

### Number: 2465005

for

#### Park Enhancements Coopers Green

**Issue Date:** 

March 11, 2024

## **Closing Date of**

## April 19, 2024 at 3:00 PM local time

**AN OPTIONAL SITE MEETING:** An optional site meeting will be held on April 4, 2024 at 1:00 pm local time at 5500 Fisherman Road, Halfmoon Bay, BC. Proponents are required to RSVP to <u>purchasing@scrd.ca</u> by noon on April 3, 2024; if no RSVPs are received then the site meeting may be cancelled.

**CONTACT**: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by April 5, 2024 and directed, in writing, to <u>purchasing@scrd.ca</u>, who will respond if time permits with a Q&A on BCBid by April 12, 2024 Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

**BC Bid Electronic Submission:** Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <a href="https://www.bcbid.gov.bc.ca/">https://www.bcbid.gov.bc.ca/</a>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Hard Copy Submission: Proponents must submit ONE (1) hard-copies and ONE (1) electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

#### Sunshine Coast Regional District 1975 Field Road Sechelt, BC V7Z 0A8

Regardless of submission method, proposals must be received before Closing Time to be considered.

#### CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): \_\_\_\_

#### NAME OF AUTHORIZED REPRESENTATIVE (please print):

#### SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

### TABLE OF CONTENTS

## Page

2. INTRODUCTION	8 8 8 .12
3. SITUATION/OVERVIEW	8 8 8 .12
3.1 Background	8 8 . 12
	8 8 . 12
	8 8 . 12
3.2 Project Objectives	8 . 12
3.3 Scope	. 12
4. CONTRACT	
4.1 General Contract Terms and Conditions	
4.2 Project Timelines	
4.3 Service Requirements	
4.4 Related Documents	
5. REQUIREMENTS	
5.1 Capabilities	. 13
5.2 Sustainable Social Procurement	
5.3 Approach	. 15
5.4 Value Add	
5.5 Price	
6. PROPOSAL FORMAT	
7. EVALUATION	
7.1 Mandatory Criteria	. 17
7.2 Weighted Criteria	
7.3 Price Evaluation	
Appendix 1 Coopers Green Park Management Plan19	
Appendix 3 Land Surveys	
Appendix 4 Boat Ramp Info and History	
Appendix 5 Boat Ramp Load Capacity	
Appendix 6 Map	

#### **1. GENERAL TERMS & CONDITIONS**

#### 1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"**Addenda**" means all additional information regarding this RFP, including amendments to the RFP;

"**BC Bid**" means the BC Bid website located at <u>https://www.bcbid.gov.bc.ca/</u>;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

**"Contract**" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"**Contractor**" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"**Must**", or "**mandatory**" means a requirement that must be met in order for a proposal to receive consideration;

"**Proponent**" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"**Proposal**" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or "RFP" means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

**"Should**", **"may**" or **"weighted**" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD", "Regional District", "Organization", "we", "us", and"our" mean Sunshine Coast Regional District.

#### 1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

#### 1.3 SUBMISSION OF PROPOSAL

 Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

- b) For electronic submissions (BC Bid or email), the following applies:
- (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
- (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
- (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
- (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
- (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only preauthorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the ebidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of

the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete proposal submission and all email attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

#### 1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

## 1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division Sunshine Coast Regional District 1975 Field Road, Sechelt, BC V7Z 0A8

#### purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

#### 1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

#### 1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to <u>purchasing@scrd.ca</u>. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

#### 1.8 CONFLICT OF INTEREST/NO LOBBYING

A Proponent may be disqualified if the (a) Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior

to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

(b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

#### 1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in <u>www.scrd.ca/bid</u> and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

#### 1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

#### 1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

#### 1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

#### 1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

#### 1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

#### 1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

## 1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to <u>http://www.cio.gov.bc.ca/cio/priv\_leg/index.page</u>.

#### 1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

#### 1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

#### 1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

#### 1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and retender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

#### 1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

#### 1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

#### 1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

(a) Commercial General Liability – not less than \$2,000,000 per occurrence

- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance not less than \$2,000,000 per occurrence.
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the tern of any contract entered into from this process.

#### 1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

#### 1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

#### 1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

#### 1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

#### 1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

#### 1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

#### 1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

#### 1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation

supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

#### 1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

#### 1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

#### 2. INTRODUCTION

#### 2.1 Purpose

The Regional District is seeking proposal from professional, qualified, and experienced firms to facilitate public consultation and provide design, and potentially construction administration and management services for one (1) or several park enhancements to Coopers Green Park (Park).

#### 3. SITUATION/OVERVIEW

#### 3.1 Background

The Regional District is responsible for providing parks services to the rural areas on the Sunshine Coast and is responsible for the Cooper's green Park, a 9-acre waterfront area which has local and regional significance as a community gathering place and destination. The Park's amenities are diverse and include a boat launch, scuba diving site, and a host of outdoor recreation opportunities all anchored by the Park's extraordinary natural beauty. This waterfront Park is located within the traditional territories of the shíshálh Nation.

The Regional District has owned and operated the Park since 1985 and in 2016 the Regional District completed the Coopers Green Park Management Plan (CGMP) from which the main recommendation was to build a new hall; however, a site investigation identified the potential of oceanic flooding at that location. It was determined that mitigation of the hazard would be exceedingly costly, and an alternative location was identified for the new community hall. The CGMP anchors previous planning for the Park and is a guiding document for this project.

#### 3.2 **Project Objectives**

Using the CGMP as a starting point the Consultant will lead a team and provide technical and professional public consultation, design, and other support throughout the project. The Consultant will summarize background information, lead the Regional District through a scoping and design process, which includes relevant stakeholder input and public engagement.

The outcome of this project will be construction ready design plans and cost estimates for park enhancements and on the ground implementation of designs. The overall budget for this project including all design, studies, consultation, assistance with procurement documents, and includes all site works/supervision through to completion of hard construction is up to \$673,000.

#### 3.3 Scope

1. Phase One

The Consultant will lead a team to work with the Regional District and stakeholders to deliver Park enhancement plans, and possibly tender and construction management services.

At a high level the project will include but is not limited to:

- Background studies, reporting and project plan refinement including high level options.
- Initial stakeholder input and public engagement.

- Refine two (2) to three (3) conceptual design options.
- Checkback with stakeholders and public engagement to gain feedback on options.
- Final concept.
- Operational Plan if required.
- Development of detailed design and IFC.
- Class B Cost Estimate.
- Tender and Construction Management Services.

The Consultant will be required to use accepted Project Management and Public Engagement practices that include but not limited to the iterative process of scheduling, budgeting, quality control, and robust communications. The Consultant will:

- Attend at least two (2) meetings on site with Regional District staff. One (1) at the project kickoff and the other with parks staff at the 50% design phase for further design considerations, limitations, and service level requirements. The Consultant may be requested to attend additional Construction Phase meetings as required.
- Use Project Management practices to track schedules, budget, deliverables, and update regularly in coordination with the Regional District's Project Manager.
- Host online Project Meetings as necessary, anticipated to be bi-weekly at a minimum through the planning process. Including scheduling, agenda preparations, minutes and follow up.
- Review and synthesize background information (reports, studies, previous public consultations, and master plan documents) as well as internal and external stakeholders inputs. Analyze and summarize the information and prepare a high-level risk and opportunities assessment.
- Support in filling gaps through the process as necessary and assist Regional District staff with coming up with a preliminary list of enhancement options, with high level cost estimates, risks and opportunities of parks enhancements. For example, review options list early in the consultation process to avoid presenting dead end or potentially over budget options.
- Conduct a traffic/parking/circulation study. Parking is a known issue for the Park, and it is expected that the Consultant will be working closely with stakeholders here. For example, working closely with the Ministry of Transportation and Infrastructure during this process and on recommendations, authorization, and concurrence.
- Ensure that all options, designs, and plans align, adhere to, and account for all applicable laws, regulations, and best practices. For example, the Park is subject to various Development Permit Areas and setbacks and is also a known Archeological site.
- Meet First Nations requirements which may include but not be limited to circulating planning documents for shíshálh Nation review and incorporating feedback and requirements into the planning process.
- Support the SCRD in working through technical and design issues for potentially leasing the existing hall to third parties where that might affect or influence Park enhancements (ie. Sharing or upgrading the septic system and parking).
- Provide public engagement services; it is anticipated that the engagement process will be in two (2) phases, the first to provide information and receive feedback on preferences and options and the second to confirm that we heard correctly. The two (2) phases are anticipated to each involve at least one (1) in

person and multiple electronic engagements. Engagement is anticipated to take place at the "Involve" level on the IAP2 spectrum. The engagement plan should also include a communications and stakeholder referral plan.

#### Base Package

The Consultant will provide at a minimum the following base: "Public Engagement Support Package" where the Regional District will plan, lead, and execute the process. The Consultant will:

- i. Provide support to the Regional District's with technical and visual display inputs.
- ii. Take part in at least two (2) in person meeting.
- iii. Produce visuals and language for communications and displays.
- iv. Provide high level cost estimates for options.
- v. Provide technical input in consideration of site constraints.

The Regional District may request the Consultant to provide a more in depth "Public Engagement Support."

#### Option One: Consultant Leading Process

This package would replace the base package (if selected) the Consultant will plan, lead, develop and execute the process. The Consultant will:

- i. Develop a public engagement process that includes a broad list of enhancement opportunities intelligently offered in the context of the Park's history, challenges and opportunities and include high-level budget estimates to assist the decision-making process.
- ii. Lead at least two (2) in person meeting and hosting multiple electronic engagements meetings.
- iii. Produce visuals and language for communications and displays.
- iv. Provide high level cost estimates for options.
- v. Provide technical input in consideration of site constraints.
- vi. Deliver final Public Engagement Report(s).
- vii. Modify the Engagement Plans as the process moves forward.

#### Option Two: Consultant and Regional District Co-Leads Process

This package would replace the base package (if selected) the Consultant and Regional District would work in partnership to develop and deliver the process.

The Regional District will:

i. be responsible for the framework for the public engagement process but is closely supported by the Consultant.

The Contractor will:

i. Take part in at least two (2) in person meeting.

- ii. Produce visuals and language for communications and displays.
- iii. Provide high level cost estimates for options.
- iv. Provide technical input in consideration of site constraints.
- v. Provide input into Regional District Public Engagement Report(s) and supports the process as required.
- Periodic review of project with Regional District Staff and tracks feedback and changes.
- Submit designs at intervals with appropriately associated cost estimates for Regional District staff to review.
- Takes final recommendations and leads the development of for construction final design plans, scope of work, and budget including additional studies if required. And provide input towards operational planning as required.
- Updating of 2016 Coopers Green Park Management Plan to include the enhancement process and outcomes.
- Submittal of detailed designs, schedules, and drawings for any site improvements (enhancements) for tendering purposes.
- 2. Optional Additional Work

At the sole discretion of the Regional District, we may request the Consultant to provide additional work, the work will include but is not limited to:

• Tendering Services

The Consultant will assist the Regional District with the tendering process, which will include but is not limited to:

- Attending and co-hosting a site meeting with respective proponents, this will include but it not limited to:
  - Walkthrough of the work.
  - Documenting questions and answer received at the site and providing them to the Regional District in electronic format.
- Respond to questions received from the proponents during the bid process.
- Update tender specifications, drawings etc. if revisions are required during the tendering process.
- Participate in the Regional District's evaluation process, this will consist of attending virtually two (2) meetings and evaluating the responses against the disclosed criteria. The first meeting is estimated to be approximately 15-30 minutes in length and the second meeting will be approximately an hour and a half.

The Regional District will:

- Administer the construction tender.
- Receive all communication from the prospective proponents (outside the site meeting) and provide the consultant with the questions to answer.
- Attend and co-host the site meeting with the Consultant.
- Construction Administration and Project Management Services

The Regional District is considering the utilization of a CCDC contract for the construction portion off the Coopers Green Park Enhancements project, the Consultant should be aware of the consultants requirements under CCDC.

The Consultant will:

- Apply standard Project Management principles towards the construction phase of the project including supporting the Regional District with communications to public and stakeholders and obtaining any required permits, issues resolution and other associated task.
- Provide issued for construction drawings and specifications.
- Host a pre-construction meeting a to discuss the technical and other requirements of the project.
- Visit the sites regularly to ensure that construction conforms to the design, to monitor work progress and construction compliance with regulations.
- Prepare field reports and distribute as required. The field reports should include at a minimum:
  - Any observations of the progress of the work including date, time, general description of the project progress.
  - Summary of all questions presented by the construction consultant as well as the proposed recommendations or improvements (if applicable).
  - Any items that require action by the Regional District including non-conformity to design, contract terms, etc.
- Maintain a list of deficiencies and monitor remediation as completed.
- Be the liaison between the Regional District and the construction contractor.
- Review progress claims, issue payment certificates, and advise on change orders for each site.
- Monitor project costs related to budget and notify the Regional District of any budget concerns.
- Review the project and advise the Regional District of completion.
- Issue certificates of completion in accordance with the Builder Lien Act.
- Provide as-built drawings two (2) full size, one (1) laminated half size and one (1) electronic PDF for each site.
- Provide warranty certificates, if applicable.
- Provide project closeout report.

#### 4. CONTRACT

#### 4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at <u>www.scrd.ca/bid</u>.

#### 4.2 **Project Timelines**

The tentative high level project schedule is:

July, 2024Background, Public Engagement/Communications PlanFall 2024Second Public Engagement Summary ReportWinter 2024Final Construction Plans and Class B cost estimatesLate 2024/Early 2025Optional Tender and Construction Services

#### 4.3 Service Requirements

The Contractor's responsibilities will include the following:

- Providing a Background Summary Report including high level options.
- Traffic and Circulation Study with recommendations.
- Public Engagement Plan and associated concepts estimates and follow up reports.
- 50% design plans and Class C cost estimates for chosen enhancement option(s)
- Construction Ready IFC Plans with Class B Cost Estimates
- Tender and Construction Management Option

#### 4.4 Related Documents

- Appendix 1 Coopers Green Park Management Plan
- Appendix 2 Environmental Report
- Appendix 3 Land Surveys
- Appendix 4 Boat Ramp Info and History
- Appendix 5 Boat Ramp Load Capacity
- Appendix 6 Map

#### 5. REQUIREMENTS

For a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes "Response Guidelines" which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District's expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

#### 5.1 Capabilities

#### 5.1.1 Relevant Experience

The Proponents Lead Designer should have a minimum of seven (7) years' experience in the last ten years leading and delivering project of a similar size, scope and complexity of this RFP, a similar scope and complexity is:

- a) Landscape design and construction services.
- b) Proficiency incorporating operations and maintenance needs into design process.
- c) Experience with public engagement and communication processes, materials and presenting to diverse communities.
- d) Proficiency in providing detailed and comprehensive design, tender, and construction specifications and management services.
- e) Proficiency in leading public engagements processes.

#### 5.1.2 Qualifications and Project Team

Proponents and any of their subcontractors should have the relevant qualifications to perform the services.

Proponents Lead Designer **must** be a Registered Landscape Architect in good standing with British Columbia Sociate of Landscape Architects (BCSLA) and/or the Canadian Society of Landscape Architects (CSLA). The Proponent needs to identify the lead designer, provide evidence that they are a member BCSLA or CSLA (i.e. certificate with number) and evidence that they are in good standing (i.e letter of good standing).

The project team should have the following qualifications:

- a) Public engagement specialist.
- b) Qualified Environmental Professional
- c) Geotechnical Engineer
- d) Transportation (parking/circulation) Specialist
- e) Irrigation design consultant

Proponents will need to describe the roles and responsibilities of each project team member and provide their curriculum vitae (limited to 2 pages).

#### 5.1.3 **Project Examples**

Proponents need to provide a minimum of three (3) project examples to demonstrate the qualifications and experience of the lead engineer and supporting design team. Each example should be limited to one (1) page and include the following:

- a) Summary of scope delivered.
- b) Project timelines.
- c) Design contract value and construction cost.
- d) List of key team members.
- e) Each person's role and responsibilities.
- f) Similarities to this project.
- g) Key challenges and how they were overcome.

#### 5.1.4 References

Proponents need to provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

#### 5.1.5 Environmental Requirements

Proponents need to provide details on how they will meet or exceed any environmental requirements required by law and or items listed in the environmental report.

#### 5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
- promoting a Living Wage
- Using fair employment practices;
- Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
  - a. Being locally owned;
  - b. Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

#### 5.3 Approach

Proponents need to describe their approach which should include but is not limited to a description of major tasks, sub-tasks, methods/systems, approach for: project management, meetings, engagements, administration, site works, design development, internal reviews, quality control, contract administration, site inspection, reporting, and any other required items. The Proponent should also provide a work plan detailing the methodology and approach to be taken to deliver the assignment this will need to include a proposed schedule along with key milestones and any meetings.

Proponents need to provide a description and approach for the completion of any of the additional / optional services that they may be requested to perform which may include but is

not limited to:

- a) Public Engagement Support Package Option One Consultant Lead Process additional costs to increase it from the base package
- b) Public Engagement Support Package Option Two Consultant and Regional District Co-Lead Process– additional costs to increase it from the base package
- c) Additional Work for Tendering Support
- d) Additional Work for Construction Management Services.
- e) Additional Work for the Coopers Green Park Management Plan Update.
- f) Unit prices for additional site meetings during design and construction phases.

#### 5.4 Value Add

Proponents should provide details about any value-added services that they offer that will benefit the project which may include but is not limited to storytelling approach (example: place-making by considering and highlighting culture history, biodiversity and physical landscape), continuity in design (example: considering how people will use, approach and move around the park), and other relevant value added items. Unless otherwise specified all value added services will be included as part of the base cost unless the services are clearly identified as additional work and prices are included.

#### 5.5 Price

Proponents need to submit a fee proposal that sets out the separate costs of each milestone of the project described, as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fixed prices including time, travel, hourly billable rates, number of allocated hours per personnel and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Proponents will provide separate pricing for:

- a) Public Engagement Support Package Option One Consultant Lead Process additional costs to increase it from the base package
- b) Public Engagement Support Package Option Two Consultant and Regional District Co-Lead Process– additional costs to increase it from the base package
- c) Additional Work for Tendering Support
- d) Additional Work for Construction Management Services.
- e) Additional Work for the Coopers Green Park Management Plan Update.
- f) Unit prices for additional site meetings during design and construction phases.

#### 6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

#### 7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

#### 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP
Lead Designer must be a Registered Landscape Architect in good standing with British Columbia Sociate of Landscape Architects (BCSLA) and/or the Canadian Society of Landscape Architects (CSLA).

### 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Capabilities	30
Technical / Approach	35
Sustainable Social Procurement	5
Added value	10
Price	20
TOTAL	100

#### 7.3 **Price Evaluation**

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price.

Appendix 1 Coopers Green Park Management Plan



## **Coopers Green Park** Management Plan

JANUARY 2016





# **Acknowledgements**

This plan has been prepared for the Sunshine Coast Regional District (SCRD) by Golder Sustainable Communities.

The project was conducted with the assistance and guidance of Carolyn Mortensen, Manager of Parks Services, and Trevor Fawcett, Parks Planning Coordinator, SCRD.

In addition, staff members from the SCRD Parks and Planning departments contributed valuable support and information about the park, its use and its relationship to the local community and Regional District. The support and commitment provided by District staff was fundamental to the development of the plan.

Stakeholders were called upon through this process to provide valuable insights, ideas and feedback about the future of Coopers Green Park. These stakeholder consultations provided direction for the development of the Park Management Plan.

Thank you to the Halfmoon Bay Community Association for participating in discussions during the plan development and for incorporating this planning process into the Halfmoon Bay Country Fair festivities in July, 2015. Thank you to the Ministry of Transportation (MoTI) and the Province of BC for participating in discussions during the plan development and for continued discussions for park improvements moving forward.

