

**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE**

MEETING

Wednesday, July 5, 2023

9:00 am

**Meeting conducted electronically/in-person pursuant to the Procedure Bylaw
28th Floor Boardroom, 4515 Central Boulevard, Burnaby, British Columbia**

REVISED AGENDA¹

1. ADOPTION OF THE AGENDA

1.1 July 5, 2023 Meeting Agenda

That the Regional Parks Committee adopt the agenda for its meeting scheduled for July 5, 2023 as circulated.

2. ADOPTION OF THE MINUTES

2.1 June 7, 2023 Meeting Minutes

That the Regional Parks Committee adopt the minutes of its meeting held June 7, 2023 as circulated.

3. DELEGATIONS

4. INVITED PRESENTATIONS

4.1 Joakim Nilsson, Chair, Derby Reach Brae Island Parks Association

Subject: Derby Reach Brae Island Parks Association

4.2 Celia DeLuca, Chair, Minnekhada Park Association

Subject: Minnekhada Park Association

5. REPORTS FROM COMMITTEE OR STAFF

5.1 Contribution Funding Request – Derby Reach Brae Island Parks Association

pg. 8

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Derby Reach Brae Island Parks Association for a three-year term in the aggregate amount of \$45,000

¹ Note: Recommendation is shown under each item, where applicable.

(\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

5.2 Contribution Funding Request – Minnehada Park Association *pg. 22*

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Minnehada Park Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

5.3 Contribution Funding Request – Burnaby Lake Park Association *pg. 36*

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Burnaby Lake Park Association for a three-year term in the aggregate amount of \$36,000 (\$6,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

5.4 Contribution Funding Request – Colony Farm Park Association *pg. 50*

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Colony Farm Park Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

5.5 Draft 2024 - 2028 Regional Parks Capital Plan *pg. 64*

That the Regional Parks Committee receive for information the report dated June 9, 2023, titled "Draft 2024 - 2028 Regional Parks Capital Plan."

5.6 Regional Park at Cape Roger Curtis - Park Planning and Municipal Update *pg. 76*

That the MVRD Board receive for information the report dated June 21, 2023, titled "Regional Park at Cape Roger Curtis - Park Planning and Municipal Update".

5.7 Manager's Report – Regional Parks *pg. 235*

That the Regional Parks Committee receive for information the report dated June 13, 2023, titled "Manager's Report – Regional Parks".

6. INFORMATION ITEMS

6.1 Regional Parks Upcoming Events – July 2023 *pg. 241*

7. OTHER BUSINESS

8. BUSINESS ARISING FROM DELEGATIONS

9. RESOLUTION TO CLOSE MEETING

Note: The Committee must state by resolution the basis under section 90 of the Community Charter on which the meeting is being closed. If a member wishes to add an item, the basis must be included below.

Added That the Regional Parks Committee close its meeting scheduled for July 5, 2023 pursuant to section 226 (1) (a) of the *Local Government Act* and the *Community Charter* provisions as follows:
“90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”.

10. ADJOURNMENT/CONCLUSION

That the Regional Parks Committee adjourn/conclude its meeting of July 5, 2023.

Membership:

McEwen, John (C) – Anmore
Bligh, Rebecca (VC) – Vancouver
Au, Chak – Richmond
Calendino, Pietro – Burnaby
Dilworth, Diana – Port Moody
Elke, Tracy – Pitt Meadows

Hodge, Craig – Coquitlam
Johnstone, Patrick – New Westminister
Kruger, Dylan – Delta
Leonard, Andrew – Bowen Island
Martens, Barb – Langley Township
Muri, Lisa – North Vancouver District

Penner, Darrell – Port Coquitlam
Ross, Jamie – Belcarra
Stutt, Rob – Surrey
Tan, Jenny – Maple Ridge
Thompson, Sharon – West Vancouver

**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE**

Minutes of the Regular Meeting of the Metro Vancouver Regional District (MVRD) Regional Parks Committee held at 9:00 am on Wednesday, June 7, 2023 in the 28th Floor Committee Room, 4515 Central Boulevard, Burnaby British Columbia.

MEMBERS PRESENT:

Chair, Mayor John McEwen, Anmore
 Vice Chair, Councillor Rebecca Bligh*, Vancouver
 Councillor Pietro Calendino*, Burnaby
 Councillor Craig Hodge*, Coquitlam
 Mayor Patrick Johnstone, New Westminster
 Councillor Dylan Kruger, Delta
 Mayor Andrew Leonard*, Bowen Island (arrived at 9:01 am)
 Councillor Barb Martens, Langley Township (arrived at 9:11 am)
 Councillor Lisa Muri*, North Vancouver District
 Councillor Darrell Penner*, Port Coquitlam
 Mayor Jamie Ross*, Belcarra
 Councillor Rob Stutt, Surrey
 Councillor Jenny Tan*, Maple Ridge
 Councillor Sharon Thompson, West Vancouver

MEMBERS ABSENT:

Councillor Chak Au, Richmond
 Councillor Diana Dilworth, Port Moody
 Councillor Tracy Elke, Pitt Meadows

STAFF PRESENT:

Mike Redpath, Director, Regional Parks
 Morgan Mackenzie, Legislative Services Coordinator, Board and Information Services

1. ADOPTION OF THE AGENDA

1.1 June 7, 2023 Meeting Agenda

It was MOVED and SECONDED

That the Regional Parks Committee adopt the agenda for its meeting scheduled for June 7, 2023 as circulated.

CARRIED

*denotes electronic meeting participation as authorized by section 3.6.2 of the *Procedure Bylaw*

2. ADOPTION OF THE MINUTES

2.1 May 10, 2023 Meeting Minutes

It was MOVED and SECONDED

That the Regional Parks Committee adopt the minutes of its meeting held May 10, 2023 as circulated.

CARRIED

9:01 am Mayor Leonard arrived at the meeting.

3. DELEGATIONS

No items presented.

4. INVITED PRESENTATIONS

No items presented.

5. REPORTS FROM COMMITTEE OR STAFF

5.1 Regional Parks 2022 Annual Report

Report dated May 5, 2023, from Mike Redpath, Director, Regional Parks, and Jamie Vala, Division Manager, Planning and Resource Management, Regional Parks, providing the MVRD Board with the *Regional Parks 2022 Annual Report*.

Members were provided with a presentation on the *Regional Parks 2022 Annual Report* highlighting information on land acquisition and stewardship, operations and public safety, the park visit statistics, public programs and events, and volunteering.

Presentation material titled "Regional Parks 2022 Annual Report" is retained with the June 7, 2023 Regional Parks Committee agenda.

It was MOVED and SECONDED

That the MVRD Board receive for information the report dated May 5, 2023, titled "Regional Parks 2022 Annual Report".

CARRIED

9:11 am Councillor Martens arrived at the meeting.

5.2 Regional Park at Cape Roger Curtis - Park Planning, Municipal Rezoning and OCP Amendment Update

Report dated May 17, 2023, from Jeffrey Fitzpatrick, Division Manager, Design and Development, Regional Parks, providing the MVRD Board with an update on the park planning, municipal rezoning and Official Community Plan (OCP) amendment processes for the new regional park at Cape Roger Curtis, on Bowen Island.

It was MOVED and SECONDED

That the MVRD Board receive for information the report dated May 17, 2023, titled “Regional Park at Cape Roger Curtis - Park Planning, Municipal Rezoning and OCP Amendment Update”.

CARRIED

5.3 Manager’s Report – Regional Parks

Report dated May 29, 2023, from Mike Redpath, Director, Regional Parks, providing the Regional Parks Committee with updates on a volunteer and partner appreciation event, Metro Vancouver Regional Parks Foundation, the *təmtəmixʷtən /Belcarra Regional Park Cultural Heritage Study*, the *təmtəmixʷtən/Belcarra Regional Park’s* welcome pole, the Kanaka Creek Regional Park Goodbye Chums event, the Party for the Planet event with the City of Surrey, the Tynehead Regional Park’s Salmon Send-off event, and the king tide damage to Boundary Bay Regional Park.

It was MOVED and SECONDED

That the Regional Parks Committee receive for information the report dated May 29, 2023, titled “Manager’s Report – Regional Parks”.

CARRIED

6. INFORMATION ITEMS

6.1 Regional Parks Upcoming Events – June 2023

7. OTHER BUSINESS

7.1 Feasibility of Pilot Project to Permit Alcohol Consumption in Regional Parks

A member raised the idea of assessing the feasibility of a pilot project to permit alcohol consumption in regional parks.

Members discussed the need to include the neighboring municipalities in the discussion regarding the feasibility highlighting the need to consider safety and waste management.

It was MOVED and SECONDED

That the Regional Parks Committee direct staff to report back on the feasibility of a pilot project, to allow for the responsible consumption of alcohol in select areas of Metro Vancouver Regional Parks, including but not limited to Centennial Beach and Derby Reach.

CARRIED

8. BUSINESS ARISING FROM DELEGATIONS

No items presented.

9. **RESOLUTION TO CLOSE MEETING**

No items presented.

10. **ADJOURNMENT/CONCLUSION**

It was MOVED and SECONDED

That the Regional Parks Committee conclude its meeting of June 7, 2023.

CARRIED

(Time: 9:37 am)

Morgan Mackenzie,
Legislative Services Coordinator

John McEwen,
Chair

60483652 FINAL

To: Regional Parks Committee

From: David Leavers, Division Manager – Visitor and Operations Services, Regional Parks

Date: June 13, 2023 Meeting Date: July 5, 2023

Subject: **Contribution Funding Request – Derby Reach Brae Island Parks Association**

RECOMMENDATION

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Derby Reach Brae Island Parks Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

EXECUTIVE SUMMARY

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan includes annual allocations in 2023 for six park associations active in regional parks. Funding will be used to support opportunities for citizens to help preserve, protect and enhance regional parks, while advocating for greater public connection to nature.

This contribution agreement proposes three-year funding of \$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026, for the Derby Reach Brae Island Parks Association. The proposed funding supports the Association's capacity to provide community benefit to Metro Vancouver Regional Parks through their volunteer programs and services.

PURPOSE

To seek MVRD Board approval to enter into a 3-year contribution agreement with the Derby Reach Brae Island Parks Association (Attachment).

BACKGROUND

This report has been prepared to renew the contribution agreement with the Derby Reach Brae Island Parks Association (the "Association") that expires on December 31, 2023. The MVRD and the Association have renewed its agreement annually since 2015. In 2023, the Derby Reach Brae Island Parks Association received \$15,000 in funding.

The primary purpose of these funds is to provide a level of coordination for the park association and to provide capacity to serve the people and communities it reaches through its initiatives.

The range of key deliverables includes:

- enabling the Derby Reach Brae Island Parks Association's Board of Directors to achieve broader MVRD outcomes
- coordinating volunteer work parties
- managing volunteers

- providing administrative support to the Association’s board of directors, including record keeping as appropriate
- coordinating the Association’s communications with its board of directors, committees, society members, volunteers, MVRD staff, public and partner groups
- coordinating and/or conducting outreach including social media, displays and booths to increase community awareness
- coordinating and supporting events
- coordinating and supporting fundraising activities

PARK PARTNERSHIP PROGRAM

Regional Parks manage dedicated funds for capacity-building and support for park associations active in regional parks as part of a broader Park Partnership Program. The type and scope of programs and services vary among park associations based on each association’s goals. Past funding of these associations has reflected the proposed use of funds, demonstration of need, and previous performance assessments.

The Park Partnership Program supports the Regional Parks Plan (2022) guiding principle of collaboration. *By working with others, we collectively care for the land to improve the region’s livability and ecological health.* In addition, the Park Partnership Program helps Regional Parks to meet the ‘Engage and Program’ strategies of the plan to:

- provide diverse and meaningful learning and volunteer opportunities that deepen people’s connection to nature (Strategy 12)
- tell stories about regional parks to connect the region’s diverse population with nature and inspire its protection (Strategy 13) and
- learn and share knowledge (Strategy 14)

CONTRIBUTION AGREEMENT

The Derby Reach Brae Island Parks Association has fulfilled its prior year reporting requirements. The Association’s 2022 Annual Report and its 2023 Regional Parks Contribution Funding Application are available for review upon request. The Derby Reach Brae Island Parks Association will submit annual reports to the MVRD over the term of this agreement.

Term

- The 3-year term of the proposed agreement commences January 1, 2024, and ends on December 31, 2026.
- There are provisions in the agreement for early termination in the event of bankruptcy, if the funds are being used in a manner contrary to the agreement or not in the public’s interest, the park association is unable to meet its agreed obligations, on 90 days’ written notice by MVRD, or if the Association makes changes to the plan or services under the agreement without the prior approval of MVRD.

Activities and Services

Derby Reach Brae Island Parks Association will use the funding to contribute to the employment of a part-time volunteer coordinator to enhance their capacity to perform activities such as:

- continually recruit, retain, and train a roster of volunteers for conservation and community outreach events
- coordinate the logistics for an annual series of free public walks and presentations in both parks on a range of themes and targeting different audiences
- publish a monthly e-newsletter
- some administrative duties, such as maintaining cloud storage for all files and the managing of the Association’s website
- managing all promotional activities for events, liaising with other community groups, and assisting the Association’s board of directors with special projects

ALTERNATIVES

1. That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Derby Reach Brae Island Parks Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

2. That the MVRD Board receive for information the report dated June 13, 2023, titled “Contribution Funding Request – Derby Reach Brae Island Parks Association” and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan included an annual allocation for capacity-building support for park associations active in regional parks as part of a broader Park Partnership Program. Funding is to be used to support opportunities for citizens to help preserve, protect and enhance regional parks while advocating for greater public connectivity to nature.

This contribution agreement proposes a three-year funding amount of \$15,000 in 2024, 2025 and 2026 for the Derby Reach Brae Island Parks Association. If the MVRD Board approves Alternative 1, the 2024 Regional Parks budget will continue to include a provision for this funding as a portion of the overall annual budget.

Table A – 2024 Allocations

Burnaby Lake	\$6,000
Colony Farm	\$10,000
Derby Reach / Brae Island	\$15,000
KEEPS	\$15,000
Minnekhada	\$15,000
Pacific Spirit	\$15,000
TOTAL	\$81,000

Year one payment will be made to the Derby Reach Brae Island Parks Association by January 31, 2024.

CONCLUSION

Alternative 1 meets Metro Vancouver’s requirements for the provision of contribution funds to the Derby Reach Brae Island Parks Association. Proposed funding supports the Derby Reach Brae Island Parks Association’s capacity to provide community benefit to Metro Vancouver Regional Parks through their many volunteer programs and services. Staff recommends approval of Alternative 1.

Attachment

Contribution Agreement – Derby Reach Brae Island Parks Association

59904987

CONTRIBUTION AGREEMENT

THIS AGREEMENT made the ___ day of _____, 2023

BETWEEN:

METRO VANCOUVER REGIONAL DISTRICT

4515 Central Blvd.
Burnaby, BC
V5H 0C6

("MVRD")

AND:

DERBY REACH BRAE ISLAND PARKS ASSOCIATION

c/o 1558-200 Street
Langley, BC
V2Z 1W5

(the "Recipient")

WHEREAS:

- A. The Recipient is a non-profit society. The purpose of the Recipient is to promote appreciation, understanding and enjoyment of Derby Reach and Brae Island Regional Parks, while preserving and enhancing their natural and historical features.
- B. The Recipient has requested to receive, and MVRD has agreed to provide to the Recipient, funds for a purpose beneficial to the community or an aspect of the community; and
- C. Section 263(1)(c) of the *Local Government Act* provides that MVRD may provide assistance for the purpose of benefitting the community or any aspect of the community.

NOW THEREFORE in consideration of the premises, terms and conditions contained in this Agreement (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

1.0 INTERPRETATION

In this Agreement the following terms have the following meanings:

“Agreement” means this agreement and the attached schedules, as may be amended from time to time.

“Funds” has the meaning set forth in Section 3.1.

“Plan” means the plan set out in Schedule A of this Agreement which sets out the specific purpose and/or activities for which the Recipient may use the Funds provided to the Recipient under this Agreement.

“Services” means the activities and/or services set out in the Plan.

“Term” has the meaning set forth in Article 2.0.

2.0 TERM

The term of this Agreement will commence on January 1, 2024, and end on December 31, 2026 (the **“Term”**), unless otherwise terminated as provided in this Agreement.

3.0 SERVICES

3.1 The Recipient will only use the funds provided in accordance with Article 4.0 (the **“Funds”**) to provide Services in accordance with the terms and conditions of this Agreement.

3.2 The Recipient will, at MVRD’s written request, provide all information required to enable MVRD to evaluate, using the criteria set out in Schedule B attached hereto, the Recipient’s provision of the Services.

3.3 The Recipient will provide the Services under the terms of the Agreement subject to any applicable bylaws of MVRD and the local municipality, and applicable legislation and regulations and in a manner consistent with any applicable guidelines provided by MVRD.

3.4 MVRD must approve any changes to the Plan or Services in writing prior to the changes being made during the Term.

3.5 If the Recipient makes any changes to the Plan or Services without the prior approval of MVRD pursuant to Section 3.4, MVRD may, at its sole discretion, immediately terminate the Agreement. Upon termination by MVRD in accordance with this Section 3.5, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

4.0 FUNDING AND PAYMENT

- 4.1 MVRD has agreed to provide the Funds to support the Recipient's provision of the Services, in accordance with Section 4.3.
- 4.2 The payment of Funds is subject to MVRD being satisfied, in its sole and absolute discretion, that the Recipient will perform the Services in accordance with the Plan and all requirements under this Agreement.
- 4.3 For each year of the Term, MVRD will pay to the Recipient, by cheque or electronic funds transfer, the sum of \$15,000 for the provision of the Services, on or before January 31 of the respective year, subject to the approval of all involved parties.

5.0 REPORTING

The Recipient will report to MVRD in accordance with the requirements of the reporting section of Schedule B attached hereto.

6.0 TAXES

It is the Recipient's responsibility to determine whether or not it has to be registered for GST and/or PST purposes. The amount of funding provided in this Agreement includes any GST and/or PST which may be payable by MVRD. Any liability for GST and/or PST required in respect of this Agreement will be the responsibility of the Recipient.

7.0 SEPARATE FUNDS AND FINANCIAL STATEMENTS

The books of account of the Recipient will be kept in accordance with Generally Accepted Accounting Practices.

8.0 RIGHT OF AUDIT

At any time, MVRD may give to the Recipient written notice that it desires its representative to examine the books of account of the Recipient, and the Recipient will produce for examination to such representative within ten (10) days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Recipient and shall be entitled to require from the directors and officers of the Recipient such information and explanations as, in their opinion, may be necessary to enable the representative to report to the board of directors of MVRD on the financial position of the Recipient.

9.0 INDEMNITY AND RELEASE

- 9.1 The Recipient shall indemnify and save harmless MVRD, its elected officials, appointed officers, employees and agents from and against all actions, causes of action, claims, liabilities,

damages, losses, costs, legal fees, fees, fines, charges or expenses which any or all of them may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Services by the Recipient, the Recipient's use of any facility where the Services are provided, the breach by the Recipient of any term of this Agreement, or by the Recipient's contravention of any law, enactment or regulation of a federal, provincial or local government.

- 9.2 The Recipient hereby releases MVRD, its elected officials, appointed officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the Recipient may have against any or all of them in respect of an act of MVRD in relation to this Agreement, except insofar as such claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability arises from the negligence of MVRD, its elected officials, appointed officers, employees, agents or contractors.
- 9.3 This Article 9.0 survives the expiry or earlier termination of this Agreement.

10.0 TERMINATION

- 10.1 MVRD may terminate this Agreement immediately without notice to the Recipient should:
- (a) the Recipient fail to perform any of its obligations in the Agreement and such failure continues beyond thirty (30) days from delivery by MVRD to the Recipient of written notice specifying the failure and requiring its remedy;
 - (b) the Recipient make an assignment in bankruptcy or is declared bankrupt; or
 - (c) MVRD, in its sole discretion, determines that any of the Funds are being used in a manner contrary to the Plan or the public interest.
- 10.2 MVRD may terminate this Agreement for any reason whatsoever upon giving ninety (90) days' written notice to the Recipient.
- 10.3 If MVRD terminates this Agreement for any reason, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.
- 10.4 The Recipient may terminate this Agreement upon giving thirty (30) days' written notice to MVRD should the Recipient, for any reason, be unable to meet its obligations with respect to the provision of the Services as set forth in this Agreement.
- 10.5 Upon termination by the Recipient, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

11.0 NOTICE

11.1 Unless otherwise specified in this Agreement, any notice required to be given under this Agreement by any party will be in writing and will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party as set forth below, or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing, and if delivered by personal delivery, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice by personal delivery in order to ensure prompt receipt thereof.

To MVRD:

Mike Redpath, Director, Regional Parks
Metro Vancouver Regional District
4515 Central Blvd.
Burnaby, BC V5H 0C6

To the Recipient:

Terri Van Sleuwen, Secretary
Derby Reach Brae Island Parks Association
c/o 20453-91b Avenue
Langley, BC V1M 1B5

12.0 AUTHORIZATION

The Recipient represents and warrants that:

- (a) it is and will remain duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized; and
- (b) the execution and delivery of this Agreement and the completion of the transactions contemplated by this Agreement, if any, have been duly and validly authorized by all necessary corporate action of the Recipient, and this Agreement constitutes a legal, valid and binding obligation of the Recipient enforceable against the Recipient in accordance with its terms and the person signing this Agreement on the Recipient's behalf is duly authorized to do so.

13.0 TIME

Time is of the essence in this Agreement.

14.0 BINDING

In consideration of being granted the Funds, the Recipient agrees to be bound by the terms and conditions of this Agreement, and if the Recipient represents a group or organization, the Recipient agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

15.0 ASSIGNMENT

The Recipient may not assign this Agreement, in whole or in part, without the prior written consent of MVRD.

16.0 ENUREMENT

This Agreement will enure to the benefit of and be binding upon the parties to this Agreement and their respective heirs, administrators, executors, successors and permitted assignees.

17.0 RELATIONSHIP OF PARTIES

No provision of this Agreement will be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship between the parties. Neither party will represent or hold itself out to be an agent of the other party and neither party will have any authority to act for or assume any obligations or responsibilities, express or implied, on behalf of the other party.

18.0 WAIVER

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

19.0 AMENDMENTS

This Agreement may not be modified or amended except by the written agreement of the parties.

20.0 WHOLE AGREEMENT

The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed in this agreement.

21.0 LANGUAGE

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

22.0 CUMULATIVE REMEDIES

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

23.0 GOVERNING LAW AND JURISDICTION

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia and the parties attorn to the exclusive jurisdiction of the courts of the Province of British Columbia.

24.0 COUNTERPARTS

This Agreement may be executed in counterparts with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. Delivery of an executed signature page to this Agreement by a party by electronic transmission will be as effective as delivery of a manually executed copy of this Agreement by such party.

[Signature Page Follows]

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

For the METRO VANCOUVER REGIONAL DISTRICT

Jerry W. Dobrowolny, P.Eng., MBA
Chief Administrative Officer

For DERBY REACH BRAE ISLAND PARKS ASSOCIATION

Terri Van Sleuwen
Secretary

SCHEDULE 'A'
Derby Reach Brae Island Parks Association (Recipient)
2024 - 2026 Plan

The primary purpose of the Funds is to provide a level of coordination for the Recipient (Derby Reach Brae Island Parks Association), to provide capacity to serve the people and communities it reaches through its initiatives. The range of key deliverables includes:

- Enable the Recipient's board of directors to achieve broader MVRD outcomes;
- Coordinate volunteer work parties;
- Manage volunteers;
- Provide administrative support to the Recipient's board of directors, including record keeping as appropriate;
- Coordinate the Recipient's communications with its board of directors, committees, society members, volunteers, MVRD staff, public and partner groups;
- Coordinate and/or conduct outreach including social media, displays and booths to increase community awareness;
- Coordinate and support events; and
- Coordinate and support fundraising.

