

**CAPITAL REGIONAL DISTRICT
POLICY**

Policy Type	Division		
Section	Regional Parks & Trails		
Title	CRD REGIONAL TRAILS CLOSURE POLICY		
Approved Date	May 3, 2023 (by GM)	Policy Number	PARK-01
Last Amended			
Policy Owner	Parks & Environmental Services		

1. POLICY:

To establish a consistent approach to managing Capital Regional District (CRD) Regional Trail Closures (off-road sections). Wherever possible, proponents shall strive for a Partial Closure of a CRD Regional Trail. Where Partial Closures are not possible, an All Ages and Abilities (AAA) Facility detour route shall be sought.

2. PURPOSE:

The CRD authorizes closures of Regional Trails (off-road sections). Closures of Regional Trails occur from time to time to address operational issues, regular maintenance, infrastructure repair and construction. Regional Trail closures may be requested by organizations, individuals or their agents, including but not limited to, First Nations, the Province of British Columbia (BC), municipalities, utility companies, private landowners, or the CRD. A policy is required to establish a consistent approach to Regional Trail Closures that minimizes disruption to trail users.

3. SCOPE:

This policy applies to situations where Closure of a Regional Trail (off-road sections) is requested by an agency, agent, individual, or the CRD.

The CRD is responsible for administering this policy and authorizing the Closure of Regional Trails that are under the CRD's jurisdiction.

The CRD is exempt from obtaining a Permit but will otherwise adhere to this policy.

The CRD may impose conditions as part of issuance of a Permit.

First Nations, the Province of BC, municipalities and private landowners are responsible for reviewing and authorizing the use of their property (roadways, sidewalks, etc.) for detours routes associated with a Regional Trail Closure.

Permit applicants are responsible for: preparing permit applications; developing and implementing Traffic Management Plans, site maps and plans; developing Communications Plans and delivering communications material (subject to CRD review); site security; liability and insurance; all costs associated with the Permit application and the Regional Trail Closure.

4. DEFINITIONS:

AAA Facility – a cycling and pedestrian facility for all ages and abilities based on current conditions of traffic speeds and volumes as outlined in Schedule A.

Closure (Full) – means a Regional Trail and ancillary amenities, or portion thereof, is closed to public use.

Closure (Partial) – means a Regional Trail and ancillary amenities, or portion thereof, remains open to public use during peak hours (7-9 am and 3-5 pm) but travel may be impacted by a narrowed trail surface/corridor, alternating traffic, intermittent delays, or temporary closures during off-peak hours (9 am-3 pm and 5 pm-9 am).

Communications Plan – means a document outlining what, when and how information will be distributed to the public about a Regional Trail Closure.

Permit – means a park use permit issued by the CRD under Capital Regional District Park Regulation Bylaw No. 1, 2018, Bylaw No. 4225.

Regional Trail – means a trail managed and operated by the CRD for public use; includes off-road sections of the Galloping Goose, Lochside, E&N, and Mayne Island regional trails; does not include on-road sections such as at road crossing intersections and on Lochside Drive.

Traffic Management Plan – means a traffic control plan that addresses cyclist and pedestrian safety and accessibility and that includes strategies designed to safely navigate trail users around a work activity.

5. PROCEDURE:

1. A request for a Regional Trail Closure (Partial or Full) shall be made in writing to the CRD in the form of a Permit application.
2. Permit applications shall include the following:
 - A description of the proposed work activity, location, type and duration of Closure, site office requirements, and any other applicable information.
 - A description of measures taken to reduce the impact of the Closure on trail visitors, including:
 - isolating the worksite;
 - scheduling the work activity outside of peak visitation times;
 - reducing the duration of work activity; and
 - minimizing disruption to trail users.
 - A Communications Plan that provides information to trail users about the Closure, including measures to provide at least 7 days advance notice of a Partial Closure or 14 days advance notice of a Full Closure and ongoing messaging for the duration of the Closure.

- For Partial Closures: A Traffic Management Plan outlining measures for safely navigating trail users through a Partial Closure site, including but not limited to on-site traffic management, fencing and signage.
 - For Full Closures: A Traffic Management Plan that includes an AAA Facility detour route for safely navigating trail users around a Closure site, where feasible and agreed upon with the local government/authority in the following municipalities:
 - Victoria
 - Saanich
 - Central Saanich
 - North Saanich
 - Sidney
 - Esquimalt
 - View Royal
 - Colwood
 - Langford.
 - For Full Closures: A Traffic Management Plan outlining measures, including but not limited to on-site traffic management, fencing and signage for safely navigating trail users around a Full Closure site, where feasible and agreed upon with the local government/authority in the follow areas:
 - Southern Gulf Islands Electoral Area
 - Juan de Fuca Electoral Area
 - Sooke
 - Metchosin.
3. Traffic Management Plans that include detour routes onto infrastructure outside of the CRD Regional Trail will be reviewed and approved by the applicable municipal and/or provincial authority(ies) affected. In circumstances where an AAA Facility detour cannot be reasonably provided, the CRD and the applicable authority(ies) may determine a lesser standard is acceptable provided that cyclist and pedestrian safety and accessibility measures are addressed.
 4. In extraordinary circumstances where a Closure of a Regional Trail is unplanned, such as for emergency infrastructure repair, all efforts will be made to adhere to this policy as soon as possible.
 5. Any organization, individual or their agent proposing a Closure of a Regional Trail that results in use of municipal, provincial or private lands or infrastructure must comply with all applicable legislation and obtain required approvals from that authority related to any applicable permits, bylaws, liability and insurance requirements.
 6. Approval of a Traffic Management Plan that includes proposed detour routes and use of infrastructure outside of the Regional Trail, and/or any on-street occupancy and/or curb use associated with the works, is required from the applicable authority.