To the many citizens, neighbours, organizations and park users who provided input and ideas for the management plan through the questionnaire, feedback forms, meetings, public open houses, emails and phone calls – thank you for your time, insights and ideas. Your input has been essential to the development of this plan.

Digital map and GIS base information provided by the Sunshine Coast Regional District.

# **Table of Contents**



Acknowledgements	i
Table of Contents	i
Executive Summary	V



1

2

Introduction	1
1.1 Purpose of the Management Plan	2
1.2 Using this Document	2
1.3 Park Overview	3
1.4 Park Planning Context	4



Planning Process	
2.1 Approach Overview	8
2.2 Outreach Methods	10

2.3 Summary of Consultations 11



## **3 Existing Park Conditions 21**

3.1	Land Use and Zoning	22
3.2	Park History and Operations	23
3.3	Park Access	23
3.4	Park Features	25
3.5	Park Users	26
3.6	Park Activities	26
3.7	Environment	27



## 4 Vision & Concept Plan

 4.1 Vision
 30

 4.2 Goals
 31

 4.3 Concept Plan
 32

29

4.4 Proposed Park Improvements 32



## 5 Recommendations

5.1 Recommendations Overview	36
5.2 Recommendations	37
.1 Community Hall and Parking	39
.2 Open Space and Waterfront	46
.3 Natural Areas	56
.4 Circulation and Wayfinding	60
.5 Operation and Partnerships	65

35



6	Im	plementation Strategy	71
	6.1	Implementation Overview	72
	6.2	Funding Strategies	73
	6.3	Summary of Actions by Management Category	74
	6.4	Summary of Actions by Timeline Priority	79

## **Appendices**

Appendix A: Public Questionnaire Feedback Summary Appendix B: Public Event #1 Response Form Feedback Summary Appendix C: Public Event #2 Response Form Feedback Summary

## **Figures Index**

Figure 1.1: Location and Context Map	3
Figure 2.1: Coopers Green Park Management Plan Process Diagram	8
Figure 2.2: Hall Location Scenarios	14
Figure 2.3: Minimum Hall Size and Parking Scenario A1	17
Figure 2.4: Maximum Hall Size and Parking Scenario A2	18
Figure 3.1: Existing Park Features	24
Figure 4.1: Coopers Green Park Concept Plan	33
Figure 5.1: Coopers Green Park Parking Concept	45

## **Table Index**

Table 1.1: Key Related Sections of the SCRD 2015-2018 Strategic Plan	4
Table 1.2: Key Related Sections of the SCRD Parks and Recreation Master Plan	4
Table 1.3: Key Related Sections of the Halfmoon Bay OCP Bylaw 675	5
Table 2.1: Public Questionnaire Summary	12
Table 2.2: Opportunities and Constraints Summary - Community Hall Replacement	13
Table 2.4: Opportunities and Constraints Summary - Hall Location Scenarios	15
Table 2.5: Public Open House #1 and Public Input Summary	16
Table 2.6: Comparison Summary - Hall Size and Parking Layout Scenarios	19
Table 2.7: Public Open House #2 and Public Input Summary	19
Table 6.1: Summary of Actions by Management Category	74
Table 6.2: Recommended Immediate-Term Actions Summary (0-2 years)	79
Table 6.3: Recommended Short-Term Actions Summary (2-5 years)	80
Table 6.4: Recommended Medium-Term Actions Summary (5-10 years)	81
Table 6.5: Recommended Long-Term Actions Summary (+10 years)	82
Table 6.6: Recommended Ongoing Actions Summary	82

"This is a very beautiful and well used park and the restoration of the facilities is welcomed. This is a favourite stop along the Halfmoon Bay area for locals and tourists alike."

- Questionnaire Respondent, July 2015

# **Executive Summary**



## About the Project

The Sunshine Coast Regional District (SCRD) initiated the Coopers Green Park Management Plan (CGPMP, or Management Plan) process to help create a long-term vision for the park that will help reconcile present day challenges and concerns and help guide future decision-making as Coopers Green Park continues to evolve. The Management Plan is an opportunity to understand the values of Coopers Green Park users today and explore innovations that could create a healthy, thriving environment and recreation destination for the future.

## **Using This Document**

This document is a Park Management Plan, which is a guiding and planning document. This document should be used as a living document that will evolve along with community conditions, needs and opportunities.

All capital projects recommended in this plan will be considered within the SCRD's broader parks and recreational planning and budgeting processes, and will be subject to individual consideration and approval by the SCRD Board.

The Coopers Green Park Management Plan should be reviewed and adjusted annually, with milestone review after five years (2020), and a formal update in ten years (2025).

## **Park Overview**

Coopers Green Park is primarily a recreation destination for the residents of Halfmoon Bay, but it is also used by other residents of the SCRD, as well as visitors from other communities. The 3.6 hectare (9 acre) waterfront park is centrally located along the Strait of Georgia coastline in the SCRD. It is located in Halfmoon Bay, approximately 1.5 km south of Highway 101, on Redrooffs Road and Fisherman Road. The park's waterfront location provides views of Halfmoon Bay harbour, Thormanby Islands and the Strait of Georgia.

Based on level of development and land use, the park is arranged into three parts: waterfront area, managed open space and undeveloped ('natural') area. The majority of the park infrastructure is focused around the Community Hall and boat launch activities.



## Park Vision and Goals

The following vision guides the Coopers Green Park Management Plan:

Coopers Green Park, a waterfront destination in Halfmoon Bay, connects people with nature, community, and healthy lifestyles. Visitors of all ages and interests are invited here to relax, build community connections, access nature-based recreation, and celebrate ecological features for many years to come

The following goals support the guiding vision:

- 1. Social Interaction
- 2. Enhanced Natural Features and Ecological Health
- 3. Balanced Recreation
- 4. Stewardship and Partnerships

### **Proposed Concept - Five Management Categories**

The proposed changes to Coopers Green Park are numerous and will be implemented in several phases over time. As a method to organize these changes, this plan groups the recommendations into five categories. The following categories have been ranked in order of priority as determined by public feedback, staff input and operational requirements:

- 1. Hall and Parking
- 2. Waterfront and Open Space
- 3. Natural Areas
- 4. Circulation and Wayfinding
- 5. Operations and Collaboration

#### **Recommendations Overview**

The outcome of the management plan is a set of recommendations that will support implementation of the vision, goals and priorities generated through the planning process. It is important that an adaptive management approach is taken when implementing the plan so that when new opportunities or circumstances arise, the SCRD Board and staff are able to make informed decisions to support the vision for Coopers Green Park.

The recommendations are based on several sources of input:

- Analysis of the existing park facilities, amenities and uses;
- Background documents, trends and user group information;
- Ideas from stakeholders and the public generated through the open house events, public questionnaires and feedback forms, and e-mails; and
- Input received from meetings with staff and stakeholders.

## Summary List of Plan Recommendations

## Community Hall and Parking

1	Community Hall Replacement	CR#1
2	Parking Improvements	CR#2

## **Open Space and Waterfront**

3	Boat Launch Improvements	CR#3
4	Site Furnishing Improvements	CR#4
5	Covered Picnic Area	CR#5
6	Kids Play Area	CR#6
7	Outdoor Washroom and Changeroom Building	CR#7
8	Beach Volleyball Court	CR#8
9	BBQ and Fire Pit Area	CR#9
10	Open Park Space	CR#10

## Natural Areas

11	Monitoring, Restoration and Enhancement	CR#11
12	Hydrology, Culvert and Breakwater Upgrades	CR#12

## Circulation and Wayfinding

13	Nature Trail Development and Lookout Platforms	CR#13
14	Park Wayfinding and Signage	CR#14
15	Core Park Area Access and Circulation	CR#15
16	Off-site Park Access Connections	CR#16

## **Operation and Collaboration**

17	Park Funding Sources	OR#17
18	Park Partnerships and Volunteers	OR#18
19	Adaptive Management Review	OR#19
20	Park Stewardship and Environmental Management	OR#20
21	Plan for Maintenance and Life-Cycle Upgrades	OR#21

## Plan Recommendations

- There are a total of **twenty-one** recommendations for consideration in the Coopers Green Park Management Plan.
- These are capital recommendations (CR) and operational recommendations (OR).
- Section 5 of this plan outlines details of each recommendation with a coded reference number, brief description, background, rationale, objectives, and the specific actions related to the recommendation.



#### Capital Recommendations:

Capital recommendations include physical park improvements and are presented conceptually for planning and budgeting purposes. Detailed design development will be required for proposed projects prior to implementation to confirm design details and project costs. In addition, capital improvements may affect operational and maintenance costs for the park; the costs should be considered in the detailed design process.

#### **Operational Recommendations**

Operational recommendations include policy development, planning initiatives, management strategies, information distribution and maintenance tasks. These initiatives are typically not tied to a particular park amenity or capital improvement.

## **Priority Recommendations**

Of the twenty-one recommendations for this plan, there are three that were a clear focus for the planning process and input received. A summary of these three recommendations is below:



#### **Community Hall Replacement**

- Develop detailed designs, fundraising and replacement of the Community Hall at Coopers Green Park
- Action item time frames = Immediate to Short-Term
- Contributing parties = The SCRD, Halfmoon Bay Community Association (HBCA), community fundraising, technical consultants and contractors



#### **Parking Improvements**

- Develop and implement parking improvements that minimize impact to park open space and correspond with capacity and design for the new Hall.
- Action item time frames = Immediate to Short-Term
- Contributing parties = The SCRD, Halfmoon Bay Community Association (HBCA), Ministry of Transportation and Infrastructure (MOTI), Board of Variance, technical consultants and contractors



#### **Boat Launch Improvements**

- Improve boat launch facility and management for recreational use within the park.
- Action item time frames = Immediate and Ongoing
- Contributing parties = The SCRD, Province of BC, technical consultants and contractors



## **Implementation Overview**

This plan includes an implementation framework for recommended actions (Section 6). Actions are summarized in two series of tables according to 1. The Five Management Categories and 2. Recommended Timeline Priority. The identification of action item timeline priority in this plan (short, medium and long-term or ongoing) is provided for information. It is anticipated that priorities and time frames will be evaluated annually based on community-wide and region-wide budget considerations and needs.

The table below summarizes the distribution of action items over the 10-year plan time frame.

Action Recommended Time Frame	Number of Recommended Actions
Immediate (0-2 years)	14
<b>Short-Term</b> (3-5 years)	14
Medium-Term (6-10 years)	13
<b>Long-Term</b> (beyond 10-year time frame)	3
Ongoing (No defined time frame)	20

"This is a beautiful spot that needs to be enhanced and expanded for all ages use." - Ouestionnaire Respondent, July 2015



# **Q** 1 Introduction



This section introduces the purpose of the Management Plan and the process used to develop it.

## CONTENTS

- 1.1 Purpose of Coopers Green Park Management Plan
- 1.2 Using this Document
- 1.3 Park Overview
- 1.4 Park Planning Context



## The Management Plan endeavours to:

- Document and analyze current park facilities, amenities and qualities.
- Understand the context of Coopers Green Park – historical, community and ecological.
- Engage park users and capture their concerns and ideas about the park.
- Establish a guiding vision for the park.
- Address the Community Hall and boat launch as well as general park area.
- Develop recommendations for capital improvements, design and character directions, operational improvements and funding strategies.
- Establish a feasible implementation plan for developing positive change in Coppers Green Park.

## 1.1 Purpose of the Coopers Green Park Management Plan

The Sunshine Coast Regional District initiated the Coopers Green Park Management Plan process to help create a long-term vision for the park that will help reconcile present day challenges and concerns and help guide future decision-making as Coopers Green Park continues to evolve. The Management Plan is an opportunity to understand the values of Coopers Green Park users today, and explore innovations that could create a healthy, thriving environment and recreation destination for the future.

## 1.2 Using this Document

As with all planning documents, this *Park Management Plan* is a guiding document. This document should be used as a *living document* that will evolve along with community condition, needs and opportunities.

All capital projects recommended in this plan will be considered within the SCRD's broader parks and recreational planning and budget planning processes, and will be subject to individual consideration and approval by the SCRD Board.

The Coopers Green Park Management Plan should be reviewed and adjusted annually, with milestone review after five years (2020), and a formal update in ten years (2025).

Committed leadership will be the key to successful realization of the Coopers Green Park Management Plan. Success will also depend on support and contribution from area residents and stakeholders to create and maintain a park that is truly a community destination.



## 1.3 Park Overview

Coopers Green Park is a 3.6 hectare (9 acre) waterfront park located in Halfmoon Bay, approximately 1.5 km south of Highway 101, on Redrooffs Road and Fisherman Road. The park is centrally located along the Strait of Georgia coastline within the SCRD. The park is primarily a neighbourhood recreation destination for the nearby residents of Halfmoon Bay, but is it also used by other residents of the SCRD, as well as visitors from other communities. The park is especially popular in the summer season for water-related recreation.

Key features of the park include the boat launch and Community Hall. The Coopers Green Community Hall is rented for community gatherings, weddings and events. The boat launch facility is the only public launch for the Area B, Halfmoon Bay. The park's waterfront location provides views of Halfmoon Bay harbour, Thomanby Islands and the Strait of Georgia.



Figure 1.1: Location and Context Map



## 1.4 Park Planning Context

The Coopers Green Park Management Plan relates to and supports other existing planning documents including:

- The SCRD 2015-2018 Strategic Plan;
- The SCRD Parks and Recreation Master Plan (January 2014);
- The Halfmoon Bay OCP Bylaw 675 (April 2014); and
- The Sunshine Coast Community Energy and Emissions Plan (CEEP).

The following tables highlight key related sections and areas of alignment with existing plans.

#### Table 1.1: Key Related Sections of the SCRD 2015-2018 Strategic Plan

Related Section	Brief Description
Vision	A community for <u>all generations;</u>
	<ul> <li>Connected by unique <u>coastal culture</u>; and</li> </ul>
	• <u>Treasured natural environment</u> .
Values	<ul> <li><u>Collaboration</u>: Facilitate working cooperatively with all levels of government, First Nations, the public and community groups and organizations.</li> </ul>
	<ul> <li><u>Environmental Leadership</u>: Protect, sustain and restore land, air, water and biodiversity.</li> </ul>
Strategic	• Embed Environmental Leadership: Define and articulate environmental values.
Priorities	<ul> <li><u>Facilitate Community Development</u>: Collaborate with community groups and organizations to support their objectives and capacity. Increase, retain and celebrate the work of volunteers.</li> </ul>

#### Table 1.2: Key Related Sections of the SCRD Parks and Recreation Master Plan

Related Section	Brief Description
Goals	<ul> <li>Goal 1: Strengthen community fabric throughout the region</li> </ul>
	<ul> <li>Goal 2: Motivate individuals and families to be healthy and active</li> </ul>
	Goal 3: Be stewards of the environment
Service Levels	<ul> <li><u>Small-community service level</u> - for nearby neighbourhood in Halfmoon Bay, everyday, nearby use; and</li> </ul>
	<ul> <li><u>Regional service level</u> - providing role within larger region for specific uses (e.g. Hall and boat launch).</li> </ul>

INTRODUCTION

Related Section	Brief Description
Goal 3	To retain and protect visually and ecologically important areas and to maintain public ownership of historical sites.
Goal 4	To reduce visual, air, sound and light pollution and light trespass (maintain dark night skies in considerations for site lighting).
Goal 5	To ensure sufficient cultural and recreational opportunities exist including accessible public parkland and access to the natural environment including the waterfront.
Objective 5.3	To make the waterfront more accessible
Objective 5.4	To develop public facilities, such as parks and community halls which are both safe and accessible for all users.
Policy 5.10	Continue to designate, develop and maintain public facilities such as parks and community halls.
Policy 5.13	Promote retention of a variety of open spaces for public use.
Policy 5.16	Encourage all private and public development and redevelopment to implement and support best practices of accessibility and inclusivity for all potential users including barrier-free and accessibility design principles.
Objective 6.1	To protect sensitive habitats and wildlife corridors.
Objective 6.2	To preserve the remaining stand of trees in the Coastal Douglas Fir biogeoclimactic zone.
Objective 6.6	To protect our foreshore, creeks and wetlands.
Objective 6.8	To maintain air and water quality.
Objective 6.10	To encourage individual stewardship of ecosystem networks on public property.
Objective 6.11	To preserve natural ecosystem networks on public property.
Objective 6.12	To develop a strategy to eliminate invasive plant species.
Objective 6.21	Protect biodiversity and the natural environment by discouraging the use of invasive plant species and support eradication of invasive species.
Objective 12.2	To make waterfront more accessible.
Objective 12.3	To preserve land and water areas with natural recreational potential for public recreational use.
Objective 12.4	To enhance public access and use of water resources in a manner that minimized detrimental effects on the environment and adjacent land uses.
Objective 12.13	Continue to provide for water oriented recreation opportunities at Coopers Green Park; expand the upland conservation opportunities.

#### Table 1.3: Key Related Sections of the Halfmoon Bay OCP Bylaw 675
"We love Coopers Green Park and plan to continue enjoying it for many more years to come!"





# **2** Planning Process



This section summarizes the consultations completed during the Management Plan process for and the input received.

# CONTENTS

- 2.1 Planning Process Overview
- 2.2 Outreach Methods
- 2.3 Summary of Consultations



# 2.1 Planning Process Overview

The Coopers Green Management Plan process began in May 2015 and the plan document was completed in January 2016. The three-phase Management Planning process is described in Figure 1.1 below.







# Phase 1: Inventory, Analysis & Ideas

The objective of Phase 1 was to analyze the current state of the park and its facilities and to understand Coopers Green Park through the eyes of the community. Key steps included:

- Project kick-off meeting and park tour;
- · Background review of existing documents and related plans;
- Field review of the natural and recreational park values;
- Development of a consultation strategy;
- Development and launch of public input questionnaire (paper copy and online); and
- Preliminary analysis of key challenges and opportunities.

## Phase 2: Options and Draft Directions

The objective of Phase 2 was to build on the ideas and information obtained in Phase 1, to form options, draft directions and clarify priorities. Key steps included:

- Ongoing outreach to stakeholders and public to build awareness about the project and invite participation;
- Public Open House #1 in the park (as part of the Halfmoon Bay Country Fair) to review initial ideas and draft direction options;
- Key stakeholder meetings (community groups, Staff and MoTI);
- Consolidation and refinement of draft management plan directions;

### Phase 3: Recommended Management Plan

The final planning phase consolidated ideas and input into a Management Plan to guide the future of Coopers Green Park. Priorities were refined based on public input and a series of recommendations for short-, medium-, and long-term were created. Key steps included:

- A Public Open House in the park to review the refined concepts;
- Management plan refinement;
- Presentation to SCRD Board; and
- Final Park Management Plan submission.



Phase 1 developed an understanding of the park though analysis and consultations.



Phase 2 developed options and draft recommendations explored by the management plan.



Phase 3 refined options, reviewed and finalized the management plan.





A blend of hard copy and digital communications were used in outreach.



The Open House #1 at the fair in the park was a great and fun opportunity for community members of all ages to learn about the project.

# 2.2 Outreach Methods

A key component of the planning process is undertaking outreach to solicit input from residents, park users and others with an interest in the park. Outreach for the process occurred at the following key milestones:

- 1. Coopers Green Park Public Questionnaire, advertised by:
  - Posting on scrd.ca home page;
  - Posting on scrd.ca/Coopers-Green web page;
  - Social media messaging from SCRD Twitter account;
  - Direct e-mail to known stakeholder contacts;
  - Posters throughout the SCRD (including QR code to link to online survey):
  - Newspaper advertising; and
  - Hard copies of the questionnaire at the SCRD office.
- 2. **Open House #1**, advertised by:
  - Posting on scrd.ca/Coopers Green web page;
  - Direct e-mail to stakeholders;
  - · Posters in park and throughout SCRD; and
  - Newspaper advertising.