Derby Reach Brae Island Parks Association will use the funding to contribute to the employment of a part time volunteer coordinator to enhance their capacity to perform activities such as:

- continually recruit, retain, and train a roster of volunteers for conservation and community outreach events;
- coordinate the logistics for an annual series of free public walks and presentations in both parks on a range of themes and targeting different audiences;
- publish a monthly e-newsletter;
- some administrative duties, such as maintaining cloud storage for all files and the managing of the Recipient's website; and
- managing all promotional activities for events, liaising with other community groups, and assisting the Recipient's board of directors with special projects.

SCHEDULE 'B'

Evaluation

Oversight:

MVRD staff regularly interact with the Derby Reach Brae Island Parks Association board of directors, paid coordinators and staff/volunteers.

Reporting:

Derby Reach Brae Island Parks Association is required to provide:

- Records of volunteer hours, events, activities, participants and associated statistics annually to MVRD at the beginning of January (for previous year). These statistics are included in MVRD Regional Park's annual report;
- A report outlining accomplishments for the year, such as funds raised, Board development, new initiatives, number of members, new partnerships, awards and recognition, anecdotal success stories, etc.; and
- A member of the Derby Reach Brae Island Parks Association must make a presentation to the Regional Parks Committee summarizing achievements during, or at the end of the Term.

To: Regional Parks Committee

From: David Leavers, Division Manager – Visitor and Operations Services, Regional Parks

Date: June 13, 2023 Meeting Date: July 5, 2023

Subject: **Contribution Funding Request – Minnehada Park Association**

RECOMMENDATION

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Minnehada Park Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

EXECUTIVE SUMMARY

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan includes annual allocations in 2023 for six park associations active in regional parks. Funding will be used to support opportunities for citizens to help preserve, protect and enhance regional parks, while advocating for greater public connection to nature.

This contribution agreement proposes three-year funding of \$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026, for the Minnehada Park Association. The proposed funding supports the Association’s capacity to provide community benefit to Metro Vancouver Regional Parks through their volunteer programs and services.

PURPOSE

To seek MVRD Board approval to enter into a three-year contribution agreement with the Minnehada Park Association (Attachment).

BACKGROUND

This report has been prepared to recommend the renewal of the contribution agreement with Minnehada Park Association (“Association”) that expires on December 31, 2023. MVRD and the Minnehada Park Association have renewed its agreement annually since 2015. In 2023, Minnehada Park Association received \$15,000 in funding. The primary purpose of these funds is to provide a level of coordination for the Association and to provide capacity to serve the people and communities it reaches through its initiatives.

The range of key deliverables includes:

- enabling the Minnehada Park Association board of directors to continue its growth and capacity to add to their achievements
- coordinating volunteer work parties
- providing administrative support to the Association’s board of directors, including record keeping
- coordinating society communications with the Association’s board of directors, committees, society members, volunteers, MVRD staff, public and partner groups

- coordinating and/or conducting outreach including social media, displays and booths to increase community awareness
- coordinating and supporting events
- coordinating and supporting fundraising activities

PARK PARTNERSHIP PROGRAM

Regional Parks manage dedicated funds for capacity-building and support for park associations active in regional parks as part of a broader Park Partnership Program. The type and scope of programs and services vary among park associations based on each association’s goals. Past funding of these associations has reflected the proposed use of funds, demonstration of need, and previous performance assessments.

The Park Partnership Program supports the Regional Parks Plan (2022) guiding principle of collaboration. *By working with others, we collectively care for the land to improve the region’s livability and ecological health.* In addition, the Park Partnership Program helps Regional Parks to meet the ‘Engage and Program’ strategies of the plan to:

- provide diverse and meaningful learning and volunteer opportunities that deepen people’s connection to nature (Strategy 12)
- tell stories about regional parks to connect the region’s diverse population with nature and inspire its protection (Strategy 13) and
- learn and share knowledge (Strategy 14)

CONTRIBUTION AGREEMENT

The Minnehada Park Association has fulfilled its prior year reporting requirements. The Association’s 2022 Annual Report and its 2023 Regional Parks Contribution Funding Application are available for review upon request. Based upon the three-year work program that Minnehada Park Association has provided, it is being recommended that the Committee approve a three-year term of agreement. The Minnehada Park Association will submit an annual report to MVRD over the term of the agreement.

Over the term of the recommended agreement, the Minnehada Park Association has indicated that their focus will be:

- To educate and raise awareness about the natural and cultural heritage of Minnehada Regional Park
- To advocate for and provide opportunities for people to connect with nature
- To actively preserve and protect Minnehada Regional Park
- To foster and encourage public input and ideas
- To inspire others to value and care about nature and Minnehada Regional Park

Term

- The term of the proposed agreement commences January 1, 2024 and ends on December 31, 2026.
- There are provisions in the agreement for early termination in the event of bankruptcy, if the funds are being used in a manner contrary to the agreement or not in the public interest, the park association is unable to meet its agreed obligations, on 90 days’ written notice by MVRD,

or if the park association makes change to the plan or services under the agreement without the prior approval of MVRD.

Activities and Services

Minnehada Park Association will use the funding to contribute to the employment of a part-time volunteer coordinator to enhance their capacity to perform activities such as:

- bat monitoring and related stewardship
- citizen science including western toad monitoring
- collaboration on the coastal painted turtle project
- nature education and appreciation
- wildfire recovery
- outreach and community engagement

ALTERNATIVES

1. That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Minnehada Park Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.
2. That the MVRD Board receive for information the report dated June 13, 2023, titled “Contribution Funding Request – Minnehada Park Association” and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan included an annual allocation for capacity-building support for park associations active in regional parks as part of a broader Park Partnership Program. Funding is to be used to support opportunities for citizens to help preserve, protect and enhance regional parks while advocating for greater public connectivity to nature.

This contribution agreement proposes a three-year funding amount of \$15,000 in 2024, 2025 and 2026 for the Minnehada Park Association. If the MVRD Board approves Alternative 1, the 2024 Regional Parks budget will continue to include a provision for this funding as a portion of the overall annual budget.

Table A – 2024 Allocations

Burnaby Lake	\$6,000
Colony Farm	\$15,000
Derby Reach / Brae Island	\$15,000
KEEPS	\$15,000
Minnehada	\$15,000
Pacific Spirit	\$15,000
TOTAL	\$81,000

Year 1 payment will be made to the Minnehada Park Association by January 31, 2024.

CONCLUSION

Alternative 1 meets Metro Vancouver’s requirements for the provision of contribution funds to the Minnehada Park Association. Proposed funding supports the Minnehada Park Association’s capacity to provide community benefit to Metro Vancouver Regional Parks through their many volunteer programs and services. Staff recommends approval of Alternative 1.

Attachment

Contribution Agreement – Minnehada Park Association

59906691

ATTACHMENT

CONTRIBUTION AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2023

BETWEEN:

METRO VANCOUVER REGIONAL DISTRICT

4515 Central Blvd.
Burnaby, BC
V5H 0C6

("MVRD")

AND:

MINNEKHADA PARK ASSOCIATION

c/o 9146 Avalon Avenue
Burnaby, BC
V3N 4G8

(the "Recipient")

WHEREAS:

- A. The Recipient is a non-profit society. The purpose of the Recipient is to preserve, protect and enhance the natural environment of Minnekhada Regional Park, while furthering respect, appreciation and enjoyment of the Park's natural and historical attributes as well as recreational resources.
- B. The Recipient has requested to receive, and MVRD has agreed to provide to the Recipient, funds for a purpose beneficial to the community or an aspect of the community; and
- C. Section 263(1)(c) of the *Local Government Act* provides that MVRD may provide assistance for the purpose of benefitting the community or any aspect of the community.

NOW THEREFORE in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

1.0 INTERPRETATION

In this Agreement the following terms have the following meanings:

"Agreement" means this agreement and the attached schedules, as may be amended from time to time.

“Funds” has the meaning set forth in Section 3.1.

“Plan” means the plan set out in Schedule “A” of this Agreement which sets out the specific purpose and/or activities for which the Recipient may use the Funds provided to the Recipient under this Agreement.

“Services” means the activities and/or services set out in the Plan.

“Term” has the meaning set forth in Section 2.0.

2.0 TERM

The term of this Agreement will commence on January 1, 2024, and end on December 31, 2026 (the **“Term”**), unless otherwise terminated as provided in this Agreement.

3.0 SERVICES

3.1 The Recipient shall only use the funds provided in accordance with Article 4.0 (the **“Funds”**) to provide Services in accordance with the terms and conditions of this Agreement.

3.2 The Recipient will, at MVRD’s written request, provide all information required to enable MVRD to evaluate, using the criteria set out in Schedule B attached hereto, the Recipient’s provision of the Services.

3.3 The Recipient will provide the Services under the terms of the Agreement subject to any applicable bylaws of MVRD and the local municipality, and applicable legislation and regulations and in a manner consistent with any applicable guidelines provided by MVRD.

3.4 MVRD must approve any changes to the Plan or Services in writing prior to the changes being made during the Term.

3.5 If the Recipient makes changes to the Plan or Services without the prior approval of MVRD pursuant to Section 3.4, MVRD may, at its sole discretion, immediately terminate the Agreement. Upon termination by MVRD in accordance with this Section 3.5, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

4.0 FUNDING AND PAYMENT

4.1 MVRD has agreed to provide the Funds to support the Recipient’s provision of the Services, in accordance with Section 4.3.

4.2 The payment of Funds is subject to MVRD being satisfied, in its sole and absolute discretion, that the Recipient will perform the Services in accordance with the Plan and all requirements under the Agreement.

4.3 For each year of the Term, MVRD shall pay to the Recipient, by cheque or electronic funds transfer, the sum of \$15,000 for the provision of the Services, on or before January 31 of the respective year, subject to the approval of all involved parties.

5.0 REPORTING

The Recipient shall report to MVRD in accordance with the requirements of the reporting section of Schedule "B" attached to this Agreement.

6.0 TAXES

It is the Recipient's responsibility to determine whether or not it has to be registered for GST and/or PST purposes. The amount of funding provided in this Agreement includes any GST and/or PST which may be payable by MVRD. Any liability for GST and/or PST required in respect of this Agreement will be the responsibility of the Recipient.

7.0 SEPARATE FUNDS AND FINANCIAL STATEMENTS

The books of account of the Recipient will be kept in accordance with Generally Accepted Accounting Practices.

8.0 RIGHT OF AUDIT

At any time, MVRD may give to the Recipient written notice that it desires its representative to examine the books of account of the Recipient, and the Recipient will produce for examination to such representative within ten (10) days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Recipient and shall be entitled to require from the directors and officers of the Recipient such information and explanations as, in their opinion, may be necessary to enable the representative to report to the board of directors of MVRD on the financial position of the Recipient.

9.0 INDEMNITY AND RELEASE

9.1 The Recipient shall indemnify and save harmless MVRD, its elected officials, appointed officers, employees and agents from and against all actions, causes of action, claims, liabilities, damages, losses, costs, legal fees, fees, fines, charges or expenses which any or all of them may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Services by the Recipient, the Recipient's use of any facility where the Services are provided, the breach by the Recipient of any term of this Agreement, or by the Recipient's contravention of any law, enactment or regulation of a federal, provincial or local government.

9.2 The Recipient hereby releases MVRD, its elected officials, appointed officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the Recipient may have against any or all of them in respect of an act of MVRD in relation to this Agreement, except insofar as such claim, right, remedy,

action, cause of action, loss, damage, expense, fee or liability arises from the gross negligence of MVRD, its elected officials, appointed officers, employees, agents or contractors.

9.3 This Article 9.0 survives the expiry or sooner termination of this Agreement.

10.0 TERMINATION

10.1 MVRD may terminate this Agreement immediately without notice to the Recipient should:

- (a) the Recipient fail to perform any of its obligations in the Agreement and such failure continues beyond thirty (30) days from delivery by MVRD to the Recipient of written notice specifying the failure and requiring its remedy;
- (b) the Recipient make an assignment in bankruptcy or is declared bankrupt; or
- (c) MVRD, in its sole discretion, determines that any of the Funds are being used in a manner contrary to the Plan or the public interest.

10.2 MVRD may terminate this Agreement for any reason whatsoever upon giving ninety (90) days' written notice to the Recipient.

10.3 If MVRD terminates the Agreement for any reason, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

10.4 The Recipient may terminate this Agreement upon giving thirty (30) days' written notice to MVRD should the Recipient, for any reason, be unable to meet its obligations with respect to the provision of the Services as set forth in this Agreement.

10.5 Upon termination by the Recipient, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

11.0 NOTICE

11.1 Unless otherwise specified in this Agreement, any notice required to be given under this Agreement by any party will be in writing and will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party as set forth below or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing, and if delivered by personal delivery, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice by personal delivery in order to ensure prompt receipt thereof.

To MVRD:

Mike Redpath, Director, Regional Parks
Metro Vancouver Regional District
4515 Central Blvd.
Burnaby, BC V5H 0C6

To the Recipient:

Celia DeLuca, Chair
Minnekhada Park Association
c/o 9146 Avalon Avenue
Burnaby, BC V3N 4G8

12.0 AUTHORIZATION

The Recipient represents and warrants that:

- (a) it is and will remain duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized; and
- (b) the execution and delivery of this Agreement and the completion of the transactions contemplated by this Agreement, if any, have been duly and validly authorized by all necessary corporate action of the Recipient, and this Agreement constitutes a legal, valid and binding obligation of the Recipient enforceable against the Recipient in accordance with its terms and the person signing this Agreement on the Recipient's behalf is duly authorized to do so.

13.0 TIME

Time is of the essence in this Agreement.

14.0 BINDING

In consideration of being granted the Funds, the Recipient agrees to be bound by the terms and conditions of this Agreement, and if the Recipient represents a group or organization, the Recipient agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

15.0 ASSIGNMENT

The Recipient may not assign this Agreement in whole or in part without the prior written consent of MVRD.

16.0 ENUREMENT

This Agreement will enure to the benefit of and be binding upon the parties to this Agreement and their respective heirs, administrators, executors, successors and permitted assignees.

17.0 RELATIONSHIP OF PARTIES

No provision of this Agreement will be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship between the parties. Neither party will represent or hold itself out to be an agent of the other party and neither party will have any authority to act for or assume any obligations or responsibilities, express or implied, on behalf of the other party.

18.0 WAIVER

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

19.0 AMENDMENTS

This Agreement may not be modified or amended except by the written agreement of the parties.

20.0 WHOLE AGREEMENT

The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed in this agreement.

21.0 LANGUAGE

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

22.0 CUMULATIVE REMEDIES

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

23.0 GOVERNING LAW AND JURISDICTION

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia and the parties attorn to the exclusive jurisdiction of the courts of the Province of British Columbia.

24.0 COUNTERPARTS

This Agreement may be executed in counterparts with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. Delivery of an executed signature page to this Agreement by a party by electronic

transmission will be as effective as delivery of a manually executed copy of this Agreement by such party.

[Signature Page Follows]

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

For the METRO VANCOUVER REGIONAL DISTRICT

Jerry W. Dobrovolny, P.Eng., MBA
Chief Administrative Officer

For MINNEKHADA PARK ASSOCIATION

Celia DeLuca
Chair

SCHEDULE "A"
Minnehada Park Association (Recipient)
2024 – 2026 Plan

The primary purpose of the Funds is to provide a level of coordination for the Recipient (Minnehada Park Association), to provide capacity to serve the people and communities it reaches through its initiatives. The range of key deliverables includes:

- Enable the Recipient’s board of directors to achieve broader MVRD outcomes;
- Coordinate volunteer work parties;
- Manage volunteers;
- Provide administrative support to the Recipient’s board of directors, including record keeping as appropriate;
- Coordinate society communications with the Recipient’s board of directors , committees, society members, volunteers, MVRD staff, public and partner groups;
- Coordinate and/or conduct outreach including social media, displays and booths to increase community awareness;
- Coordinate and support events; and
- Coordinate and support fundraising.

Minnehada Park Association will use the funding to contribute to the employment of a volunteer coordinator to enhance their capacity to perform activities such as:

- Bat monitoring and related stewardship;
- Citizen science including western toad monitoring;
- Collaboration on the coastal painted turtle project;
- Nature education and appreciation;
- Health and wellness;
- Wildfire recovery; and
- Outreach and community engagement.

SCHEDULE 'B'

Evaluation

Oversight:

MVRD staff regularly interact with the Minnehada Park Association board of directors, paid coordinators and staff/volunteers.

Reporting:

Minnehada Park Association is required to provide:

- Records of volunteer hours, events, activities, participants and associated statistics annually to MVRD at the beginning of January (for previous year). These statistics are included in MVRD Regional Park's annual report;
- A report outlining accomplishments for the year, such as funds raised, Board development, new initiatives, number of members, new partnerships, awards and recognition, anecdotal success stories, etc.; and
- A member of the Minnehada Park Association must make a presentation to the Regional Parks Committee summarizing achievements during, or at the end of the Term.

To: Regional Parks Committee

From: David Leavers, Division Manager – Visitor and Operations Services, Regional Parks

Date: June 13, 2023 Meeting Date: July 5, 2023

Subject: **Contribution Funding Request – Burnaby Lake Park Association**

RECOMMENDATION

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Burnaby Lake Park Association for a three-year term in the aggregate amount of \$36,000 (\$6,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

EXECUTIVE SUMMARY

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan includes annual allocations in 2023 for six park associations active in regional parks. Funding is used to support opportunities for citizens to help preserve, protect and enhance regional parks, while advocating for greater public connection to nature.

This contribution agreement proposes three-year funding of \$6,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026, for the Burnaby Lake Park Association. The proposed funding supports the Association’s capacity to provide community benefit to Metro Vancouver Regional Parks through their volunteer programs and services.

PURPOSE

To seek MVRD Board approval to enter into a three-year contribution agreement with the Burnaby Lake Park Association (Attachment).

BACKGROUND

This report has been prepared to recommend the renewal of the contribution agreement with Burnaby Lake Park Association that expires on December 31, 2023. MVRD and the Burnaby Lake Park Association (the “Association”) have renewed its agreement annually since 2005. The primary purpose of these funds is to provide a level of coordination for the park association and to provide capacity to serve the people and communities it reaches through its initiatives.

The range of key deliverables includes:

- enabling the Burnaby Lake Park Association board of directors to achieve broader MVRD outcomes
- coordinating volunteer work parties
- managing volunteers
- providing administrative support to the Association’s board of directors, including record keeping as appropriate

- coordinating the Association’s communications with its board of directors, committees, society members, volunteers, MVRD staff, public and partner groups
- coordinating and/or conducting outreach including social media, displays and booths to increase community awareness
- coordinating and supporting events
- coordinating and supporting fundraising activities

PARK PARTNERSHIP PROGRAM

Regional Parks manage dedicated funds for capacity-building and support for park associations active in regional parks as part of a broader Park Partnership Program. The type and scope of programs and services vary among park associations based on each association’s goals. Past funding of these associations has reflected the proposed use of funds, demonstration of need, and previous performance assessments.

The Park Partnership Program supports the Regional Parks Plan (2022) guiding principle of collaboration. *By working with others, we collectively care for the land to improve the region’s livability and ecological health.* In addition, the Park Partnership Program helps Regional Parks to meet the ‘Engage and Program’ strategies of the plan to:

- provide diverse and meaningful learning and volunteer opportunities that deepen people’s connection to nature (Strategy 12)
- tell stories about regional parks to connect the region’s diverse population with nature and inspire its protection (Strategy 13) and
- learn and share knowledge (Strategy 14)

CONTRIBUTION AGREEMENT

The Burnaby Lake Park Association has fulfilled its prior year reporting requirements. The Association’s 2022 Annual Report and its 2023 Regional Parks Contribution Funding Application are available for review upon request. Based upon the three-year work program that Burnaby Lake Park Association has provided, it is being recommended that the Committee approve a three-year term of agreement. The Burnaby Lake Park Association will submit an annual report to MVRD over the term of the agreement.

Term

- The three-year term of the proposed agreement commences January 1, 2024, and ends on December 31, 2026.
- There are provisions in the agreement for early termination in the event of bankruptcy, if the funds are being used in a manner contrary to the agreement or not in the public interest, the park association is unable to meet its agreed obligations, on 90 days’ written notice by MVRD, or if the Association makes changes to the plan or services under the agreement without the prior approval of MVRD.

Activities and Services

Over the term of the recommended agreement, the Burnaby Lake Park Association has indicated that their focus will be:

- To offer innovative programs and initiatives to new audiences as well as seasoned park volunteers
- To facilitate people’s engagement in activities such as public work parties to remove invasive plants, maintaining nest boxes, wildlife monitoring or citizen science programs thereby increasing their knowledge about the importance of the park and inspiring feelings of attachment to the park
- To continually increase the numbers and diversity of their volunteer base
- To increase public awareness about the park
- To host events in the park such as Earth Day Celebration, World Migratory Bird Day, Birds of Burnaby Lake, Salmon Sunday at Cariboo Dam, and Snap & Share iNaturalist program
- To collaborate with other groups and individuals in the community
- To support resource management by assuming responsibility for the delivery of programs

ALTERNATIVES

1. That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Burnaby Lake Park Association for a three-year term in the aggregate amount of \$36,000 (\$6,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.
2. That the MVRD Board receive for information the report dated June 13, 2023, titled “Contribution Funding Request – Burnaby Lake Park Association” and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan included an annual allocation for capacity-building support for park associations active in regional parks as part of a broader Park Partnership Program. Funding is to be used to support opportunities for citizens to help preserve, protect and enhance regional parks while advocating for greater public connectivity to nature.

This contribution agreement proposes a three-year funding amount of \$6,000 in 2024, and \$15,000 in 2025 and 2026 for the Burnaby Lake Park Association. If the MVRD Board approves Alternative 1, the 2024 Regional Parks budget will continue to include a provision for this funding as a portion of the overall annual budget.

Table A – 2024 Allocations

Burnaby Lake	\$6,000
Colony Farm	\$10,000
Derby Reach / Brae Island	\$15,000
KEEPS	\$15,000
Minnekhada	\$15,000
Pacific Spirit	\$15,000
TOTAL	\$81,000

Year one payment will be made to the Burnaby Lake Park Association by January 31, 2024.

CONCLUSION

Alternative 1 meets Metro Vancouver’s requirements for the provision of contribution funds to the Burnaby Lake Park Association. Proposed funding supports the Burnaby Lake Park Association’s capacity to provide community benefit to Metro Vancouver Regional Parks through their many volunteer programs and services. Staff recommends approval of Alternative 1.

