	12,780	7%
Institutional	per sq.m. GFA	270,500	0.026	7,033	4%
			Total Equivalent Population:	185,213 (a)	100%
B: Unit Water DCC Calculation					
Net Water DCC Program Recoverable (**Table 7**)		$523,466,312	(b)		
Existing DCC Reserve Monies		$0.00	(c)		
Net Amount to be Paid by DCCs		$523,466,312	(d) = (b) - (c)		
DCCs per Person		$2,826.29	(e) = (d) / (a)		
C: Resulting Water DCCs					**DCC Revenue Estimates**
Low-Density Residential		$9,044	per lot (or unit, in the case of a Two-Unit Dwelling)	(e) X Col. (3)	$137,380,478
Medium-Density Residential		$7,914	per unit	(e) X Col. (3)	$107,941,804
High-Density Residential		$5,087	per unit	(e) X Col. (3)	$171,951,701
Commercial		$33.92	per sq.m. GFA	(e) X Col. (3)	$50,194,974
Industrial		$16.96	per sq.m. GFA	(e) X Col. (3)	$36,120,032
Institutional		$73.48	per sq.m. GFA	(e) X Col. (3)	$19,877,323

4.2 DETERMINING BENEFIT FACTORS

Project benefit allocations are used to determine the extent to which a proposed project benefits future growth versus existing users. Allocations are determined on a project-by-project basis based on:

- Population growth (new vs. existing population); and,
- Project triggers and timing.

Some DCC projects may benefit the population at large, in which case the capital costs (or a portion of them) should be shared by the entire region. Other projects will only benefit new growth, in which case the new users benefiting from these services will pay most of the project costs.

The benefit allocation of each DCC-eligible project was evaluated on a scale of 35% to 100%. Three approaches were used, which include:

1. **Baseline – Benefit to the Population at Large (35%)**: Primarily benefits existing development, but will also add capacity that proportionately benefits and supports the future population of the region, which is expected to grow by approximately 35% over the next 30 years.
2. Rule of Thumb:
    - **50%** - Benefits both existing development and new growth by adding capacity that benefits and supports the current and future population of the region.
    - **100%** - Allocated to projects required only to increase capacity due to growth or to service growth (i.e., this project would not be built without growth).

Note: The Leech Watershed project and its components (W4, W5, and W6) represent an entirely new water supply source that would not be required if growth were not to occur and would be used to service only new population in the CRD. As such, it is assigned a benefit factor of 100%.

4.3 USE OF MUNICIPAL ASSIST FACTOR

The CRD has opted for a 1% Municipal Assist Factor (MAF) for the Water DCC program.

To reduce the initial impact of the DCC rates on development viability, the CRD Board may opt to increase the MAF percentage and reduce it annually, as desired. The CRD Board did not opt to proceed with a phase-in of the DCC rates in the initial years of program implementation.

When setting the MAF, the CRD Board considered the impact of the proposed rates on the viability of new development as well as infrastructure needs over the course of the proposed program's time horizon of 30 years.

5.0 DCC RATES

5.1 DCC SUMMARY COSTS

DCC costs and rates are determined by applying the key elements, growth projections, and equivalencies described earlier in this report to projects that are determined to be DCC eligible and expected to be built within the specified DCC timeframe. A summary of the DCC costs for the RWS service is provided in **Table 6**.

Table 9 - DCC Program Overview and Capital Costs[2]

Total Capital Costs	Benefit Allocation	Assist Factor	DCC Recoverable Program Costs	CRD Costs [1]
$1,444.4 M	35% - 100%	1%	$523.5 M	$920.9 M

(1) *Includes assist factor and portion allocated to existing development.*
(2) *Numbers may not add due to rounding.*

5.2 INTEREST ON LONG-TERM DEBT

No interest on long-term debt is included in the RWS DCC program.

5.3 PROPOSED DCC RATES

A summary of proposed DCC rates for all land use categories are shown in **Table 10** below.

Table 10 - Proposed DCC Rates

Land Use	Unit	Rate
Low-Density Residential *(Single Family, Two-Unit Dwellings)*	Per lot (or unit, in the case of a Two-Unit Dwelling)	**$9,044**
Medium-Density Residential *(Triplex, Fourplex, Townhouse, Manufactured House)*	Per unit	**$7,914**
High-Density Residential *(Apartment)*	Per unit	**$5,087**
Commercial	Per sq.m. GFA	**$33.92**
Industrial	Per sq.m. GFA	**$16.96**
Institutional	Per sq.m. GFA	**$73.48**

6.0 POLICY CONSIDERATIONS AND DECISIONS

This section provides information that will guide implementation of the proposed RWS DCC Bylaw.

6.1 FINANCIAL FEASIBILITY

When setting DCCs, the *LGA* requires local governments to consider whether the charges will: deter development; discourage the construction of reasonably priced housing; or, discourage the provision of reasonably priced serviced land.

The impacts of the new DCC rates will vary depending between unit types and locations between the CRD. Generally, they represent minor changes to overall development costs and are not seen to be a meaningful driver of development unviability.

6.2 CONSULTATION WITH INTERESTED PARTIES

Although the *LGA* does not require a consultation process with interested parties, the Best Practices Guide does suggest an opportunity for consultation be included as part of the formulation of a DCC program. The purpose of such a process is to allow interested parties to offer comments and input on the proposed DCC. The Best Practices Guide does not set a recommended format to be followed for public participation; instead, the type of public participation is up to the discretion of the CRD.