Feedback from Open House #1 was gathered by:

- Conversation from event;
- Presentation board comments and voting activities;
- Paper response forms; and
- Online posting of open house materials and feedback via online response form and e-mail.
- 3. Stakeholder Meetings and Correspondence:
  - Halfmoon Bay Community Association;
  - Ministry of Transportation and Infrastructure local representative; and
  - SCRD Planning Department.

#### 4. Open House #2, advertised by:

- Posting on scrd.ca/Coopers Green web page;
- Social media messaging from SCRD Twitter account;
- Direct email to stakeholders and project contact list;
- Poster information advertisement; and
- Newspaper advertising.

PLANNING PROCESS

Feedback from Open House #2 was gathered by:

- Conversation from event;
- · Presentation board comments and voting activities;
- Paper response forms;
- Online posting of open house materials and feedback via online response form and e-mail;
- Follow-up set-up of display boards and information at Halfmoon Bay Elementary School; and
- Targeted mail-out to all Area B Island properties.

# 2.3 Summary of Consultations

Several engagement strategies and platforms were used to solicit input for the management plan:

- Project Web Page & Social Media;
- Public Questionnaire;
- Public Events (Open Houses);
- Response Forms; and
- Stakeholder Meetings and Outreach.

Each engagement strategy is summarized below. See *Appendices* for further information about feedback received.

### 2.3.1 Project Web Page:

The SCRD website for Coopers Green hosted background information about the park, information about the project planning process, links to the online questionnaire and response forms and summaries of materials presented at public events.

In addition to the online presence through the park web page, key updates and reminders were posted on the SCRD home page, and via the SCRD Twitter account.

## 2.3.2 Public Questionnaire:

A questionnaire was launched at the onset of the project for park users and community members to record their ideas about the park use, current issues, opportunities, priorities and ideas for the park's future. This early feedback, combined with input from the Staff Working Group, Halfmoon Bay Community Association (HBCA) and background research, was used to identify preliminary recommendations for draft management plan direction.



Posters were displayed as part of advertising for upcoming project events.



A web page was one of the ways information was communicated to the public and stakeholders.



## Table 2.1: Public Questionnaire Summary

When: June 16 - July 17, 2015	
Format: Hard Copy (available at Open House # Online Questionnaire.	1 and at SCRD office); and
Responses: 402 Total	
<ul> <li>Responses: 402 Total</li> <li>Summary of Key Feedback: <ul> <li>The majority of respondents were from Halfmoon Bay (82%)</li> <li>The majority of respondents were 60+ years of age (53%)</li> </ul> </li> <li>The top 3 issues or challenges: <ul> <li>Hall Facilities</li> <li>Parking Layout</li> <li>Boat Launch</li> </ul> </li> <li>The top 3 priorities for park improvement: <ul> <li>Hall Upgrades</li> <li>Parking</li> <li>Boat Launch</li> </ul> </li> <li>The most significant current park functions: <ul> <li>Beach access and recreation (74%)</li> <li>Boat launch use (71%)</li> <li>Community Hall use (56%)</li> <li>Special event use (33%)</li> <li>Green space for passive recreation (27%)</li> <li>Protection of environmentally sensitive areas (8%)</li> <li>Hiking and trail access (7%)</li> <li>Opportunities to see/learn about natural features, flora and fauna (4%)</li> </ul> </li> <li>What limits your current use of the Hall? <ul> <li>Kitchen facilities (49%)</li> <li>Hall appearance and condition (44%)</li> <li>Insufficient parking (39%)</li> <li>Technical amenities (32%) - e.g. lighting, sound, etc.</li> </ul> </li> </ul>	<ul> <li>Top 5 current Hall uses: <ol> <li>Public Community Event (64%)</li> <li>Private Event e.g. wedding (45%)</li> <li>Annual General Meeting (30%)</li> <li>Regular Meetings (25%)</li> <li>Other e.g. elections, washroom (17%)</li> </ol> </li> <li>Would you support replacement of the existing Hall with a larger Hall at Coopers Green Parks 40% Yes <ol> <li>Would like more information on its design and siting within the park)</li> <li>35% No</li> </ol> </li> <li>The most significant current Boat Launch functions: <ol> <li>Recreational Motorized Boating / Fishing / Scuba Diving Launch</li> <li>Rommercial Construction Supplies delivery launch</li> </ol> </li> <li>Top 3 priorities for Boat Launch: <ol> <li>Construction upgrades (extend, widen replace curbs)</li> <li>Parking spaces and layout</li> <li>Vehicle Access</li> </ol> </li> <li>Would commercial use of the boat launch impact your recreational use of the park? <ol> <li>5% Yes</li> <li>45% Yes</li> </ol> </li> </ul>



# 2.3.3 Public Open House #1 - July 12, 2015

Open House #1 was a public event held in conjunction with the Halfmoon Bay Community Fair. This event was held to check-in on ideas and preliminary directions. Participants were asked to provide feedback through a series of interactive boards, feedback forms as well as discussion with SCRD staff, the consultant, and each other. Key topics discussed were Hall location scenarios, boat launch uses and changes to general park amenities (summary of these topics as follows):

#### Table 2.2: Opportunities and Constraints Summary - Community Hall Replacement

	General Opportunities	General Constraints
	<ul> <li>\$140,000 donated from the Halfmoon Bay Community Association (HBCA) to go towards Hall.</li> </ul>	<ul> <li>The current hall location is non-conforming with required setbacks. A replacement hall would need to work within property line setbacks.</li> </ul>
ent	<ul> <li>Public questionnaire feedback identifies "Hall Upgrades" as top priority.</li> </ul>	<ul> <li>There are numerous mature trees on site.</li> </ul>
Hall Replacement	<ul> <li>In 2011, the Welcome Beach Community Hall (8394 Redrooffs Road) was closed reducing local spaces for community events,</li> </ul>	<ul> <li>There is limited space available to provide enough parking for an expanded hall building.</li> </ul>
II Re	<ul><li>dinners, etc.</li><li>Coopers Green is centrally located in the</li></ul>	<ul> <li>Expanded parking area will likely require retaining and engineering. Costs for this</li> </ul>
На	<ul> <li>Coopers Green is centrally located in the SCRD making it convenient for Hall access.</li> </ul>	need to be considered as part of the plan for
	• This site has a history of community activity	the replacement hall.
	and use dating back to 1909.	<ul> <li>Hall expansion will require increased maintenance and operations.</li> </ul>



## Hall Location Scenarios:

Prior to this Management Plan process, a variety of locations within Coopers Green Park were considered for building a replacement Community Hall. An initial analysis and review was completed for the full list of location options. The three locations outlined on the following page were identified as the most balanced candidates for input and consideration.



Figure 2.2: Hall Location Scenarios







Option C Build in SE corner of Park, in part of open grass area, near Redrooffs Rd.



	Public Preference	Opportunities	Constraints	
Location A	61%	<ul> <li>Maintains majority of current site circulation, layout and facilities.</li> <li>Great views to the surrounding park and waterfront.</li> <li>Maintains views from Redrooffs Road through to the waterfront.</li> <li>Close proximity to the existing septic system and utility connections.</li> <li>Building helps to screen the views of the large concrete lock-block retaining wall at the south property line.</li> <li>Level ground and good construction access.</li> </ul>	<ul> <li>There would be no hall space available during construction.</li> <li>The property and setback lines at the end of Fisherman Road limit the floor plan options in this location without impacting the existing row of mature trees or septic.</li> <li>One tree will need to be removed to facilitate siting an expanded hall here. Detailed design will determine if additional trees would need to be removed.</li> </ul>	
Location B	7%	<ul> <li>The volleyball court is used by youth and young adults but is not well used by large segment of park users who are seniors or children.</li> <li>Siting area is flat and clear of required property line and pond setbacks.</li> <li>The existing hall could continue to be used during construction of the new hall.</li> <li>Level ground and good construction access.</li> <li>Tree removal can likely be avoided or minimized.</li> </ul>	<ul> <li>Fewer views will remain from the open lawn areas by Redrooffs Road through to the waterfront.</li> <li>Primary views from the Hall would be directed to the boat launch and Fisherman Road.</li> <li>Large concrete lock-block retaining wall will be fully exposed.</li> <li>Utility connections will need to be revised.</li> </ul>	
Location C	32%	<ul> <li>The existing hall could continue to be used during construction of the new hall.</li> <li>Maintains views from Redrooffs Road through to the waterfront.</li> <li>Level ground and good construction access.</li> <li>Frees up park space adjacent to waterfront for other park amenities.</li> <li>Siting area is flat and clear of required property line and pond setbacks.</li> </ul>	<ul> <li>Views from Hall would be to Redrooffs Road and the surrounding trees with partial views to the waterfront.</li> <li>Utility connections will need to be revised to service this location.</li> <li>Power line and pole will need to be revised.</li> <li>No current access for passenger drop- off at building entrance.</li> <li>Large existing open area would be reduced in size. This area is currently used for special events and activities.</li> </ul>	

#### Table 2.4: Opportunities and Constraints Summary - Hall Location Scenarios



#### Table 2.5: Public Open House #1 and Public Input Summary

When: Sunday, July 12, 2015 - 10:00am - 4:00 (Response form submissions from July	
Format: Outdoors as part of the Halfmoon Bay (Response form = hard copy and online	
<ul><li>~80 Attendees</li><li>84 Response Forms</li></ul>	
<ul> <li>Summary of Key Feedback:</li> <li>The majority of respondents were from Halfmoon Bay (72%)</li> <li>The majority of respondents were 50+ years of age (71%)</li> <li>Community Hall &amp; Parking:</li> <li>The preferred location for new Hall is in the approximate location of the existing Hall (south side of property, by waterfront): <ul> <li>61% (Location A) - approximate location of existing Hall</li> <li>7% (Location B) - Approximate location of existing beach volleyball court</li> <li>32% (Location C) - South corner of park by Redrooffs Rd. and retaining wall.</li> </ul> </li> <li>Concerns for the Community Hall: <ul> <li>How large the proposed Hall footprint will be;</li> <li>Impacts of Hall improvements on other amenities at the park;</li> <li>Hall parking requirements impacting the rest of the park and displacing open space; and</li> <li>Maintaining park views to waterfront.</li> </ul> </li> <li>Key Objective for Hall: Balance scope and parameters of Hall and parking improvements with other priorities within the park (e.g. open space, views).</li> </ul>	<ul> <li>What uses do you support at the boat launch?: 58% Recreational Use Only 42% Recreation Use and Commercial Use (with time use parameters and management policies)</li> <li>Concerns for the Boat Launch: <ul> <li>Area B Island residents having access to boat launch in close proximity for delivery services (e.g. propane,vehicles, construction supplies)</li> <li>Commercial use of boat launch during peak hours of recreational boat launch use (e.g. summer evenings and weekends)</li> <li>Coordinating changes with the Province for the boat launch water lease agreement.</li> </ul> </li> <li>Key Objective for Boat Launch: Develop management protocols to balance boat launch use within conditions of renewed water lease agreement with the Province.</li> </ul> Eenteral Park Priorities: <ul> <li>Extend trail network east of Redrooffs Road</li> <li>Trail signage and wayfinding</li> <li>Riparian area clean-up (pond and lagoon)</li> <li>Invasive plant removal and restoration (focus around pond and lagoon)</li> <li>Covered picnic shelter &amp; picnic areas</li> <li>Designated kids play area</li> <li>Swim raft at beach</li> <li>BBQ and fire pit area</li> <li>Connections to beach (through current wall)</li> </ul>
67% No 33% Yes	<ul> <li>Pedestrian and cycling connections along Redrooffs</li> </ul>



# 2.3.4 Public Open House #2 - September 28, 2015

A second public open house was held at Coopers Green Hall to obtain input on the revised plan and confirm the final directions. Participants were asked to reflect on the revised plan and to provide feedback through a response form as well as discussions. A brief presentation was given that was followed by a question period and discussion with attendees, SCRD staff and the consultant. Key topics discussed were Hall size and related parking scenarios, boat launch uses and overall park recommendations. Summary of these topics as follows:



# Hall Size & Parking

- The larger the Hall size and capacity, the more parking is required (detailed as per Zoning Bylaw 310, Section 509).
- Two concept design scenarios with minimum and maximum size design conditions (scenario A1 and A2, respectively) were outlined for consideration and feedback.



Figure 2.3: Hall Size and Parking Scenario A1







#### \* = APPROVALS REQUIRED

Parking shown in Scenarios A1 and A2 are concept only. Parking around the perimeter of the park boundary is within the 7.5 m setback and adjacent road right-of-ways. The SCRD Bylaw No. 310 requires a 7.5 m setback from parcel lines for structures, parking and loading areas in the PA2 (Park Assembly Two) zone. Therefore, these scenarios require formal review and approval from the Board of Variance and from Ministry of Transportation and Infrastructure (MOTI). Preliminary discussions with SCRD planning department and MOTI suggest this approach to parking is likely feasible, but needs to be confirmed during detailed design.

# LEGEND

Existing Setback (7.5 m from parcel line)

\*P

Proposed Parking Area (layout shown here is conceptual only)

Existing Parcel Lines

#### **PLANNING PROCESS**

#### Table 2.7: Comparison Summary - Hall Size and Parking Layout Scenarios

CRITERIA	Scenario A1	Scenario A2
Hall Size	~1800 sq.ft. (minimum size considered)	~2,500 sq.ft. (maximum size considered)
Hall Capacity	~85 people (minimum considered)	~120 people (maximum considered)
Parking Stalls Required Based on Hall Size and Occupancy Capacity (as per Section 509 of Zoning Bylaw 310)	45 stalls (including 2 accessible stalls)	63 stalls (including 3 accessible stalls)
Variance Required* Approval from the Board of Variance	YES	YES
MOTI Approval Required* Ministry of Transportation and Infrastructure	YES	YES
Other Considerations Development Permit Area, Site Views, Size of other existing Halls	YES	YES

#### Table 2.6: Open House #2 and Public Input Summary

,	
When: Monday, September 28, 2015 - 6:30p	om-9:00pm
Format: Open House at Coopers Green Hall, (Response form = hard copy and onli	with presentation and discussion 7:30pm-8:30pm ine)
Response: ~25 Attendees 26 Response Forms	
<ul><li>Key Feedback:</li><li>92% of respondents were residents of</li></ul>	<ul> <li>Support for the following five categories as organization of action items:</li> </ul>
Halfmoon Bay (SCRD Area B)	1. Hall and Parking
• The majority of respondents (60%) were 60+	2. Open Space and Waterfront
years of age	3. Natural Areas
<ul> <li>95% support for Draft Vision</li> </ul>	4. Trails and Access
Overall support for Draft Goals	5. Administration and Collaboration
1. Social Interaction (95% support)	• Top concern for resolution: Direction for
<ol> <li>Enhanced Natural Features and Ecological Health (91% support)</li> </ol>	boat launch permitted uses. Support for recreational use only. Strong concern for
3. Balanced Recreation (95% support)	commercial use of the launch at this location.
<ol> <li>Stewardship and Partnerships (91% support)</li> </ol>	<ul> <li>Recommendations Review: support for majority of recommendations. Comments for:</li> </ul>
Hall Size Scenarios:	<ul> <li>Removal of recommendation for dog off-leash area;</li> </ul>
<ul> <li>Capacity is more important than square footage</li> <li>Target capacity greater than existing (82)</li> </ul>	<ul> <li>Kids play area recommendation should be higher priority;</li> </ul>

- Target capacity greater than existing (82 people)
- Broader need within SCRD for hall to accommodate 100-120 people

Coopers Green Park Management Plan | 19

• Re-evaluate use and location of beach

volleyball court in the medium-term;

• Re-assess support for Horseshoe Pits,

or general lawn amenities.

and



#### 2.3.5 Stakeholder Meetings & Outreach:

In addition to public events, and meetings with the SCRD staff working group, specific stakeholder meetings and outreach were organized to inform plan development and directions.

#### Halfmoon Bay Community Association (HBCA):

The HBCA has an existing Memorandum of Understanding (MOU) with the SCRD related to Coopers Green Hall. Meetings were held with the HBCA specific to this management plan process, as well as in parallel to this process, to review plan development and feedback with a particular focus on the Hall.

#### Ministry of Transportation and Infrastructure (MOTI):

Road access and parking are central to the context and function of Coopers Green Park and this Park Management Plan. Preliminary discussions were carried out with MOTI to review draft directions and approach to parking and road access for the park.

#### Area B Island Residents:

Throughout the process outreach was extended to Area B Island Residents (e.g. Thormanby and Merry Islands). Few formal responses came in from island residents from the first rounds of input. Recognizing that island residents are a prime stakeholder for the boat launch at Coopers Green Park, an additional, targeted mail-out notification and request for feedback was sent out to island properties as a follow-up to draft plan recommendations and Open House #2. There was a consolidated response from Buccaneer Bay Holdings Ltd. (63 cabins on South Thormanby Island) expressing concern if the management plan will outline consideration for commercial/industrial use of the boat ramp.

"Coopers Green is an important historical and recreational site for the Redrooffs area."

- Questionnaire Respondent, June 2015

# **3 Existing Park Conditions**



This section provides an overview of the existing conditions of Coopers Green Park, including its existing layout, history, features, uses ecology and challenges.

# CONTENTS

- 3.1 Land Use and Zoning
- 3.2 Park History and Operations
- 3.3 Park Access
- 3.4 Park Features

- 3.5 Park Users
- 3.6 Park Activities
- 3.7 Environment





# 3.1 Land Use and Zoning

The park area is comprised of four legal parcels:

- 1. Core Park Area Parcel = 1.21 ha
  - PA2 Zone (Park and Assembly Two) includes:
  - Developed Park Area = 0.98 ha (including Hall, parking areas, lawn, pond, beach volleyball court, BBQ and fire pit area, washrooms and picnic areas); and
  - Lagoon Area = 0.23 ha (directly adjacent to Redrooffs Road, east of core park area)
- 2. Lower Forested Parcel = 1.08 ha
  - R2 Zone (Residential Two)
  - Forested slope east of Redrooffs Road, directly above Lagoon, including lower Kitchin Creek and lower portion of existing trail.
- 3. Upper Forested Parcel = 1.24 ha
  - PA2 Zone (Park and Assembly Two)
  - Forested slope east of Redrooffs Road, including upper portion of Kitchin Creek and upper portion of existing trail.
- 4. Water License Area
  - Lease from the province of British Columbia
  - W1 Zone (Water One)
  - Includes beach area and boat launch

The park perimeter is largely bordering MoTI highway right-of-ways. The neighbouring properties are largely private residences (seasonal and permanent) along Redrooffs Road. The majority of surrounding land use zones are R1 (Residential One) and R2 (Residential Two). The up-slope zoning to the east is undeveloped forested area that is RU2 Zone (Rural Two). The applicable Development Permit Areas are as follows:

#### Halfmoon Bay OCP Development Permit Areas

- DPA#1A Coastal Flooding
- DPA#2A Creek/River Corridor
- DPA#2C Floodplain
- DPA#4 RAR



# 3.2 Park History and Operations

This property was first settled more than 100 years ago (around 1891) by pioneer William Rawding. In 1909 the property was sold and conceived as Redrooffs Resort. In the early 1900s, this resort was one of the first of its kind on the Sunshine Coast. It was a pioneer in the development of the Sunshine Coast as a popular tourist destination.

In the early days of the resort there was a general store, six log cabins as well as a wharf that extended from the store to the side of the rock island off the beach. Guests would arrive to the resort aboard steamship vessels from Vancouver. They would be welcomed by staff in approximately the location of the present day boat launch.

The resort survived the World War I and depression years. It grew through the 1920s and 1930s building more cabins and the original recreation hall. In the early 1940s, the majority of the resort was subdivided and sold off.