Attachments

Contribution Agreement –Burnaby Lake Park Association

59907099

CONTRIBUTION AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2023

BETWEEN:

METRO VANCOUVER REGIONAL DISTRICT

4515 Central Blvd.
Burnaby, BC
V5H 0C6

("MVRD")

AND:

BURNABY LAKE PARK ASSOCIATION

c/o 9146 Avalon Avenue
Burnaby, BC
V3N 4G8

(the "Recipient")

WHEREAS:

- A. The Recipient is a non-profit society. The goal of the Recipient is to protect and care for, in perpetuity, Burnaby Lake Regional Park, while upholding the principles of the Land Use Plan. The Recipient works to protect and enhance the wildlife areas of the park while maintaining recreational and agricultural opportunities in the park that are in harmony with nature, and to promote public knowledge and stewardship of the park's natural and agricultural areas.
- B. The Recipient has requested to receive, and MVRD has agreed to provide to the Recipient, funds for a purpose beneficial to the community or an aspect of the community; and
- C. Section 263(1)(c) of the *Local Government Act* provides that MVRD may provide assistance for the purpose of benefitting the community or any aspect of the community.

NOW THEREFORE in consideration of the premises, terms and conditions contained in this Agreement (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

1.0 INTERPRETATION

In this Agreement the following terms have the following meanings:

“Agreement” means this agreement and the attached schedules, as may be amended from time to time.

“Funds” has the meaning set forth in Section 3.1.

“Plan” means the plan set out in Schedule “A” of this Agreement which sets out the specific purpose and/or activities for which the Recipient may use the Funds provided to the Recipient under this Agreement.

“Services” means the activities and/or services set out in the Plan.

“Term” has the meaning set forth in Article 2.0.

2.0 TERM

The term of this Agreement will commence on January 1, 2024, and end on December 31, 2026 (the **“Term”**), unless otherwise terminated as provided in this Agreement.

3.0 SERVICES

3.1 The Recipient will only use the funds provided in accordance with Article 4.0 (the **“Funds”**) to provide Services in accordance with the terms and conditions of this Agreement.

3.2 The Recipient will, at MVRD’s written request, provide all information required to enable MVRD to evaluate, using the criteria set out in Schedule B attached hereto, the Recipient’s provision of the Services.

3.3 The Recipient will provide the Services under the terms of the Agreement subject to any applicable bylaws of MVRD and the local municipality, and applicable legislation and regulations and in a manner consistent with any applicable guidelines provided by MVRD.

3.4 MVRD must approve any changes to the Plan or Services in writing prior to the changes being made during the Term.

3.5 If the Recipient makes any changes to the Plan or Services without the prior approval of MVRD pursuant to Section 3.4, MVRD may, at its sole discretion, immediately terminate the Agreement. Upon termination by MVRD in accordance with this Section 3.5, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

4.0 FUNDING AND PAYMENT

4.1 MVRD has agreed to provide the Funds to support the Recipient’s provision of the Services, in accordance with Section 4.3.

4.2 The payment of Funds is subject to MVRD being satisfied, in its sole and absolute discretion, that the Recipient will perform the Services in accordance with the Plan and all requirements under this Agreement.

4.3 For each year of the Term, MVRD will pay to the Recipient, by cheque or electronic funds transfer, the sums of \$6,000 (2024) and \$15,000 (2025, 2006) for the provision of the Services, on or before January 31 of the respective year, subject to the approval of all involved parties.

5.0 REPORTING

The Recipient will report to MVRD in accordance with the requirements of the reporting section of Schedule "B" attached to this Agreement.

6.0 TAXES

It is the Recipient's responsibility to determine whether or not it has to be registered for GST and/or PST purposes. The amount of funding provided in this Agreement includes any GST and/or PST which may be payable by MVRD. Any liability for GST and/or PST required in respect of this Agreement will be the responsibility of the Recipient.

7.0 SEPARATE FUNDS AND FINANCIAL STATEMENTS

The books of account of the Recipient will be kept in accordance with Generally Accepted Accounting Practices.

8.0 RIGHT OF AUDIT

At any time, MVRD may give to the Recipient written notice that it desires its representative to examine the books of account of the Recipient, and the Recipient will produce for examination to such representative within ten (10) days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Recipient and shall be entitled to require from the directors and officers of the Recipient such information and explanations as, in their opinion, may be necessary to enable the representative to report to the board of directors of MVRD on the financial position of the Recipient.

9.0 INDEMNITY AND RELEASE

9.1 The Recipient shall indemnify and save harmless MVRD, its elected officials, appointed officers, employees and agents from and against all actions, causes of action, claims, liabilities, damages, losses, costs, legal fees, fees, fines, charges or expenses which any or all of them may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Services by the Recipient, the Recipient's use of any facility where the Services are provided, the breach by the Recipient of any term of this Agreement, or by the Recipient's contravention of any law, enactment or regulation of a federal, provincial or local government.

9.2 The Recipient hereby releases MVRD, its elected officials, appointed officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the Recipient may have against any or all of them in respect of an act of MVRD in relation to this Agreement, except insofar as such claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability arises from the negligence of MVRD, its elected officials, appointed officers, employees, agents or contractors.

9.3 This Article 9.0 survives the expiry or earlier termination of this Agreement.

10.0 TERMINATION

10.1 MVRD may terminate this Agreement immediately without notice to the Recipient should:

- (a) the Recipient fail to perform any of its obligations in the Agreement and such failure continues beyond thirty (30) days from delivery by MVRD to the Recipient of written notice specifying the failure and requiring its remedy;
- (b) the Recipient make an assignment in bankruptcy or is declared bankrupt; or
- (c) MVRD, in its sole discretion, determines that any of the Funds are being used in a manner contrary to the Plan or the public interest.

10.2 MVRD may terminate this Agreement for any reason whatsoever upon giving ninety (90) days' written notice to the Recipient.

10.3 If MVRD terminates this Agreement for any reason, the Recipient shall immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

10.4 The Recipient may terminate this Agreement upon giving thirty (30) days' written notice to MVRD should the Recipient, for any reason, be unable to meet its obligations with respect to the provision of the Services as set forth in this Agreement.

10.5 Upon termination by the Recipient, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

11.0 NOTICE

11.1 Unless otherwise specified in this Agreement, any notice required to be given under this Agreement by any party will be in writing and will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party as set forth below or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing, and if delivered by personal delivery, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party

sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice by personal delivery in order to ensure prompt receipt thereof.

To MVRD:

Mike Redpath, Director, Regional Parks
Metro Vancouver Regional District
4515 Central Blvd.
Burnaby, BC V5H 0C6

To the Recipient:

Irene Lau, Chair
Burnaby Lake Park Association
c/o 9146 Avalon Avenue
Burnaby, BC V3N 4G8

12.0 AUTHORIZATION

The Recipient represents and warrants that:

- (a) it is and will remain duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized; and
- (b) the execution and delivery of this Agreement and the completion of the transactions contemplated by this Agreement, if any, have been duly and validly authorized by all necessary corporate action of the Recipient, and this Agreement constitutes a legal, valid and binding obligation of the Recipient enforceable against the Recipient in accordance with its terms and the person signing this Agreement on the Recipient's behalf is duly authorized to do so.

13.0 TIME

Time is of the essence in this Agreement.

14.0 BINDING

In consideration of being granted the Funds, the Recipient agrees to be bound by the terms and conditions of this Agreement, and if the Recipient represents a group or organization, the Recipient agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

15.0 ASSIGNMENT

The Recipient may not assign this Agreement in whole or in part without the prior written consent of MVRD.

16.0 ENUREMENT

This Agreement will enure to the benefit of and be binding upon the parties to this Agreement and their respective heirs, administrators, executors, successors and permitted assignees.

17.0 RELATIONSHIP OF PARTIES

No provision of this Agreement will be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship between the parties. Neither party will represent or hold itself out to be an agent of the other party and neither party will have any authority to act for or assume any obligations or responsibilities, express or implied, on behalf of the other party.

18.0 WAIVER

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

19.0 AMENDMENTS

This Agreement may not be modified or amended except by the written agreement of the parties.

20.0 WHOLE AGREEMENT

The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed in this agreement.

21.0 LANGUAGE

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

22.0 CUMULATIVE REMEDIES

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

23.0 GOVERNING LAW AND JURISDICTION

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia and the parties attorn to the exclusive jurisdiction of the courts of the Province of British Columbia.

24.0 COUNTERPARTS

This Agreement may be executed in counterparts with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. Delivery of an executed signature page to this Agreement by a party by electronic transmission will be as effective as delivery of a manually executed copy of this Agreement by such party.

[Signature Page Follows]

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

For the METRO VANCOUVER REGIONAL DISTRICT

Jerry W. Dobrowolny, P.Eng., MBA
Chief Administrative Officer

For BURNABY LAKE PARK ASSOCIATION

Irene Lau
Chair

SCHEDULE "A"
Burnaby Lake Park Association (Recipient)
2024 – 2026 Plan

The primary purpose of the Funds is to provide a level of coordination for the Recipient (Burnaby Lake Park Association), to provide capacity to serve the people and communities it reaches through its initiatives. The range of key deliverables includes:

- Enable the Burnaby Lake Park Association Board of Directors to achieve broader MVRD outcomes;
- Coordinate volunteer work parties;
- Manage volunteers;
- Provide administrative support to the Recipient's board of directors, including record keeping as appropriate;
- Coordinate the Recipient's communications with its board of directors, committees, society members, volunteers, MVRD staff, public and partner groups;
- Coordinate and/or conduct outreach including social media, displays and booths to increase community awareness;
- Coordinate and support events; and
- Coordinate and support fundraising activities.

Over the term of the recommended agreement, the Burnaby Lake Park Association has indicated that they will continue to employ a part time contract coordinator with a focus to:

- offer innovative programs and initiatives to new audiences as well as seasoned park volunteers;
- facilitate people's engagement in activities such as public work parties to remove invasive plants, maintaining nest boxes, wildlife monitoring or citizen science programs thereby increasing their knowledge about the importance of the park and inspiring feelings of attachment to the park;
- continually increase the numbers and diversity of their volunteer base;
- increase public awareness about the park;
- host events in the park such as Earth Day Celebration, World Migratory Bird Day, Birds of Burnaby Lake, Salmon Sunday at Cariboo Dam, and Snap & Share iNaturalist program;
- collaborate with other groups and individuals in the community; and
- support resource management by assuming responsibility for the delivery of programs.

SCHEDULE "B"

Evaluation

Oversight:

MVRD staff regularly interact with the Burnaby Lake Park Association board of directors, paid coordinators and staff/volunteers.

Reporting:

Burnaby Lake Park Association is required to provide:

- Records of volunteer hours, events, activities, participants and associated statistics annually to MVRD at the beginning of January (for previous year). These statistics are included in MVRD Regional Park's annual report;
- A report outlining accomplishments for the year, such as funds raised, Board development, new initiatives, number of members, new partnerships, awards and recognition, anecdotal success stories, etc.; and
- A member of the Burnaby Lake Park Association must make a presentation to the Regional Parks Committee summarizing achievements during, or at the end of the Term.

To: Regional Parks Committee

From: David Leavers, Division Manager – Visitor and Operations Services, Regional Parks

Date: June 13, 2023 Meeting Date: July 5, 2023

Subject: **Contribution Funding Request – Colony Farm Park Association**

RECOMMENDATION

That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Colony Farm Park Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.

EXECUTIVE SUMMARY

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan includes annual allocations in 2023 for six park associations active in regional parks. Funding will be used to support opportunities for citizens to help preserve, protect and enhance regional parks, while advocating for greater public connection to nature.

This contribution agreement proposes three-year funding of \$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026, for the Colony Farm Park Association. The proposed funding supports the Association’s capacity to provide community benefit to Metro Vancouver Regional Parks through their volunteer programs and services.

PURPOSE

To seek MVRD Board approval to enter into a three-year contribution agreement with the Colony Farm Park Association (Attachment).

BACKGROUND

This report has been prepared to recommend the renewal of the contribution agreement with Colony Farm Park Association (the “Association”) that expires on December 31, 2023. MVRD and the Association have renewed its agreement annually since 2016. The primary purpose of these funds is to provide a level of coordination for the park association and to provide capacity to serve the people and communities it reaches through its initiatives.

The range of key deliverables includes:

- enabling the Association’s board of directors to achieve broader MVRD outcomes
- coordinating volunteer work parties
- managing volunteers
- providing administrative support to its board of directors, including record keeping as appropriate

- coordinating the Association’s communications with its board of directors, committees, society members, volunteers, MVRD staff, public and partner groups
- advancing relationship-building and reconciliation with kʷikʷəłəm (Kwikwetlem First Nation) by expanding learning and understanding of the cultural history of the park’s land base and the First Nation’s connection to the land, water, and environment in and around the park
- coordinating and/or conducting outreach including social media, displays and booths to increase community awareness
- coordinating and supporting events
- coordinating and supporting fundraising activities

PARK PARTNERSHIP PROGRAM

Regional Parks manage dedicated funds for capacity-building and support for park associations, who are registered non-profit societies, active in regional parks as part of a broader Park Partnership Program. The type and scope of programs and services vary among park associations based on each association’s goals. Past funding of these associations has reflected the proposed use of funds, demonstration of need, and previous performance assessments.

The Park Partnership Program supports the Regional Parks Plan (2022) guiding principle of collaboration. *By working with others, we collectively care for the land to improve the region’s livability and ecological health.* In addition, the Park Partnership Program helps Regional Parks to meet the ‘Engage and Program’ strategies of the plan to:

- provide diverse and meaningful learning and volunteer opportunities that deepen people’s connection to nature (Strategy 12)
- tell stories about regional parks to connect the region’s diverse population with nature and inspire its protection (Strategy 13)
- learn and share knowledge (Strategy 14)

CONTRIBUTION AGREEMENT

The Association has fulfilled its prior year reporting requirements. The Association’s 2022 Annual Report and its 2023 Regional Parks Contribution Funding Application are available for review upon request. Based upon the three-year work program that Association has provided, it is being recommended that the Committee approve a three-year term of agreement. The Association will submit an annual report to MVRD over the term of the agreement.

Term

- The three-year term of the proposed agreement commences January 1, 2024, and ends on December 31, 2026.
- There are provisions in the agreement for early termination in the event of bankruptcy, if the funds are being used in a manner contrary to the agreement or not in the public interest, the park association is unable to meet its agreed obligations, on 90 days’ written notice by MVRD, or if the Association makes changes to the plan or services under the agreement without the prior approval of MVRD.

Activities and Services

The Association will use the funding to contribute to the employment of a part-time volunteer coordinator to enhance their capacity to perform activities such as:

- Develop a volunteer ambassador program that engages volunteers in diverse education initiatives
- Host long-standing special events and explore new events that connect and inspire people who are new to the park / nature
- Continue active monitoring and stewardship program and connect volunteers to deeper engagement
- Ensure Board sustainability and reinforce shared connection to the park
- Review and refine membership structure and process
- Maintain a strong social media presence
- Strengthen relationships with Metro Vancouver
- Strengthen relationships with kʷikʷə́łəm (Kwikwetlem First Nation)
- Connect with community partners for cross-pollination and collaboration

ALTERNATIVES

1. That the MVRD Board approve the Contribution Agreement between Metro Vancouver Regional District and the Colony Farm Park Association for a three-year term in the aggregate amount of \$45,000 (\$15,000 in 2024, \$15,000 in 2025 and \$15,000 in 2026), commencing January 1, 2024, and ending December 31, 2026.
2. That the MVRD Board receive for information the report dated June 13, 2023, titled “Contribution Funding Request – Colony Farm Park Association” and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The 2023-2027 Metro Vancouver Regional Parks 5-year financial plan included an annual allocation for capacity-building support for park associations active in regional parks as part of a broader Park Partnership Program. Funding is to be used to support opportunities for citizens to help preserve, protect and enhance regional parks while advocating for greater public connectivity to nature.

This contribution agreement proposes a three-year funding amount of \$15,000 in 2024, 2025 and 2026 for the Association. This reflects the maximum contribution and will allow for the hiring of a part time coordinator for the first time, as the Association looks to increase its activities in a post-Covid environment.

If the MVRD Board approves Alternative 1, the 2024 Regional Parks budget will continue to include a provision for this funding as a portion of the overall annual budget.

Table A – 2024 Allocations

Burnaby Lake	\$6,000
Colony Farm	\$10,000
Derby Reach / Brae Island	\$15,000
KEEPS	\$15,000
Minnekhada	\$15,000
Pacific Spirit	\$15,000
TOTAL	\$81,000

Year one payment will be made to the Association by January 31, 2024.

CONCLUSION

Alternative 1 meets Metro Vancouver’s requirements for the provision of contribution funds to the Colony Farm Park Association. Proposed funding supports the Association’s capacity to provide community benefit to Metro Vancouver Regional Parks through their many volunteer programs and services. Staff recommends approval of Alternative 1.

Attachment

Contribution Agreement – Colony Farm Park Association

59906688

CONTRIBUTION AGREEMENT

THIS AGREEMENT made the ___ day of _____, 2023

BETWEEN:

METRO VANCOUVER REGIONAL DISTRICT
4515 Central Blvd.
Burnaby, BC
V5H 0C6

AND:

COLONY FARM PARK ASSOCIATION
c/o 2000 Bow Drive
Coquitlam, BC
V3E 1Y3

(the "**Recipient**")

WHEREAS:

- A. The Recipient is a non-profit society. The Recipient works to protect and enhance the natural areas of the park while maintaining recreational and agricultural opportunities in the park that are in harmony with nature, and to promote public knowledge and stewardship of the park's natural and agricultural areas;
- B. The Recipient has requested to receive, and MVRD has agreed to provide to the Recipient, funds for a purpose beneficial to the community or an aspect of the community; and
- C. Section 263(1)(c) of the *Local Government Act* provides that MVRD may provide assistance for the purpose of benefitting the community or any aspect of the community.

NOW THEREFORE in consideration of the premises, terms and conditions contained in this Agreement (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

1.0 INTERPRETATION

In this Agreement the following terms have the following meanings:

"Agreement" means this agreement and the attached schedules, as may be amended from time to time.

"Funds" has the meaning set forth in Section 3.1.

“Plan” means the plan set out in Schedule A of this Agreement which sets out the specific purpose and/or activities for which the Recipient may use the Funds provided to the Recipient under this Agreement.

“Services” means the activities and/or services set out in the Plan.

“Term” has the meaning set forth in Article 2.0.

2.0 TERM

The term of this Agreement will commence on January 1, 2024, and end on December 31, 2026 (the **“Term”**), unless otherwise terminated as provided in this Agreement.

3.0 SERVICES

3.1 The Recipient will only use the funds provided in accordance with Article 4.0 (the **“Funds”**) to provide Services in accordance with the terms and conditions of this Agreement.

3.2 The Recipient will, at MVRD’s written request, provide all information required to enable MVRD to evaluate, using the criteria set out in Schedule B attached hereto, the Recipient’s provision of the Services.

3.3 The Recipient will provide the Services under the terms of the Agreement subject to any applicable bylaws of MVRD and the local municipality, and applicable legislation and regulations and in a manner consistent with any applicable guidelines provided by MVRD.

3.4 MVRD must approve any changes to the Plan or Services in writing prior to the changes being made during the Term.

3.5 If the Recipient makes any changes to the Plan or Services without the prior approval of MVRD pursuant to Section 3.4, MVRD may, at its sole discretion, immediately terminate the Agreement. Upon termination by MVRD in accordance with this Section 3.5, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

4.0 FUNDING AND PAYMENT

4.1 MVRD has agreed to provide the Funds to support the Recipient’s provision of the Services, in accordance with Section 4.3.

4.2 The payment of Funds is subject to MVRD being satisfied, in its sole and absolute discretion, that the Recipient will perform the Services in accordance with the Plan and all requirements under this Agreement.

4.3 For each year of the Term, MVRD will pay to the Recipient, by cheque or electronic funds transfer, the sum of \$15,000 for the provision of the Services, on or before January 31 of the respective year, subject to the approval of all involved parties.

5.0 REPORTING

The Recipient will report to MVRD in accordance with the requirements of the reporting section of Schedule "B" to this Agreement.

6.0 TAXES

It is the Recipient's responsibility to determine whether or not it has to be registered for GST and/or PST purposes. The amount of funding provided in this Agreement includes any GST and/or PST which may be payable by MVRD. Any liability for GST and/or PST required in respect of this Agreement will be the responsibility of the Recipient.

7.0 SEPARATE FUNDS AND FINANCIAL STATEMENTS

The books of account of the Recipient will be kept in accordance with Generally Accepted Accounting Practices.

8.0 RIGHT OF AUDIT

At any time, MVRD may give to the Recipient written notice that it desires its representative to examine the books of account of the Recipient, and the Recipient will produce for examination to such representative within ten (10) days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Recipient and shall be entitled to require from the directors and officers of the Recipient such information and explanations as, in their opinion, may be necessary to enable the representative to report to the board of directors of MVRD on the financial position of the Recipient.

9.0 INDEMNITY AND RELEASE

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9.2 The Recipient hereby releases MVRD, its elected officials, appointed officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the Recipient may have against any or all of them in respect of

an act of MVRD in relation to this Agreement, except insofar as such claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability arises from the negligence of MVRD, its elected officials, appointed officers, employees, agents or contractors.

9.3 This Article 9.0 survives the expiry or earlier termination of this Agreement.

10.0 TERMINATION

10.1 MVRD may terminate this Agreement immediately without notice to the Recipient should:

- (a) the Recipient fail to perform any of its obligations in the Agreement and such failure continues beyond thirty (30) days from delivery by MVRD to the Recipient of written notice specifying the failure and requiring its remedy;
- (b) the Recipient make an assignment in bankruptcy or is declared bankrupt; or
- (c) MVRD, in its sole discretion, determines that any of the Funds are being used in a manner contrary to the Plan or the public interest.

10.2 MVRD may terminate this Agreement for any reason whatsoever upon giving ninety (90) days' written notice to the Recipient.

10.3 If MVRD terminates this Agreement for any reason, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

10.4 The Recipient may terminate this Agreement upon giving thirty (30) days' written notice to MVRD should the Recipient, for any reason, be unable to meet its obligations with respect to the provision of the Services as set forth in this Agreement.

10.5 Upon termination by the Recipient, the Recipient will immediately return any Funds that have not been spent on providing the Services. The Recipient will provide a full accounting of all Funds not returned.

11.0 NOTICE

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sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice by personal delivery in order to ensure prompt receipt thereof.

To MVRD:

Mike Redpath, Director, Regional Parks
Metro Vancouver Regional District
4515 Central Blvd.
Burnaby, BC V5H 0C6

To the Recipient:

Jane Thomsing, Chair
Colony Farm Park Association
c/o 2000 Bow Drive
Coquitlam, BC V3E 1Y3

12.0 AUTHORIZATION

The Recipient represents and warrants that:

- (a) it is and will remain duly organized, validly existing, and in good standing under the laws of the jurisdiction in which it is organized; and
- (b) the execution and delivery of this Agreement and the completion of the transactions contemplated by this Agreement, if any, have been duly and validly authorized by all necessary corporate action of the Recipient, and this Agreement constitutes a legal, valid and binding obligation of the Recipient enforceable against the Recipient in accordance with its terms and the person signing this Agreement on the Recipient's behalf is duly authorized to do so.

13.0 TIME

Time is of the essence in this Agreement.

14.0 BINDING

In consideration of being granted the Funds, the Recipient agrees to be bound by the terms and conditions of this Agreement, and if the Recipient represents a group or organization, the Recipient agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

15.0 ASSIGNMENT

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This Agreement will enure to the benefit of and be binding upon the parties to this Agreement and their respective heirs, administrators, executors, successors and permitted assignees.

17.0 RELATIONSHIP OF PARTIES

No provision of this Agreement will be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship between the parties. Neither party will represent or hold itself out to be an agent of the other party and neither party will have any authority to act for or assume any obligations or responsibilities, express or implied, on behalf of the other party.