The CRD remained committed to ensuring that Municipal staff, Councils, the public, and other interested parties were informed at all major stages in the development of the Regional Water Supply (RWS) DCC program. During the earlier program development stages, 14 municipal (including CRD Electoral Areas) workshops and 13 municipal Council meetings were held, in addition to the broader consultation outlined below.

The first stage of consultation with interested parties was conducted between May and July 2024. Engagement included two information sessions, one with the public on June 19, 2024 and one with the development community on June 20, 2024. These sessions consisted of a presentation led by the project team about the proposed program and rates, followed by a Q&A period. There were approximately 45 attendees at each session, in addition to CRD staff and consultants.

For those unable to attend the sessions, a 10-question survey, recordings of previous presentations, background documents and an FAQ document was hosted on the CRD's Get Involved page from May 29, 2024 to July 5, 2024.

Key themes raised through the consultation opportunities included:

- Comments regarding the total project costs included in the proposed DCC program potentially being too high

- Comments regarding the impact of the proposed DCC on housing affordability throughout the region
- Questions regarding the possibility of incorporating alternative funding strategies (e.g., grants, taxation, user rate adjustments) to off-set the proposed DCCs
- Questions regarding the possibility of conducting an economic analysis on the proposed DCCs to determine their impact on the regional housing market
- Questions regarding projects identified in the 2022 Regional Water Supply Master Plan
- Questions regarding the preparation of the DCC program (e.g., rate calculation, project timeline, growth projections)

In the Fall of 2024, an additional opportunity for feedback on the draft *Regional Water Supply Development Cost Charge Background Report* and the proposed DCC program was provided to interested parties. The report and an accompanying survey were published on the CRD's Get Involved RWS DCC webpage from October 10, 2024 to November 9, 2024.

Following the closure of the survey in November 2024, the CRD received additional correspondence from the Urban Development Institute (UDI). The UDI provided feedback and expressed concerns with the proposed DCC program.

In September 2025, the UDI provided the CRD with an economic analysis report which explored the status of the development industry in the CRD and the impacts of the proposed DCCs on development.

The CRD has also held ongoing communications with, and received feedback from, local First Nations on the applicability and impact of DCCs on reserve, treaty, and fee simple lands.

Transcripts and summaries of all conducted engagement opportunities were provided to the RWSC and CRD Board for review. CRD staff, the RWSC, and the CRD Board have taken the above feedback into consideration when setting the DCC rate and assist factor. All engagement materials are included in **Appendix D**.

6.3 BYLAW EXEMPTIONS

The *LGA* is clear that a DCC cannot be levied if the proposed development does not impose new capital cost burdens on the Regional District, or if a DCC has already been paid in regard to the same development. However, if additional further expansion for the same development creates new capital cost burdens or uses up capacity, the DCCs can be levied for the additional costs (i.e., net increase).

The *LGA* further restricts the levying of the DCC at the time of approval for a building permit if:

- The building permit is for a church or place of public worship as per the *Community Charter*; or

- The value of the work authorized by the building permit does not exceed $50,000 or a higher amount as prescribed by bylaw; or
- Unit size is no larger than 29 sq.m. and only for residential use.

Changes to the *LGA* allow local governments to charge DCCs at the time of application for building permit on residential developments of fewer than four self-contained dwelling units, if such a charge is provided for in the Regional District's DCC bylaw. The CRD's existing DCC Bylaws specify the elimination of this exemption for residential developments of fewer than four self-contained dwelling units, resulting in the Regional District levying DCCs for development of three self-contained dwelling units or less.

6.4 DCC WAIVERS OR REDUCTIONS

Changes to the *LGA* in 2008 provide local governments with the discretionary authority to waive or reduce DCCs for certain types of development to promote affordable housing and low impact development. The CRD considered providing waivers or reductions when the existing DCC Bylaws for Juan de Fuca and Saanich Peninsula were developed and chose to continue to not provide any waivers/reductions.

The CRD is currently exploring the possible implementation of a DCC Waivers or Reductions grant program or Bylaw.

6.5 COLLECTION OF CHARGES – SUBDIVISION AND BUILDING PERMIT

Local governments can choose to collect DCCs at the time of subdivision approval or building permit issuance. Of the two possible collection times, subdivision approval occurs earlier in the process. It is expected municipalities will collect DCCs on behalf of the CRD. DCCs will be collected for Low-Density Residential Development at time of subdivision approval (for Single Family uses) or building permit issuance (for Two-Unit Dwellings). Collecting DCCs early will allow the CRD to ensure timely provision of infrastructure and services. DCCs for Medium- and High-Density Residential Development will be collected at time of building permit issuance when the final number of units is known. Non-residential land uses will also be levied DCCs at time of building permit issuance when gross floor area will be known, which results in more equitable distribution of growth costs.

6.6 COLLECTION OF DCCS ON REDEVELOPED OR EXPANDED DEVELOPMENTS

When an existing building or development undergoes an expansion or redevelopment there is usually a burden on DCC related infrastructure. In such cases, the applicant will be required to pay the applicable DCCs based on the additional number of new units or floor area for each land use type, as appropriate, at the DCC rates in the proposed DCC bylaw. DCCs are only levied on the new development/building area.

Examples of collecting DCCs on redeveloped or expanded developments are as follows:

- If a single family residential unit is replaced by another single family residential unit then no additional DCCs are payable as there is no new burden.
- If a subdivided lot, which has already paid a DCC, is developed into a Two-Unit Dwelling, only one (1) additional DCC would be collected at time of building permit.
- If a lot is subdivided into two, for example, to construct two small lot single family residential units, then DCCs are payable on the one additional single family residential lot.
- If a multi-family residential development is replaced by another multi-family residential development with the same unit mix and number of units, then no additional DCCs are payable.