In 1945 the Redrooffs Resort green was acquired by James (Jim) M. Cooper. Jim Cooper and his family were popular in the Halfmoon Bay community and the faces of the Redrooffs Resort for the next 40 years. By the late 1950s locals referred to the property affectionately as Coopers Green. In the 1960s, most of the original cabins and the original store were gone, and Jim Cooper setup a campground on the green.

Jim Cooper died in 1977 and his widow Khona Cooper continued to run the resort for another 8 years until 1985 (including re-building the present-day recreation hall in 1983). When the property was going to be put up for sale in 1985 there was public outcry at the prospect of this property being developed for condominiums or similar. In June 1985, the SCRD was able to acquire the property for a bargain price. The legacy of this gift from the Cooper family lives on in the park name Coopers Green Park. Today the park remains a waterfront gathering place for the Halfmoon Bay community, much as it has been for more than 100 years.

### 3.3 Park Access

The park has two road access points: one off of Redrooffs Road, and one off of Fisherman Road. The portion of Redrooffs road through the park is one-lane each direction, and does not currently have road space dedicated for pedestrian or cyclists.

The park is accessible from the water, via the boat launch ramp and adjacent cobble beach. This boat launch serves as water access to the park, as well as a broader Halfmoon Bay community.



The original Redrooffs Resort recreation hall circa 1930s



Redrooffs Resort cabins on the shore of the lagoon, circa 1930s postcard (Courtesy of the Sechelt Community Archives)



The wharf leading to Redrooffs Resort store from the rock island off Coopers Green, 1924 postcard (from of Gary Little collection)







# 3.4 Park Features

Infrastructure in the park is focused around the Hall, boat launch and waterfront activities with select features across Redrooffs Road. The existing park features are as follows:

- Coopers Green Hall (accommodates 82 people for seated events)
- Hall Kitchen (fridge, stove and sink)
- (2) Indoor plumbed washrooms
- (2) Outdoor portable washrooms with solar lighting
- (2) Outdoor change rooms
- (3) Outdoor storage sheds
- Recreational boat launch
- Swimming beach
- Main gravel parking lot
- (3) Accessible parking stalls by Hall
- Pull-off parking (off Redrooffs Rd.)
- Septic field system
- Fire lane access
- Kitchin Creek
- Lagoon area east of Redrooffs Rd.
- Tidal Pond between Fisherman Rd. and Redrooffs Rd.
- "Rock Island" bird habitat off beach
- Open grassy areas with mature trees
- Outdoor BBQ fire pit area with seating by Hall
- Park benches and seating
- Picnic areas
- Park signage and kiosk map
- Outdoor potable water and electricity access
- (1) Bike rack by Hall
- Bollard lighting adjacent to Fisherman Rd.
- Scuba diving area
- (1) Sand volleyball court
- Hiking trail (290 m one-way length)



Existing Hall (built 1983)



Existing hall room (built 1983)



Existing boat launch ramp



Existing picnic Area



Existing trail through forested park area.



**EXISTING PARK CONDITIONS** 



The park's peak uses are related to the waterfront and summertime months.

# 3.5 Park Users

Park users come from nearby Halfmoon Bay neighbourhoods as well as from the broader region (SCRD), Lower Mainland, and beyond. Park users consist of three main categories: park users, hall users, and boat launch users.

The park is used in all seasons, although the summer months see much higher visitation rates related to the waterfront and boat launch.

#### Summer use:

7% = Daily 37% = Weekly 21% = Monthly 23% = 2 or 3 times a season 6% = Once a season 5% = Other

#### Off-season use:

- 4% = Daily
- 16% = Weekly 28% = Monthly
- 28% = 2-3 times per season
- 16% = once a season
- 9% = Other

# 3.6 Park Activities

The park's natural setting adjacent to the waterfront, among mature trees and mature forest provides for a variety of activities in the park. Currently, many park activities are informal, and do not occur as a result of active programming.

As part of the public questionnaire at the beginning of this process, respondents were asked to identify what kinds of activities they typically participate in at Coopers Green Park. The following were the five most popular responses:

- 1. Hall Activities and Special Events
- 2. Swimming and Beach Activities
- 3. Boat Launch for Motorized Boat(s)
- 4. Nature Appreciation / Bird Watching
- 5. Picnicking



Swimming and beach activities are core to the function of Coopers Green Park.

EXISTING PARK CONDITIONS



Following these top activity responses, there was a wide range of other activities identified including:

- Picnicking
- Hall Meetings
- Hiking and Trail Access
- Boat Launch for Non-Motorized Boats
- Dog Walking
- BBQ / Fire Pit Area Use
- Beach Volleyball
- Scuba Diving

## 3.7 Environment

The park is located within Coastal Douglas Fir biogeoclimactic zone (moist maritime). The developed park area is largely cleared but the area east of Redrooffs Road is western-facing forested slope ravine. The forested area is comprised of predominantly Douglas-fir, Western Hemlock, and Western Redcedar along with deciduous species such as Bigleaf Maple and Red Alder. Rock outcrops and arbutus trees are also present within the park.

There have been several reports prepared about the wetland areas, hydrological features, riparian vegetation, aquatic wildlife and avian wildlife of Coopers Green Park. The park supports a variety of avian species, waterfowl and brackish water fish species. Stickleback (Gasterosteus spp.) and sculpin (Cottus spp.) have been observed in the lagoon during on-site review.

Of particular note are the park's combination of hydrological features including ephemeral freshwater Kitchin Creek, the lagoon east of Redrooffs Road with salt and freshwater wetland complex, and the saline pond west of Redrooffs road with salt and freshwater. The priority concern for these areas is protection. If the culverts that connect these features are to be replaced, water level control structures should be considered as part of these upgrades.

The lagoon has a healthy riparian canopy with herb shrub and tree layers intact. The lagoon and pond also support a variety of plant species characteristic of estuarine wetlands. Invasive plant species have been noted as a concern within the developed area of the park west of Redrooffs Road, as well as around the borders of the park.

The general developed park area is clear grass understory with mature tree canopy. This area is very dry through the summer months.

Overall, the broader park area provides a rich and diverse ecosystem that should be protected.



Dog walking is a common activity at the park.



A vibrant native vegetation community will ensure the are is continually used by a variety of avian species.



Native riparian vegetation is being challenged by invasive species such as Himalayan Blackberry (Rubus discolor), Scotch Broom (Cytisus scoparius) and Gorse (Ulex europaeus).

# 4 Vision & Concept Plan



This section introduces the vision for Coopers Green Park, the goals that will support it and the concept site plan.

# CONTENTS

- 4.1 Vision for Coopers Green Park
- 4.2 Park Goals
- 4.3 Concept Site Plan



# 4.1 Vision for Coopers Green Park

A vision is a guiding statement by which decisions about the future of the Park are made and implemented. The vision is also a tool that is central to the park management planning – it provides guidance for generating ideas. The vision for Coopers Green Park was developed based on: input from the public, direction from previous park planning efforts, background research and input from SCRD staff.

# Park Vision Statement:

Coopers Green Park, a waterfront destination in Halfmoon Bay, connects people with nature, community, and healthy lifestyles. Visitors of all ages and interests are invited here to relax, build community connections, access nature-based recreation, and celebrate ecological features for many years to come.





# 4.2 Park Goals

Goals provide a framework for the vision by providing more specific guidance for park management and development. Goals act as a 'checklist' for proposed park improvements; if a proposed project meets these goals it will support the spirit and intent of the vision for Coopers Green Park.



### **Social Interaction**

Create facilities and encourage park programs that promote a sense of community, positive social interaction, and improved quality of life. The Community Hall is a hub, accessible to all Halfmoon Bay area residents and visitors from the broader Regional District.



# Enhanced Natural Features and Ecological Health

Recognize, protect, restore, and enhance the park's ecosystems and scenic qualities. Always strive towards ecological net gain by undertaking research and monitoring to inform adaptive management of the park's natural features.



### **Balanced Recreation**

Promote healthy lifestyles by providing a destination for low-impact, nature-based recreation. Foster a responsible approach to active recreation such as boating, scuba diving, trail running, and hiking that respects natural features, ensuring their enjoyment for generations to come.



### **Stewardship and Partnerships**

Provide park visitors opportunities to see and learn about the significant cultural and ecological features of the park. Promote understanding and appreciation of the park environment by engaging community members, partners, stakeholders, visitors, schools, and special interest groups in park management and stewardship.



The Coopers Green Park Concept Plan (next page) reflects the Management Plan vision and objectives, builds upon existing park uses and facilities, and seeks to organize and integrate park spaces for a more unified and user-friendly experience.

# 4.4 Proposed Park Improvements

Below is a summary list of proposed park improvements. For more information, refer to Section 5: Recommendations.

#### **Community Hall and Parking**

- Community Hall Replacement
- Upgrades to Existing Parking Areas
- Additional Parking Areas

#### **Open Space and Waterfront**

- Boat Launch Improvements
- Covered Picnic Area
- Additional Picnic Tables
- Potable Water Taps (2)
- Outdoor Electrical Accesses (2)
- Additional Beach Accesses (2)
- Removal of Outdoor Washroom and Changeroom Buildling
- Modest Upgrades to Beach Volleyball Court
- Upgrades to BBQ and Fire Pit Area

#### **Natural Areas**

- Protected Conservation Area around Pond
- Protected Conservation Area around Lagoon
- Invasive Species Removal
- Restoration Planting and Monitoring
- Culvert Upgrades (2)
- Pond Edge Platform
- Lagoon Edge Platform

#### **Circulation and Wayfinding**

- Lagoon Loop Trail and Pedestrian Bridge
- Kitchin Loop Trail
- Pedestrian Walkway Upgrades from Parking to Core Park Area
- Pedestrian Bridge over Pond
- Trailhead Kiosk with Map (2)
- Trail Markers (5)
- Upgrades to General Park Signage (5)







#### NOTE:

\* = Parking shown on the plan is conceptual. Perimter parking is within the 7.5 m setback from parcel lines and adjacent road right-of-ways. This concept requires formal approval from the Board of Variance and from Ministry of Transportation and Infrastructure (MOTI).

Proposed Trailhead

# **5** Recommendations



This section outlines a series of recommendations and actions to support implementation of the vision for Coopers Green Park.

# CONTENTS

- 5.1 Recommendations Overview
- 5.2 Recommendations
  - 5.2.1 Community Hall & Parking
  - 5.2.2 Open Space & Waterfront
  - 5.2.3 Natural Areas
  - 5.2.4 Access & Trails
  - 5.2.5 Communications & Collaborations

#### RECOMMENDATIONS

#### **Recommendation Format**

The recommendations are organized in summary tables for reference. The summary tables include the following information for each recommendation:

- **Description:** A brief statement of the recommended change.
- Rationale: Background information about why the recommendation is proposed, including analysis and public input.
- Actions: Recommended steps for implementing the change.
- **Time Frame:** Suggested planning horizon for implementation:
  - Immediate (1 to 2 years)
  - Short-Term (2 5 years)
  - Medium-Term (5 10 years)
  - Long-Term (beyond 10 year time frame)
  - Ongoing (No defined time frame)
- Preliminary Capital Cost Allowance: \*Class 'D' estimate for planning purposes.
- **Parties Involved:** Suggested participants to be involved in implementation of the action.

**MOTI** = Ministry of Transportation and Infrastructure

**SCRD** = Sunshine Coast Regional District

**SN** = shíshálh Nation

**HBCA** = Halfmoon Bay Community Association

# 5.1 Recommendations Overview

The outcome of the management plan is a set of recommendations that will support implementation of the vision, goals and priorities generated through the planning process. These recommendations are provided for the SCRD Board to consider within the context of annual planning and budget deliberations.

It is important that an adaptive management approach is taken when implementing the plan so that when new opportunities or circumstances arise, the SCRD Board and staff are able to make informed decisions to support the vision for Coopers Green Park.

The recommendations are based on several sources of input:

- Analysis of the existing park facilities, amenities and uses;
- Background documents, trends and user group information;
- Ideas from stakeholders and the public generated through the open house events, public questionnaires and feedback forms, and emails; and
- Input received from meetings with staff and stakeholders.

The recommendations are organized into five categories:

- 1. Community Hall & Parking
- 2. Open Space & Waterfront
- 3. Natural Areas
- 4. Circulation & Wayfinding
- 5. Operation & Collaboration



<sup>\*</sup> Class 'D' estimates are pre-design and as such are general allowances with an accuracy of +/- 30% at the time of the plan. As annual projects are defined, detailed design and planning is required to refine actual project costs.

# 5.2 Recommendations

The management plan process generated many ideas for improved or new amenities within Coopers Green Park. Twenty-one recommendations are provided for consideration. These recommendations are capital recommendations (CR) or operational recommendations (OR).

# **Capital Recommendations**

Capital recommendations include physical park improvements and are presented conceptually for planning and budgeting purposes. Detailed design development will be required for proposed projects prior to implementation to confirm design details and project costs. In addition, capital improvements may affect operational and maintenance costs for the park; the costs should be considered in the detailed design process.

#### Notes:

- 1. Estimates are developed using unit costs based on historical construction cost data from similar projects and quantity estimates based on the concept plan. Estimates are provided to assist with long-range budget planning.
- 2. Costs for infrastructure can vary widely depending on site constraints, design, market forces and other variables.
- 3. The identification of immediate, short, medium and long term priorities are provided for information. It is anticipated that priorities and time frames will be evaluated annually based on community-wide and region-wide budget considerations and needs.

# **Operational Recommendations**

Operational recommendations include policy development, planning initiatives, management strategies, information distribution and maintenance tasks. These initiatives are typically not tied to a particular park amenity or capital improvement.

# Summary List of Recommendations

# Community Hall and Parking

1	Community Hall Replacement	CR#1
2	Parking Improvements	CR#2

# Open Space and Waterfront

3	Boat Launch Improvements	CR#3
4	Site Furnishing Improvements	CR#4
5	Covered Picnic Area	CR#5
6	Kids Play Area	CR#6
7	Outdoor Washroom and Changeroom Building	CR#7
8	Beach Volleyball Court	CR#8
9	BBQ and Fire Pit Area	CR#9
10	Open Park Space	CR#10

# Natural Areas

1	Monitoring, Restoration and Enhancement	CR#11
2	Hydrology, Culvert and Breakwater Upgrades	CR#12

# Circulation and Wayfinding

13	Nature Trail Development and Lookout Platforms	CR#13
14	Park Wayfinding and Signage	CR#14
15	Core Park Area Access and Circulation	CR#15
16	Off-site Park Access Connections	CR#16

# **Operation and Collaboration**

17	Park Funding Sources	OR#17
18	Park Partnerships and Volunteers	OR#18
19	Adaptive Management Review	OR#19
20	Park Stewardship and Environmental Management	OR#20
21	Plan for Maintenance and Life-Cycle Upgrades	OR#21



# 5.2.1 Community Hall & Parking

Coopers Green area has a history of community activity and use dating back to 1909. The original recreation hall on this property was in place from 1930-1983. This original hall was a popular venue for Saturday night dances and other events. In 1983 the original recreational hall was removed and the hall that exists today was built.

The park site has limited flat space, most of which is dedicated open space for park activities. Existing parking is informal and limited for the park.

The Community Hall and parking recommendations summarize how changes to these two key elements will affect one another as well as the park as a whole.



View to existing Community Hall from Fisherman Road end.



#### Community Hall Replacement

#### Description:

Develop detailed designs, fundraising and replacement of the Community Hall at Coopers Green Park.

#### Rationale:

#### **Public Input**

- In the public questionnaire, the Community Hall was identified as the top priority for improvement in Coopers Green Park as well as the top issue or challenge to be addressed at the park.
- Overall, there was consistent support through questionnaire results, open houses, meetings, conversations and feedback forms for a Hall that provides multi-use functions.
- The second most commonly identified limitation for use of the park was the current Community Hall size and condition.
- The top priorities identified for the Hall were:
  - 1. Upgraded, Commercial-grade kitchen facility;
  - 2. Increased seating capacity; and
  - 3. Upgraded technical amenities including sound, lighting, and internet.
- The top five priority uses identified for the Hall were:
  - 1. Space for community events (e.g. sit-down dinner)
  - 2. Regular meetings
  - 3. Concerts, music and movies
  - 4. Fitness classes
  - 5. Kids activities
- The majority of respondents (61%) indicated the preferred new Hall location to be in the approximate location of the existing Hall in the southwest corner of the property, in close proximity to the waterfront (Refer to Figure 2.2, page 14 for location options considered).
- Participants identified the following concerns about changes to the Hall and/or parking:
  - Impacts of Hall improvements or expansion on other park amenities or the character of Coopers Green Park.
  - Hall expansion has parking requirements. Concern that parking expansion will displace valued park open space.
  - Maintaining views through the park to the waterfront.
  - Tree removal necessary for Hall siting.



The existing Community Hall was built in the 1980s and is non-conforming with setback requirements.



The current kitchen facility cannot support efficient catering for large groups.



The current and preferred location for the Hall is at the southern edge of the site where waterfront views are available.



#### Background

The Halfmoon Bay Community Association (formerly the Welcome Beach Community Association) have been cooperating with the SCRD in the search for a location or facility near Halfmoon Bay capable of hosting sit-down dinners or similar gatherings for more than 100 people. The former Welcome Beach Community Hall on Redrooffs Road was sold and closed for community use in 2011 reducing locally available space for community events. In the fall of 2014, the Halfmoon Bay Community Association (HBCA) and SCRD created a Memorandum of Understanding (MOU) which outlines the mutual interest of the two groups in replacing the Community Hall at Coopers Green. The HBCA placed funds from sale of their prior hall in trust with the SCRD to support this initiative. The HBCA has also started fundraising efforts to support a replacement Hall at Coopers Green Park.

#### Objectives:

- Support opportunities for strengthening social connections in Halfmoon Bay with a purpose-built Community Hall.
- Develop safe, efficient, and conforming Community Hall building.
- Increase usability of the Hall for the immediate Halfmoon Bay community members of all ages as well as the broader community within the SCRD.
- Foster a balance between Hall and parking improvements and the priorities of the park as a whole.
- Consider the following in the Hall design and implementation process:
  - Public Input: Include input within the design process and development.
  - Location: To be in the approximate location of the existing Hall, conforming to 7.5 m property setback requirements (the SCRD Zoning Bylaw NO. 310, 1987, requires a 7.5 m setback from parcel lines for structures in the PA2 [Park Assembly 2] zone).
  - Size & Capacity:
    - → Increasing capacity of Hall to 100-120 people is more important than the final square footage size increase
    - → There is a broader need within the SCRD for a Hall to accommodate 100-120 people (existing Coopers Green Hall capacity is 82 people)
    - $\rightarrow$  The Hall size range looked at in this process is ~1800-2500 sq.ft.
    - → \* The final Hall size will be determined by the building detailed design and may be limited by the site area available for parking
  - **Key facility upgrades:** kitchen to increased foodsafe standards with commercial grade appliances and technical upgrades for lighting, audio, visual and internet.
  - Other facilities: Washrooms and changerooms to be accessible from both inside and outside the Hall; indoor storage for maintenance to be accessible from both inside and outside the Hall; universal accessibility; outdoor connection of Hall to outdoor patio, BBQ and fire pit area; and potential for outdoor kayak/paddleboard storage lockers.
  - **Legacy:** Incorporate historical information from prior site Halls including preservation and incorporation of bricks from existing Hall fireplace.
  - **Style:** Design aesthetic to respond to and harmonize with the park setting.
  - Utilities: Assess existing electrical, water and septic utilities for suitability or upgrade.
  - **Trees:** Tree removals to be limited wherever possible. Replacement tree planting to be carried out to compensate for removals.
  - **Construction Timing:** During demolition of the existing Hall and construction of the new Hall there will not be Hall access at Coopers Green Park. Where possible, construction should occur during lower use seasons to minimize impacts to Hall use and programming. Alternative facility arrangements should be identified for use during the construction window.
| Actio | ons  | Time-frame                                  | Preliminary<br>Capital Cost<br>Allowance | Parties<br>Involved  |
|-------|--|---|--|--|
| 1.1   | Develop concept design options through to detailed<br>design drawings for preferred option for proposed<br>replacement Hall at Coopers Green Park. Design<br>process to include architectural design and supporting<br>technical disciplines (e.g. electrical, structural, and<br>mechanical engineering). | Immediate                                   | \$100,000                                | SCRD,<br>HBCA,<br>Community<br>Fund-raising,<br>Technical<br>Consultants |
| 1.2   | Coordinate with community groups and volunteers to fundraise for design and construction of new Hall.  | Immediate                                   | Staff Time                               | SCRD,<br>HBCA  |
| 1.3   | Complete final detailed design, tender and construction of new Hall (including removal of existing Hall).  | Short<br>(Dependant<br>on fund-<br>raising) | \$1,000,000                              | SCRD,<br>Technical<br>Consultants,<br>Contractor                         |

# 2 Parking Improvements

# Description:

Develop and implement parking improvements that increase safety, minimize impact to park open space and correspond with capacity and design for the new Hall.