18.0 WAIVER

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

19.0 AMENDMENTS

This Agreement may not be modified or amended except by the written agreement of the parties.

20.0 WHOLE AGREEMENT

The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed in this agreement.

21.0 LANGUAGE

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

22.0 CUMULATIVE REMEDIES

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

23.0 GOVERNING LAW AND JURISDICTION

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia and the parties attorn to the exclusive jurisdiction of the courts of the Province of British Columbia.

24.0 COUNTERPARTS

This Agreement may be executed in counterparts with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement. Delivery of an executed signature page to this Agreement by a party by electronic transmission will be as effective as delivery of a manually executed copy of this Agreement by such party.

[Signature Page Follows]

IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

For the METRO VANCOUVER REGIONAL DISTRICT

Jerry W. Dobrovolny, P.Eng., MBA
Chief Administrative Officer

For COLONY FARM PARK ASSOCIATION

Jane Thomsing
Chair

SCHEDULE "A"
Colony Farm Park Association (Recipient)
2024-2026 Plan

The primary purpose of the Funds is to provide a level of coordination for the Recipient (Colony Farm Park Association), to provide capacity to serve the people and communities it reaches through its initiatives. The range of key deliverables includes:

- enabling the Recipient's board of directors to achieve broader MVRD outcomes;
- coordinating volunteer work parties;
- managing volunteers;
- providing administrative support to the Recipient's board of directors, including record keeping as appropriate;
- coordinating the Recipient's communications with its board of directors, committees, society members, volunteers, MVRD staff, public and partner groups;
- advance relationship-building and reconciliation with kʷikʷəłəm (Kwikwetlem First Nation) by expanding learning and understanding of the cultural history of the park's land base and the First Nation's connection to the land, water, and environment in and around the park;
- coordinating and/or conducting outreach including social media, displays and booths to increase community awareness;
- coordinating and supporting events; and
- coordinating and supporting fundraising activities.

Over the term of the recommended agreement, the Colony Farm Park Association has indicated that they will continue to hire a part time volunteer coordinator to enhance their capacity to perform activities such as:

- conducting a minimum of five stewardship work parties annually;
- coordinating at least four annual Association events in the park including Spring Event, Partners in the Park, International Migratory Bird Day, Lazuli Bunting Walk, and Stories Under the Stars;
- supporting volunteer coordination for bird counts and bat counts;
- citizen science monitoring program along the Sheep Paddocks Trail;
- supporting Colony Farm Park Association's involvement in 4-6 community events in the region; and
- managing communications via social media and website;

SCHEDULE "B"

Evaluation

Oversight:

MVRD staff regularly interact with the Recipient's board of directors, paid coordinators and staff/volunteers.

Reporting:

The Recipient is required to provide:

- Records of volunteer hours, events, activities, participants and associated statistics annually to MVRD at the beginning of January (for previous year). These statistics are included in MVRD Regional Park's annual report;
- A report outlining accomplishments for the Term, such as funds raised, Board development, new initiatives, number of members, new partnerships, awards and recognition, anecdotal success stories, etc.; and
- A member of the Colony Farm Park Association must make a presentation to the Regional Parks Committee summarizing achievements during, or at the end of the Term.

To: Regional Parks Committee

From: Mike Redpath, Director, Regional Parks
Jeffrey Fitzpatrick, Division Manager, Design and Development, Regional Parks

Date: June 9, 2023 Meeting Date: July 5, 2023

Subject: **Draft 2024 - 2028 Regional Parks Capital Plan**

RECOMMENDATION

That the Regional Parks Committee receive for information the report dated June 9, 2023, titled "Draft 2024 - 2028 Regional Parks Capital Plan."

EXECUTIVE SUMMARY

The Draft 2024 - 2028 Regional Parks Capital Plan has been prepared following direction received at the April 19, 2023 Metro Vancouver Board Budget Workshop and continues to maintain Regional Parks customer levels of service.

As part of Metro Vancouver's focus on enhancing transparency and governance of the Capital Plan, this report allows for the Regional Parks Committee to provide comments on the draft Capital Plan, which will then be incorporated into the Regional Parks Financial Plan and included in the Fall budget presentations to the Regional Parks Committee and MVRD Board.

The estimated 2024 Capital Cash Flow is \$32M with a total estimated spend of \$171.7M over the five years. Adjustments to the 2024 - 2028 Capital Plan are due to updated timing of investment on projects to reflect project progress, planning and permitting requirements, and ongoing advanced design for park initiatives and greenway development.

PURPOSE

To present to the Regional Parks Committee the draft Regional Parks 2024 - 2028 Capital Plan for comments.

BACKGROUND

On April 19, 2023, Metro Vancouver held a Board Budget Workshop to seek direction for the preparation of the 2024 - 2028 Financial Plan. Metro Vancouver is enhancing the transparency and governance of the capital planning process by providing Metro Vancouver Committees with an opportunity for input in advance of final budget preparation and presentations to the Committee and Board in the fall.

REGIONAL PARKS CAPITAL PLAN

The Regional Parks Capital Plan reflects the *Board Strategic Plan 2019-2022*, *Regional Parks Plan*, *Regional Greenways 2050*, regional park management plans and ongoing natural and built asset management strategic planning.

Regional Parks continue to experience high visitation – in 2022 the Regional Parks system welcomed over 14.3 million visitors. The Regional Parks Capital Plan includes investments in enhanced access, carrying capacity and visitor experience, and ecological resilience so regional residents can access the health benefits and ecosystem services from regional parks over the long term.

Specifically, the Regional Parks Capital Plan is guided by the following customer levels of service:

- Expand the Regional Parks System to protect natural areas and connect people to nature
- Develop park amenities to expand capacity and accommodate increased visitation
- Enhance the resilience of the Regional Parks System to climate change and increased visitation
- Maintain park facilities in a state of good repair to ensure safety and reliability over the long term
- Work closely with First Nations to advance reconciliation, build and strengthen relationships
- Expand opportunities to connect with nature to support the mental and physical health of regional residents

CAPITAL PLAN HIGHLIGHTS

The Draft 2024 - 2028 Capital Plan includes two components: major capital and land acquisition. Minor capital, the maintenance and replacement of infrastructure at the end of its lifespan, is included in the operating budget and is not a part of this report.

The Regional Parks capital program is funded by reserves and external grants. The Draft 2024 - 2028 Capital Plan includes \$32M for 2024 and a total of \$171.7M over five years, an average of \$34.3M per year (Attachment). In 2024, \$20M is allocated to land acquisition and \$12M is allocated to major capital, of which up to \$1.3M will be funded from external grants.

The key drivers for spending over the next 5 years include:

- **Land Acquisition** - Expanding Regional Parks System to protect natural areas and connect people to nature
- **Ecological Resilience** - Enhancing ecological function and resilience to climate change and increased visitation
- **Capacity and Growth** – Developing park amenities to expand capacity and accommodate increased visitation
- **Connected Network** - Expanding the greenway network to improve connectivity
- **Facility Replacement and Asset Management** - Lifecycle replacement of major regional park assets and upgrading, where required, to ensure long term resilience

In 2024, implementation of the MVRD Board approved *Regional Parks Land Acquisition 2050* strategy will continue. The following major capital projects will continue or begin implementation:

Key capital projects planned or ongoing in 2024 - 2028 for Regional Parks include the following:

Infrastructure Type	Project Name	Primary Driver	Proposed 2024 Cashflow
Land Acquisition	Regional Parks Land Acquisition	Land Acquisition	\$ 20,000,000
Major Projects	Widgeon Marsh Regional Park Development	Capacity/Growth	1,000,000
Major Projects	Proposed Regional Park at Cape Roger Curtis	Capacity/Growth	400,000
Major Projects	Grouse Mountain Regional Park Trail and Amenity Improvements	Capacity/Growth	750,000
Major Projects	Campbell Valley Management Plan Implementation	Capacity/Growth	500,000
Major Projects	Belcarra South Day Use Area	Capacity/Growth	750,000
Greenways	Delta South Surrey Greenway / Delta Nature Reserve	Connected Network	500,000
Greenways	Boundary Bay Perimeter Trail	Connected Network	1,500,000
Greenways	Tynehead Perimeter Trail Extension	Connected Network	1,500,000
Park Development	Park Amenities and Visitor Experience	Capacity/Growth	500,000
	Other Projects	Various	4,600,000
			\$32,000,000

In 2024, advanced design will focus on the planning and design of recently acquired parkland, with an aim to provide public access as soon as possible.

Advanced design will also continue or be initiated for the Delta Nature Reserve, Delta South Surrey Greenway, Burnaby Lake Central Valley Greenway Connection, Campbell Valley Little River Loop and other initiatives that will advance to implementation from 2024 - 2028.

Capital Plan Changes

Metro Vancouver’s annual capital planning process allows the Board to adjust the capital budget once a year, in the fall, to accommodate changes required to fund projects in response to new or changing project needs, emerging issues, and changing priorities.

Proposed changes in the draft 2024 - 2028 Capital Plan can be described within the following categories:

- Projected Carryforward – Project expenditures which were expected to occur in 2023, but are now scheduled to occur in 2024 or after
- Net Deferral – Project expenditures that have been accelerated and projects that have been deferred or re-scheduled beyond 2027

- Cost Adjustments – Project cashflow changes resulting from project budget changes not related to scope
- New Scope – Project cashflow changes resulting from project budgets specifically related to project scope change

The breakdown of total draft 2024 - 2028 Capital Plan compared to prior cycle capital plan is summarized below:

(\$Millions)

Prior cycle Cashflow 2023 - 2027	Cashflow 2023	Adjustments to 2024 - 2028 Capital Plan					Cashflow 2028	Draft Capital Plan 2024 - 2028
		Projected Carry-Forward	Net Deferral	Cost Adjustments	New Scope	Total		
\$169.9	(59.8)	8.0	14.8	2.0	4.0	28.8	32.8	\$171.7

Adjustments to the 2024 - 2028 Capital Plan are due to updated timing of investment on projects to reflect project progress, planning and permitting requirements, and ongoing advanced design for park initiatives and greenway development.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

The draft 2024 - 2028 Capital Plan includes \$32M for 2024 and a total of \$171.7M over the five years, an average of \$34.3M per year. The intent is that the Regional Parks Committee provide feedback which will be incorporated into the final Capital Plan for presentation to the Committee and Board in the fall.

CONCLUSION

The 2024 - 2028 Capital Plan supports expansion of the Regional Parks system to protect natural areas and connect people to nature, development of park amenities to expand capacity and accommodate increased visitation, enhanced resilience to climate change, and the maintenance of facilities in a state of good repair to ensure safety and reliability over the long term.

The presentation of the draft 2024 - 2028 Capital Plan provides the opportunity for input from the Committee which will be incorporated into the fall budget presentation to the Committee and Board.

Attachments

1. Draft Regional Parks 2024 - 2028 Capital Plan
2. Presentation re. Regional Parks 2024 – 2028 Draft Capital Plan

METRO VANCOUVER REGIONAL DISTRICT
 CAPITAL PORTFOLIO
 REGIONAL PARKS
 DRAFT 2024 CAPITAL BUDGET AND 2024-2028 CAPITAL PLAN

	CAPITAL BUDGET FOR APPROVAL	2024 CAPITAL CASH FLOW	2025 CAPITAL CASH FLOW	2026 CAPITAL CASH FLOW	2027 CAPITAL CASH FLOW	2028 CAPITAL CASH FLOW	2024 TO 2028 TOTAL CAPITAL CASH FLOW	ACTIVE PHASE	PRIMARY DRIVER
CAPITAL EXPENDITURES									
Major Projects									
Grouse Mountain - Regional Park Trail and Amenity Improvements	\$ 3,475,000	\$ 750,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,000,000	Construction	Capacity, Growth & Ecological Resilience
Widgeon Marsh - Regional Park Development	20,000,000	1,000,000	3,000,000	3,000,000	3,000,000	6,000,000	16,000,000	Construction	Capacity, Growth & Ecological Resilience
Campbell Valley - Management Plan Implementation	8,000,000	500,000	1,500,000	2,000,000	2,500,000	1,500,000	8,000,000	Construction	Capacity, Growth & Ecological Resilience
Belcarra - South Day Use Area	6,789,600	750,000	2,000,000	3,500,000	-	-	6,250,000	Planned	Capacity, Growth & Ecological Resilience
Bowen Island - Park Development	16,300,000	400,000	4,000,000	250,000	5,800,000	250,000	10,700,000	Planned	Capacity, Growth & Ecological Resilience
West Creek Wetlands - Park Development	-	-	-	-	300,000	750,000	1,050,000	Planned	Capacity, Growth & Ecological Resilience
Burns Bog - Fire Restoration	-	-	-	500,000	1,000,000	1,000,000	2,500,000	Planned	Capacity, Growth & Ecological Resilience
Total Major Projects	\$ 54,564,600	\$ 3,400,000	\$ 10,750,000	\$ 9,250,000	\$ 12,600,000	\$ 9,500,000	\$ 45,500,000		
Greenways									
DNR/DSSG Management Plan Implementation	\$ 11,000,000	\$ 500,000	\$ 2,500,000	\$ 3,500,000	\$ 4,000,000	\$ -	\$ 10,500,000	Planned	Connected Network
Boundary Bay - Perimeter Trail	2,000,000	1,500,000	500,000	-	-	-	2,000,000	Planned	Connected Network
Tynehead - Perimeter Trail	3,500,000	1,500,000	1,000,000	-	-	-	2,500,000	Planned	Connected Network
Burnaby Lake - Glencarin Greenway Connection	3,500,000	1,500,000	2,000,000	-	-	-	3,500,000	Planned	Connected Network
Other Greenways Upgrades	-	-	-	100,000	100,000	300,000	500,000	Planned	Connected Network
Total Greenways	\$ 20,000,000	\$ 5,000,000	\$ 6,000,000	\$ 3,600,000	\$ 4,100,000	\$ 300,000	\$ 19,000,000		
Service Facilities									
Burnaby Lake - Service Yard Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	Planned	Facility Replacement & Asset Management
Capilano - New Service Yard	1,750,000	500,000	1,000,000	-	-	-	1,500,000	Construction	Facility Replacement & Asset Management
Total Service Facilities	\$ 1,750,000	\$ 500,000	\$ 1,000,000	\$ -	\$ -	\$ 50,000	\$ 1,550,000		
Park Development									
Crippen - Davies Orchard	\$ 1,925,000	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 550,000	Construction	Capacity, Growth & Ecological Resilience
Campbell Valley - Little River Loop Boardwalk	1,600,000	100,000	1,500,000	-	-	-	1,600,000	Planned	Facility Replacement & Asset Management
Pacific Spirit - Beach Access & Trail Improvements	-	-	-	50,000	100,000	500,000	650,000	Planned	Facility Replacement & Asset Management
Lynn Headwaters - Park Entry Bridge & Day Use Area	3,150,000	150,000	-	500,000	2,500,000	-	3,150,000	Planned	Facility Replacement & Asset Management
Park Amenities and Visitor Experience	2,500,000	500,000	500,000	500,000	500,000	500,000	2,500,000	Planned	Capacity, Growth & Ecological Resilience
Other Replacement, Restoration & Upgrade Projects	12,670,000	2,270,000	4,550,000	1,750,000	1,150,000	2,950,000	12,670,000	Planned	Facility Replacement & Asset Management
Total Park Development	\$ 21,845,000	\$ 3,070,000	\$ 7,050,000	\$ 2,800,000	\$ 4,250,000	\$ 3,950,000	\$ 21,120,000		
Regional Parks Land Acquisition									
Regional Parks Land Acquisition	\$ 20,000,000	\$ 20,000,000	\$ 17,000,000	\$ 15,000,000	\$ 13,500,000	\$ 19,000,000	\$ 84,500,000		Land Acquisition
Total Regional Parks Land Acquisition	\$ 20,000,000	\$ 20,000,000	\$ 17,000,000	\$ 15,000,000	\$ 13,500,000	\$ 19,000,000	\$ 84,500,000		
TOTAL CAPITAL EXPENDITURES	\$ 118,159,600	\$ 31,970,000	\$ 41,800,000	\$ 30,650,000	\$ 34,450,000	\$ 32,800,000	\$ 171,670,000		

METRO VANCOUVER REGIONAL DISTRICT
 CAPITAL PORTFOLIO
 REGIONAL PARKS
 DRAFT 2024 CAPITAL BUDGET AND 2024-2028 CAPITAL PLAN

	CAPITAL BUDGET FOR APPROVAL	2024 CAPITAL CASH FLOW	2025 CAPITAL CASH FLOW	2026 CAPITAL CASH FLOW	2027 CAPITAL CASH FLOW	2028 CAPITAL CASH FLOW	2024 TO 2028 TOTAL CAPITAL CASH FLOW	ACTIVE PHASE	PRIMARY DRIVER
SUMMARY BY DRIVER									
Capacity, Growth & Ecological Resilience	\$ 58,989,600	\$ 3,950,000	\$ 11,750,000	\$ 9,750,000	\$ 13,100,000	\$ 10,000,000	\$ 48,550,000		
Facility Replacement & Asset Management	19,170,000	3,020,000	7,050,000	2,300,000	3,750,000	3,500,000	19,620,000		
Connected Network	20,000,000	5,000,000	6,000,000	3,600,000	4,100,000	300,000	19,000,000		
Land Acquisition	20,000,000	20,000,000	17,000,000	15,000,000	13,500,000	19,000,000	84,500,000		
Total	\$ 118,159,600	\$ 31,970,000	\$ 41,800,000	\$ 30,650,000	\$ 34,450,000	\$ 32,800,000	\$ 171,670,000		



Burnaby Lake

REGIONAL PARKS

2024 - 2028 DRAFT CAPITAL PLAN

Mike Redpath
 Director, Regional Parks

Jeffrey Fitzpatrick
 Division Manager, Regional Parks, Design & Development

Regional Parks Committee | July 5, 2023



REGIONAL PARKS

Protecting Metro Vancouver's natural areas and connecting people with them.

REGIONAL PARKS PLAN



Goal 1

The region's important natural areas are protected in perpetuity.



Goal 2

Everyone has the opportunity to benefit from exceptional experiences in nature.



Goal 3

Regional parks are sustainably managed and well-maintained for the safety of visitors and integrity of ecosystems.



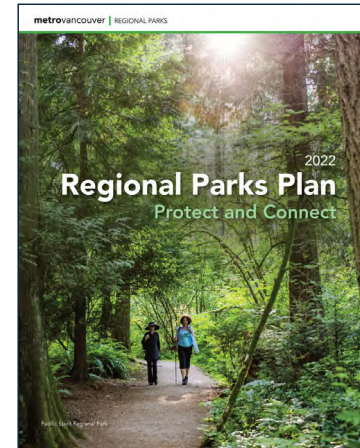
Goal 4

First Nations have an active role in the planning and stewardship of regional parks.



Goal 5

Regional parks adapt to change and contribute to regional resilience.

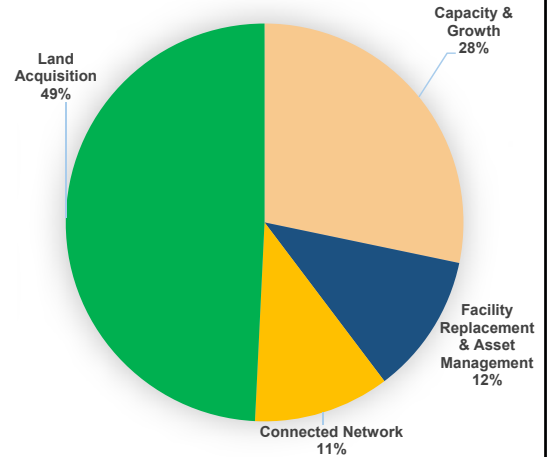


CUSTOMER LEVEL OF SERVICE OBJECTIVES

1. Expand the Regional Park System to protect natural areas and connect people to nature
2. Develop park amenities to expand capacity and accommodate increased visitation
3. Enhance the resilience of the Regional Park System to climate change and increased visitation
4. Maintain park facilities in a state of good repair to ensure safety and reliability over the long term
5. Work closely with First Nations to advance reconciliation, build and strengthen relationships
6. Expand opportunities to connect with nature to support the mental and physical health of regional residents