6.7 IN-STREAM APPLICATIONS

Should the proposed DCC Bylaw be adopted, rates will be in force immediately at time of DCC Bylaw adoption; however, the *LGA* provides special protection from rate increases for development applications that are submitted prior to the adoption date. There are two ways a developer can qualify for protection from the DCC rates:

1. Pursuant to section 511 of the *LGA* (subdivision).

   If the DCC Bylaw is adopted after a subdivision application is submitted and the applicable subdivision fee is paid, the new DCC Bylaw has no application to the subdivision for 12 months after the DCC Bylaw is adopted. As such, if the subdivision is approved during the 12 months' grace period, no DCC rates apply since this is a new DCC fee. This only applies in cases where DCCs are levied at subdivision.

OR

2. Pursuant to section 568 of the *LGA* (building permits).

   The DCC Bylaw is not applicable to a construction, alteration or extension if: (a) a building permit is issued within 12 months of the DCC Bylaw adoption, AND (b) either a building permit application, a development permit application or a rezoning application associated with the construction (defined as "precursor application") is in stream when the DCC Bylaw is adopted, and the applicable application fee has been paid. The development authorized by the building permit must be entirely within the area subject to the precursor application.

The above is a summary of sections 511 and 568 of the *LGA* and not an interpretation or an explanation of these sections. Developers are responsible for complying with all applicable laws and bylaws and seeking legal advice as needed.

6.8 PAYMENT BY INSTALMENT

Where DCCs or ACCs are $50,000 or greater, the applicant may elect to pay by instalments (over 4 years), provided that:

- Payments are secured with a suitable form of security, such as a Letter of Credit (LOC) or a surety bond for qualified applicants
- Instalments are paid over 4 years as follows:
    - 25% of the total DCCs payable will be due at subdivision or building permit approval
    - The remaining 75% will be due at time of occupancy or within four years, whichever is earlier

6.9 DCC CREDITS AND REBATES

The CRD has an established JdF WDS DCC Credits Policy that specifies when the CRD will provide a DCC credit and the parameters of how a credit is calculated. This Credit Policy aligns with the use of DCC credits and rebates as stipulated in the *LGA* and referenced in the Best Practices Guide. However, given the scale and nature of the Regional Water Supply service and DCC project list, it is not anticpated that developers will be involved in the delivery of any of the proposed RWS DCC projects. Though if this were to occur, it is expected a similar approach to credits as used for the JdF WDS will be applied to the RWS service.

6.10DCC MONITORING AND ACCOUNTING

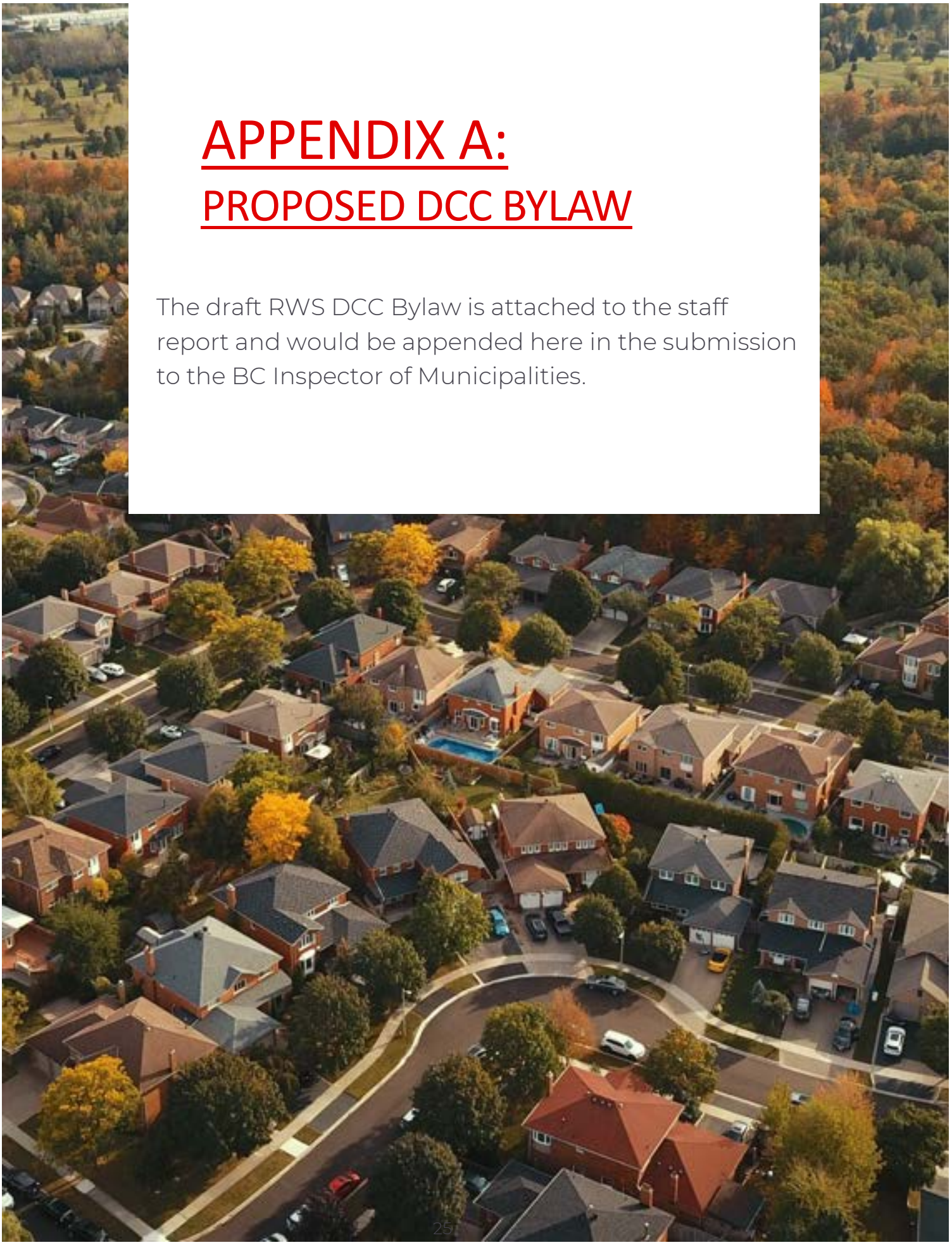
In order to manage the DCC Program, the CRD should enter all the projects contained in the DCC program into its management system (as currently used for the Juan de Fuca Water Distribution System DCC and the Saanich Peninsula Water and Wastewater DCC). The system would monitor the status of the project from the conceptual stage through to its final construction. The system would include information about the estimated costs, the actual construction costs, and the funding sources for the projects. The construction costs would be based on the tender prices received, and the land costs based on the actual price of utility areas and or other land and improvements required for servicing purposes. The system would indicate when projects are completed, their actual costs, and would include new projects that are added to the program.