# Rationale:

# **Public Input**

- Parking was identified as the second highest priority for improvement in Coopers Green Park, as well as the second most identified issue or challenge to be addressed at the park.
- 39% of questionnaire respondents communicated that their use of the Hall at Coopers Green is currently limited due to insufficient parking.
- Improved parking was identified as a priority for park users (general park access, Hall use and boat launch use).
- The most acute challenge for parking is to improve parking access without significantly impacting existing and valued park open space.

# Background

- The SCRD Zoning Bylaw No. 310, 1987, requires a 7.5 m setback from parcel lines for parking and loading areas in the PA2 (Park and Assembly 2) zone.
- The SCRD Zoning Bylaw No. 310, Section 509 outlines parking stall quantity requirements for an assembly building. The requirements are based on the building size (floor area) and the occupancy capacity.
- Based on the bylaw and the desired range for Hall size/capacity, the number of parking stalls required are as follows:
  - Minimum = 82 person Hall capacity, 1800 sq.ft. = 45 stalls, including 2 accessible stalls
  - Maximum =120 person Hall capacity, 2500 sq.ft. = 63 stalls, including 3 accessible stalls
- A range of parking concept layouts were considered in response to the need for 45-63 stalls outlined above.
- In order to preserve existing park open space, parking solutions recommended in this plan are a combination of perimeter parking\* (within the 7.5 m setback from property line) and off-site parking\* (within adjacent road right-of-ways) instead of 'on-site parking' (outside of the 7.5 m setback).
- Preliminary discussions have been held with SCRD Planning Department and with MoTI as part of this process. Initial discussions suggest the approach for perimeter parking is likely feasible, but would need to be confirmed during detailed design.
- Although the recommended parking improvements require a variance, there are several precedents for similar parking practices within parks in the SCRD and adjacent communities.
- \* These parking recommendations require formal review and approval from the Board of Variance and from the Ministry of Transportation and Infrastructure (MoTI).



The existing gravel parking lot has no markings to guide stall layout efficiency.



Existing pull-off parking on Redrooffs Road is 90 degree stalls with limited visibility around select existing trees.



There are potential opportunities for developing roadside, and adjacent areas as parking.

- Design and implement more efficient parking for Coopers Green Park.
- Preserve park open space and significant ecological features.
- Coordinate parking improvements with detailed design for the new Hall.
- Consider the needs of all parks user groups in the design of parking improvements.
- Focus parking solutions on perimeter parking and parking in directly adjacent areas (combination of MoTI right-of-way and park property within the 7.5 m setback).
- Consider the following parking improvements as part of the parking strategy at Coopers Green Park:
  - Upgrade existing gravel parking lot at corner of Fisherman Road and Redrooffs Road to include expansion and stall delineation to maximize stall layout and circulation.
  - Add pull-off angle parking on east side of Redrooffs Road within MoTI right-of-way (across from existing gravel lot). Existing ditch and sightlines require design consideration.
  - Expand pull-off parking on west side of Redrooffs Road. Revise to 60 degree angle parking. Confirm if a retaining wall is required are the south end of this parking area. Retain trees if possible. Plant replacement trees elsewhere in the park to compensate for removals.
  - Formalize parallel parking stalls on one side of Fisherman Road.
  - Improve accessible parking stalls near the Hall entrance.
  - Implement a new parking area at southern corner of property. Refer to action 2.3 below.

Actio	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
2.1	Refine and confirm overall parking strategy for Coopers Green Park concurrent with Hall design process.	Immediate	As part of process for Action Item 1.1	SCRD, Technical Consultant(s)
2.2	Coordinate with MoTI and the Board of Variance for review and approval of the proposed parking strategy for Coopers Green Park.	Immediate	Staff Time	SCRD, MoTI, Board of Variance
2.3	Explore technical opportunities, constraints and costing for additional parking capacity on west side of Redrooffs Rd. at the southern corner of the site within MoTI right-of-way. Conditions for consideration: shared driveway access with adjacent residences, fill material requirements, and retaining wall requirements.	Immediate	Staff Time	SCRD
2.4	Implement approved parking improvements concurrent with, or prior to, new Hall implementation.	Short	TBD by Item 2.1	SCRD, MoTI, Technical Consultant, Contractor
2.5	Explore off-site options for boat trailer parking (especially long-term trailer or boat launch parking).	Ongoing	Staff Time	SCRD



Figure 5.1: Coopers Green Park Parking Concept

# LEGEND

. . . . . . . . . .

Existing Setback (7.5m from parcel line)

# \* = APPROVALS REQUIRED

Parking shown on this figure is conceptual only. The SCRD Zoning Bylaw No. 310 requires a 7.5 m setback from parcel lines for structures, parking and loading areas in the PA2 (Park and Assembly Two) zone. This concept shows parking partially within the 7.5 m setback from parcel lines and adjacent road right-of-ways. This approach requires formal approval from the Board of Variance and from Ministry of Transportation and Infrastructure (MOTI).



Existing Parcel Lines

# 5.2.2 Open Space and Waterfront



The open space and waterfront areas of Coopers Green Park define the highly valued character of the park. Preservation of open space or "unprogrammed" space within the park was identified as a high priority and the plan focuses on improving features that exist today without adding a significant number of new amenities.

This section includes recommendations for upgrades to existing park amenities, creation of limited new amenities and opportunities to improve the function of under-used park spaces.



View from lawn area with mature trees towards waterfront at Coopers Green Park.

# **3** Boat Launch Improvements

### Description:

Improve boat launch facility and management for recreational use within the park.

#### Rationale:

Background

- The existing recreational use water license, which includes the boat launch, has been renewed between the SCRD and Province of BC.
- Commercial/industrial use is not a permitted use of the ramp under the existing water license agreement between the SCRD and the Province of BC.
- For residents of Area B Islands (Thormanby and Merry), the boat launch at Coopers Green is the closest public boat launch access point to the islands.
- The closest pay-to-use commercial boat launches to the Halfmoon Bay area are ~6-40 km away (at Secret Cove, Gibsons, shíshálh Nation [by permission only], Madeira Park and Earl's Cove). This distance is a challenge for commercial/industrial users and contributes to non-permitted commercial/industrial uses occurring at Coopers Green boat launch.
- Commercial/industrial use encompasses all uses outside of personal recreational use e.g., barge service, fuel delivery, transporting commercial construction materials and equipment, commercial fishing, etc.

#### **Public Input**

- The boat launch was identified in the public feedback questionnaire as the third most pressing issue or challenge to be addressed at Coopers Green Park as well as the third top priority for improvement at the park.
- Recreational motorized boating was identified through public input as the primary priority for the boat launch.
- Respondents identified non-motorized boating (e.g. kayak launching) as the secondary priority for the launch.
- Industrial use of the boat launch has been identified as a concern for some Halfmoon Bay residents and park users.
- Area B Island property owners identified that this launch is unofficially used by commercial/industrial boats and barges to provide services to their Thormanby Island properties and this function is important to these land owners.

#### **Objectives:**

- Decrease conflict for recreational boat launch access and users.
- Preserve the recreational mandate and focus of the park.
- Increase public awareness and understanding of permitted uses of launch as per the water license agreement between the SCRD and the Province.
- Improve longevity and condition of the boat launch infrastructure.
- Improve enforcement of uses permitted at the boat launch.



The existing boat launch is central to the park beach area, directly adjacent to scuba diving and swimming areas.



Signage communicates existing permitted launch use. Additional communications and enforcement are needed to manage permitted use at Coopers Green Launch.



The ramp is concrete with limited width (~4.6 m). It has seen significant use between 2012 and present and input suggests repairs are needed.

Actio	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
3.1	Present boat launch information to SCRD Board regarding commercial/industrial water license application at Coopers Green Park.	Immediate	Staff Time	SCRD
3.2	Develop and implement public communications plan for permitted uses of the boat ramp at Coopers Green Park.	Immediate	Staff Time	SCRD
3.3	Provide increased bylaw enforcement presence for monitoring, management, and enforcement of non- permitted boat launch use. Increase bylaw enforceable fine for non-permitted use of the boat ramp. Include grace period for implementation of fine increase.	Ongoing	Staff Time	SCRD
3.4	Determine the boat ramp load limit and post this information on boat launch signage.	Immediate	\$3,000	SCRD Consultant

# 4 Site Furnishing Improvements

### Description:

Review, replace and upgrade park site furnishings.

#### Rationale:

**Public Input** 

- Strong support for passive use of park utilizing amenities such as benches and picnic tables.
- Consistent support for memorial benches in Coopers Green Park.
- Positive feedback for newest style of bench used in the park.

**Objectives:** 

• Provide regular repairs, maintenance and upkeep of furnishings to support continued use.



Typical existing picnic tables in the Park.



Newest timber style memorial bench installed in Coopers Green Park.

Acti	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
4.1	Conduct an annual inventory and condition review of park site furnishings.	Ongoing	Staff Time	SCRD
4.2	Expand the picnic area that receives afternoon shade on east side of trees behind the existing Hall with 2 additional tables and concrete pads for a total of 3 in this location.	Short	\$3,000	SCRD
4.3	Expand the picnic area by the existing Arbutus tree and utility pole adjacent to Redrooffs Road with 1 additional table and concrete pad for a total of 3 picnic tables in this location.	Immediate	\$1,500	SCRD
4.4	Assess functionality of bollard lighting on the east side of Fisherman Road adjacent to existing picnic area.	Immediate	Staff Time	SCRD

**CR#4** 



# 5 Covered Picnic Area

#### Description:

Develop a covered picnic area in the Park.

#### Rationale:

**Public Input** 

- A wide variety of users expressed support for a covered picnic area that would provide shelter from the sun or rain and encourage use of the park during a greater range of conditions.
- Two location options were presented for consideration:
  - A Freestanding shelter to be developed in central location between fire lane and pond.
  - B Covered patio area for picnic tables incorporated as part of the design for the proposed Hall.

- Consider proximity of parking and primary park circulation routes to support loading/unloading.
- Provide nearby access to washrooms, potable water, electricity and garbage/recycling receptacles.
- Complement existing open space picnic areas.
- Architectural design of covered picnic area should complement the park character and other park structures (e.g. Community Hall).
- Consider incorporation of motion-sensor lighting into the picnic structure for safety and security with respect for dark-sky compliance and park star-gazing.



A free-standing picnic shelter such as the example shown here can be booked for small gatherings.



Existing water and power access for large picnic table to be upgraded.

Actio	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
5.1	Develop a new covered picnic area that accommodates 6-8 tables.	Short	\$110,000	SCRD, Design Consultant, Contractor

# 6 Kids Play Area

# Description:

Develop park amenities to support kids play and activities at Coopers Green Park.

# Rationale:

**Public Input** 

- Coopers Green Park does not currently have a dedicated kids play area.
- Public input suggested that families (kids, parents, grandparents) would support development of a kids play area that is located away from the beachfront.

- Support creative play for a range of ages.
- Work with solutions that are small to medium in scale to harmonize with the rest of the park (e.g. not to detract from the waterfront and open space as focal points of the park character).
- Locate the play area to preserve uninterrupted large open grass area;
- Locate the play area a safe setback distance from Redrooffs Road;
- Locate in close proximity to seating/picnic areas;
- Consider a nature play approach that features innovative equipment and free play elements; and
- Consider low maintenance plant material as elements for play. Plant material selections should suit play objectives as well as the natural coastal context of the park.



Nature-play elements should be considered at options for a play area at Coopers Green.



Simple features such as a log-climb can be incorporated within the park.



Play features should reflect the character and scale of Coopers Green Park.

Actio	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
6.1	Complete a design and public engagement process to develop an innovative design solution for the play area.	Short	\$16,000	SCRD, Design Consultant
6.2	Develop a new, small-scale play kids play area in Coopers Green Park.	Medium	\$50,000- \$100,000	SCRD, Design Consultant, Contractor



# 7 Outdoor Washroom and Changeroom Building

# Description:

Remove existing outdoor building with portable toilets and change room stalls.

#### Rationale:

**Public Input** 

- Concerns and comments about maintenance at the existing outdoor washroom and changeroom building.
- Existing building is within the 7.5 m setback to the park property line.

**Objectives:** 

- Provide safe, well-maintained access to plumbed washrooms year round at Coopers Green Park.
- Maintain access and upkeep of current outdoor washroom building and facilities until consolidated and upgraded washrooms are available within the new Hall. Ensure Hall design incorporates park access to the washrooms independent of Hall access.
- Conform to the property setback of 7.5 m for buildings in Coopers Green Park (the SCRD Zoning Bylaw No. 310, 1987, requires a 7.5 m setback from parcel lines for structures in the PA2 [Park and Assembly Two] zone).
- Demonstrate best practices for conservation and water efficiency for new plumbed washroom facility.

Actio	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
7.1	Once the new Hall and park washroom facilities are complete and accessible, remove existing washroom / changeroom enclosure. Consider an interim condition or re-location of the facility within park during Hall construction to provide uninterrupted washroom access during the transition. Consider final re-location or re-use of the structure as a storage shed at Coopers Green or other SCRD park.		Staff Time or include under construction contract for Action Item 1.3	SCRD, Contractor



Existing outdoor washroom building with portable toilets and changeroom stalls is located in close proximity to property lien, adjacent to lock block concrete retaining wall.

**CR#7** 

# 8 Beach Volleyball Court

# **CR#8**

#### Description:

Maintain the existing beach volleyball court in the short-term and monitor potential removal or relocation in the medium-term.

# Rationale:

**Public Input** 

- Mixed input was received for the use and value of the beach volleyball court at Coopers Green.
- In the initial public questionnaire the volleyball court was not a high priority, but there were very few respondents under 40 years of age.
- At the open house in the park, there was increased representation from young adults and youth who expressed support for the beach volleyball court.
- Comments in support of the court identified that upgrades are needed to increase use (e.g. new net, provide line tape, etc.).
- The court is one of the few facilities in the park that caters to older youth or young adults.
- The court currently has minimal impact on access or usability of the adjacent park space and seems to be an acceptable use in the short-term.

- Support and attract all ages to enjoy Coopers Green Park.
- Consider re-location in medium or long-term if preferred and better use is clarified (e.g. alternate location for kids play area).



View of the existing court. Improvements such as line taping delineation and sand nourishment were identified as potential short-term improvements.



The court offers great views to the waterfront without impeding views from adjacent park areas.

Actio	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
8.1	Maintain the volleyball court in existing location for short-term. Market and upgrade the facility with edging, line taping, new net and replenished sand as necessary.	Short	\$2,000	SCRD
8.2	Monitor use of the volleyball court and determine if the court should remain as a long-term park amenity in this location.	Short	Staff Time	SCRD, Community Users



# 9 BBQ and Fire Pit Area

# Description:

Upgrade and integrate the outdoor BBQ, fire pit and patio area with new Community Hall.

#### Rationale:

**Public Input** 

- Input indicates that the existing BBQ and fire pit area is a valued facility for organized events as well as informal seasonal use.
- Repairs were made to the BBQ in 2013 and the mural was repainted in 2015.
- There is public support for maintaining the function of the waterfront BBQ and fire pit patio area at Coopers Green Park.
- Public input supports improvements to this facility to act as a complimentary outdoor space for the new Hall. Functionality of this area would be improved with features such as outdoor potable water access and wash station.

- Incorporate upgrades to the fire pit area as part of the larger proposed Community Hall project.
- Design this area as outdoor extension of Hall.
- Continue to provide a safe, designated area for fires or barbecuing within the park.
- Provide nearby access to potable water, garbage receptacles and recycling receptacles.
- Develop clear guidelines for use of the area and a booking procedure for organized events to avoid user conflict.
- Consider lighting to enable extended use while respecting neighbours and dark sky best practices.



Existing fire pit on gravel with mixed moveable benches.



Existing picnic table adjacent to the existing BBQ/Fire pit area and Hall.



Existing BBQ.

Acti	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
9.1	Integrate and upgrade a barbecuing and fire pit area as part of the larger proposed Community Hall design and construction project.	Medium	Component of Action Item 1.1 and 1.3	SCRD, Technical Consultant, Contractor

# 10 Open Park Space

### Description:

Maintain open lawn areas for miscellaneous park activities.

### Rationale:

**Public Input** 

- Park users highly value flexible open space at this park.
- The plan process looked at incorporating other amenities such as horseshoe pits within open space areas.
- Public input received supported maintaining existing open space as a higher priority than some proposed secondary amenities at this time.
- Besides the elementary school, this is the largest open park space and outdoor gathering space for the Halfmoon Bay community.

- Maintain the character of open park space among mature trees.
- Maintain 'undeveloped' open spaces in flat areas of the park to continue to support flexible park uses such as community events (e.g. Halfmoon Bay Country Fair, Bocce tournament).
- Preserve views from Redrooffs Road to the waterfront.
- Maintain open spaces as low maintenance.
- Consider weddings or other special events in open space planning.
- Minimize user conflicts by clearly communicating and enforcing bylaw policy for dogs on-leash at Coopers Green Park.



Largest continuous open area (south corner).



North of the existing fire lane looking west towards water (potential free-standing covered picnic shelter location).

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
10.1 Retain and maintain some open lawn areas in Coopers Green Park for flexible use and activities.	Immediate	Staff Time	SCRD
10.2 Consider additional park amenities within perimeter areas of open lawn areas if user demand increases (e.g. Horseshoe Pits).	Medium	Staff Time	SCRD
10.3 Consider developing a tree replacement plan in order to maintain the mature treed character in park over the long-term.		Staff Time	SCRD
10.4 Consider developing one landscape focal point for photographs at weddings or other special events.	Medium	Staff Time	SCRD
10.5 Provide increased bylaw enforcement at Coopers Green for managing dogs are kept on-leash in the Park.	Ongoing	Staff Time	SCRD

**RECOMMENDATIONS** 



# 5.2.3 Natural Areas

Coopers Green Park encompasses a range of natural areas that have been studied and documented. There are some unique hydrological features including the pond (affected by tides) and adjacent lagoon. Today, much of the lower flat part of the park adjacent to the pond has had native understory vegetation removed to provide an open lawn space below the mature tree canopy. Some natural understory and riparian vegetation still exists around the pond and lagoon as well as ornamental garden species and invasive species. The park on the east side of Redrooffs Road is a natural forested area and largely intact.

The Management Plan recommends preserving natural areas within the park and restoring and enhancing select areas that have seen disruption or decline in ecological health as a result of adjacent activities.



Great Blue Heron fishing in lagoon at Coopers Green Park.

# 11 Natural Areas Monitoring, Restoration and Enhancement

#### Description:

Restore on-site natural areas to increase ecological health and to enhance biodiversity in the park.