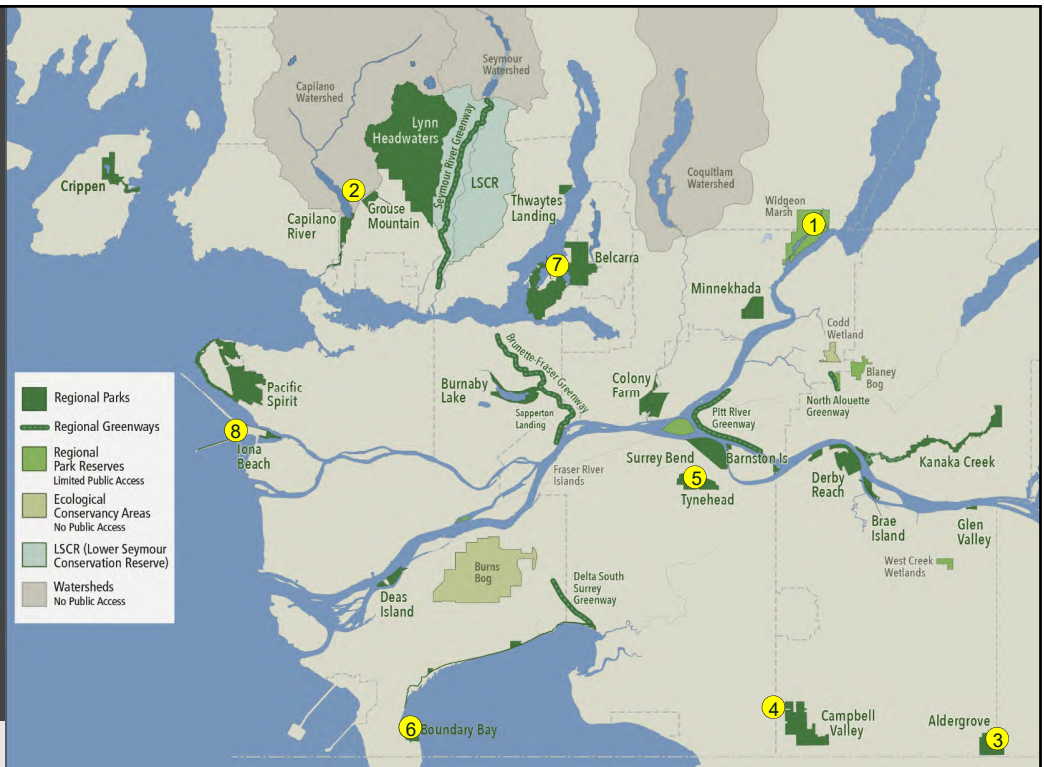
CAPITAL PLAN DRIVERS

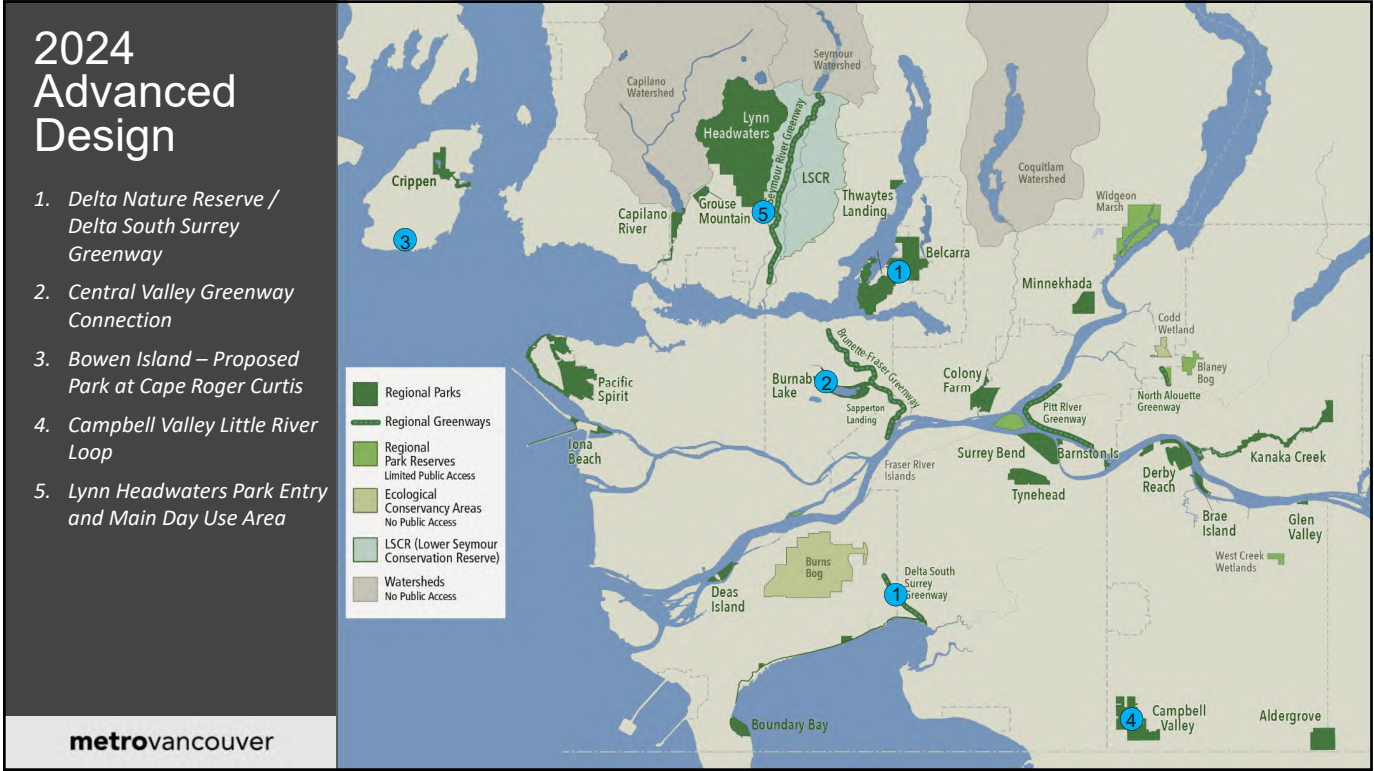
Driver	Outcome	% 2024 - 2028 Capital Plan
Land Acquisition	Expanding the Regional Park System to protect natural areas and connect people to nature	49%
Capacity, Growth and Ecological Resilience	Developing park amenities to expand capacity and accommodate increased visitation, enhancing ecological function and resilience	28%
Connected Network	Expanding the greenway network to improve connectivity	11%
Facility Replacement and Asset Management	Lifecycle replacement of regional park assets and upgrading, where required, to ensure long term resilience	12%



2024 Capital Development

1. Widgeon Marsh park development (multiyear, \$1,000,000 in 2024)
2. Grouse Mountain Trail and Amenity Improvements (multiyear, \$500,000 in 2024)
3. Aldergrove South Slopes Greenway (multiyear, \$1,250,000 in 2023)
4. Campbell Valley Management Plan Implementation – design (multiyear, \$500,000 in 2024)
5. Tynehead Perimeter Trail (multiyear, \$2,500,000 in 2024)
6. Boundary Bay Perimeter Trail (\$1,500,000 in 2024)
7. Belcarra South Day Use (multiyear, \$1,500,000 in 2024)
8. IWWTP - Iona Beach Regional Park (PDE lead, integrated team)





REGIONAL PARKS

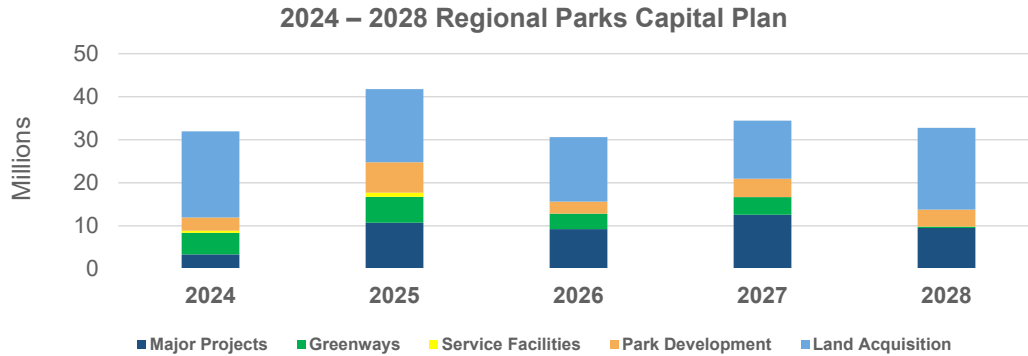
2024 - 2028 CAPITAL PLAN EXPENDITURES

Overview:

- 2024 - 2028 Capital Plan: \$171.7M
- 2024 cash flow: \$32.0M

Drivers:

- Capacity, Growth & Ecological Resilience
- Facility Replacement & Asset Management
- Connected Network
- Land Acquisition



PROPOSED CAPITAL PLAN CHANGES

(\$ Millions)

Prior Cycle Cash flow 2023 - 2027	Cashflow 2023	Adjustments to 2024 - 2027 Capital Plan					Cash flow 2028	Draft Capital Plan 2024 - 2028
		Carry-Forward	Net Deferral	Cost Adjustments	New Scope	Total		
169.9	(59.8)	8.0	14.8	2.0	4.0	28.8	32.8	171.7

- Accelerating greenway initiatives
- Park carrying capacity and visitor experience
- Refined cost estimates for major projects

BK2
WL1

NEXT STEPS

- Finalize Regional Parks Capital Plan
- Finalize Regional Park Budget
- Fall 2024 Committee and Board budget presentations



Brunette Fraser Regional Greenway

Thank you

To: Regional Parks Committee

From: Jeffrey Fitzpatrick, Division Manager, Design and Development, Regional Parks

Date: June 21, 2023 Meeting Date: July 5, 2023

Subject: **Regional Park at Cape Roger Curtis - Park Planning and Municipal Update**

RECOMMENDATION

That the MVRD Board receive for information the report dated June 21, 2023, titled “Regional Park at Cape Roger Curtis - Park Planning and Municipal Update”.

EXECUTIVE SUMMARY

The purchase of 24 parcels of land at Cape Roger Curtis on Bowen Island has been finalized. Regional Park staff continue to work through the Bowen Island Municipality (BIM) rezoning and Official Community Plan (OCP) amendment process required to allow for supervised overnight tent camping in the park.

Additional submittals, requested by the municipality, were provided in June. A preliminary park concept was developed to communicate key values and the basic arrangement of protected areas and park activities on the landscape.

BIM Council convened a Committee of the Whole meeting on June 14, 2023 to discuss conditional requirements for rezoning and OCP amendment approval.

It is expected that BIM Council will receive the additional submittals, along with a draft list of conditional requirements for rezoning and OCP amendment approval, at the July 10 Council meeting and refer it to municipal advisory committees and public engagement at that time, in advance of an anticipated second reading in September 2023.

PURPOSE

The purpose of this report is to provide an update to the Metro Vancouver Board on the park planning, municipal rezoning, and OCP amendment processes for the new regional park at Cape Roger Curtis, on Bowen Island.

BACKGROUND

In July 2022, the Metro Vancouver Board approved the purchase of 24 parcels of land, totaling 97 hectares for the purpose of establishing a new regional park at Cape Roger Curtis, on Bowen Island.

In January 2023, Metro Vancouver submitted a rezoning and OCP amendment application to Bowen Island Municipality (BIM) proposing a passive park designation, with a variance to allow for supervised overnight tent camping of up to 100 sites. The land is currently zoned as rural residential (RR1).

On February 27, 2023 staff attended a BIM committee of the whole meeting to initiate the rezoning and OCP amendment process. BIM Council received the application and referred it to municipal advisory committees and external agencies. Phase 1 public engagement extended from February 10 to March 20, 2023. First Nation engagement is ongoing.

At the April 24 regular council meeting, BIM Council approved first reading of the rezoning and OCP amendment bylaws and directed staff to work with Metro Vancouver on a section 219 covenant to confirm phasing requirements. BIM staff recommended that Metro Vancouver provide additional submittals in advance of second reading.

On May 9, 2023, Metro Vancouver finalized the purchase of the 97 hectare proposed regional park at Cape Roger Curtis. At this time, the land is not open to the public for day or overnight use. Metro Vancouver has taken steps to secure and maintain the property while the park planning, municipal rezoning, and OCP amendment processes proceed.

PARK PLANNING, MUNICIPAL REZONING, AND OCP AMENDMENT UPDATE

Rezoning and OCP Amendment Submittals

Metro Vancouver staff continue to work closely with Bowen Island Municipality through the municipal rezoning and OCP amendment process. In early June, staff provided all of the additional submittals requested by BIM including:

- **Transportation Study** confirming sufficient road and ferry capacity to support park development and use
- **Visitor Management Plan** outlining sustainable management practices for the park
- **Updated Phasing Strategy** outlining phased park development
- **Hydrology Study** confirming water requirements for the park are sustainable
- **Emergency Management Overview** outlining Metro Vancouver's approach to emergency management
- **Draft Park Concept and Program** outlining key values and the basic arrangement of the protected areas and park activities on the landscape

The additional submittals are attached to this report for reference. Preliminary discussions with BIM continue on the proposed Section 219 covenant that was requested at the April 24 BIM Council meeting to confirm park development phasing.

BIM Committee of the Whole Meeting

BIM Council convened a Committee of the Whole meeting on June 14, 2023 to discuss conditional requirements for the proposed rezoning and OCP amendment. A BIM staff report recommended the following conditions:

- Provision of a cross Island bus shuttle service
- Metro Vancouver assuming ownership of BIM trails within the proposed regional park
- Divesture of title for municipal roads to Metro Vancouver within the proposed regional park

- Resolution of an unrelated land issue on the opposite side of the Island not associated with the rezoning at Mount Gardener
- Completion of passenger ferry feasibility study for the island
- Requirement for MVRD to contribute \$5.6M towards the completion of the Cross Island Multi Use Path (MUP) crossing the Bowen

There have been no formal commitments made on the proposed conditions. Some are consistent with discussions on the project to date. Others are new, with additional information required for assessment.

As a next step, BIM staff will consolidate a final list of conditions, based on the discussion at the June 14 meeting, for Council's consideration and referral to advisory Committees at the July 10, 2023 Regular Council Meeting.

Once provided by BIM, Metro Vancouver staff will review the list of conditions and assess feasibility, cost, alignment with the draft park concept and regional parks mandate, and rationality considering the nature of land use proposed in the rezoning and OCP amendment application. A response to BIM will be developed in the next phase of park planning and shared with the Board in a future update.

Draft Park Concept and Program

The draft park concept, program, and guiding principles (Attachment 6) was developed to illustrate key values and a foundational park program, including environmental protection, restoration, and opportunities for day and overnight uses.

The draft concept, program, and guiding principles were informed by research, inventory, analysis, and engagement with First Nations, the public, stakeholders, and agencies during phase one of the park planning process.

The concept outlines the protection, restoration, and enhancement of the site's ecological values, and focuses on using previously cleared areas to support day and overnight uses, such as picnic areas and tent camping. Activity areas include trails, viewpoints, and areas for overnight use.

Sustainable access to the park, by shuttle or trail, is proposed along with some car access for accessibility. A quiet, pedestrian-focused experience will be created by limiting vehicles, converting sections of existing road to trails and public space, and establishing trail connectivity throughout the site.

Metro Vancouver is engaging First Nations to explore opportunities to work collaboratively over the long term and to incorporate traditional and current knowledge into this concept, ongoing park planning, programming, and management.

The second phase of public engagement will take place this summer, and will seek feedback on the draft park concept, program, and guiding principles. At that time, additional information will be

shared about technical studies on traffic and access, phasing, visitor management, and emergency planning.

BIM Rezoning and OCP Amendment Process Next Steps

It is expected that at the July 10, 2023 meeting, BIM Council will receive the additional submittals and refer the updated application, along with the BIM list of conditions for rezoning and OCP amendment approval, to municipal advisory committees and a public open house.

The BIM Committee referral process and Metro Vancouver public open house will occur through July and August. Metro Vancouver's traffic consultant will also be undertaking additional traffic monitoring during the summer of 2023.

It is anticipated that BIM staff will report back to Council with the outcomes of the referrals and open house in September, with a recommendation for second reading or an alternative course of action.

The rezoning and OCP amendment process is administered by BIM. The following outlines the remaining steps of the rezoning and OCP amendment process, with a potential timeline that is subject to change based on additional requests or other direction from BIM Council.

1. **July 2023** – BIM Council receives additional submittals, refers to advisory committees and public engagement
2. **July/Aug 2023** – BIM advisory committee referral meetings and public engagement
3. **Sept 2023** – BIM Council second reading and referral to public hearing
4. **Oct 2023** – Public hearing
5. **Oct 2023** – Third reading and Island Trust referral
6. **Nov 2023** – Fourth and final reading

Staff continue to advance discussions with Squamish Nation on the project to explore opportunities for engagement and collaboration through the immediate planning process and over the long term.

Monthly updates to the Regional Parks Committee and Metro Vancouver Board will be provided as the project moves forward.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

There are no immediate financial implications to consider.

The interim land management measures are being implemented within existing budgets and planned staffing allocations.

Once a final list of conditions for rezoning and OCP amendment approval is provided by BIM, Metro Vancouver staff will assess the conditions, including financial implications. No formal commitments on the conditions have been made to date.

Public access, capital improvements, and ecological enhancements will follow successful completion of the park planning, municipal rezoning, and OCP amendment processes, subject to Board approval through the regular annual budget process.

CONCLUSION

The purchase of 24 parcels of land at Cape Roger Curtis on Bowen Island has been finalized and interim steps have been taken to secure and maintain the property. Metro Vancouver staff are working closely with Bowen Island Municipality on the municipal rezoning and OCP amendment process.

Additional submittals, requested by the municipality, were provided in early June. A preliminary park concept and program was developed to confirm key values and the layout of protected areas and park amenities.

BIM Council convened a Committee of the Whole meeting on June 14, 2023 to discuss conditional requirements for rezoning and OCP amendment approval.

It is expected that BIM Council will receive the additional submittals at the July 10 Council meeting, along with a draft list of BIM conditions for rezoning and OCP amendment approval, for referral to municipal advisory committees and public engagement, in advance of an anticipated second reading in September 2023.

Attachments

1. Transportation Study
2. Visitor Management Plan
3. Updated Phasing Strategy
4. Hydrology Study
5. Emergency Management Overview
6. Draft Park Concept and Program

References

[Cape Roger Curtis – Metro Vancouver Website](#)

60524343



ATTACHMENT 1

Cape Roger Curtis Transportation Impact Assessment

Version 3

Prepared for
Metro Vancouver

Date
June 22, 2023

Project No.
04-22-0272

June 22, 2023
04-22-0272

Jeffrey Fitzpatrick
Division Manager, Regional Parks, Design, and Development
Parks and Environment
Metro Vancouver

Dear Jeffrey:

**Re: Cape Roger Curtis
Transportation Impact Assessment (TIA) – Version 3**

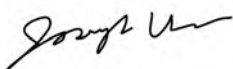
This Transportation Impact Assessment has been prepared to support Metro Vancouver with the rezoning application for Cape Roger Curtis Regional Park on Bowen Island.

Our strategy focuses on the analysis of the ferry service impacts, and traffic analysis of the intersections within the study area whilst explaining the measure Metro Vancouver are seeking to achieve a reduced level of access via private vehicle.

We trust the outputs from this study can positively move forward the planning work of Cape Roger Curtis Regional Park whilst also assisting in providing an understanding of the overall impacts of the proposals.

Yours truly,

Bunt & Associates



Joseph Chow, P. Eng
Transportation Engineer



Hugo Johnston, B. Sc
Transportation Planner

cc: Lydia Mynott – Landscape Architect, MetroVancouver

CORPORATE AUTHORIZATION

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1. INTRODUCTION

1.1 Study Purpose & Objectives

Bunt and Associates Engineering Ltd (Bunt) has been retained by Metro Vancouver to provide transportation consulting services to Metro Vancouver for the proposed Regional Park including day and overnight use, at Cape Roger Curtis (CRC) on Bowen Island. The proposed park is located in the southwest region of Bowen Island, British Columbia.

Metro Vancouver is currently in the preliminary design process of the park and the municipality requires that the current site is rezoned before approving the proposed park. As part of this rezoning process, Bowen Island Municipality (BIM) identified a Transportation Impact Assessment (TIA) as a requirement to support the application.

The key objectives of a TIA may include the following:

- Forecast the future traffic demand from the proposed development in addition to future background traffic.
- Determine if onsite and off-site improvements are needed to accommodate background traffic and the traffic from a proposed development.
- Demonstrate the traffic generation in accordance with the land uses.
- Review Parking and Loading requirements.
- Conduct a site design review assessing vehicle turning movements.
- Develop a transportation demand measures plan to support the reduction of single occupancy vehicular trips.

Given the purpose of the development, it will see its primary operational months within the summer peak. Therefore, the worst-case scenario has been analyzed, ensuring that when every service, ferry, traffic, and bus is at peak operational demand, the proposals should still operate with minimal impact on the residents and visitors to Bowen Island.

Appendix A includes the study's Terms of Reference which was approved by the municipality.

1.2 Study Outline

This study structure covers the following key components:

- **Section 2** describes the CRC's context within Bowen Island and the overall context of the nearby streets.
- **Section 3** assesses CRC's existing multi-modal accessibility.

- **Section 4** explains the proposed CRC development.
- **Section 5** estimates CRC’s visitor arrival and travel patterns.
- **Section 6** examines the future impact on travel caused by the proposed CRC.
- **Section 7** undertakes a preliminary review of the access options for the proposed CRC site, including the day-use parking provision on-site.
- **Section 8** identifies Transportation Demand Management measures that could be implemented at the site to improve the connectivity and reliance on private vehicles. This includes the provision of a shuttle bus service to and from Snug Cove.
- **Section 9** summarizes the study’s findings and provides recommendations.

1.3 Proposed Park

Metro Vancouver Board approved the purchase of 24 lots on April 29th, 2023. The first reading for the OCP Amendment was undertaken by BIM on April 24, 2023, under Bylaw No. 608. The OCP Amendment proposed to alter the wording to include the following:

‘Objective 69 To support the creation of a Regional Park at Cape Roger Curtis that may include supervised overnight camping.’

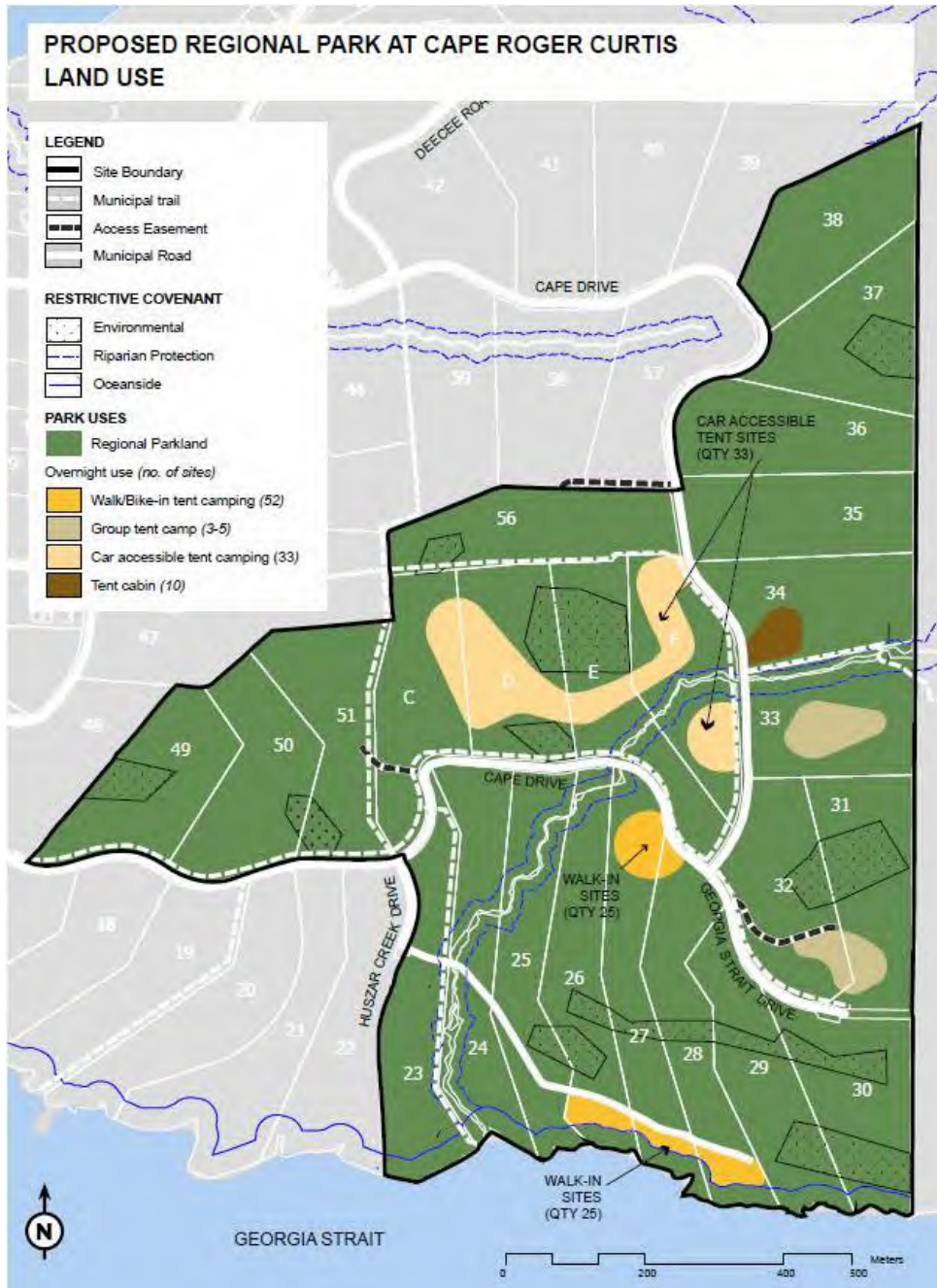
The lots purchased by Metro Vancouver are located to the east and southeast of Cape Roger Curtis, with a few lots facing the waterfront but it is yet to be determined if waterfront access is possible. Further to the east of the site is Fairy Fen Nature Reserve. There is no vehicle access through to Cowan Point and the Seymour Landing and the southeast of the island, from this location. Drivers would have to travel via Whitesails Drive.

Metro Vancouver has proposed to provide a total of 100 campsites, as outlined in **Table 1.1**. The overall park footprint is proposed to be approximately 97 Acres. The proposed land use plan of the complete site is set out in **Figure 1.1**.