6.11 DCC REVIEWS

It is recommended that the CRD review the proposed RWS DCC program annually to monitor changes in project status, costs, or growth. Based on its annual review, the CRD may make minor amendments to the DCC rates. Typically, a major amendment to the DCC program and rates is needed every 3 – 5 years. These review processes will mirror those followed for other regional CRD DCCs.

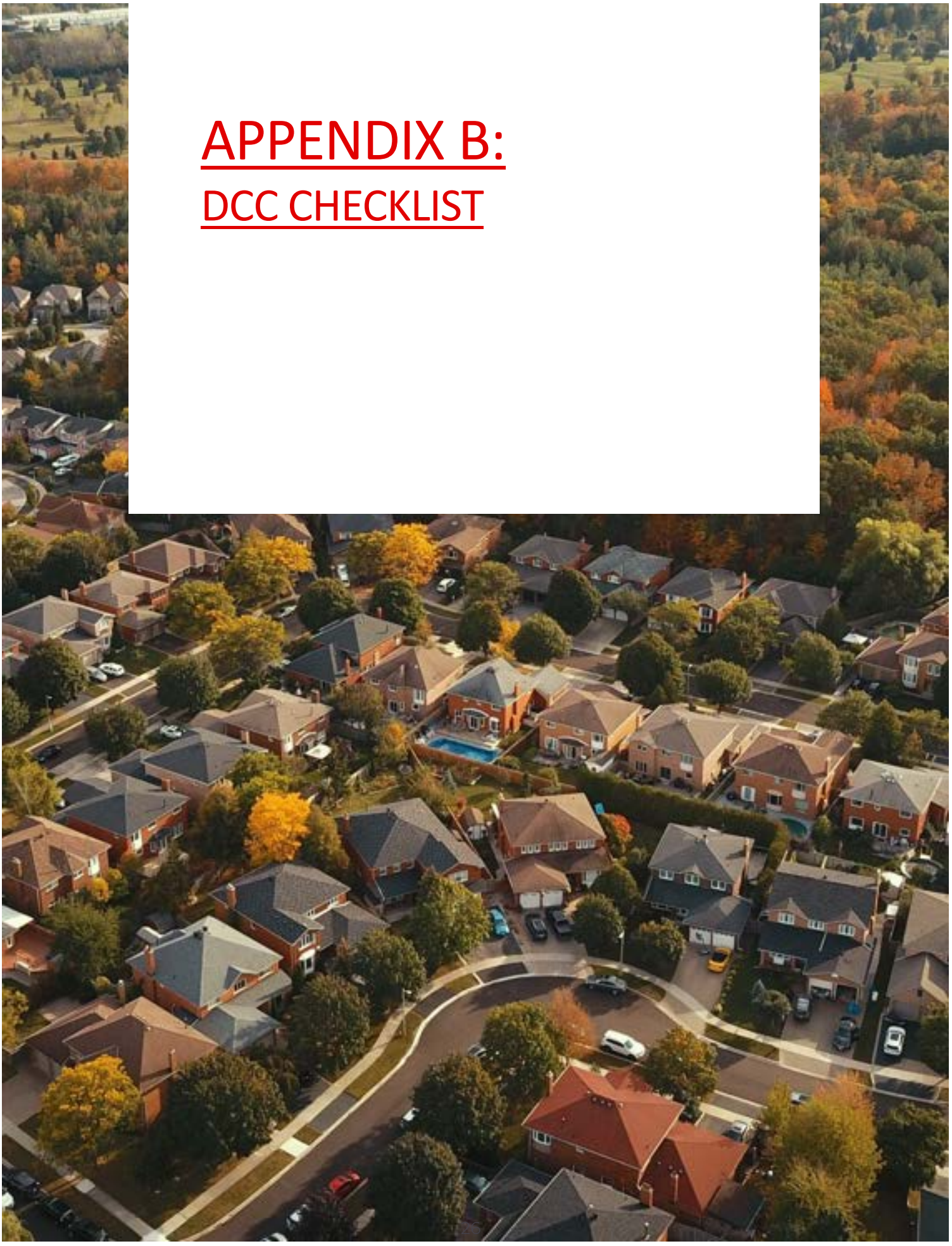
APPENDIX A:
PROPOSED DCC BYLAW

The draft RWS DCC Bylaw is attached to the staff report and would be appended here in the submission to the BC Inspector of Municipalities.



