

**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