#### Rationale:

**Public Input** 

- Participants in this process identified nature as a highly appreciated element of Coopers Green Park and a defining point for Halfmoon Bay and surrounding community.
- Public input suggested strong support for defining natural features and areas for conservation and limited access.
- Input suggested that natural areas are important for habitat and ecosystem connectivity but can also be fun and interesting for park users.
- Feedback has been positive for recent environmental enhancement activities including signage identifying "environmentally sensitive area", invasive/ornamental plant removals, and restoration planting. There is desire for these efforts to expand and continue.

### Background:

- Some natural areas and features of the park have been degraded by past site uses and activities.
- Garbage, dumping and remnants of past infrastructure are visible around the lagoon and pond and adjacent to the trail in the forested area east of Redrooffs Road.
- Invasive species are established on-site including English Ivy, Scotch Broom, Himalayan Blackberry, Daphne, periwinkle, among others.
- Some introduced garden plants adjacent to natural areas have established and are displacing native vegetation.

#### **Objectives:**

- Enhance biodiversity and ecological health of features at Coopers Green Park.
- Engage the community in collaboration for restoration and conservation efforts at the Park.
- Encourage educational opportunities, awareness and partnerships through natural area projects.
- Restore natural areas and features within the park for generations to come.



Ivy (Hedera) and Periwinkle (Vinca) are among the garden and invasive species that have naturalized in park areas.



Remnants of dumping are prevalent within the forested natural area east of Redrooffs Road.



There have been recent efforts and education about restoring and enhancing the riparian habitat around the pond.

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
11.1 Remove garbage and dumped materials from natural areas. In particular the pond bottom and perimeter; the perimeter of the lagoon; adjacent to the trail in the forested area east of Redrooffs Road; and adjacent to Fisherman Road and Redrooffs Road.	Immediate and Ongoing	Staff and Volunteer Time	SCRD, Volunteers
11.2 Work with established Coopers Green Volunteer Group (see Action Item 18.1) to determine targets, funding, and personnel for restoration efforts in the park.	Medium	Staff Time	SCRD, Community Group
11.3 Plant high-quality nursery grade riparian vegetation stock in key areas in spring and fall.	Ongoing	Staff Time \$1,500	SCRD, Community Group
11.4 Support clean-up and restoration efforts through education and site signage including "Environmentally Sensitive Area", or "Restoration in Progress" signs.		See Action Items 14.1 and 14.3	SCRD
<ul><li>11.5 Complete an invasive species inventory and ongoing management as resources allow. Focus efforts within a 30 m setback from the pond and lagoon perimeters as well as a 10 m setback from road and trail edges.</li></ul>		Staff Time	SCRD, Community Group
11.6 Install nest boxes and raptor posts to increase nesting habitat for birds and bats.	Short	\$1,200	SCRD
11.7 Develop monitoring program and ongoing schedule for maintenance activities of natural areas. Establish control areas and survey areas to identify trends. Monitor invasive species, garbage/dumping, and erosion.	Ongoing	Staff Time	SCRD
11.8 Make connections with educational institutions to undertake relevant coursework that includes survey and monitoring of habitat and wildlife within the park.	Ongoing	Staff Time	SCRD, SD46, Post- secondary Schools
11.9 Maintain a map and list of environmentally sensitive areas and Conservation Data Centre (CDC) listed species identified within the park.	Ongoing	Staff Time	SCRD

# 12 Hydrology, Culvert and Breakwater Assessments

#### Description:

Coordinate with MoTI to assess and upgrade the existing road infrastructure that connects the park's hydrological site features.

### Rationale:

#### **Public Input**

• Public input identified concerns for the condition and safety of infrastructure connecting water features across Redrooffs Road and Fisherman Road.

#### Background

- Historically the lagoon, pond, and foreshore were all connected as one.
- When Fisherman Road and Redrooffs Road were built they dissected the hydrological feature in two locations.
- Culvert infrastructure was installed to maintain connectivity between Kitchin Creek and the foreshore.
- This infrastructure is aging and showing visible signs of breakdown and erosion.
- This infrastructure falls under MoTI jurisdiction.
- The elevations and details of the culvert connections should be revised to improve hydrological function in the future.
- The grate at the foreshore culvert is dislodged and large debris has been migrating into the pond during tidal events.

- Develop safe and healthy connections between site hydrological features.
- Encourage improved quality riparian habitat within hydrological site features.
- Consider alternatives to existing culvert connections and elevations that support an improved riparian environment at low tide events during dry months (e.g. summer).



Existing condition of culvert at foreshore and Fisherman Road.



Existing condition of culvert and headwall at pond and Fisherman Road.



Existing condition of box culvert at pond and Redrooffs Road.

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
12.1 Work with MoTI to assess and upgrade the culverts between the foreshore and pond and between the pond and lagoon. (*implementation is outside the scope of this plan)	Immodiato	Staff Time	MoTI, SCRD
12.2 Work with MoTI to assess and upgrade the boulder breakwater along Fisherman Road. (*implementation is outside the scope of this plan)		Staff Time	MoTI, SCRD

# 5.2.4 Circulation and Wayfinding

The main road network that bisects Coopers Green Park was developed as the communities of Halfmoon Bay and Welcome Beach grew. The on-site circulation and trail network in Coopers Green Park is informal and could be further developed.

The recommendations for trails and access look to improve walkability, overall site accessibility and safety for park users.

# **13** Nature Trail Development and Lookout Platforms

#### Description:

Develop a nature trail network and lookout platforms on the east side of Redrooffs Road.

# Rationale:

**Public Input** 

- Park users communicated a lack of awareness or available information for what trails are offered in the forested area on the east side of Redrooffs Road.
- Strong support was received for an improved trail network within the forested area of the park as well as connections beyond park boundaries.

- Provide safe access for walkers, hikers and trail runners to enjoy the forested upland portion of Coopers Green Park through anexpanded trails network and related amenities.
- Improve awareness and stewardship of park space east of Redrooffs Road.
- Connect Coopers Green Park with the broader trails and recreation network east of the park boundary.
- Create partnerships with groups for trail building and collaborative maintenance.
- Provide a range of trail lengths and level of difficulty for varied park users.
- Consider layout and surface material for an accessible trail loop as part of the trail network.
- Avoid impacts to significant trees and ecological features in trail layout and construction.
- Follow best practices for trail routing including site assessment of environmental features, feasibility reconnaissance, field mapping and flagging prior to construction.
- Follow best practices for trail construction including clearing and brushing, drainage, surfacing material (if needed) and steps/ retaining (only if needed).



This marker is the only existing indication or information about the park space or trail opportunities east of Redrooffs Road.



Existing trail in natural forested area east of Redrooffs Road.

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Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
<ul> <li>13.1 Design and develop park trails and lookouts including:</li> <li>Lagoon Loop Trail east of Redrooffs Road that targets a low to moderate level of difficulty (suitable for all ages). Consider interpretive signage program as part of this trail.</li> <li>Assess feasibility, design and implement a lagoon edge viewing platform on the east side of Redrooffs Road along the proposed Lagoon Loop Trail.</li> <li>Design and develop a Kitchin Creek Loop trail by developing a new trail on north side of the creek to connect with the existing trail south of the creek.</li> <li>Design and construct a feature platform and bench at one to two lookout locations along the proposed Kitchin Creek Loop Trail.</li> </ul>		\$48,500	SCRD, Community Groups
13.2 Monitor trail conditions and perform routine seasona maintenance to prevent deterioration through erosion or other means.		Staff Time	SCRD

# **14** Park Wayfinding and Signage

# Description:

# Develop and implement updated signage and wayfinding throughout Coopers Green Park.

# Rationale:

**Public Input** 

- Public input suggested that improved informational signage, including signs and maps would be welcomed.
- There is support for a map on-site that clearly communicates the details of the park (the existing map addresses the broader region).
- Strong public support for trailhead kiosks and a wayfinding system to better communicate information about the park on the east side of Redrooffs Road and how this area connects into a broader network of trails in the area.
- Public requests for clarity via signage for boat launch use parameters.

# Background

- Existing park signage presents a range of designs that have developed over the years.
- A well-developed sign system is an attractive and effective method to facilitate wayfinding and help reduce potential conflicts between park users.



Existing central park map and information sign.



Existing trail marker is setback from Redrooffs Road and difficult to see.



### **Objectives**

Provide clear signage design and messaging that is unified within the park, and where appropriate, unified with other SCRD facilities. Design signage to consider the following:

- Park entry signs at key park accesses (currently 4).
- Park map at central location.
- Code of conduct signs to communicate rules and regulations.
- Interpretive signs about natural, cultural, and historical features.
- Trailhead kiosk with map at one to two locations.
- Trail route markers at trail intersections.
- Distance markers at set intervals along existing and future trails.



The existing entry sign beside Redrooffs Rd.



Precedent examples of interpretive signs.

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
14.1 Develop designs and implementation phasing for entry signs, directional signs, trail signs, information signs, and code of conduct signs.	Medium	\$10,000	SCRD, Design consultant
14.2 Develop content and designs for interpretive signs about natural, cultural and historical information in Coopers Green Park.	Medium	\$5,000	SCRD, Volunteers, Design Consultant
14.3 Manufacture and install new signage as per designs and phasing identified in Action item 14.1 and 14.2.	Medium	\$40,000	SCRD, Contractor

# **15** Core Park Area Access & Circulation

### Description:

Improve on-site circulation pathways and infrastructure to provide enhanced access to core park amenities.

# Rationale:

Public Input

- Public concerns were identified for access from the existing upper gravel parking lot to core lower park area.
- Public input suggests a better pedestrian connection is needed from the upper parking area to lower waterfront and park area.
- Public input requests received for additional accesses to the beach from the general park area. Existing beach access is limited to the ramp at the boat launch or over the continuous retaining wall and breakwater.

**Objectives:** 

- Improve connections between core park elements (waterfront, lower flat park area and upper parking area).
- Provide for universally accessible routes wherever possible.
- Support active and alternate modes of transportation.
- Consider site safety during evenings and off-season time (e.g. lighting).
- Limit access to lagoon and riparian area within the park.



Existing pedestrian route from upper gravel parking lot to waterfront requires improvements and upgrades.



Public feedback requested that additional beach access points through the existing retaining wall would be desirable.

Actic	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
15.1	Develop two additional beach access points, stair or ramp, from the general park area between the Hall and boat ramp.	Medium	\$6,000	SCRD
15.2	Design and implement a pedestrian bridge over the pond to the core park area at a similar location to the former pedestrian bridge.	Long	\$21,500	SCRD, Contractor
15.3	Assess feasibility, develop design and implement a pond edge viewing platform on the north side of the pond adjacent to the pedestrian bridge (see 15.2). This will provide a single designated access point to the pond to limit riparian disturbance.	Long	\$9,500	SCRD, Contractor
15.4	Design and implement an improved pedestrian route from the main gravel parking area at the intersection of Fisherman Road and Redrooffs Road to the waterfront and core park area.	Short	\$12,500	SCRD, Contractor
15.5	Incorporate bicycle parking in close proximity to the waterfront and/or proposed Community Hall.	Short	\$4,000	SCRD
15.6	Assess demand and feasibility for on-site kayak / paddleboard storage locker facility.	Short	Staff Time	SCRD



# 16 Off-site Park Access

# Description:

Improve access and connections to the park from the broader circulation network including active transportation.

#### Rationale:

**Public Input** 

- Public input identified safety concerns for vehicle traveling speeds along Redrooffs Road.
- Support for improving pedestrian and cyclist access and connections to the park.

#### Background

• Although off-site park access is outside of the scope of this plan (and SCRD park boundaries), key items are noted here for follow-up with other parties or future processes.

- Support and encourage active transportation.
- Strengthen connections with the broader community context outside of the park boundary.
- Highlight larger-scale considerations for coordination with MoTI.



Redrooffs Road by Coopers Green Park is a popular walking route for Halfmoon Bay residents despite the existing limited road shoulder space for pedestrians.



Current on-site amenities for bikes are limited to one bike rack by the existing hall entrance.

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
16.1 Continue to collaborate with MOTI to develop bicycle and pedestrian routes to the park along Redrooffs Road (*implementation is outside the scope of this plan)		Staff Time	MoTI, SCRD
16.2 Explore feasibility of a waterfront trail connection simila to what existed historically from Redrooffs Circle Loop Trail in Halfmoon Bay to the beach at Coopers Green (*implementation of this trail is outside the scope of this plan).	. Long	Staff Time	SCRD
16.3 Encourage transporter van or small shuttle bus service to operate during events to alleviate vehicle and parking congestion.		Staff Time	SCRD Organizing Committees



# 5.2.5 Operation and Partnerships

The recommendations in this section of the management plan include policy development, coordination, planning and partnerships strategies for the park. These initiatives are proposed so that park planning and development are completed in a manner that respects the park vision. These initiatives are typically broad and address more than one particular park amenity or capital plan.

# **17** Park Funding Sources

# OR#17

# Description:

Implement a routine process to identify funding sources to enable implementation of capital recommendations.

# Rationale:

**Public Input:** 

- Input suggests that capital recommendations presented in this plan are publicly supported.
- General concerns were identified by the public about how funding for recommendations will be identified and potential tax increase related to funding park improvements.
- Public input identified some concern about magnitude of cost for the new Hall facility.

# Background

• The HBCA and SCRD have an existing MOU for supporting implementation of new Hall at Coopers Green which is the largest capital recommendation for this plan.

- Balance the capital needs of Coopers Green Park with budget demands of the broader Regional District.
- Secure funds from external sources wherever possible.

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
17.1 Monitor funding and grant opportunities and incorporate capital projects from this plan with the annual SCRD budget process.	Ongoing	Staff Time	SCRD
17.2 Continue and expand campaigns and fundraising partnerships for large capital projects (e.g. new Hall).	Ongoing	Staff Time	SCRD, Community Groups



# **18** Park Partnerships & Volunteers

# Description:

Continue to expand partnerships with local groups and volunteers to support improvements at Coopers Green Park.

# Rationale:

**Public Input** 

- There are several established groups with mutual interests in improving Coopers Green Park. Groups include, but are not limited to:
  - Halfmoon Bay Community Association (HBCA)
  - Sunshine Coast Trail Society
  - Halfmoon Bay Broom Busters
  - Sunshine Coast Conservation Association
  - Halfmoon Bay Citizens Association
  - Halfmoon Bay Elementary School
  - Greenways Society

- Increase sense of ownership and stewardship for the park among community groups.
- Strengthen connections within the community for collaboration to achieve mutual interests.
- Demonstrate a commitment to the community in implementing management plan and capital recommendations for Coopers Green Park.

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
18.1 Continue to coordinate with local existing non-profit groups to form a Coopers Green Volunteer and Stewardship Group to encourage participation in the park.	Immediate and Ongoing	Staff Time	SCRD, Local Groups

# **19** Adaptive Management & Review

# Description:

Annually review and update priorities and actions in the Management Plan to support implementation of the vision for Coopers Green Park. Complete a milestone update after five years in 2020.

# Rationale:

- Planning for park development is not a static event. Frequent reevaluation of community priorities and opportunities is necessary as a community grows and develops.
- The SCRD should be prepared to take advantage of opportunities that arise that may not have been identified within the planning process.
- Annual review of the accomplishments and priorities will help keep the Management Plan implementation on track.
- A milestone Management Plan review and update in five years, 2020, should be completed to:
  - Include a public process to determine if/how community priorities have changed;
  - Evaluate accomplishments of the 2015 plan;
  - · Develop actions to complete outstanding priorities; and
  - Consider new opportunities that have been identified for the Park.

Actic	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
19.1	Undertake yearly reviews of park developments and measure progress against the Management Plan.	Annual	Staff Time	SCRD
19.2	Prepare yearly plans and budgets to complete the priorities identified in the Management Plan	Annual	Staff Time	SCRD
19.3	Evaluate all new proposals or ideas for Coopers Green Park against the vision and objectives of the Management Plan.	Ongoing	Staff Time	SCRD
19.4	Review and update the park website to reflect current park conditions.	Quarterly	Staff Time	SCRD
19.5	Complete a five year milestone review and update of the Management Plan in 2020. Review accomplishments to date and re-evaluate priorities for the next 5 years.	Medium	Staff Time	SCRD



# **20** Park Stewardship and Environmental Management

Implement environmental best practices in the future development of Coopers Green Park.

Rationale:

- The park presents an opportunity to support broader District environmental best practices.
- Opportunities include:
  - Divided waste streams
  - Water conservation
  - Energy conservation

Actic	ons	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
20.1	Seek ways to reduce water and energy consumption in the park and to encourage sustainable building materials and practices.	Ongoing	Staff Time	SCRD
20.2	Continue to develop waste strategy that encourages recycling and waste reduction. Provide separated collection of recycling and garbage within facilities as well as in outdoor areas.	Ongoing	Staff Time & \$4,000	SCRD

# **21** Plan for Maintenance and Life-Cycle Upgrades

# Description:

Allocate adequate funding for maintenance and life-cycle costs alongside capital improvements and additions in the Park.

# Rationale:

- Improvement and addition of amenities in Coopers Green Park will affect budget requirements.
- As new park amenities are added, operations and maintenance planning and budgets should be adjusted accordingly.

Actions	Time- frame	Preliminary Capital Cost Allowance	Parties Involved
21.1 Review and update annual maintenance and operations obligations and budget requirements where park development has changed the time and effort requirements to maintain the park to a consistent standard.	Ongoing	Staff Time	SCRD

"The park, as well as the hall, is a wonderful community resource with great opportunity."

# 6 Implementation Strategy



This section summarizes a recommended approach to implementation of the actions developed through the planning process. It provides steps to achieving positive change in Coopers Green Park.

# CONTENTS

- 6.1 Implementation Overview
- 6.2 Funding Strategies
- 6.3 Summary of Actions by Management Category
- 6.4 Summary of Actions by Timeline Priority



# 6.1 Implementation Overview

The implementation summary provides an overview of the recommended steps for achieving the Coopers Green Park vision. This vision is a long-term outlook and it is recognized that the park and surrounding area will continue to evolve, so it will be necessary to be flexible and adapt to new opportunities and challenges that arise.

The plan should be balanced among concurrent initiatives throughout the community. The projects recommended in this plan will need to be prioritized within the District's broader parks and recreation system improvements.

While SCRD Parks is the key department responsible for overseeing the plan, successful implementation will require coordination between a number of groups including, but not limited to:

- SCRD Board;
- SCRD Departments (Engineering Department, Planning Services, Finance Department);
- Stakeholders; and
- Community Members.

Ongoing participation and collaboration of all these groups will be required to support successful implementation of the plan.



View to the waterfront from Redrooffs Road and existing picnic area in Coopers Green Park.



# 6.2 Funding Strategies

The park vision will require funding and partnerships for successful implementation. Availability of funding from a range of sources and partnerships with community groups will largely control the extent of each phase of implementation and park development.

There are many possible sources of funding that could help implement the recommendations in this plan. To accomplish the priorities developed through this process, the SCRD will need to actively pursue multiple methods of funding park improvements. The following list provides a brief description of strategies that could be employed in the implementation of the Management Plan:

- 1. **Capital**: Property tax is the District's principle source of revenue for providing community services. Property tax contributes to many different District improvements and must be balanced among community needs.
- 2. Development Cost Charges (DCCs): DCCs are a means of collecting fees from development infrastructure projects for improvements necessitated by community growth. The Local Government Act section 932 to 937 enable municipalities to collect DCCs for parkland acquisition and minor park land improvements. Park land improvements are limited to: fencing, landscaping, drainage and irrigation, trails, playground restrooms, changing rooms, equipment and/or playing field equipment.
- 3. Coordination with Infrastructure Upgrades: Major infrastructure improvements such as road or utility upgrades may overlap with identified park projects. Opportunities may exist to improve road access for pedestrians and bicyclists if future capital roadworks projects are undertaken. The District should identify where park improvement projects overlap with infrastructure upgrades and focus discussions with MoTI for funding and development of these projects.
- 4. **Parcel Tax:** A parcel tax levies a fixed charge per property within a community or defined zone. This tax allows funds for a specific purpose to be raised, without increasing general property taxes. The use of a parcel tax can alleviate public concerns that funds raised through general property taxes may not be directed to this specific project and provides a fixed time frame for the implementation of the levy. A parcel tax may be appropriate for major capital improvements because it spreads the tax load evenly among large and small properties without regard to assessed value. As such, parcel taxes are more closely aligned with the "all citizens benefit equally and pay equally" nature of parks.