APPENDIX B:

DCC CHECKLIST



Development Cost Charge (DCC) Submission Summary Checklist

(to be completed by local government)

DCC BYLAW(S) No. 4658
Capital Regional District (CRD)

IS THIS A:
☒ **New DCC Bylaw**
☐ **Major DCC Bylaw Amendment**
☐ **Minor DCC Bylaw Amendment**

Please complete the following checklist by marking the appropriate boxes and providing references to background material and other information required for approval of a DCC Bylaw by the Inspector of Municipalities.

If DCCs are established on a basis other than those set out in the *Development Cost Charges Best Practices Guide*, please provide a brief explanation for the approach being used. If space is insufficient, please reference pages in the information submitted to the Inspector of Municipalities where these matters are described or append additional pages as necessary.

	DCC Recommended Best Practice	Submission Page Reference
1.	Did the development of this DCC Bylaw include: ☒ a full public consultation process as described in the *Development Cost Charges Best Practices Guide*? ☒ input from stakeholders? ☐ council/board input only?	p. 20-21
	Between May 2024 to December 2025, the CRD conducted a full public consultation process and requested input from interested parties as follows: • Staff ○ 14 workshops with each Member Municipality's staff • Councils and Elected Officials ○ 13 meetings with each Member Municipality's Council (and a meeting with elected officials from Juan de Fuca Electoral Area A) ○ Attendance at 6 Regional Water Supply Commission meetings • Public ○ 1 virtual information session (delivered via Zoom) ○ 2 online surveys hosted on the CRD's Get Involved webpage (1 regarding the proposed RWS DCC program, 1 regarding the proposed RWS DCC draft background report) • Development Community	

	DCC Recommended Best Practice	Submission Page Reference
	○ 1 virtual information session (delivered via Zoom) ○ 2 online surveys hosted on the CRD's Get Involved webpage (1 regarding the proposed RWS DCC program, 1 regarding the proposed RWS DCC draft background report) The CRD has also held ongoing communications with, and received feedback from, local First Nations on the applicability and impact of DCCs on reserve, treaty, and fee simple lands.	
2.	Are DCCs established: ☒ on a municipal-wide basis? **(Region-wide)** ☐ on an area specific basis?	p. 2, 9
	All DCC projects included within this program service municipalities within the Regional Water Supply service area, which include all local governments within the Capital Regional District. The DCC is therefore charged system-wide (or region-wide) based on infrastructure that is reasonably expected to service the whole network to meet growth needs in all member municipalities.	
3.	Is the DCC program: ☒ a revolving program -- **30** Years to Renewal? ☐ a build out program Years to Completion? ☐ other?	p. 2
	The timeframe for the CRD's Regional Water Supply DCC program extends 30 years to align with the Regional Growth Strategy and RWS 2022 Master Plan time frames.	
4.	Are DCCs for single-family land uses being collected, at the time of: ☒ subdivision? ☐building permit issuance?	p. 3
	DCCs are levied on low density residential uses at time of subdivision. It is easiest to collect DCCs for these uses at subdivision.	
5.	Are residential DCC categories established on the basis of: ☒ density gradient? ☐ building form? ☐ other?	p. 3
	Residential DCCs were established on a density gradient to reflect best practices and ensure fairness in the application of DCCs. Medium and high density residential uses are based on a differentiation between building form (ground-oriented vs. non-ground-oriented dwelling units).	
6.(a)	Are residential DCCs imposed on the basis of: ☒ development units? ☐ floor space?	p. 3

	DCC Recommended Best Practice	Submission Page Reference
	☐ other?	
	The residential categories for the DCC were established based on development lots and units to ensure fairness in the application of DCCs, as well as to be consistent with growth projections.	
6.(b)	Are commercial and institutional DCCs imposed on the basis of: ☒ floor space? ☐ other?	p. 3
	Commercial and institutional DCCs are imposed on the basis of floor space (gross floor area), which includes only the building footprint.	
6.(c)	Are industrial DCCs imposed on the basis of: ☐ gross site area? ☒ other? **(per square metre of Gross Floor Area)**	p. 3
	Industrial DCCs are levied on a floor space basis, which includes only the building footprint. This is seen as fairer than charging for the developed area of industrial developments.	
7.(a)	Does the DCC Bylaw clearly allow DCCs to be levied at the building permit stage on fewer than four (4) self-contained dwelling units according to section 561 (6) of the *Local Government Act*? ☒ Yes. Bylaw section **3.2** ☐ No. DCCs will not be levied on building permits for fewer than four (4) self-contained dwelling units.	p. 21-22
7.(b)	Does the DCC Bylaw provide an exemption for the value of work authorized by permit that is greater than $50,000? ☐ Yes. Bylaw section #___ ☒ No	p. 21-22
7.(c)	Does the DCC Bylaw provide an exemption for self-contained dwelling units with an area authorized by building permit that is greater than 29 square metres? ☐ Yes. Bylaw section #___ ☒ No	p. 21-22
8.	Is the DCC Program consistent with: ☒ the *Local Government Act*? ☒ the Regional Growth Strategy (if any)? ☒ the Official Community Plan? ☒ the Master Servicing/Management Plans? ☒ an Affordable Housing Policy? ☒ a Five-Year Financial Plan?	p. 7
	The DCC program has been developed to be consistent with the above documents, as well as additional CRD documents, municipal Official Community Plans, and Neighbourhood Plans.	