Table 1.1: Proposed Land Uses

LAND USE	UNITS
Group Camping	5
Vehicle-accessible camping	35
Walk-In / Bike-In	50
Tent Cabins	10
Day-Use	97 Hectares
Total	100

Figure 1.1: Proposed Regional Park Masterplan



2. SITE CONTEXT

2.1 Context

The land use to which the Park will be situated, is currently zoned as rural residential, or RR1 (Rural Residential 1), with a minimum lot size of 4.0 hectares. The rezoning and Official Community Plan (OCP) amendment propose a park, with a variance to allow for supervised tent camping. This land use designation will allow for the creation of a regional park complete with conservation areas, and day-use amenities such as trails, picnic areas, viewpoints, tent camping, day-use amenities including trails, open space and interpretation areas will also be included in the park.

These amenities are not part of the rezoning and OCP amendment application and will be proposed following the rezoning process. Metro Vancouver will focus on day-use access through the proposed park shuttle, trail, and greenway connections, with some limited car parking areas.

Rural Residential 1 rezoning allows for the development of the following land uses:

- Dwellings
- Agriculture
- Horticulture
- Domestic Agriculture
- Stable; and
- Kennel.

Accessory uses of land, buildings, and structures for RR1 are as follows:

- Home Occupation – Five guest bedrooms on lots 2ha or greater
- Bed and Breakfast (BnB) use – No separate kitchens
- Portable Sawmill
- Mini storage; and
- Dwellings with a secondary suite.

The 24 lots included in the proposed Regional Park by Metro Vancouver are currently vacant. The site location is located in **Exhibit 2.1**.

Within the vicinity of the site, spread across the 32 privately owned lots, there are several single-family residential dwellings with the potential for Airbnb additional units, a distributed learning school and several trails and beach fronts. Further to the northwest of the site is Tunstall Bay, which has beach access, public sports facilities and BnBs.

The 24 lots included in the proposed Regional Park by Metro Vancouver are currently vacant.

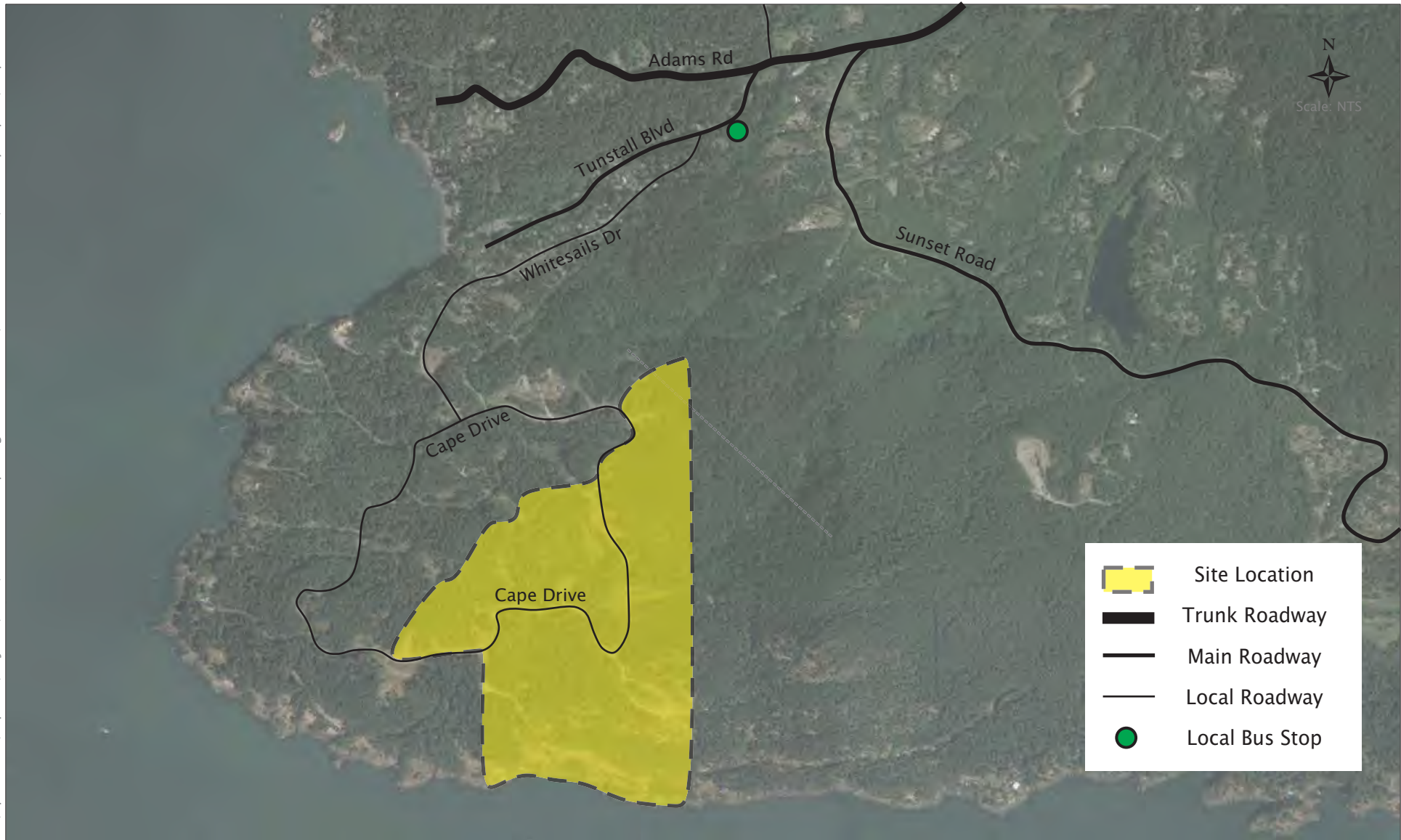


Exhibit 2.1 Site Plan

Cape Roger Curtis
June 2023



04-22-0272

2.2 Cape Roger Curtis

The Cape Roger Curtis Comprehensive Development Area is in the southwest corner of Bowen Island. The location of the park is set out in **Figure 2.1**.

Figure 2.1: Cape Roger Curtis



The full Cape Roger Curtis masterplan area is comprised of 59 lots, a breakdown of the lot ownership and use is set out in **Table 2.1**.

Demonstrated in the table below, Metro Vancouver has purchased 24 of the 59 lots. The remaining 35 lots, not included within the Metro Vancouver purchase agreement, made up of 14 developed lots, 3 lots are used as a nature park and 18 are privately sold but undeveloped. The subject proposal will only have an impact on the 24 lots within Metro Vancouver's control.

Table 2.1: Masterplan Lot Breakdown

OWNERSHIP	NUMBER OF LOTS
Developed Lots	14 lots
Sold Lots (undeveloped or under development)	18 lots
Wildcoast Nature Refuge (nature park and sanctuary)	3 lots
Proposed Metro Vancouver Regional Park	24 lots
Total CRC RR1 Zone	59 Lots

Day-use amenities including trails, open space and interpretation areas will also be included in the park. The Day-use amenities currently exist within Bowen Island; therefore, the day use will be considered as an existing operation, only generating trips from those visitors already located on Bowen Island. Metro Vancouver will focus on day-use access through the proposed park shuttle, trail, and greenway connections, with some limited car access.

3. EXISTING CONDITIONS

3.1 Existing Transportation Network

3.1.1 Road Network

As previously shown in Figure 1.1, the site is accessed via Cape Drive, a circular route travelling around the interior of CRC, that connects to Whitesails Drive to the north via a stop control T junction. Cape Drive provides access to some residential units within CRC. All roads within the vicinity of the site have a single lane of travel in each direction. The road network within the vicinity of the site is set out in **Exhibit 3.1 A & B**.

Further north, Whitesails Drive is a residential road that connects Tunstall Blvd, it is subject to a 30km/h restriction with the southern section, connecting to Cape Drive, increasing to 40km/h. No on-street parking is provided alongside either road. However, there are no restrictions situated on Whitesails Road, which results in a number of people parking on the apron of the roadway. Tunstall Blvd, also restricted to 30kph accesses Tunstall Bay and the public tennis facilities to the west and Adams Road to the east. A bus stop is located on Tunstall Blvd and is closest to the site.

Adams Road, which travels east-west across the island, merges with Grafton Road and ultimately provides access to Snug Cove. Snug Cove is the location of the BC Ferry terminal and retail/restaurant facilities. Local roads within the vicinity of the site have been set in **Table 3.1**.

Table 3.1: Existing Street Characteristics

STREET	CLASSIFICATION	NUMBER OF TRAVEL LANES	POSTED SPEED	PARKING FACILITIES
Cape Drive	Residential	2	30 kph	N/A
Whitesails Drive	Residential	2	30 kph	N/A
Tunstall Blvd	Main Roadway	2	40 kph	N/A
Adams Road / Grafton Road	Trunk Roadway*	2	40 kph	N/A

Source: Bowen Island Municipality Subdivision and Development Servicing – Bylaw No. 447, 2017

3.2 Existing Traffic Volumes

3.2.1 Traffic Data Collection Program

Intersection traffic counts were undertaken by Bunt & Associates for the study area on May 19th (Friday) & 20th (Saturday), 2023. The study area has been set out in **Exhibit 3.2 A & B** with the turning count movements. **Table 3.2** provides a summary of the traffic count data program and the peak hours associated with each period.

It should be noted that on Saturday 20th there was a disruption to BC Ferries' schedule, both in and out of Snug Cove. The cancellations of ferries started at 3:30 PM and therefore, could have caused a minimal impact on the levels of traffic witnessed on the island during the Saturday Peak. However, it is not deemed to be a significant issue for the intersections within the eastern study network.

Counts were undertaken during the Victoria Day long weekend on Friday and Saturday to represent summer weekday and weekend traffic conditions when traffic is expected to be highest more closely for the proposed campgrounds and park. Developments are typically observed against the typical weekday traffic. However, due to the project site characteristics and as agreed with Metro Vancouver, this time frame has been selected to represent the peak traffic conditions during a summer month, and therefore, seen as a worst-case scenario. At the request of BIM, MV also commissioned additional traffic surveys throughout the summer of 2023, which will survey as a future comparison to this report.

Table 3.2: Summary of Available and Counted Traffic Data

INTERSECTION	SOURCE	DATE OF COUNT	PEAK HOURS	
			Friday PM	Saturday
Tunstall Blvd / Whitesails Drive	Bunt	May 19 th & 20 th	2:30 PM - 3:30 PM	12:45 PM - 1:45 PM
Tunstall Blvd / Adams Road	Bunt	May 19 th & 20 th	2:30 PM - 3:30 PM	1:15 PM - 2:15 PM
Adams Road / Bowen Bay Road	Bunt	May 19 th & 20 th	12:00 PM - 1:00 PM	1:15 - 2:15 PM
Bowen Island Trunk Road / Dorman Rd / Miller Road	Bunt	May 19 th & 20 th	12:30 PM - 1:30 PM	11:15 AM - 12:15 PM
OVERALL STUDY PEAK			2:30 PM - 3:30 PM	1:15 PM - 2:15 PM

The PM Peak hour was found to occur between 2:30 PM - 3:30 PM for all study intersections. The overall Saturday peak was found to occur between 1:15 PM - 2:15 PM. Individual peaks of each intersection in the PM were more varied but the busier study intersection of Bowen Island Trunk Road / Dorman Road / Miller Road, which was most likely due to the ferry demand for returning commuter traffic.

3.2.2 Peak Hour Vehicle Traffic Volumes

The peak hour vehicle volumes are presented in **Exhibit 3.2 A & B**.

Table 3.3 presents a summary of the two-way peak-hour movements for the streets in the study area. This is based on the highest two-way location along each road link during the PM Peak and Saturday Peak hours, rounded to the nearest ten.

Table 3.3: Existing Peak Hour Roadway Link Volumes

ROAD LINK	TWO-WAY LINK VOLUMES (VEH/HR)	
	Friday PM Peak Hour	Saturday Afternoon Peak Hour
Whitesails Drive	85	60
Tunstall Blvd	110	125
Adams Road	140	155
Bowen Bay Road	110	115
Grafton Road	210	230
Bowen Island Trunk Road	330	495

Two-way traffic volume along Whitesails Drive was observed to be about 85 and 60 vehicles in the Friday PM and Saturday peak hours, respectively. Along Tunstall Blvd, two-way traffic volumes were found to be 110 and 125 in the Friday PM and Saturday peak hours, respectively, observed to the east of the intersection of Whitesails Road.

The roadway link volumes are generally higher during Saturday peak hour except for on Whitesails Drive. The higher volumes on Bowen Island Trunk Road, about 500 trips per hour, are likely due to the weekend traffic arriving from the ferry service in Snug Cove.

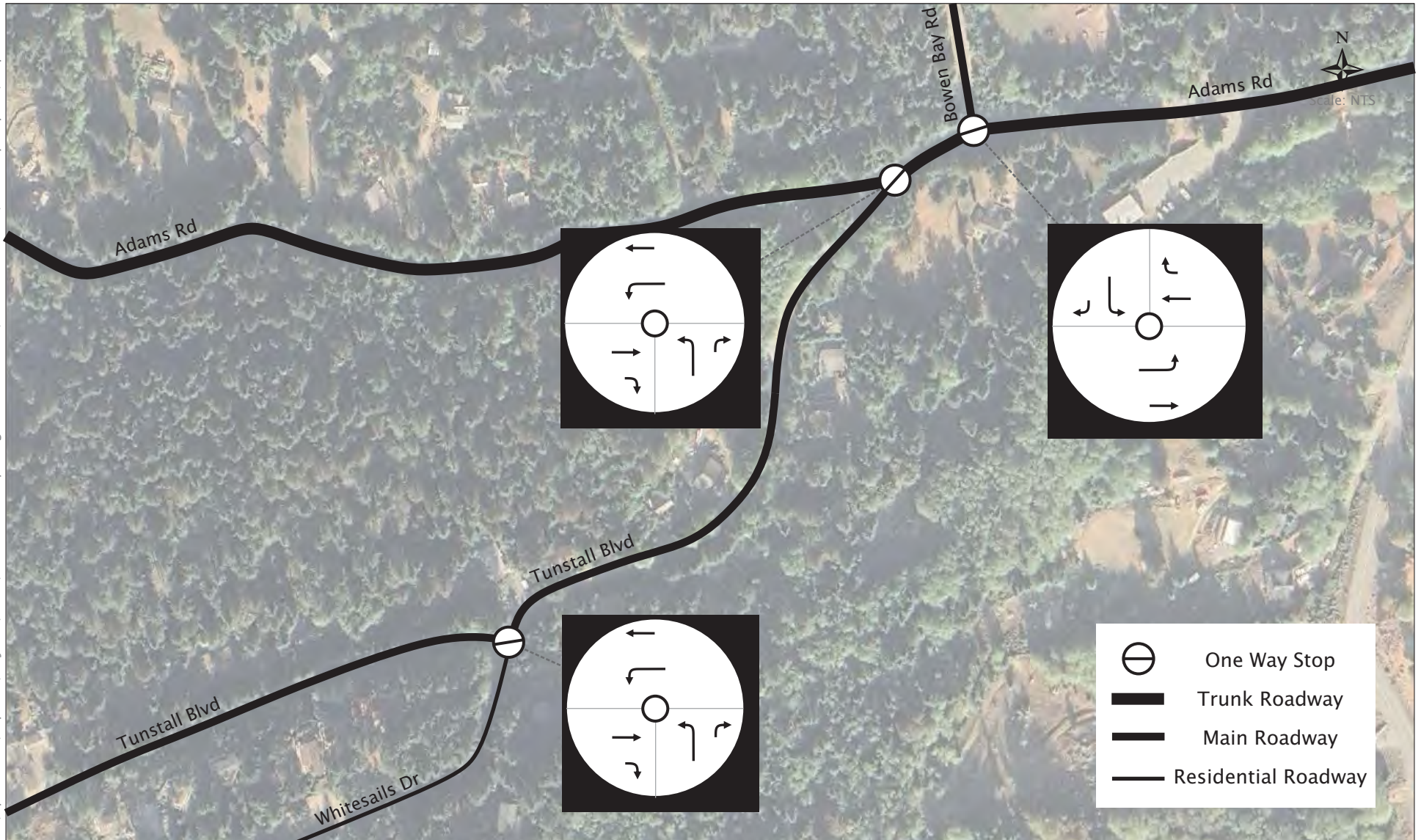


Exhibit 3.1A Existing Road Network - West

Cape Roger Curtis
June 2023

04-22-0272





Exhibit 3.1B Existing Road Network - East

Cape Roger Curtis
June 2023

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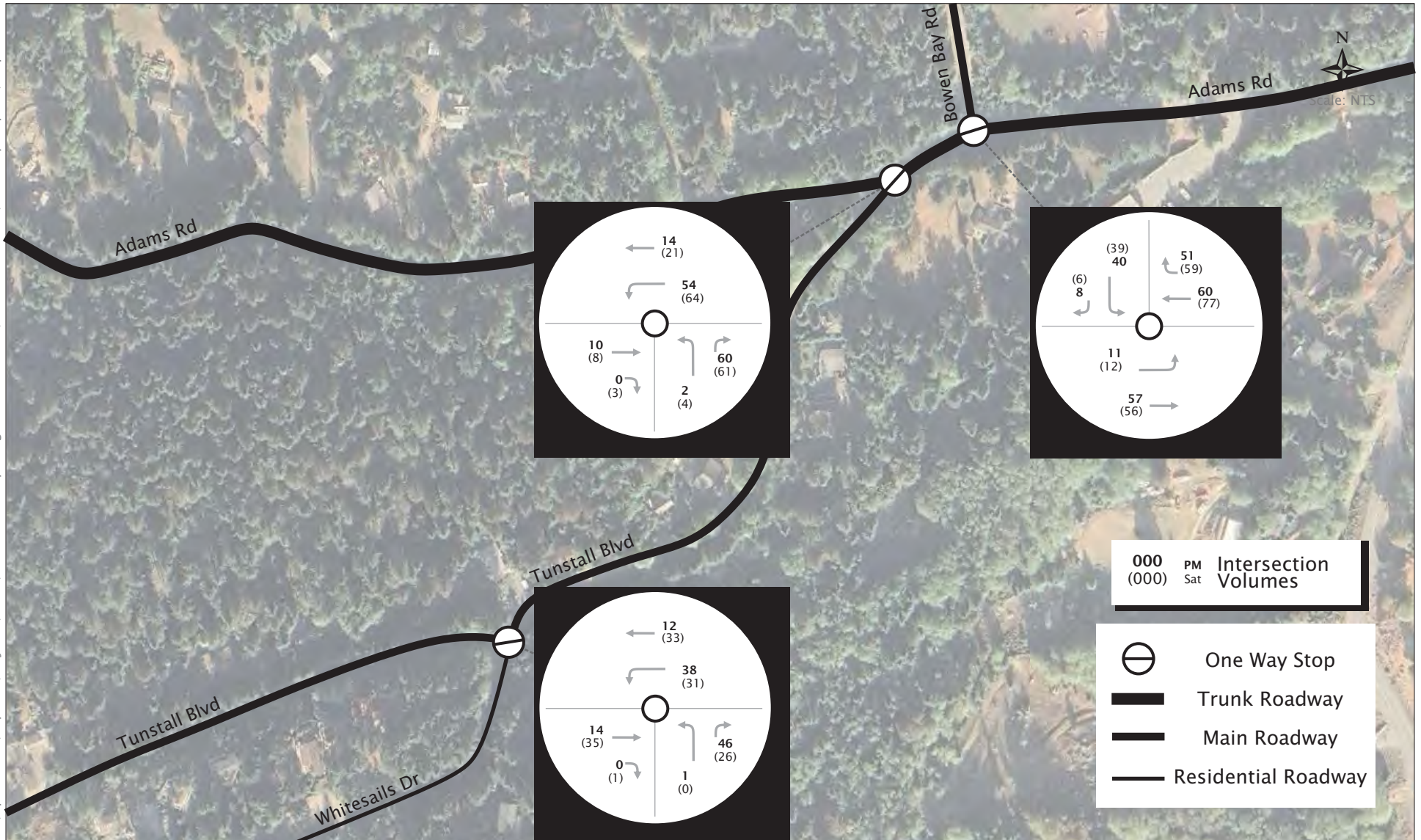


Exhibit 3.2A Existing Peak Hour Vehicle Traffic Volumes (West)



Exhibit 3.2B Existing Peak Hour Vehicle Traffic Volumes (East)

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Cape Roger Curtis
June 2023



3.3 Existing Operations

3.3.1 Performance Thresholds

The existing operations of study area intersections and access points were assessed using the methods outlined in the 6th edition of the Highway Capacity Manual (HCM), using Synchro 11 & SimTraffic 11 analysis software. The traffic operations were assessed using the performance measures of Level of Service (LOS) and 95th percentile queues.

The LOS rating is based on average vehicle delay and ranges from “A” to “F” based on the quality of operation at the intersection. LOS "A" represents optimal, minimal delay conditions while LOS "F" represents an over-capacity condition with considerable congestion and/or delay. Delay is calculated in seconds and is based on the average intersection delay per vehicle.

Table 3.4 below summarizes the LOS thresholds for the six Levels of Service, for both signalized and unsignalized intersections.

Table 3.4: Intersection Level of Service Thresholds

LEVEL OF SERVICE	AVERAGE CONTROL DELAY PER VEHICLE (SECONDS)	
	SIGNALIZED	UNSIGNALIZED
A	≤10	≤10
B	>10 and ≤20	>10 and ≤15
C	>20 and ≤35	>15 and ≤25
D	>35 and ≤55	>25 and ≤35
E	>55 and ≤80	>35 and ≤50
F	>80	>50

Source: Highway Capacity Manual

The performance thresholds that were used to trigger consideration of roadway or traffic control improvements to support roadway or traffic control improvements employed in this study are listed below:

Unsignalized Intersections and Roundabouts:

- Individual movement Level of Service = LOS E or better unless the volume is very low, in which case LOS F is acceptable.

In interpreting the analysis results, note that the HCM methodology reports performance differently for various types of intersection traffic control. In this report, the performance reporting convention is as follows:

- For unsignalized intersections: For ease of reference, HCM 6 LOS, and 95th Percentile Queues (meters) are reported for critical lanes only. HCM 6 reports 95th percentile queues in units of vehicles for

unsignalized intersections and these have been converted to meters for consistency with signalized intersections assuming a Synchro standard of 7.6m per vehicle.

The performance reporting conventions noted above have been consistently applied throughout this document and the detailed outputs are provided in **Appendix B**.

3.3.2 Existing Conditions Analysis Assumptions

All the intersections within the study zones are unsignalized and therefore, no signal plans were required.

Synchro / SimTraffic Parameters

- Peak Hour Factor: Existing peak hour factors were informed by available counts.
- Pedestrian Volumes: pedestrian crossing demands were entered as per Bunt's counts.
- Heavy Vehicle Percentages: Most intersections use heavy vehicle percentages informed by existing counts, with low-volume intersections assuming a Synchro default of 2%.

3.3.3 Existing Operational Analysis Results

Table 3.5 summarizes the operational analysis for existing traffic conditions in the study area. Note that only critical movements are reported for unsignalized intersections. Results that exceed the thresholds noted in Section 3.3.1 are bolded.