- 5. Senior Government Funding: The Province of BC, Federation of Canadian Municipalities, Government of Canada and other government and non-government organizations offer grants that provide capital or planning funds. Park improvement projects could secure funds related to active transportation, public infrastructure, environmental improvements, and sustainability initiatives. The District should pursue grants for projects identified in this plan.
- 6. **Donations & Fund-raising:** Corporations, organizations and individuals are often willing to contribute to community assets. An organized, efficient and productive donation campaign helps harness these opportunities and ensures the community sees results.
- 7. **User Fees:** User fees provide funding to assist with the costs of operating and maintaining parks and recreation facilities and programs. The chief goal of municipal recreation is to provide public use, which means full-cost pricing is typically not employed. User fees and rental costs should be regularly reviewed to ensure they are supporting successful operation of the park.

# 6.3 Summary of Actions by Management Category

This table summarizes the Park Management Plan actions according to the:

# Five Management Categories:

- 1. Community Hall and Parking
- 2. Open Space and Waterfront
- 3. Natural Areas
- 4. Circulation and Wayfinding
- 5. Operation and Collaboration
- Time Frame: Suggested planning horizon for implementation
  - Immediate (0 2 years)
  - Short-Term (2 5 years)
  - Medium-Term (5 10 years)
  - Long-Term (beyond 10 year time frame)
  - Ongoing (No defined time frame)

# Table 6.1: Summary of Actions by Management Category

Ref. #	Action	Time frame	Preliminary Capital Cost Allowance
	Community Hall and Parking		
1.1	Develop concept design options through to detailed design drawings for preferred option for proposed replacement Hall at Coopers Green Park. Design process to include architectural design and supporting technical disciplines (e.g. electrical, structural, and mechanical engineering).	Immediate (Dependant on fund- raising)	\$100,000
1.2	Coordinate with community groups and volunteers to fundraise for design and construction of new Hall (including removal of existing Hall).	Immediate	Staff Time
1.3	Complete final detailed design, tender, and construction of new Hall (including removal of the existing Hall).	Short (Dependant on fund- raising)	\$1,000,000
2.1	Refine and confirm overall parking strategy for Coopers Green Park concurrent with Hall design process.	Immediate	Staff Time
2.2	Coordinate with MoTI and the Board of Variance for review and approval of parking strategy for Coopers Green Park.	Immediate	Staff Time
2.3	Explore technical opportunities, constraints and costing for additional parking capacity on west side of Redrooffs Rd. at the southern corner of the site within MoTI right-of-way. Conditions for consideration: shared driveway access with adjacent residences, fill material requirements, and retaining wall requirements.	Immediate	Staff Time
2.4	Implement approved parking improvements concurrent with, or prior to, new Hall implementation.	Short	Cost TBD by Item 2.1
2.5	Explore off-site options for boat trailer parking (especially long-term trailer or boat launch parking).	Ongoing	Staff Time
	Open Space and Waterfront		
3.1	Present boat launch information to SCRD Board regarding commercial/industrial water license application at Coopers Green Park.	Immediate	Staff Time



Ref. #	Action	Time frame	Preliminary Capital Cost Allowance
3.2	Develop and implement public communications plan for permitted uses of the boat ramp at Coopers Green Park.	Immediate	Staff Time
3.3	Provide increased bylaw enforcement presence for monitoring, management and enforcement of non-permitted boat launch use. Increase bylaw enforceable fine for non-permitted use of the boat ramp. Include grace period for implementation of fine increase.	Ongoing	Staff Time
3.4	Determine the boat ramp load limit and post this information on boat launch signage.	Immediate	\$3,000
4.1	Conduct an annual inventory and condition review of park site furnishings.	Ongoing	Staff Time
4.2	Expand the picnic area that receives afternoon shade on east side of trees behind the existing Hall with 2 additional tables and concrete pads for a total of 3 in this location.	Short	\$3,000
4.3	Expand the picnic area by existing Arbutus tree and utility pole adjacent to Redrooffs Road with 1 additional table and concrete pad for a total of 3 picnic tables in this location.	Immediate	\$1,500
4.4	Assess the functionality of bollard lighting on east side of Fisherman Road adjacent to the existing picnic area.	Immediate	Staff Time
5.1	Develop a new covered picnic area that accommodates 6-8 tables.	Short	\$110,000
6.1	Complete a design and public engagement process to develop an innovative design solution for the play area.	Short	\$16,000
6.2	Develop a new, small-scale kids play area in Coopers Green Park.	Medium	\$50,000- \$100,000
7.1	Once the new Hall and park washroom facilities are complete and accessible, remove existing washroom / changeroom enclosure. Consider an interim condition or re-location of the facility within park during Hall construction to provide uninterrupted washroom access during the transition. Consider final re-location or re-use of the structure as a storage shed at Coopers Green or other SCRD park.	Short to Medium	Staff Time or include under construction contract for Action Item 1.3
8.1	Maintain the volleyball court in the existing location in the short-term. Upgrade the facility with edging, line taping, new net and replenish sand as necessary.	Short	\$2,000
8.2	Monitor use of the volleyball court and determine if the court should remain as a long-term park amenity in this location.	Short	Staff Time
9.1	Integrate and upgrade barbecuing and fire pit area as part of the larger proposed Community Hall design and construction project.	Medium	Component of Action Item 1.1 and 1.3
10.1	Retain and maintain some open lawn areas in Coopers Green Park for flexible use and activities.	Immediate	Staff Time
10.2	Consider additional park amenities within perimeter areas of open lawn areas if user demand increases (e.g. Horseshoe Pits).	Medium	Staff Time



Ref. #	Action	Time frame	Preliminary Capital Cost Allowance
10.3	Consider developing a tree replacement plan in order to maintain the mature treed character in the park over the long-term.	Medium	Staff Time
10.4	Consider developing one landscape focal point for photographs at weddings or other special events.	Medium	Staff Time & \$3,500
10.5	Provide increased bylaw enforcement at Coopers Green for managing dogs are kept on-leash in the Park.	Ongoing	Staff Time
	Natural Areas		
11.1	Remove garbage and dumped materials from natural areas. In particular the pond bottom and perimeter; the perimeter of the lagoon; adjacent to the trail in the forested area east of Redrooffs Road; and adjacent to Fisherman Road and Redrooffs Road.	Ongoing	Staff and Volunteer Time
11.2	Work with the established Coopers Green Volunteer Group (see Action Item 18.1) to determine targets, funding, and personnel for restoration efforts in the park.	Medium	Staff Time
11.3	Plant high-quality nursery grade riparian vegetation stock in key areas in spring and fall.	Ongoing	Staff Time \$1,500
11.4	Support clean-up and restoration efforts through education and site signage including "Environmentally Sensitive Area", or "Restoration in Progress" signs.	Ongoing	Covered by Action Items 14.1 and 14.3
11.5	Complete an invasive species inventory and ongoing management as resources allow. Focus efforts within a 30 m setback from the pond and lagoon perimeters as well as a 10 m setback from road and trail edges.	Short	Staff Time
11.6	Install nest boxes and raptor posts to increase nesting habitat for birds and bats.	Short	\$1,200
11.7	Develop a monitoring program and ongoing schedule for maintenance activities of natural areas. Establish control areas and survey areas to identify trends. Monitor invasive species, garbage/dumping, and erosion.	Ongoing	Staff Time
11.8	Make connections with educational institutions to undertake relevant coursework that includes survey and monitoring of habitat and wildlife within the park.	Ongoing	Staff Time
11.9	Maintain a map and list of environmentally sensitive areas and Conservation Data Centre (CDC) listed species identified within the park.	Ongoing	Staff Time
12.1	Work with MoTI to assess and upgrade culverts between the foreshore and pond and between the pond and lagoon. (*implementation is outside the scope of this plan)	Immediate	Staff Time
12.2	Work with MoTI to assess and upgrade the boulder breakwater along Fisherman Road. (*implementation is outside the scope of this plan)	Short	Staff Time



Ref. #	Action	Time frame	Preliminary Capital Cost Allowance
	Circulation and Wayfinding		
13.1	<ul> <li>Design and develop park trails and lookouts including:</li> <li>Lagoon Loop Trail east of Redrooffs Road that targets a low to moderate level of difficulty (suitable for all ages). Consider interpretive signage program as part of this trail.</li> <li>Assess feasibility, design and implement a lagoon edge viewing platform on the east side of Redrooffs Road along the proposed Lagoon Loop Trail.</li> </ul>	Medium	\$48,000
	<ul> <li>Design and develop a Kitchin Creek Loop trail by developing a new trail on the north side of the creek to connect with the existing trail south of the creek.</li> <li>Design and construct a feature platform and bench at one to two identified lookout locations along the proposed Kitchin Creek Loop Trail.</li> </ul>		
13.2	Monitor trail conditions and perform routine seasonal maintenance to prevent deterioration through erosion or other means.	Ongoing	Staff Time
14.1	Develop designs and implementation phasing for entry signs, directional signs, trail signs, information signs, and code of conduct signs.	Medium	\$12,000
14.2	Develop content and designs for interpretive signs about natural, cultural and historical information in Coopers Green Park.	Medium	\$6,000
14.3	Manufacture and install new signage as per designs and phasing identified in Action item 14.1 and 14.2.	Medium	\$40,000
15.1	Develop two additional beach access points, stair or ramp, from the general park area between the Hall and boat ramp.	Medium	\$6,000
15.2	Design and implement a pedestrian bridge over the pond to the core park area at a similar location to the past pedestrian bridge.	Long	\$21,500
15.3	Assess feasibility, develop design and implement a pond edge viewing platform on the north side of the pond adjacent to the pedestrian bridge (see 15.2). This will provide a single designated access point to the pond to limit riparian disturbance.	Long	\$9,500
15.4	Design and implement an improved pedestrian route from the main gravel parking area at the intersection of Fisherman and Redrooffs Road to the waterfront and core park area.	Short	\$12,500
15.5	Incorporate bicycle parking in close proximity to the waterfront and/ or proposed Community Hall.	Short	\$4,000
15.6	Assess demand and feasibility for on-site kayak / paddleboard storage locker facility.	Short	Staff Time


Ref. #	Action	Time frame	Preliminary Capital Cost Allowance
16.1	Communicate to MoTI support for improvements to bicycle and pedestrian routes to the park along Redrooffs Road. Encourage opportunities for future projects to address these active transportation upgrades. (*implementation is outside the scope of this plan)	Ongoing	Staff Time
16.2	Explore feasibility of a waterfront trail connection similar to what existed historically from Redrooffs Circle Loop Trail in Halfmoon Bay to the beach at Coopers Green. (*implementation of this trail is outside the scope of this plan).	Long	Staff Time
16.3	Encourage transporter van or small shuttle bus service to run during events to alleviate vehicle and parking congestion.	Short	Staff Time
	Operation and Collaboration		
17.1	Monitor funding and grant opportunities and incorporate capital projects from this plan with the annual SCRD budget process.	Ongoing	Staff Time
17.2	Continue and expand campaigns and fundraising partnerships for large projects (e.g. new Hall).	Ongoing	Staff Time
18.1	Continue to coordinate with local existing non-profit groups to form a Coopers Green Volunteer and Stewardship Group to encourage participation in the park.	Immediate (and ongoing)	Staff Time
19.1	Evaluate all new proposals or ideas for Coopers Green Park against the vision and objectives of the Management Plan.	Ongoing	Staff Time
19.2	Undertake annual reviews of park developments and measure progress against the Management Plan.		Staff Time
19.3	Review and update park website to reflect current park conditions.	Quarterly	Staff Time
19.4	Complete a five year milestone review and update of the Management Plan in 2020. Review accomplishments to date and re-evaluate priorities for the next 5 years.	Medium	Staff Time
20.1	Seek ways to reduce water and energy consumption in the park and to encourage sustainable building materials and practices.		Staff Time
20.2	Continue to develop a waste strategy that encourages recycling and waste reduction. Provide separated collection of recycling and garbage within facilities as well as in outdoor areas.		Staff Time & \$4,000
21.1	Review and update annual maintenance and operations obligations and budget requirements where park development has changed the time and effort requirements to maintain the park to a consistent standard.	Ongoing	Staff Time



# 6.4 Summary of Actions by Timeline Priority

## Table 6.2: Recommended Immediate-Term Actions Summary (0-2 years)

Ref. #	Action	Preliminary Capital Cost Allowance
1.1	Develop concept design options through to detailed design drawings for preferred option for proposed replacement Hall at Coopers Green Park. Design process to include architectural design and supporting technical disciplines (e.g. electrical, structural, and mechanical engineering).	\$100,000
1.2	Coordinate with community groups and volunteers to fundraise for design and construction of new Hall (including removal of existing Hall).	Staff Time
2.1	Refine and confirm overall parking strategy for Coopers Green Park concurrent with Hall design process.	Staff Time
2.2	Coordinate with MoTI and the Board of Variance for review and approval of parking strategy for Coopers Green Park.	Staff Time
2.3	Explore technical opportunities, constraints and costing for additional parking capacity on west side of Redrooffs Rd. (at the southern corner of the site within MoTI right-of-way). Conditions for consideration: shared driveway access with adjacent residences, fill material requirements, and retaining wall requirements.	Staff Time
3.1	Present boat launch information to SCRD Board regarding commercial/industrial water license application at Coopers Green Park.	
3.2	Develop and implement public communications plan including signage for permitted uses of the boat ramp at Coopers Green Park.	
3.3	Provide increased bylaw enforcement presence for monitoring, management and enforcement of non-permitted boat launch use. Increase bylaw enforceable fine for non-permitted use of the boat ramp. Include grace period for implementation of fine increase.	Staff Time
3.4	Determine the boat ramp load limit and post this information on boat launch signage.	
4.3	Expand the picnic area by existing Arbutus tree and utility pole adjacent to Redrooffs Road with 1 additional table and concrete pad for a total of 3 picnic tables in this location.	
4.4	Assess the functionality of bollard lighting on east side of Fisherman Road adjacent to the existing picnic area.	Staff Time
10.1	Retain and maintain some open lawn areas in Coopers Green Park for flexible use and activities.	Staff Time
12.1	Work with MoTI to assess and upgrade culverts between the foreshore and pond and between the pond and lagoon. (*implementation is outside the scope of this plan)	Staff Time
18.1	Continue to coordinate with local existing non-profit groups to form a Coopers Green Volunteer and Stewardship Group to encourage participation in the park.	Staff Time



## Table 6.3: Recommended Short-Term Actions Summary (2-5 years)

Ref. #	Action	Preliminary Capital Cost Allowance
1.3	Complete final detailed design, tender, and construction of new Hall (including removal of the existing Hall).	\$1,000,000
2.4	Implement approved parking improvements concurrent with, or prior to, new Hall implementation.	TBD by Item 2.1
4.2	Expand the picnic area that receives afternoon shade on east side of trees behind the existing Hall with 2 additional tables and concrete pads for a total of 3 in this location.	\$3,000
5.1	Develop a new covered picnic area that accommodates 6-8 tables.	\$110,000
6.1	Complete a design and public engagement process to develop an innovative design solution for the play area.	
8.1	Maintain the volleyball court in the existing location in the short-term. Upgrade the facility with edging, line taping, new net and replenish sand as necessary.	
8.2	Monitor use of the volleyball court and determine if the court should remain as a long-term park amenity in this location.	
11.5	Complete an invasive species inventory and ongoing management as resources allow. Focus efforts within a 30 m setback from the pond and lagoon perimeters as well as a 10 m setback from road and trail edges.	
11.6	Install nest boxes and raptor posts to increase nesting habitat for birds and bats.	\$1,200
12.2	Work with MoTI to assess and upgrade the boulder breakwater along Fisherman Road. (*implementation is outside the scope of this plan)	
15.4	Design and implement an improved pedestrian route from the main gravel parking area (intersection of Fisherman Road and Redrooffs Road) to the waterfront and core park area.	\$12,500
15.5	Incorporate bicycle parking in close proximity to the waterfront and/or proposed Community Hall.	\$4,000
15.6	Assess demand and feasibility for on-site kayak / paddleboard storage locker facility.	Staff Time
16.3	Encourage transporter van or small shuttle bus service to run during events to alleviate vehicle and parking congestion.	Staff Time



# Table 6.4: Recommended Medium-Term Actions Summary (5-10 years)

Ref. #	Action	Preliminary Capital Cost Allowance
6.2	Develop a new, small-scale kids play area in Coopers Green Park.	
7.1	Once the new Hall and park washroom facilities are complete and accessible, remove existing washroom / changeroom enclosure. Consider an interim condition or re-location of the facility within park during Hall construction to provide uninterrupted washroom access during the transition. Consider final re-location or re-use of the structure as a storage shed at Coopers Green or other SCRD park.	
9.1	Integrate and upgrade barbecuing and fire pit area as part of the larger proposed Community Hall design and construction project.	Covered by Action Item 1.1 and 1.3
10.2	Consider additional park amenities within perimeter areas of open lawn areas if user demand increases (e.g. Horseshoe Pits).	Staff Time
10.3	Consider developing a tree replacement plan in order to maintain the mature treed character in the park over the long-term.	Staff Time
10.4	Consider developing one landscape focal point for photographs at weddings or other special events.	
11.2	<b>2</b> Work with the established Coopers Green Volunteer Group (see Action Item 19.1) to determine targets, funding, and personnel for restoration efforts in the park.	
13.1	<ul> <li>Design and develop park trails and lookouts including:</li> <li>Lagoon Loop Trail east of Redrooffs Road that targets a low to moderate level of difficulty (suitable for all ages). Consider interpretive signage program as part of this trail.</li> <li>Assess feasibility, design and implement a lagoon edge viewing platform on the east side of Redrooffs Road along the proposed Lagoon Loop Trail.</li> <li>Design and develop a Kitabia Crack Loop trail by developing a new trail on the</li> </ul>	\$48,000
	<ul> <li>Design and develop a Kitchin Creek Loop trail by developing a new trail on the north side of the creek to connect with the existing trail south of the creek.</li> <li>Design and construct a feature platform and bench at one to two identified lookout locations along the proposed Kitchin Creek Loop Trail.</li> </ul>	
14.1	Develop designs and implementation phasing for entry signs, directional signs, trail signs, information signs, and code of conduct signs.	
14.2	Develop content and designs for interpretive signs about natural, cultural and historical information in Coopers Green Park.	
14.3	Manufacture and install new signage as per designs and phasing identified in Action item 14.1 and 14.2.	
15.1	Develop two additional beach access points, stair or ramp, from the general park area between the Hall and boat ramp.	\$6,000
19.5	Complete a five year milestone review and update of the Management Plan (in 2020). Review accomplishments to date and re-evaluate priorities for the next 5 years.	Staff Time



## Table 6.5: Recommended Long-Term Actions Summary (+10 years)

Ref. #	Action	Preliminary Capital Cost Allowance
15.2	Design and implement a pedestrian bridge over the pond to the core park area at a similar location to the former pedestrian bridge.	\$21,500
15.3	Assess feasibility, develop design and implement a pond edge viewing platform on the north side of the pond adjacent to the pedestrian bridge (see 15.2). This will provide a single designated access point to the pond to limit riparian disturbance.	\$9,500
16.2	Explore feasibility of a waterfront trail connection similar to what existed historically from Redrooffs Circle Loop Trail in Halfmoon Bay to the beach at Coopers Green. (*implementation of this trail is outside the scope of this plan).	Staff Time