	DCC Recommended Best Practice	Submission Page Reference
9.	Are DCC recoverable costs, consistent with policy in the *Development Cost Charges Best Practices Guide*, clearly identified in the information submitted with the DCC Bylaw: ☒ cost allocation between new and existing? ☒ grant assistance? ☒ developer contribution? ☒ assist factor? ☒ interim financing? ☐ other?	p. 2, 14-15, 19
	If not selected, why not? N/A	
10.	Confirm all projects in the DCC program are owned or controlled by this local government and will be capitalized on its financial statements. ☒ Yes ☐ No	p. 13
	If No, please explain.	
11.	Is capital cost information provided for *(select all that apply)*: ☐ roads? **N/A** ☐ storm drainage? **N/A** ☐ sanitary sewer? **N/A** ☒ water? ☐ fire protection? **N/A** ☐ police? **N/A** ☐ solid waste and recycling? **N/A** ☐ parkland? **N/A** ☐ parkland improvements? **N/A**	ref. p. 14-15, 19
12.	Has a detailed listing of parkland improvements been included to confirm items fall within allowable categories listed in sec. 566 (2)(b)(ii) of the *Local Government Act*? ☐ Yes ☒ No	
	If No, please explain. This regional DCC only includes a water program.	
13.	Are DCC recoverable costs which include interest clearly identified in the DCC documentation as follows (*select all that apply)*: ☒ interest on long-term debt is excluded for all projects? ☐ for specific projects, interest on long-term debt is included? If interest on long-term debt in included for specific projects, does the DCC submission include:	p. 2, 19

	DCC Recommended Best Practice	Submission Page Reference
	☐ clear identification of which projects have interest included? ☐ the portion of project cost that is for interest cost? ☐ a council/board resolution authorizing the use of interest? ☐ confirmation that the interest applied does not exceed the Municipal Finance Authority (MFA) rate or if borrowing has already been undertaken, the actual rate providing it does not exceed the MFA rate? ☐ confirmation that the amortization period does not exceed the DCC program time frame? ☐ evidence that the current DCC reserve fund balance is insufficient for the work in question? ☐ demonstration that the project is an exceptional circumstance (fixed capacity, out-of-sequence, or greenfield)? ☐ evidence of public consultation and disclosure in the financial plan and DCC report regarding inclusion of interest?	
14.	Does the assist factor reflect: ☒ the community's financial support towards the financing of services for development? ☒ consideration that DCCs will not deter development? ☐ other?	p. 2, 18
	The assist factor reflects extensive discussion with the Regional Water Supply Commission, the CRD Board, staff, and interested parties; DCC best practices and precedents set by other regional bodies and municipalities were also taken into consideration.	
15.	Has an assist factor been provided for: ☐ roads? Assist factor **N/A** ☐ storm drainage? Assist factor **N/A** ☐ sanitary sewer? Assist factor **N/A** ☒ water? Assist factor **1%** ☐ fire protection? Assist factor **N/A** ☐ police? Assist factor **N/A** ☐ solid waste and recycling? Assist factor **N/A** ☐ parkland? Assist factor **N/A** ☐ parkland improvements? Assist factor **N/A**	p. 2, 19
16.	Is a DCC monitoring system established to provide a clear basis for the tracking of projects and the financial status of DCC accounts: ☐ in place? ☒ to be set up?	p. 24
	The RWS DCC will be tracked and monitored using systems based on those already in place for the CRD's existing regional DCC programs (the Juan de Fuca Water Distribution System (WDS) DCC and the Saanich Peninsula Water and Wastewater DCC).	

	DCC Recommended Best Practice	Submission Page Reference
17.	Is a suitable period of notification before a new DCC Bylaw is in effect, known as a grace period, provided for: ☒Yes **(The proposed DCC Bylaw has an effective date of adoption set for April 2, 2027, as per the attached Bylaw)** ☐No	p. 23
18.(a)	Does the DCC Bylaw set out the situations in which a DCC credit or rebate are to be given? ☐ Yes ☒ No	p. 24
18.(b)	if No, has the council/board adopted a policy statement that clearly identifies situations in which a DCC credit or rebate should be given or would be considered by council/board? ☐ Yes ☒ No If Yes, a copy of the policy statement is included with this submission.	ref. N/A
	If No, why not? The CRD is currently in the process of determining whether to proceed with the creation of a policy for DCC credits, rebates, or grants. It is not anticipated that developers will be involved in the delivery of the proposed RWS DCC projects. If this were to occur, it is expected to be a similar approach to credits as outlined in the Juan de Fuca WDS DCC's Credit Policy.	
19.	In a separate bylaw, are any DCC waivers or reductions on eligible development provided, or will be provided, according to section 563 of the *Local Government Act*? ☒ No. Waivers and reductions will not be provided. **(The CRD is in the process of determining whether to proceed with the creation of a DCC Waivers or Reductions Bylaw)** ☐ Yes. Bylaw #____ If yes, the amount of DCCs waived or reduced should be recovered from existing users and not future development.	p. 22
20.	Has a process been established to provide for minor routine amendments to the DCC Bylaw to reflect changes in construction or other capital costs: ☒ Yes ☐ No ☐ other	p. 24
	The proposed process for minor updates is outlined in the RWS DCC background report, which recommends minor updates every 1-3 years based on need and is aligned with existing processes for other regional DCC bylaws.	
21.	Has a process to provide for major amendments to the DCC bylaw, involving a full review of DCC issues and methodology, to be completed not more than once every five years: ☒ been established? ☐ not considered necessary? ☐ other?	p. 24