Table 3.5: Existing Traffic Operations

INTERSECTION / TRAFFIC CONTROL	MOVEMENT	FRIDAY PM PEAK		SAT AFTERNOON PEAK	
		LOS	95 TH Q (M)	LOS	95 TH Q (M)
Whitesails Drive / Tunstall Blvd - <i>Unsignalized Stop Control</i>	EBRT	A	0	A	0
	WBLT	A	5	A	5
	NBLR	A	10	A	10
Tunstall Blvd / Adams Road - <i>Unsignalized Stop Control</i>	EBRT	A	10	A	10
	WBLT	A	0	A	0
	NBLR	A	0	A	0
Adams Road / Bowen Bay Road - <i>Unsignalized Stop Control</i>	EBLT	A	0	A	5
	WBRT	A	0	A	0
	SBLR	A	15	A	15
Miller Road / Bowen Island Trunk Road / Dorman Road / Grafton Road - <i>Unsignalized Stop Control</i>	EBLRT	A	5	A	10
	WBLRT	A	10	A	15
	NBLRT	A	15	B	20
	SBLRT	A	15	A	30

The table above demonstrates that every intersection and movement operate without issue in either of the peak hours. The 95th queue rarely exceeds 3 vehicles on the Friday peak or 5 vehicles during the Saturday peak.

3.4 Transit Network

A bus stop is located approximately 3km to the north of the site and is located on Tunstall Blvd. the location of the bus stop is shown in Exhibit 3.1A. The bus stop is served by service 280, which travels towards Bluewater before travelling east towards Snug Cove. This service operates 6 services in the AM and PM peak. In addition, there are a further 6 services across the day during the weekends and on Public Holidays. The details of the bus stop located to the north of the site and the services operating at this stop have been set out in **Tables 3.6** and **3.7**.

Table 3.6: Transit Stops within 800m Walking Distance of Site

STOP LOCATION	DIRECTION	STOP #	AMENITY	ROUTES SERVICED	WALKING DISTANCE
Tunstall Blvd @ Whitesails Dr	Eastbound	58011	No facilities	280	3.4km

Table 3.7: Existing Transit Service Frequency

ROUTE		STOP	WEEKDAY SERVICE SPAN		HEADWAY (MIN.)				
#	DIRECTION		START	END	AM	MID-DAY	PM	EVENING	WEEKEND
280	Bluewater	58011	5:00 AM	7:55 PM	60-65	120	65-70	65-70	105
	Snug Cove		5:35 AM	7:35 PM	60-70	120	65-70	65-70	105

As can be seen, a limited service is provided connecting the site to Snug Cove.

3.5 Local Cycling Network

Whilst there are no off-road cycling routes within the vicinity of the site, most roads are considered to be quiet routes, with relatively low speeds that are cyclist friendly. There are 6 primary routes identified within the '*Explore Bowen Island by Bike Guidebook*' hosted on the Tourism of Bowen Island website. Two of the routes identified are located to the north of the site. The first travels from the Roger Curtis Beaches in the west to Sung Cove, travelling via Cape Drive, and Whitesails Drive before continuing east on Adams Road before converging into Grafton Road. This route is approximately 18.6km in length with a varying slope. These gradients might not be suitable for all cyclists. The second route travels from Tunstall Bay towards Snug Cove, this route shares a similar direction to the Roger Curtis route. To the north of the site, Bowen Bay Road is considered acceptable for cyclists. Sunset Rd, travelling to Seymour Bay in the southeast, is also listed as a bicycle-friendly route.

3.6 Local Pedestrian Network

Walking is an everyday activity whether as a single-purpose journey or linked with transit and driving. Typically, people are willing to walk up to 10 minutes for certain activities (i.e., work, school, and recreational activities, which is circa 800m in distance. The pedestrian network surrounding the

development is primarily recreational routes with several routes dissecting the site and travelling in and around Cape Drive, with several travelling south towards the coastline, connecting east into the Fairy Fen Nature Reserve.

There are no pedestrian sidewalks provided alongside the local roads within the vicinity of the site. However, verges on the side of the roads are provided which provide a safe refuge for pedestrians to utilise. Due to the low number of pedestrians within the area, there are no crossing facilities required or provided throughout the site.

Walking and cycling facilities within the vicinity of the site have been set out within **Exhibit 3.3** and **Exhibit 3.4**, respectively.

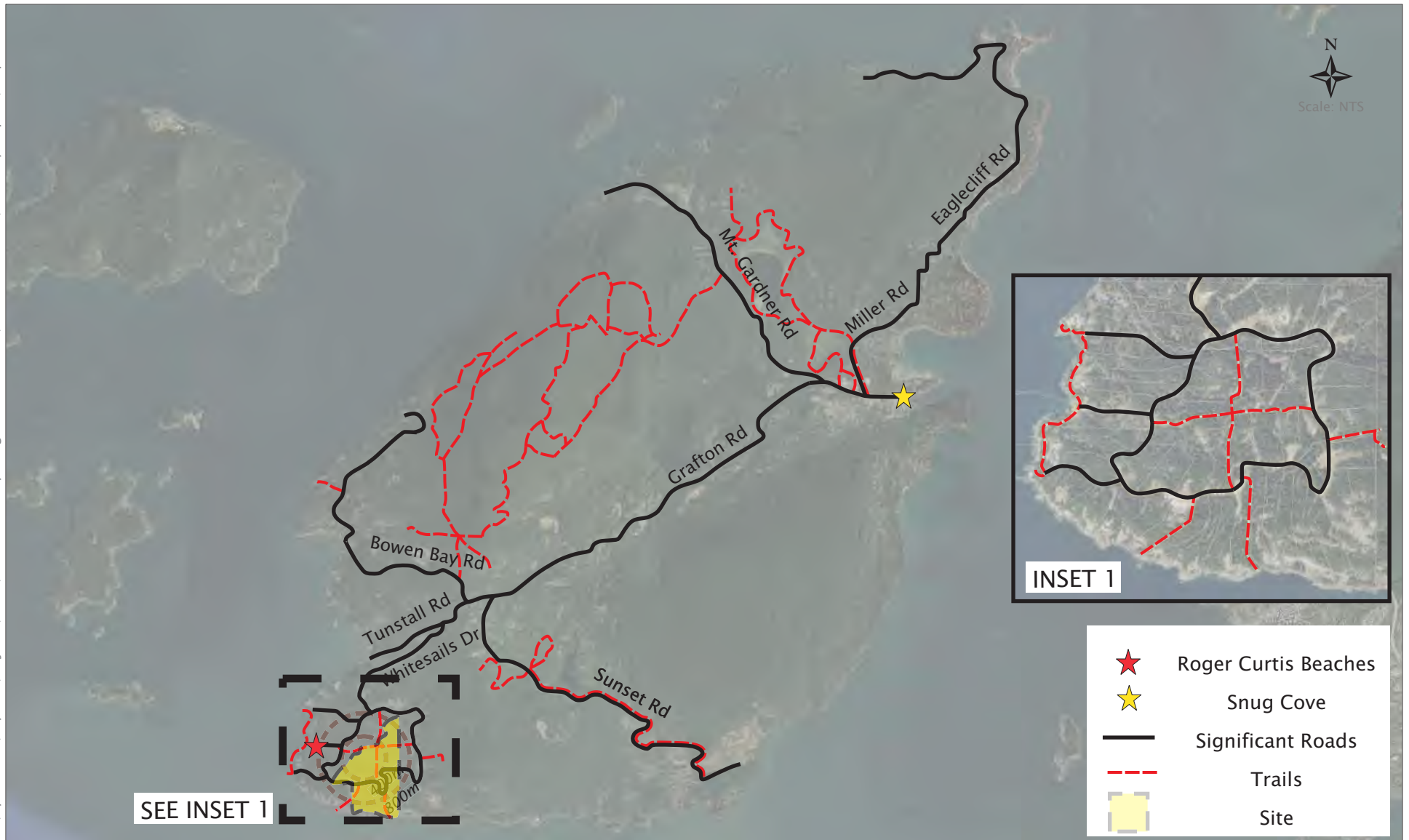


Exhibit 3.3 Pedestrian Facilities

Cape Roger Curtis
June 2023

04-22-0272





Exhibit 3.4 Cycling Facilities

Cape Roger Curtis
June 2023



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3.7 Waterborne Access

3.7.1 BC Ferries

Currently, the only access to Bowen Island is via a BC Ferries service between Horseshoe Bay and Snug Cove. Snug Cove, located on the east coast of Bowen Island, is approximately 10km to the east of the site, accessed via Grafton Road / Bowen Island Trunk Road. The vessel operating on this route is the 'Queen of Capilano' which has a capacity of approximately 87 Automobile Equivalent Units (AEQ) or 427 passengers.

The Automobile Equivalent Unit (AEQ) is a way of balancing the number of vehicles that can board the vessel given the difference in size of each vehicle. In accordance with the BC Ferries calculation methodologies, the vehicle equivalents are as follows:

- 1 Bus = 3 AEQ.
- 1 Commercial Truck or Semi = 2.5 AEQ
- 1 Private Vehicle - Over Height = 1.5 AEQ; and
- 1 Private Vehicle - Under Height or Motorcycle = 1 AEQ.

One AEQ is 2.6 m X 6.1 m of deck space. It is not known which factor dictates the maximum capacity and this is not clear from the BC Ferries data. Therefore, in some circumstances more vehicles maybe able to access the crossing if the number of larger vehicles is lower, therefore, more 1 AEQ vehicles.

The weight is also a controlling factor, or the size of the car deck can also restrict the maximum capacity. The total number of passengers also includes those that travel in the private vehicles, they are not considered to be just made up of foot / cycling passengers. Another issue that BC Ferries are currently facing is staffing issues, this restricts the number of people that can access the services if there are less staff on board.

Several of assumptions and calculations have been made utilising data obtained of BC Ferries, however, the operations of the ferries are not always clear and several details such as traffic management and what determines capacity are not clear.

Two lanes of queuing capacity are located on Grafton Road / Bowen Island Trunk Road, travelling approximately 800m along the southern side of the footway. This is sufficient space for approximately 290 vehicles to queue before embarking within affecting the travel lane along Grafton Road. A sign is located within queuing space that indicates if the vehicle will be likely to get onto the next service or not. If they are unable to get onto the current service, they will move forward in the queue and be the priority for the next service. The lanes are numbered 1 and 2 to dictate in which order the vehicles should go.

The duration of the voyage between Horseshoe Bay and Snug Cove is 20 minutes in length non-stop. The ferry service frequencies are set out in **Table 3.8**. A total of 16 services operate between Snug Cove to Horseshoe Bay with 15 services a day travelling in the other direction.

Table 3.8: Snug Cove - Horseshoe Bay Ferry frequency

ROUTE		WEEKDAY SERVICE SPAN		HEADWAY (MIN.)				
	DIRECTION	START	END	AM	MID-DAY	PM	EVENING	WEEKEND
Bowen Island to Vancouver	Snug Cove	5:50 AM	10:00 PM	60-70	65-70	65-70	60	60-75
	Horseshoe Bay	5:20 AM	10:30 PM	60-70	65-70	65-70	60	60-75

It should be noted, there are two services Wednesday 9:05 AM to Snug Cove and Wednesday 4:00 PM to Horseshoe Bay, that are labelled for Dangerous Goods services and therefore, those vehicles carrying items such as propane tanks are required to use this service.

Passenger Volumes

Two Freedom of Information (FOI) requests were submitted by individuals and Metro Vancouver to BC Ferries to request passenger volume information. These requests were completed in June and October 2022 and sought to obtain the passenger/vehicle statistics for the years 2000 to 2022. One request focused on July 2022 data, which was seen to be the most conservative travel time for BC Ferries as it combines the residents on the island and an increase in summer tourism.

The July 2022 data set out the overall passenger and vehicle capacity for each ferry service across the month for both routes. The passenger vehicle levels are inclusive of the number of passengers within the private motor vehicles, it is not possible to determine the levels of foot passengers only. The average passenger numbers for Horseshoe Bay to Snug Cove are in **Table 3.9** and the Snug Cove to Horseshoe Bay in **Table 3.10**.

Table 3.9: Horseshoe Bay -> Snug Cove Passenger Numbers - (July 2022)

SERVICE	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:50:00 AM	2	13	12	8	14	11	7
6:50:00 AM	18	91	103	83	97	77	31
8:00:00 AM	60	123	126	124	123	135	108
9:05:00 AM	147	127	157	32	125	152	245
10:10:00 AM	255	160	164	262	240	217	371
11:15:00 AM	290	196	219	236	223	263	381
12:40:00 PM	263	144	183	179	170	242	341
1:55:00 PM	213	161	176	188	199	238	295
3:20:00 PM	200	176	169	189	202	223	238
4:40:00 PM	142	183	197	168	198	201	211
5:45:00 PM	113	176	182	163	183	205	150
6:50:00 PM	115	136	143	129	170	159	110
7:50:00 PM	68	83	102	83	114	117	
9:20:00 PM	59	67	102	85	98	88	104
10:20:00 PM	36	25	34	37	34	48	35

Table 3.10: Snug Cove -> Horseshoe Bay Passenger Numbers - (July 2022)

SERVICE	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:20:00 AM		49	54	42	46	33	20
6:20:00 AM	35	112	142	93	110	66	33
7:20:00 AM	56	149	189	134	159	105	49
8:35:00 AM	92	146	158	127	160	122	104
9:35:00 AM	161	153	154	160	162	139	142
10:40:00 AM	195	171	149	171	174	141	129
12:05:00 PM	220	177	155	169	169	118	146
1:15:00 PM	221	135	132	172	119	129	121
2:40:00 PM	247	171	218	255	234	211	219
4:00:00 PM	281	216	241	59	236	208	295
5:10:00 PM	305	129	225	298	210	187	328
6:15:00 PM	266	132	148	202	159	163	333
7:20:00 PM	230	76	75	118	82	122	
8:50:00 PM	127	56	63	83	90	96	327
9:50:00 PM	100	31	35	42	37	33	102
10:50:00 PM	24	9	12	13	10	25	37

This was compared to the overall capacity for ferry passengers and as demonstrated in **Tables 3.11** and **3.12** respectively.

Table 3.11: Passenger % demand - Horseshoe Bay to Snug Cove

SERVICE	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:50:00 AM	1%	3%	3%	2%	3%	3%	2%
6:50:00 AM	4%	21%	24%	20%	23%	18%	7%
8:00:00 AM	14%	29%	29%	29%	29%	32%	25%
9:05:00 AM	35%	30%	37%	8%	29%	36%	57%
10:10:00 AM	60%	37%	38%	61%	56%	51%	87%
11:15:00 AM	68%	46%	51%	55%	52%	62%	89%
12:40:00 PM	62%	34%	43%	42%	40%	57%	80%
1:55:00 PM	50%	38%	41%	44%	47%	56%	69%
3:20:00 PM	47%	41%	40%	44%	47%	52%	56%
4:40:00 PM	33%	43%	46%	39%	46%	47%	50%
5:45:00 PM	26%	41%	43%	38%	43%	48%	35%
6:50:00 PM	27%	32%	33%	30%	40%	37%	26%
7:50:00 PM	16%	19%	24%	19%	27%	27%	
9:20:00 PM	14%	16%	24%	20%	23%	21%	24%
10:20:00 PM	8%	6%	8%	9%	8%	11%	8%

As can be seen above the highest observed passenger demands on service was observed on Saturday, with all services between 10:10 AM and 12:40 AM having at least 80% of the passenger capacity, the equivalent of a minimum of 341 passengers out of a possible 427. During the weekday period, the passenger demand did not surpass 60%. The services in the late afternoon/evening (beyond 3:20 PM) have a lower demand, with services rarely reaching 50% passenger capacity.

Table 3.12: Passenger % demand - Snug Cove to Horseshoe Bay

SERVICE	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:20:00 AM		11%	13%	10%	11%	8%	5%
6:20:00 AM	8%	26%	33%	22%	26%	15%	8%
7:20:00 AM	13%	35%	44%	31%	37%	25%	11%
8:35:00 AM	22%	34%	37%	30%	38%	29%	24%
9:35:00 AM	38%	36%	36%	37%	38%	33%	33%
10:40:00 AM	46%	40%	35%	40%	41%	33%	30%
12:05:00 PM	52%	41%	36%	40%	40%	28%	34%
1:15:00 PM	52%	31%	31%	40%	28%	30%	28%
2:40:00 PM	58%	40%	51%	60%	55%	49%	51%
4:00:00 PM	66%	51%	56%	14%	55%	49%	69%
5:10:00 PM	72%	30%	53%	70%	49%	44%	77%
6:15:00 PM	62%	31%	35%	47%	37%	38%	78%
7:20:00 PM	54%	18%	18%	28%	19%	29%	
8:50:00 PM	30%	13%	15%	20%	21%	22%	77%
9:50:00 PM	23%	7%	8%	10%	9%	8%	24%
10:50:00 PM	6%	2%	3%	3%	2%	6%	9%

Return services back to the mainland are seen to be busier in the PM peaks, with services in the AM peak and around midday, up until 1:55 PM, do not surpass 52% capacity demand. Again, the highest demand from passengers can be seen during the weekend peaks, with a maximum capacity of 78%, representing 22% spare passenger capacity. From these numbers, it can be assumed that the island sees a high number of day-trippers and weekend tourism.

This data is restricted, as mentioned, it includes the operators and passengers of private vehicles. Therefore, it is not possible to know if the passenger demand was limited due to the number of vehicles reaching capacity. However, it could be assumed that foot passengers and cyclists would probably be able to access all these services given there is at least 11% or more capacity on both routes and all services.

The passenger demand for the services in comparison to the overall provision is demonstrated in **Figures 3.1** and **3.2**, these provide a visual representation of the spare capacity for passengers on Friday, Saturday, and Sunday. The time periods are summarized as follows: Early Morning (5 am -7 am), Morning (7 am -11 am), noon (11 am – 3 pm), afternoon (3 pm – 7 pm), and evening (7 pm – 11 pm).

Figure 3.1: Horseshoe Bay -> Snug Cove Ferry Demand and capacity - Passenger (July 2022)

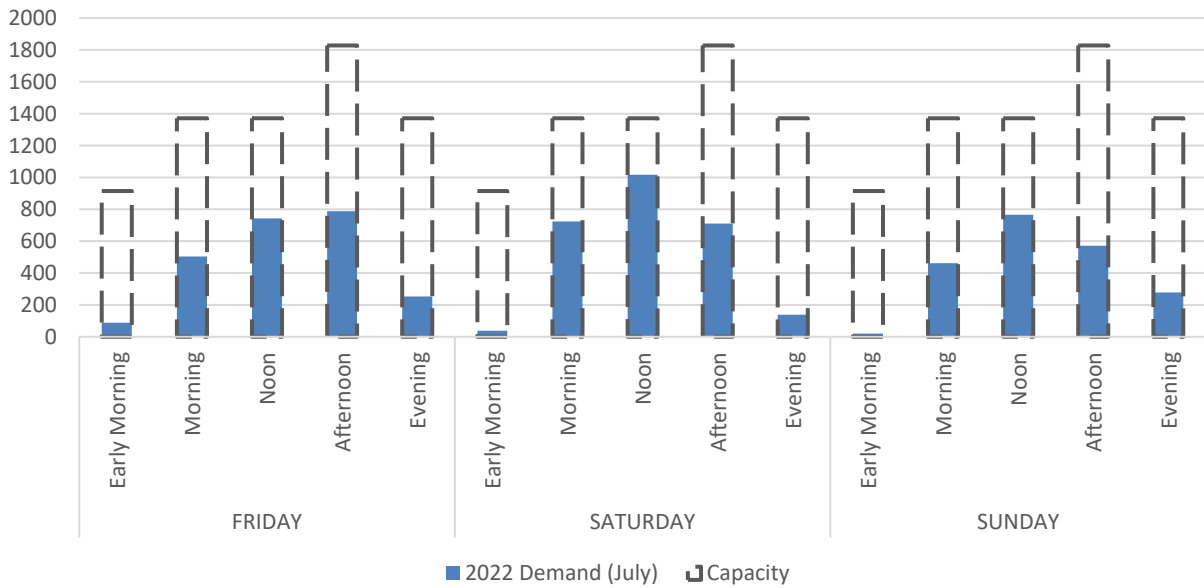
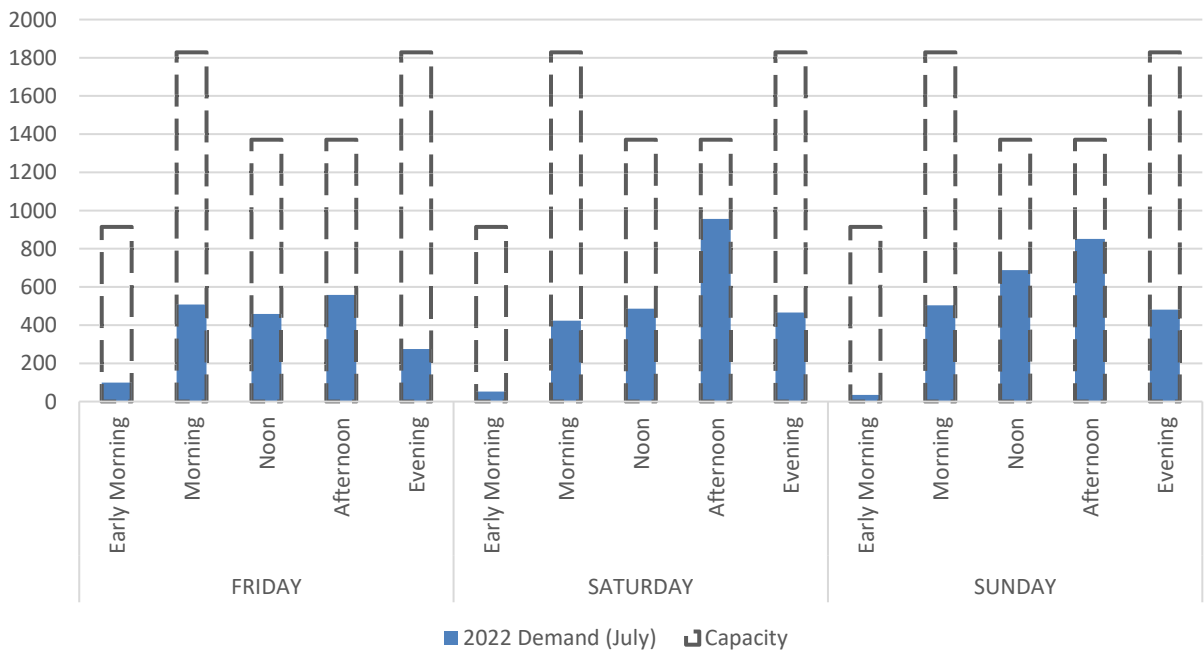


Figure 3.2: Snug Cove -> Horseshoe Bay Ferry Demand & Capacity - Passenger (2022 July)



As can be seen from the above chart, not one time period reaches the maximum available passenger capacity across the three days. As mentioned before, Saturday sees the greatest demand across the day, with Horseshoe Bay to Snug Cove busiest during the AM peak and Snug Cove to Horseshoe Bay in the PM peak. Given none of the services reach the peak capacity, this assumes that passenger capacity is far greater than demand and not restricted by space as much as vehicle capacities.

Vehicle volumes

As previously mentioned, the listed ferry capacity is 87 AEQ, however, as will be demonstrated below, there are several services that exceed this level.

The average vehicle demand for each service on the Horseshoe Bay to Snug Cove route for July 2002 is set out in **Table 3.13**, and the return service of Snug Cove to Horseshoe Bay is shown in **Table 3.14**.