## Table 6.6: Recommended Ongoing Actions Summary

Ref. #	Action	Preliminary Capital Cost Allowance
2.5	Explore off-site options for boat trailer parking (especially long-term trailer or boat launch parking).	Staff Time
3.3	Provide increased bylaw enforcement presence for monitoring, management, and enforcement of non-permitted boat launch use.	Staff Time
4.1	Conduct an annual inventory and condition review of park site furnishings.	Staff Time
10.5	Provide increased bylaw enforcement at Coopers Green for managing dogs on- leash in the Park.	Staff Time
11.1	Remove garbage and dumped materials from natural areas. In particular the pond bottom and perimeter; the perimeter of the lagoon; adjacent to the trail in the forested area east of Redrooffs Road; and adjacent to Fisherman Road and Redrooffs Road.	
11.3	Plant high-quality nursery grade riparian vegetation stock in key areas in spring and fall.	
11.4	Support clean-up and restoration efforts through education and site signage including "Environmentally Sensitive Area", or "Restoration in Progress" signs.	
11.7	Develop monitoring program and ongoing schedule for maintenance activities of natural areas. Establish control areas and survey areas to identify trends. Monitor invasive species, garbage/dumping, and erosion.	
11.8	Make connections with educational institutions to undertake relevant coursework that includes survey and monitoring of habitat and wildlife within the park.	
11.9	Maintain a map and list of environmentally sensitive areas and Conservation Data Centre (CDC) listed species identified within the park.	Staff Time
13.5	Monitor trail conditions and perform routine seasonal maintenance to prevent deterioration through erosion or other means.	Staff Time

Ref. #	Action	Preliminary Capital Cost Allowance
16.1	Communicate to MoTI support for improvements to bicycle and pedestrian routes to the park along Redrooffs Road. Encourage opportunities for future projects to address these active transportation upgrades. (*implementation is outside the scope of this plan)	Staff Time
17.1	Monitor funding and grant opportunities and incorporate capital projects from this plan with the annual SCRD budget process.	Staff Time
17.3	Continue and expand campaigns and fundraising partnerships for large projects (e.g. new Hall).	Staff Time
19.1	Undertake yearly reviews of park developments and measure progress against the Management Plan.	
19.3	Evaluate all new proposals or ideas for Coopers Green Park against the vision and objectives of the Management Plan.	Staff Time
19.4	Review and update the park website to reflect current park conditions.	Staff Time
20.1	Seek ways to reduce water and energy consumption in the park and to encourage sustainable building materials and practices.	Staff Time
20.2	Continue to develop a waste strategy that encourages recycling and waste reduction. Provide separated collection of recycling and garbage within facilities as well as in outdoor areas.	Staff Time & \$4,000
21.1	Review and update annual maintenance and operations obligations and budget requirements where park development has changed the time and effort requirements to maintain the park to a consistent standard.	Staff Time



# **Appendix 2 Environmental Report**

Provided as a separate document

# Appendix 3 Land Surveys



TOPOGRAPHIC SURVEY PLAN ON LOT 'C' DL 1427 Gp1 NWD PLAN 20477 HALFMOON BAY		LEGEND:         ● - DENOTES STANDARD IRON POST FOUND         -O- PP       - DENOTES POWER POLE         ( GW       - DENOTES POWER POLE ANCHOR         ☆ LS       - DENOTES LAMP STANDARD         - SIGN       - DENOTES STREET SIGN         ( MH       - DENOTES MANHOLE	DATUM: ELEVATIONS ARE GEODETIC AND REFER TO SMARTNET REFERENCE STATION BCSE (RTCM_REF_4021). CONTOUR INTERVAL = 1.0 METRES. PROPERTY:	NOTE: LOT C DISTRICT LOT 1427 Gp 1 NWD PLAN 20477 MAY BE AFFECTED BY "COVENANT N45723" AS LISTED AS A CHARGE ON TITLE. THIS PLAN HAS BEEN PREPARED FOR CONSTRUCTION PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT. ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SUBJECTION
CIVIC ADDRESS: 5500 FISHERMANS ROAD PID: 006-605-591	SCALE 1:250 5 0 5 10 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.	<ul> <li>WV - DENOTES WATER VALVE</li> <li>FH - DENOTES FIRE HYDRANT</li> <li>WS - DENOTES WATER SERVICE</li> <li>PL - DENOTES PROPERTY LINE</li> <li>CONC DENOTES CONCRETE</li> <li>WTR - DENOTES WATER</li> </ul>	PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM FIELD SURVEY. OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES. REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES. <u>GENERAL:</u>	THE CONSENT OF BENNETT LAND SURVEYING LTD BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.
Image: Second state of the second s	DATE: BY: JUNE 27, 2022. JH	JUNC DENOTES JUNCTION ENVIRO DENOTES ENVIRONMENTAL INT DENOTES INTERSECTION - DENOTES SPOT ELEVATION 2.97 0.250 DEC - DENOTES 0.25m Ø DECIDUOUS TREE	THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE. FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD. TREE SPECIES AND DIMENSIONS SHOULD BE CONFIRMED BY A QUALIFIED ARBORIST. SHADED AREA IS NOT AN INDICATION OF DRIP LINE LOCATION	
www.bennettsurveys.com FB3022 & 3023 P96-107, 130 & 2 (HR-SQ)		WITH A GROUND ELEVATION OF 2.97m. 3.08 1.15Ø CON - DENOTES 1.15m Ø CONIFEROUS TREE WITH A GROUND ELEVATION OF 3.08.	UNLESS SPECIFICALLY LABELED. BUILDING LOCATION BASED ON SURVEY TIES TO VISIBLE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.	FIELD SURVEY COMPLETED ON JUNE 23, 2022. THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.

G:\SHARED DRIVES\BLS GIBSONS\A0010-GIBSONS FOLDERS\90252.00-COOPERS-GREEN-PARK-5500-FISHERMANS-ROAD--HALF-MOON-BAY\90252.00-DRAWINGS\90252.00-TOPOGRAPHIC ASBUILT\T90252-2022-06-15.DWG

# Appendix 4 Boat Ramp Info and History



# **COOPERS GREEN PARK (tituls) BOAT RAMP**

### INTRODUCTION

The Coopers Green boat ramp is an important community asset that affects different people in different ways. Located in Coopers Green Park, the ramp and adjacent water area are currently used for swimming, SCUBA diving, boating, fishing, kayaking, and to move people, goods and services to and from nearby islands.

The information in this document is intended to help create a shared understanding of how the ramp is managed and some of the factors to consider when thinking about past use, current use and potential future changes.

Specific management changes are not planned for the ramp at this time, however there are challenges associated with the ramp and there is interest from stakeholders and the public to develop a clear plan that will meet multiple interests and needs.

#### HISTORY

What is known today as Coopers Green has been an important place for the shishalh Nation since time immemorial. The shashishalhem name for the park is *tituls*, meaning "big rocks."

A succession of commercial and recreational uses that have included, at various times, boat launching, have existed in the area since at least 1909. In 1985 the upland area was gifted to the Sunshine Coast Regional District (SCRD) for park use.

The current ramp was substantially constructed on the foreshore (also called "land covered by water" in some documents) by the SCRD in 1986. The ramp was designed for launching recreational watercraft and has been maintained to that standard. Major repair work was completed by the SCRD in 2012. There is a long history of community partnership and volunteer contributions in and around Coopers Green.

### JURISDICTION

The ramp is located on land owned by the Province of British Columbia and is located within the shishalh swiya. The Ministry of Forests, Lands, Natural Resource Operations and Rural Development has jurisdiction over, or manages, the land covered by water for the Province.

The Ministry of Transportation and Infrastructure is responsible for Fisherman Road, to which the ramp attaches. The map included with this document shows the various areas of jurisdiction.

The SCRD owns and manages Coopers Green Park, on the east side of Fisherman Road, across from the ramp.

#### ROLE OF THE REGIONAL DISTRICT

The SCRD operates the ramp under a foreshore Licence of Occupation (#242861) from the Province of British Columbia. The licence area covers the majority of the beach area that fronts Coopers Green Park.

The current licence replaces an earlier licence (#239642, granted circa 1985) that came into effect September 14, 2015 with a term of 30 years. These licences are provided through the Province's <u>Commercial and Institutional Land Use Program</u>, which provides use of provincial lands to support community, social and economic goals.

The licence is non-exclusive and is for "public swimming and recreational boating" purposes. This wording dates from December 2015 and clarified the September 2015 purpose of "public recreational." The amended wording was put in place to reflect SCRD's management plan for the ramp. The licence and modification letter are included with this information package.

#### PLANNING

The Coopers Green boat ramp is designated as Marine Transportation in the <u>Halfmoon Bay</u> <u>Official Community Plan</u> (SCRD Bylaw No. 675). On January 14, 2016, the SCRD Board adopted the Coopers Green Park Management Plan as a guiding document for the future development of Coopers Green Park. The plan directs that SCRD support the public recreational use of the Coopers Green boat launch as permitted within the existing licence with the Province of British Columbia.

During the Park Management Plan process, the existing Coopers Green water licence with the province was up for renewal and SCRD staff researched the possibility of changing the existing water licence to a commercial (user pay) or industrial licence to accommodate the transportation of goods and materials to the Area B Islands. SCRD was informed that because Coopers Green is part of a 'Safe Haven Reserve' for boats in the event of a storm or other emergency, the licence could only be renewed 'as is' under a grandfathered clause as government policy does not allow overlapping licences in a Safe Haven Reserve.

During planning done in 2017 and 2018 for a possible rehabilitation or replacement of Coopers Green Hall, public input was received that indicated both a concern for how the ramp was used and a desire for clarity and potential change going forward.

#### RAMP LOAD LIMIT

An engineering report completed in 2016 set the load limit for the ramp to the weight of a full size truck and 25-foot boat on a trailer (approximately 25,000 pounds). The report outlined more than \$350,000 of repairs that need to take place over five years.

There are a number of sections of the ramp that are failing due to use, weight, settling and natural actions of the ocean. The report states that heavy vehicles should not be permitted on the ramp. Condition is one factor affecting the load rating, but the underlying design of the ramp is not meant for heavier vehicles.

The SCRD has budgeted for some ramp repairs in 2020 and has posted a sign stating the load limit for the ramp. Adherence to the load limit is important for employers as it is connected to WorkSafeBC Occupational Health and Safety Regulations. There may also be vehicle or other insurance implications associated with failing to adhere to posted load limits.

#### **COMMERCIAL USE**

SCRD staff have recently confirmed that the Province considers 'commercial use' to be pay-peruse, and has advised the SCRD that use of the ramp for transporting goods is acceptable under the terms of the licence. An inspection by the Province found that SCRD's approach to operation of the ramp is not in contravention of the licence.

Ongoing, scheduled use by a "for hire" barge company would not be acceptable. The SCRD has authority to update the management plan for the ramp, subject to Provincial approval, to introduce, for example, details about limits on goods transportation use (such as specific days/hours of use). The Province has suggested than an updated management plan could help clarify permitted use.

#### NOISE RESTRICTIONS

The SCRD Noise Control Bylaw No. 597 section 3(a) says: No Person shall cause, permit or allow to be caused any noise which disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of any person or persons in the neighbourhood or vicinity. Section 4(b) Machine Noise and (c) Quiet Hours restrict times for noise-making activities, generally to 7:00 a.m. to 9:00 p.m., with specifics listed in the bylaw.

#### MARINE TRANSPORTATION ON THE SUNSHINE COAST

The SCRD understands that there are four other commercial use ramps on the Sunshine Coast that have the capacity to load barges. Barge access is required to load service equipment needed for residents on Sunshine Coast islands, such as building supplies, propane and construction equipment.

The most used ramps are located at either ends of the Coast in Earls Cove and in Port Mellon, which is a significant increase in travel distance and cost (3 hours by barge one way) to residents of the islands in the middle of the Sunshine Coast, such as Thormanby and Merry Island. The shíshálh Nation has a boat ramp in Sechelt, however it can be steep and difficult for offloading in low tide situations.

The Harbour Authority in Madeira Park also has a ramp that can be used for commercial loading, however the dock can be tight for loading in lower tide situations.

The SCRD is not the authority that regulates marine transportation, the foreshore or land covered by water. Landing of barges (at ramps or elsewhere) is subject to provincial and/or federal regulations. There are a number of sensitive environmental areas on the Sunshine Coast, including in Halfmoon Bay and on Thormanby and Merry Islands.

### **STAKEHOLDERS**

The following is a non-exclusive list of agencies, groups, entities and people who may be interested:

- shishalh Nation
- Province of BC
- Government of Canada (Department of Fisheries and Oceans)
- Sunshine Coast Regional District
- Islands Trust, to the extent that the ramp impacts area islands
- Ratepayers of the Sunshine Coast rural areas (all of whom participate in the Community Parks service through which the ramp is managed)
- Residents of the Coopers Green/Redrooffs Road area
- Residents of Thormanby and Merry Islands
- Marine transportation operators
- Contractors, builders and suppliers who require marine transportation facilities to move goods and services
- Fishing/recreation watercraft users
- General public using the licence area for swimming
- Terrestrial, riparian and marine ecosystems; fresh and marine water resources in the area

### QUESTIONS TO CONSIDER ABOUT THE FUTURE OF THE RAMP

- 1. Why does this ramp matter to you/your group?
- 2. What else should SCRD and other ramp stakeholders know?
- 3. When we think together as one community about the future of the ramp, what needs be part of a sustainable vision?

#### For more information:

604-885-6802 Parks.Department@scrd.ca www.scrd.ca/Coopers-Green

# Appendix 5 Boat Ramp Load Capacity



#101 - 38026 Second Avenue, Squamish, BC V8B 0C3 T: 604.815.4646 F: 604.815.4647

November 16, 2016

Our Reference: 31372

#### **Sunshine Coast Regional District** 1975 Field Road Sechelt, BC V0N 3A1

Attention: **Trevor Fawcett** 

Dear Sir:

#### Reference: **Coopers Green Boat Ramp – Load Capacity Evaluation**

### **1.0 Executive Summary**

ISL Engineering and Land Services Ltd. was retained by the Sunshine Coast Regional District to carry out a load capacity evaluation of the Coopers Green Boat Ramp. The ramp bridge was widened and expanded in 1986 with upgrade work completed in 2013.

### 2.0 Background

#### 2.1 **Coopers Green Boat Ramp – Description**

The Coopers Green Boat Ramp is located in Coopers Green Park at 5500 Fisherman Road in Halfmoon Bay on the Sunshine Coast in BC. The ramp is a concrete slab structure founded on gravel or native fill. The ramp is a public recreational boat launch.

The ramp is approximately 50m long and 4.5m wide and 0.25m thick. The top of the ramp widens to 10.2m as it connects to Fisherman Road. The original ramp was constructed at an unknown date. The ramp was extended and widened in 1986. The concrete ramp appears unreinforced. Due to extensive cracking, concrete repairs were completed in 2012. A 12.8m (42 ft) long section of ramp was demolished and a new reinforced concrete slab with 305mmx915mm (12inx36in) deep edge beams was poured.

The ramp drawings were not available for the evaluation, however some photos of the ramp during construction were provided. The following photos, taken from the ISL site visit on Tuesday August 30<sup>th</sup>, 2016, illustrate the current condition of the boat ramp.



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West section of ramp (Section 3).

#### **Existing Ramp – Condition Inspection** 2.2

A condition inspection on Coopers Green Boat Ramp was completed on August 30th, 2016.

#### 2.2.1 Visual Assessment and Crack Mapping

#### Section 1 – Built in 1986

The top of the ramp will be labeled Section 1 for this report. It is 8.3m long and 10.2m wide reducing to 4.5m. Concrete surface (cement paste) is generally significantly worn off with localized pockets 10-15mm deep and up to 100mm in diameter (x10). Aggregates are significantly exposed and popping out mainly in the middle and south half of the section. There is extensive cracking and spalling at the transition between asphalt at Fisherman Road and concrete ramp.

#### Section 2 – Repaired in 2012

Section 2 is the area repaired in 2012. The concrete surface appears in good condition. There are narrow cracks propagating from the edges. Exposed rebar was noted at eight locations.

#### Section 3 – Built in 1986

Section 3 is the most western section of the ramp and is approximately 30.3m long. Portions of the ramp are only exposed at low tide.

Significant cracking and spalling was observed. This may be due to differential settlement of the concrete slab. Tidal/wave action at the south side of the ramp was noted as a possible cause for the undermining of the slab.

At the east end of the section, a piece of concrete deck 0.58m wide x 2.5m long along the north edge of section detached from the deck.

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**Cracks in Section 3** 

Settlement in Section 3

### 3.0 Evaluation

The ramp was analyzed as a slab on grade per the American Concrete Institute (ACI) and Portland Concrete Association (PCA) reports. The minimum thickness for an unreinforced concrete slab on grade was calculated using the methods described in ACI 360R Design of Slabs-on-Ground.

Buoyancy of the slab was also checked at the West end due to the varying water levels. The density of sea water used in the buoyancy calculations was 999.8 kg/m<sup>3</sup>.





### 4.0 Summary and Conclusions

Following the ACI guidelines and using design vehicle described in the Canadian Highway Bridge Design Code CAN/CSA S6-14, the minimum slab thickness required is 260mm (10.25"). The measured ramp thickness varied from 230mm to 250mm, which is sufficient for the recreational vehicle loading on the ramp.

As the ramp is sitting on grade, structural failure of the ramp would result in serviceability issues for the ramp users. There is cracking and spalling which are expected with use, however, the damage at the west end of the ramp is significant. Exposed aggregate on the surface of the ramp indicate scouring of the deck due to wave action and carbonation in the concrete. As the weight of the slab is sufficient to resist the buoyant forces during high tide, floating of the slab is not an issue.

There are various causes for the cracking/spalling in the slab, including:

- undermining of the soil due to tidal and wave action
- contaminant (chlorides, fuel, paint, etc.) infiltration into the concrete slab

In the current condition, the boat ramp should be limited to recreational use only. Signage could be installed at the site restricting the ramp use. In addition, a load limit of 0.9 tonne / wheel axle is recommended to reduce damage caused by vehicle and trailer loads. This load limit is shown below related to typical vehicles configurations. It must be understood that even with load restrictions, the boat ramp will continue to deteriorate.

Vehicle Description	Acceptable Use
Compact truck and single axle trailer with 18 foot long boat	Yes
Full size truck with double axle trailer with 25 foot long boat	Yes
Heavy duty truck with double axle trailer with 25+ foot long boat	No
Construction vehicles or trailers with heavy loads	No



In addition to signage, ISL provides the following repair options and budget costs (including 20% contingency) to extend the life of the boat ramp:

	Repair Options	Timeframe	Construction Cost
1	Replace Section 3 (at least the last 10m) with a new concrete ramp. New subgrade should be placed and compacted to 98% of standard proctor density. The new ramp should consist of a reinforced concrete slab supported on concrete edge beams. The edge beams should be embedded a minimum of 300 mm in to existing grade.	< 5 years	\$240,000
2	Grind out cracks and seal with an epoxy injection	< 1 year	\$35,000
3	Replace 2 – 600mm wide strips the full length of the ramp to provide a driving lane for vehicles	< 3 years	\$70,000
4	Replace 1m wide strip of the concrete ramp at Fishermans Road.	< 3 years	\$14,000

Should you have any questions or concerns regarding this submission, please feel free to contact me at your convenience.

Sincerely,

Janet Tong, P.Eng. Senior Structural Engineer

# Appendix 6 Map