	DCC Recommended Best Practice	Submission Page Reference
	The CRD has regional DCC bylaws with established processes for major updates, which are undertaken every 5 years. As outlined in the RWS DCC background report, the RWS DCC's proposed process for major amendments will be similar to those used for the existing regional DCC bylaws.	
22.	Has the council/board properly considered whether the DCCs: ☒ are excessive in relation to the capital cost of prevailing standards of service? ☒ will deter development? ☒ discourage the development of reasonably priced housing or serviced land?	p. 2, 18, 20-21
	The CRD Board and the Regional Water Supply Commission have reviewed the DCC program and considered the impacts of the DCCs on development.	
23.	Does the local government have an adopted Amenity Cost Charge Bylaw? ☐ Yes ☒ No If Yes, what is the charge for single family residential? $ Bylaw #	
	Contact _____ Position _____ Phone _____ *Signed by _____ Position _____ _____ (*signature of the Head of Engineering, Finance or Planning.) Signed by (second signature optional) _____ Position _____Date _____	

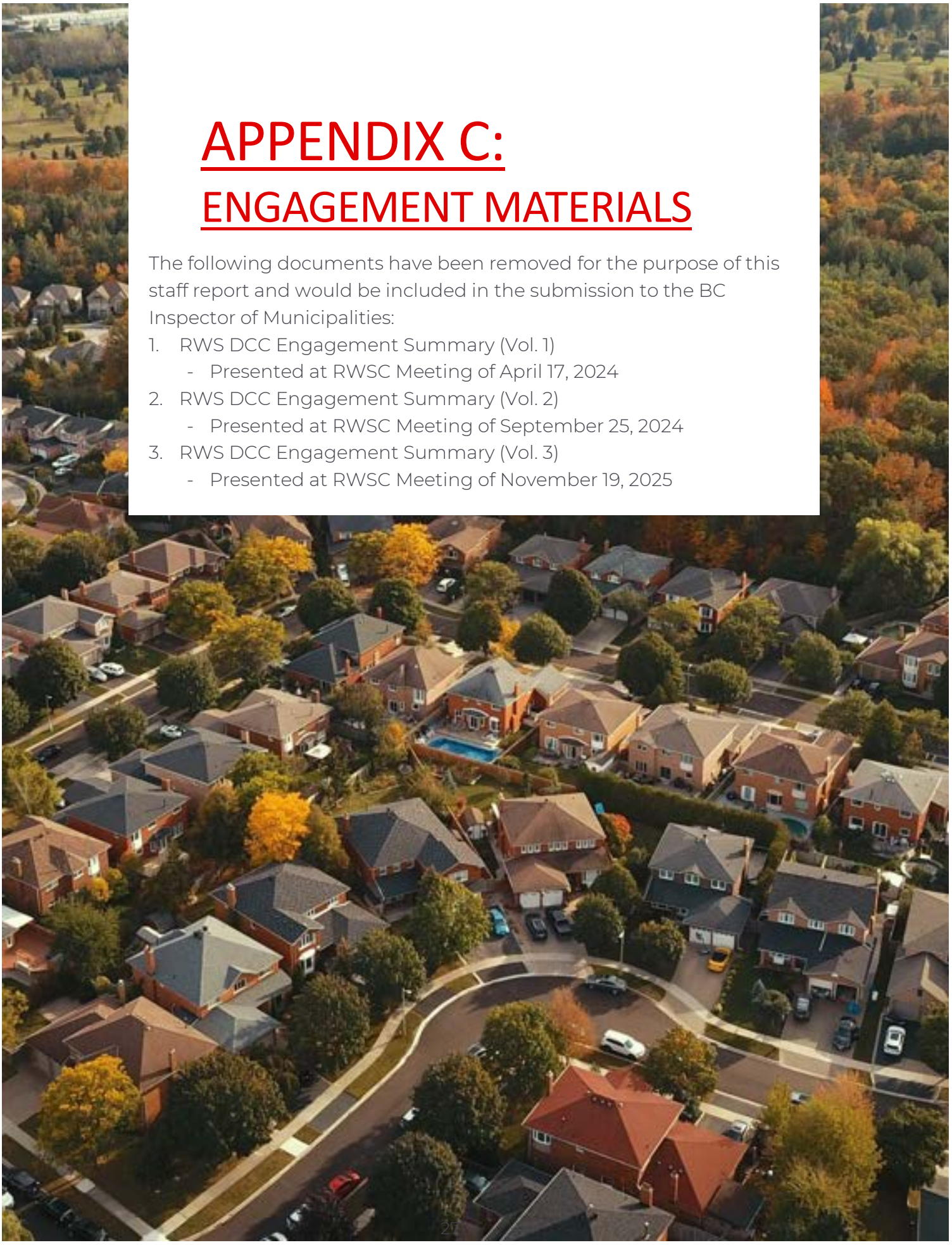
Summary of DCCs			
Charges	**Existing ($)**	**Proposed ($)**	**% Inc/(Dec)**
Water	$0	$9,044	N/A
Sewer			
Drainage			
Road			
Fire			
Police			
Solid Waste and Recycling			
Parkland Acquisition and Improvement			
TOTAL	$0	$9,044	

*Note: the above rate is for the Low-Density Residential category.