6. **SCHEDULE: A – All Ages and Ability (AAA) Facility Criteria**

7. **AMENDMENT(S):**

Adoption Date	Description:

8. **REVIEW(S):**

Review Date	Description:
May 2026	

SCHEDULE A ALL AGES AND ABILITY FACILITY CRITERIA

All Ages and Abilities (AAA) Cycling Facilities provide a comfortable and safe cycling experience for people of AAA, including families with children, seniors and new riders. The criteria for an AAA Cycling Facility are based on the BC Active Transportation Design Guide* and definitions used by TransLink and the City of Vancouver. For the purposes of this policy, the CRD will consider AAA Cycling Facilities to be those that meet the criteria set out in Table 1. AAA Cycling Facility Criteria.

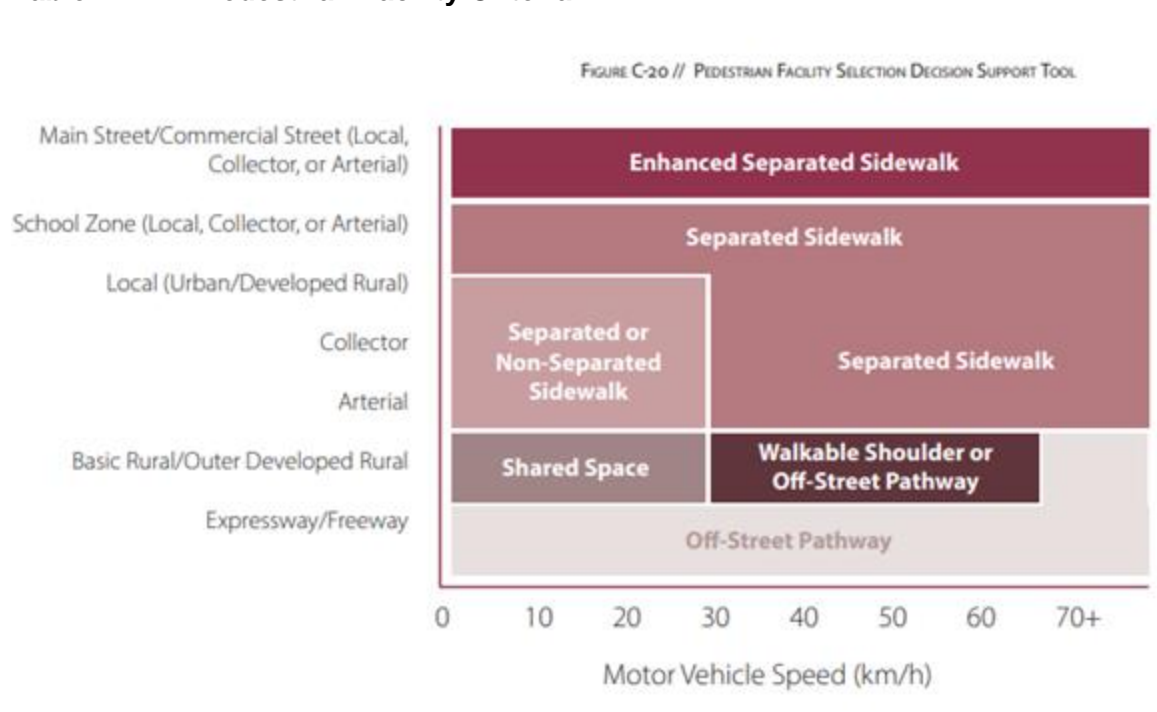
Table 1: AAA Cycling Facility Criteria

Target Motor Vehicle Speed	Target Max Motor Vehicle Volume	Motor Vehicle Lanes	Key Operational Consideration	All Ages & Abilities Bicycle Facility
Any	Any	Any	Any of the following: High curbside activity, frequent buses, motor vehicle congestion or turning conflicts	Protected Bike Lane (one-way or two-way)
≤ 30 kph	≤ 1000 per day	No centerline or single lane one-way	< 50 motor vehicles per hour in peak direction at peak hour	Neighbourhood Bikeway or Advisory Bike Lane (traffic calmed shared route)
Highways, natural / linear corridors, or geographic edge conditions with limited conflict			High pedestrian volume	Separated Multi-Use Path (off-street)
			Low pedestrian Volume	Shared Multi-Use Path (off-street)

*The BC Active Transportation Design Guide provides information about facility design considerations and applications. As noted in the design guide, all designs should be applied with sound professional judgement that considers the unique context of each project.

AAA Pedestrian Facilities also provide a comfortable and safe experience for people of AAA, including families with children and seniors. The criteria for an AAA Pedestrian Facility are based on the BC Active Transportation Design Guide.* For the purposes of this policy, the CRD will consider AAA Pedestrian Facilities to be those that meet the criteria set out in Table 2: AAA Pedestrian Facility Criteria and incorporate accessible design guidance from CSA B651.

Table 2: AAA Pedestrian Facility Criteria



* The BC Active Transportation Design Guide provides information about facility design considerations and applications. As noted in the design guide, all designs should be applied with sound professional judgement that considers the unique context of each project.