APPENDIX C:
ENGAGEMENT MATERIALS

The following documents have been removed for the purpose of this staff report and would be included in the submission to the BC Inspector of Municipalities:

1. RWS DCC Engagement Summary (Vol. 1)
   - Presented at RWSC Meeting of April 17, 2024
2. RWS DCC Engagement Summary (Vol. 2)
   - Presented at RWSC Meeting of September 25, 2024
3. RWS DCC Engagement Summary (Vol. 3)
   - Presented at RWSC Meeting of November 19, 2025



RWS DCC Program and Bylaw
Summary of Previous and Planned Staff Reports (Updated Dec. 2025)

Governing Body	Date	Staff Report Title	Staff Report (link)	Minutes (link)
Past:				
WAC	28-Mar-23	Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw	Meeting Agenda	Meeting Minutes
RWSC	17-May-23	Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw	Meeting Agenda	Meeting Minutes
RWSC	20-Mar-24	Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw	Meeting Agenda	Meeting Minutes
RWSC	17-Apr-24	Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw	Meeting Agenda	Meeting Minutes
RWSC	25-Sep-24	Proposed Regional Water Supply - Development Cost Charge Program and Bylaw Update	Meeting Agenda	Meeting Minutes
RWSC	20-Nov-24	Regional Water Supply Development Cost Charges Waivers or Reductions Options	Meeting Agenda	Meeting Minutes
CRD Board	12-Feb-25	Canada Housing Infrastructure Fund (CHIF)	Meeting Agenda	Meeting Minutes
RWSC	19-Nov-25	Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw – Engagement Summary	Meeting Agenda	Not yet available
RWSC	19-Nov-25	Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw – Update and Next Steps	Meeting Agenda	Not yet available
Planned:				
RWSC	21-Jan-26	Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw	-	-
CRD Board	TBD (2026)	Three Readings of RWS DCC Bylaw and submission to the BC Inspector of Municipalities	-	-
CRD Board	TBD (2026)	Adoption of RWS DCC Bylaw	-	-
RWSC	TBD (2026)	RWS DCC Waivers or Reductions Bylaw	-	-
CRD Board	TBD (2026)	RWS DCC Reserve Bylaw Adoption		

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4714

****

A BYLAW TO AMEND BYLAW THE MALAHAT FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE ESTABLISHMENT BYLAW (BYLAW NO. 2731)

****

WHEREAS:

A. Under Bylaw No. 2731, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999", the Regional Board established a service to provide fire prevention, fire suppression, and emergency response service to residents of the Local Service Area;

B. The owners of certain parcels have requested inclusion in the Local Service Area;

C. The Electoral Area Director for the Juan de Fuca Electoral Area has consented to under ss. 347 and 349 of the *Local Government Act*; and

D. The Board wishes to amend Bylaw No. 2731 to include these parcels and make minor amendments and add the following parcel IDs with consent of the property owners to ensure fire protection and emergency response in the community:

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

1. Bylaw No. 2731, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999" is hereby amended as follows:

   (a) by replacing Schedule "A" with the Schedule "A" attached to this bylaw, to include the following parcels:

030-838-738	1491 Arbutus Crossing
027-501-892	4040 Ridgeline Drive
030-838-801	3741 Goldstream Heights Drive
030-838-924	3581 Goldstream Heights Drive
027-501-795	4021 Ridgeline Drive
027-301-371	1400 Finlayson View Place
029-825-156	4265 Goldstream Heights Drive
027-301-460	4270 Goldstream Heights Drive
027-501-906	4030 Ridgeline Drive
030-838-606	1530 Olympic Drive
030-838-878	3631 Goldstream Heights Drive
030-838-762	1460 Arbutus Crossing
027-501-833	4121 Ridgeline Drive
027-501-868	4140 Ridgeline Drive
027-301-354	1440 Finlayson View Place

027-501-825	4101 Ridgeline Drive
027-501-876	4120 Ridgeline Drive
030-838-690	3891 Goldstream Heights Drive
030-838-827	3701 Goldstream Heights Drive
029-825-148	4285 Goldstream Heights Drive
030-839-076	3860 Goldstream Heights Drive
030-838-754	1461 Arbutus Crossing
030-838-657	3951 Goldstream Heights Drive
030-838-941	3560 Goldstream Heights Drive
030-839-025	3780 Goldstream Heights Drive
027-501-817	4041 Ridgeline Drive
030-838-819	3721 Goldstream Heights Drive
027-301-346	1460 Finlayson View
027-301-508	4150 Goldstream Heights Drive
027-301-443	4230 Goldstream Heights Drive
030-838-991	3670 Goldstream Heights Drive
027-501-884	4100 Ridgeline Drive
030-838-908	3601 Goldstream Heights Drive
027-501-850	4160 Ridgeline Drive
027-501-809	4031 Ridgeline Drive
027-501-922	4000 Ridgeline Drive
030-838-860	3641 Goldstream Heights Drive

(b) by inserting, in section 1, after the words “Fire Protection and Emergency Response Service”, the words “(the “Service”);

(c) by replacing, in section 3, the words “the electoral area of Langford” with “the Juan de Fuca Electoral Area”;

(d) by replacing section 4 in its entirety with the following:

4. As provided in Section 378 of the *Local Government Act,* the annual costs of providing the Service may be recovered by one or more of the following:

   a) by property value taxes imposed in accordance with Division 3 of the *Local Government Act*;

   b) parcel taxes imposed in accordance with Division 3 of the *Local Government Act;*

   c) fees and charges imposed under section 397 of the *Local Government Act*;

   d) revenues raised by other means authorized under the *Local Government Act* or another Act;

   e) revenues received by agreement, enterprise, grant, gift, or otherwise.

(e) By replacing the words “section 816(1)” with the words “section 339(1)(e)” in section 5 whenever they appear.

2. This Bylaw may be cited for all purposes as “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”.

READ A FIRST TIME THIS	8th	day of	October	2025
READ A SECOND TIME THIS	8th	day of	October	2025
READ A THIRD TIME THIS	14th	day of	January	2026
APPROVED BY THE ELECTORAL AREA DIRECTOR THIS	14th	day of	January	2026
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	6th	day of	February	2026
ADOPTED THIS	th	day of		202_

CHAIR

CORPORATE OFFICER