Table 3.13: BC Ferries July 2022 Vehicle Demand Horseshoe Bay -> Snug Cove

SERVICE	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:50:00 AM	2	13	12	8	15	9	5
6:50:00 AM	9	71	80	63	72	53	15
8:00:00 AM	25	78	84	73	83	72	42
9:05:00 AM	42	53	72	15	64	59	70
10:10:00 AM	70	63	72	85	77	78	95
11:15:00 AM	77	74	81	80	81	89	94
12:40:00 PM	74	66	77	72	74	98	93
1:55:00 PM	72	74	70	79	89	95	94
3:20:00 PM	74	92	90	94	97	100	85
4:40:00 PM	60	97	99	91	99	92	87
5:45:00 PM	47	96	103	88	101	90	73
6:50:00 PM	48	70	77	71	91	75	48
7:50:00 PM	29	40	50	46	66	56	*
9:20:00 PM	29	37	50	44	55	45	48
10:20:00 PM	16	13	19	19	18	20	14

Table 3.14: BC Ferries July 2022 Vehicle Demand Snug Cove -> Horseshoe Bay

SERVICE	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:20:00 AM		32	33	29	30	24	11
6:20:00 AM	19	76	84	63	71	42	22
7:20:00 AM	30	92	99	81	95	56	29
8:35:00 AM	49	93	104	84	99	72	52
9:35:00 AM	72	94	89	92	99	76	67
10:40:00 AM	89	95	91	89	96	72	61
12:05:00 PM	92	93	98	94	90	64	62
1:15:00 PM	94	74	59	86	93	70	44
2:40:00 PM	90	62	89	97	87	79	54
4:00:00 PM	88	84	95	22	90	75	68
5:10:00 PM	88	79	81	97	94	61	72
6:15:00 PM	84	50	49	89	59	48	77
7:20:00 PM	76	31	25	40	27	29	
8:50:00 PM	47	22	21	29	24	28	86
9:50:00 PM	31	11	13	15	11	9	35
10:50:00 PM	9	3	3	5	4	8	9

The vehicle capacities for these routes have been set out in **Table 3.15** and **Table 3.16** for the Horseshoe Bay and Snug Cove routes respectively.

Table 3.15: Horseshoe Bay Vehicle Capacity % July 2022

	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:50:00 AM	2%	15%	13%	9%	17%	10%	6%
6:50:00 AM	10%	82%	92%	73%	83%	61%	18%
8:00:00 AM	29%	89%	96%	84%	96%	83%	48%
9:05:00 AM	48%	61%	83%	18%	73%	68%	80%
10:10:00 AM	81%	72%	83%	97%	89%	90%	109%
11:15:00 AM	89%	85%	93%	92%	93%	102%	108%
12:40:00 PM	85%	75%	88%	83%	85%	112%	107%
1:55:00 PM	83%	85%	80%	91%	102%	110%	108%
3:20:00 PM	86%	106%	103%	108%	111%	115%	98%
4:40:00 PM	69%	111%	113%	105%	113%	106%	100%
5:45:00 PM	54%	110%	118%	102%	116%	103%	84%
6:50:00 PM	55%	80%	88%	81%	105%	86%	56%
7:50:00 PM	34%	46%	57%	53%	76%	64%	
9:20:00 PM	33%	43%	57%	50%	64%	52%	55%
10:20:00 PM	18%	15%	21%	22%	20%	23%	16%

As can be seen from the above table, the capacity of services between 10:10 AM – 4:40 PM on Saturdays is all above 98%. There is capacity available during the AM and PM peak periods. Across the remainder of the week, the highest average capacity demand was 118%, which was observed on Tuesday at 5:45 PM.

The average capacity demand for all services between 3:20 PM -5:45 PM Monday to Friday was calculated at 98% or more. Therefore, with no spare capacity for vehicles. Typically, services, in the AM peak tend to have more vehicle capacity available.

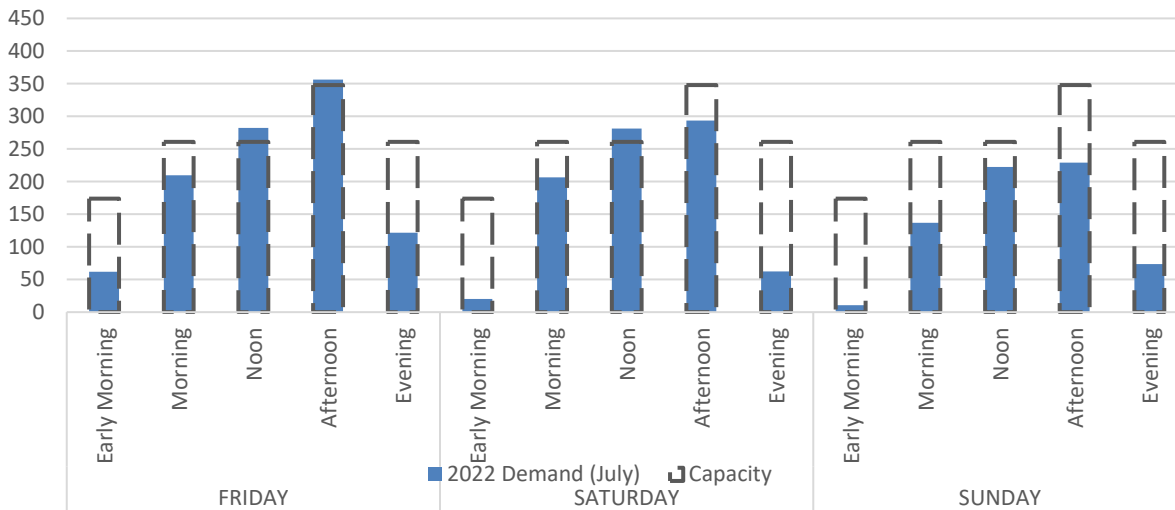
Table 3.16: Snug Cove Vehicle Capacity % July 2022

	SUN	MON	TUES	WEDS	THURS	FRI	SAT
5:20:00 AM		36%	38%	33%	34%	28%	13%
6:20:00 AM	22%	88%	97%	72%	81%	48%	25%
7:20:00 AM	35%	106%	114%	93%	109%	65%	33%
8:35:00 AM	56%	107%	120%	97%	114%	83%	59%
9:35:00 AM	82%	108%	102%	106%	113%	88%	77%
10:40:00 AM	102%	109%	105%	102%	110%	83%	70%
12:05:00 PM	105%	107%	113%	108%	104%	73%	71%
1:15:00 PM	108%	85%	68%	99%	107%	81%	50%
2:40:00 PM	103%	71%	103%	111%	100%	91%	62%
4:00:00 PM	101%	96%	109%	25%	103%	86%	79%
5:10:00 PM	101%	90%	93%	111%	108%	70%	83%
6:15:00 PM	97%	58%	56%	102%	68%	55%	88%
7:20:00 PM	87%	35%	28%	46%	32%	34%	
8:50:00 PM	54%	25%	24%	34%	28%	32%	98%
9:50:00 PM	36%	12%	14%	17%	12%	11%	40%
10:50:00 PM	11%	3%	3%	6%	4%	9%	10%

For services from Bowen Island to Horseshoe Bay, the busiest services are typically observed within the AM peaks, with a maximum demand of 120% at 8:35 AM. After 7:20 PM (except on a Saturday and Sunday) there is a minimum spare capacity of at least 50 % on all services. On Sunday, services between 10:40 AM – 5:10 PM, all services are above or at capacity, and there is between 13% to 89% spare capacity on all other Sunday services. No services on Friday are above capacity, with a minimum of 9% of spare capacity.

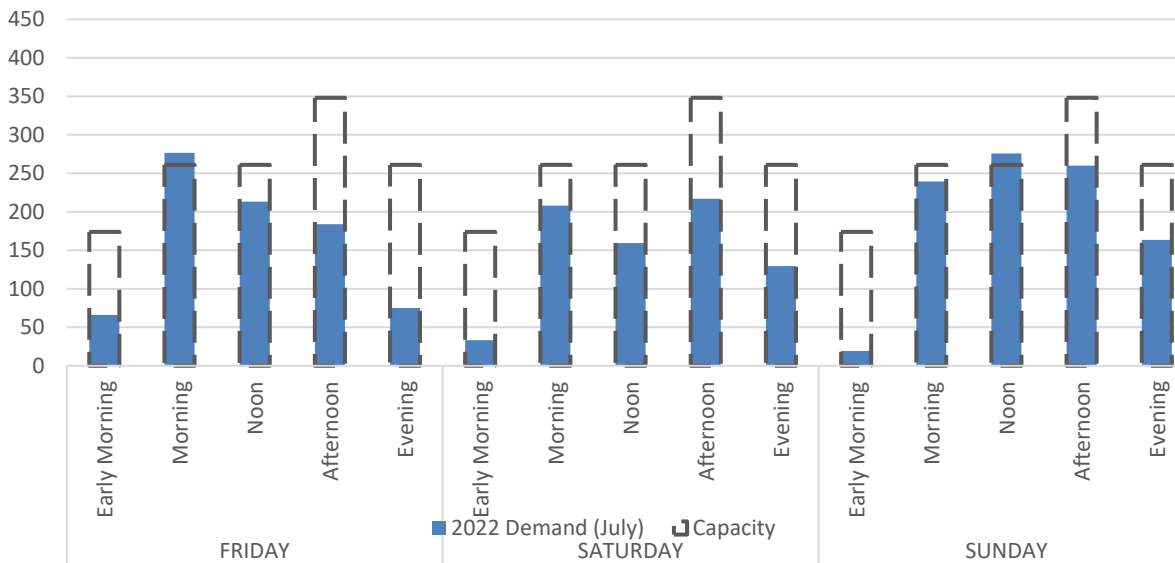
The graphs demonstrated in **Figure 3.3** and **Figure 3.4** show these demands against all the services during the peak times, Friday to Sunday. The time periods are summarized as follows: Early Morning (5 am -7 am), Morning (7 am -11 am), noon (11 am – 3 pm), afternoon (3 pm – 7 pm), and evening (7 pm – 11 pm).

Figure 3.3: Horseshoe Bay -> Snug Cove Ferry Demand and capacity - Vehicles (July 2022)



As the figure demonstrates, there is plenty of spare capacity when looking at all the services provided across the month, with three time periods reaching capacity across all services.

Figure 3.4: Snug Cove -> Horseshoe Bay Ferry Demand and capacity - Vehicles (July 2022)



Similarly, across all services in July, only two services are seen as overcapacity, on Friday morning and Sunday at noon. Saturday services are all under capacity.

Summary

The existing ferry demand demonstrates that whilst the ferry vehicle capacity is listed as 87 AEQs, there are several services that have AEQ levels above 87. This indicates that the demand during the midday Friday and Saturday services are all at or above capacity, however the backlog of demand is typically cleared by 7.00 PM. When observing the existing passenger demand, there is available capacity across all services, indicating the total number of passengers from vehicles and on foot or by bike are less than the maximum 427 capacity.

3.8 Current Relevant Policies & Plans

3.8.1 Bowen Island Parking Bylaw

The site is currently zoned RR1, which is included within BIM Land Use Bylaw 57, 2002 Section 5 of the off-street parking for motor vehicles and bicycles within Bowen Island. In addition, the bylaw sets out the requirements for the loading and unloading of motor vehicles and passengers.

Section 7 of the bylaw sets out The Cape Roger Curtis Development Permit Area, including all the required guidelines.

3.8.2 Bowen Island Municipality Official Community Plan

The Official Community Plan (OCP) was developed by BIM in 2010 and labelled as Bylaw No.282. Within the OCP, objective 40 focuses on Cape Roger Curtis Lands and Shoreline, defining the region as an area of sensitivity. Objective 68 is pertinent to Cape Roger Curtis Lands with the municipality promoting to the public the interest in CRC. Developments are encouraged to achieve the following:

- "conserve the majority of the coastline for eco-system protection, but especially the south-facing ecologically sensitive and unique coastal bluff.
- where there are no adverse ecological impacts, develop public, waterfront, walking trails along much of the coastline, connecting to the cross-island greenway.
- protect environmentally sensitive areas and rare species.
- cluster homes and any other structures in any new development to reduce land disturbance, maximize green space and the opportunity for trails, and facilitate transportation alternatives; and
- minimize and mitigate any negative impacts from Cape Roger Curtis development on the adjacent neighbourhoods and the island community as a whole."

As part of the objective, Policy 153 indicates that alterations/changes to the transportation accesses or rezoning requirements will require future master transportation planning exercises to be submitted to Bowen Island.

An OCP amendment submission and rezoning, of the 24 lots, was commenced with BIM in January 2023. The variant looked to rezone to Park Zone (Passive Park) 1 with overnight camping pitches.

3.8.3 Bowen Island Climate Action Strategy

Bowen Island is among many locations, cities and municipalities around the world, and the Metro Vancouver region in declaring a climate emergency and committing to reduce pollution. The Climate Action Strategy was approved by BIM in 2020 which contained several big shifts to reduce Bowen Island's transportation-related carbon pollution including:

- **Promote a shift from single occupancy vehicles to alternatives:** Developing residential dwellings near transportation hubs and adding an E-Bike rental fleet.
- **Bowen Island's Transportation Plan:** Accelerating investments in active travel and increasing the accessibility to multi-use transport options.
- **Zero Emission Transportation:** Developing homes with electrical charging facilities and further implementation of fast charging stations on Bowen Islands.
- **Transportation requirement reductions:** Developing and providing facilities to residents that reduce the need to travel further afield.

3.9 Metro Vancouver Regional Parks – Crippen

In addition to the proposed park, Crippen Regional Park (CRP) is another park located approximately 6.5km to the northeast of CRC and in 2022 attracted just over 355,565 annual visitors. There are several access points to CRP, from Doman Road, Orchard Lane, and Bowen Island Trunk Road. 3 parking lots make up the vehicle parking provision for CRP for a total of 81 spaces, 46 accessed via Dorman Road Entrance, 17 at Killarney Lake Roadside and a further 8 at the Miller Parking lot. The number of visitors accessing the park has been utilized to influence assumptions for CRC.

Metro Vancouver undertook park visitor surveys in 2013, 2019 and 2022 to understand the travel patterns and home address of the visitors to Crippen Park. These surveys have formed the basis of visitor projections and modal splits for CRC.

4. PROPOSED DEVELOPMENT

This section will set out the proposed development characteristics and anticipated access proposals for each element of the site, the location of the proposed parking lots and sustainable access provisions.

Primary access to the campgrounds and day use will be retained as per the existing scenario, with Cape Drive continuing through the site. Other municipal roads already provided, such as Huszar Creek Drive and Georgia Strait Drive will all be retained as part of the proposals. No additional connections will be provided, and all traffic will be required to travel through Whitesails Drive. The proposed land use plan of the complete site is set out in Figure 1.1.

4.1 Day Use

Across the 24 lots, the majority will be retained as regional parkland, with several municipal trails and access easements throughout. Sections of the proposed parkland will be restricted by environmental covenants. Visits to the park are typically from those residing or visiting the island as part of their wider plans. It is not seen as an attraction or destination for those living outside of Bowen Island.

4.1.1 Vehicle Parking

Two or three parking lots will be provided as part of the day-use provisions, the first will be located to the north of the site, in Lot 56, close to the access of the vehicle campgrounds and one of the municipal trails, this parking lot will be accessible to the west of Cape Drive.

The second parking lot will be in Lot 24, this parking lot will be accessible to the south of Cape Drive via Huszar Creek Drive. This lot will be located alongside the driveway, in the centre of Lot 24, adjacent to the municipal trails and water source. The parking lot will be outside of the riparian protection area.

The total number of vehicle parking spaces will be provided in **Section 7** below. This will include a couple of accessible spaces as well.

4.1.2 Bicycle Parking

As part of the proposed development, short-stay cycle stands will be provided. The total number has yet to be determined but will be in line with anticipated demand. These will be in a visible and covered area to encourage visitors to the park to arrive by bicycle.

4.2 Campground

As previously mentioned, the campground will contain 100 campsites, including 5 group campsites provided across 12 of the 24 lots purchased by Metro Vancouver. The breakdown of campsites has been set out in **Table 4.1**. The campsites will be available by reservation only with campground facilities provided, such as toilet blocks and waste collection.

Table 4.1: Metro Vancouver’s Proposed Camping Program

TYPE	# SITES	ACCESS TYPE
Walk-In/Bike-In	52	Bike/hike/shuttle
Group	5	Shuttle/Van
Tent Cabin	10	5 vehicles, 5 bike/hike/shuttle
Vehicle-Accessible Camp	33	1 vehicle per site
Total	100	

As demonstrated in the masterplan, Figure 1.1, the camping program will be broken down as follows:

- 52 Walk-in/Bike-in Campsites- These pitches will be accessible by sustainable modes only (Walk, Bike or Shuttle Bus). The 52 Walk-in / Bike-in sites will be split equally between two locations. The first half (26 spaces) will be located to the south of Cape Drive within lots 27 & 28. The second group of 26 campsites will be located to the south of the overall site and accessed via Huszar Creek Drive. These campsites will be spread across Lots 26, 27 & 28 adjacent to the Georgia Strait coastline.
- 33 Standard Car campsites - Accessible by all modes, including private vehicles. These campsites will be split across two locations, within lots C, D E & F. Both locations from Cape Drive and the primary campsite will be in the northern section, with a small campground located to the south of the creek running through the site. The split of the campsites across the two lots has not been defined.
- 5 Group Campsites – These pitches are split across two locations, the first is within Lot 33, to the east of Cape Drive, and a second area for group campsites will be split across Lots 32 and 31. An access easement from Georgia Strait Drive will be provided.
- 10 Tent Cabins - Located in Lot 34 and to the north of the creek. It is located to the east of Cape Drive.

As can be seen, a total of 100 camp pitches will be provided across 7 different campgrounds. Half of the tent cabins will also be accessible by private vehicles, therefore, resulting in 38 vehicle-accessible spaces. Access to the campsite will be restricted by gates during the evening and will be monitored by Metro Vancouver staff throughout the PM and evening peaks.

4.2.1 Vehicle Parking

No visitor parking will be provided as part of the campsite, those guests with a vehicle-accessible pitches will be able to accommodate their vehicle on their camp pitch, but no other vehicles will be able to access the campgrounds.

It is assumed that each standard campsite will accommodate one vehicle, while group pitches will have space for two vehicles.

4.2.2 Bicycle Parking

As several sites will be walk-in / bike-in, secure bike parking will be required and anticipated on a number of the campsites. These spaces will accompany each of the campsites.

5. CAPE ROGER CURTIS PARK PROJECTED VISITOR PROFILE

This section will set out the anticipated number of visitors to the site, both for the Day use and campground facilities. Due to the different land uses, two different methodologies have been utilized to calculate the anticipated trip demand. As part of the analysis, the day-use visitors and campground visitors will be combined to generate a total number of visitors to the overall site. This is to determine the overall visitors and trips that will be generated by all aspects of the site.

A memorandum demonstrating the comparison between the existing land use, potential buildout and the potential future development was submitted to BIM in March 2023.

5.1 Trip Generation

5.1.1 Day Use

Projected Visits

The estimated number of park visits to Cape Roger Curtis was generated by MV and is set out in **Table 5.1**. As described previously in **Section 2.2**, the Day-use amenities currently exist within Bowen Island; therefore, the day use will be considered as an existing operation, only generating trips from those visitors already located on Bowen Island. Metro Vancouver will focus on day-use access through the proposed park shuttle, trail, and greenway connections, with some limited car access. It is not anticipated that the Day use will generate any additional visits from off-island residents, in so doing, not impacting the BC Ferries patronage.

Table 5.1: Estimated Monthly Visits to CRC

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
4,167	5,009	5,331	5,578	6,827	7,117	8,836	8,741	7,331	6,262	4,615	3,478	73,291

As can be seen above, July and August represent the peak months, with a total of 8,836 visits estimated in the peak month. The annual projected visits to the park day-use facilities are estimated to be 73,291 visits. It should be noted that 1 visitor can undertake several visits in one day.

The day-use visitation estimates for the proposed park do not consider phased implementation. Additionally, estimates do not distinguish between Bowen Island Residents and off-island visitors. Based on Metro Vancouver visitor survey data and factoring in the location of the proposed regional park (8km from the Snug Cove ferry terminal),

Table 5.2: Estimated Weekday Daily Visits

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
134	179	172	186	220	237	285	282	244	202	154	112

When looking at the daily numbers, this represents an average peak weekday of 285 visits a day. The park is anticipated to be operational between 7:00 AM -8:00 PM, a 13-hour opening period. This equates to approximately 22 visits per hour. It is understood that weekends would attract more visits than during the weekday. The above tables set out the daily visitors during the weekday.

A weekend increase of 26% has been applied to understand the number of visits anticipated. The weekend factor was calculated based on daily visitation counts to Crippen through July 2022. The difference between the average day (an average of 1,388 per day) and weekends (an average of 1,742 per day) for all days in July (seen as the peak month at Crippen Regional Park) produced a weekend factor of 1.26. This factor was applied to the July and August weekday visits.

Table 5.3: Weekend Peak Daily Visits

JUL	AUG
358	354

The peak weekend daily visits are anticipated to be 358 trips during July.

Method of Travel

Based on surveys conducted in 2013, 2019, and 2022 for Crippen, a method of travel to the parks was calculated. This was utilized as the only available data for an operational park which is similar in nature. This method of travel was then estimated for Cape Roger Curtis. The method of travel was then weighted to account for the those travelling to visit the proposed CRC site. The overall mode split has been set out in **Table 5.4**.

Table 5.4: Estimated CRC visits Modal Split

	WEIGHTED AVERAGE
Private vehicle	37%
Walked the whole way	21%
Bike	4%
Public Transit	38%
Total	100%

The table above demonstrates that it is anticipated that 37% of the internal visits will be undertaken by car, with 38% of those utilizing public transit. It is anticipated that all trips will be undertaken via active modes of transportation, with 25% either travelling on foot or by bicycle.

Further to this, as part of the Crippen survey, the average car occupancy per visit was 1.9 passengers per private vehicle. Therefore, 37% of private car visits will be reduced to account for vehicle occupancy. This has been applied to the number of visits.

The estimated daily visits for both the weekday and weekend have been applied to the above mode share and are set out in **Table 5.5**.

Table 5.5: Weekday and Weekend Daily Visitor Modal Split

MODE	FRIDAY TOTAL	SATURDAY TOTAL
Private vehicle	55	69
Walk	61	76
Bike	12	15
Public Transit	107	135
Total	235	295

It is anticipated that the total daily vehicle demand trip demand during the Saturday peak would be 69 trips. The total number of trips to the existing day use is anticipated to be 295 trips.

Daily and Peak Hour Trip Generation

To determine the anticipated daily visitor rate, the visitor profile from an existing Metro Vancouver Park, Minnekhada, was utilized as this was the only available data owned by Metro Vancouver. Minnekhada is located to the northeast of Greater Vancouver, within the City of Coquitlam. Minnekhada is a regional park, approximately 200 acres in size. The regional park has two small car parking lots, like what is proposed at CRC. During a 2021 survey the number of visitors arriving at the park between 7:00 AM-6:00 PM on Friday, Saturday, and Sunday. A visitor profile rate throughout the day was calculated by using vehicle access numbers, the profiles are set out in **Table 5.6**.

Table 5.6: Friday and Saturday visitor profile – Minnekhada

TIME	FRIDAY	SATURDAY
7:00 AM	3%	1%
8:00 AM	7%	2%
9:00 AM	8%	4%
10:00 AM	11%	9%
11:00 AM	8%	8%
12:00 PM	13%	11%
1:00 PM	11%	14%
2:00 PM	11%	13%
3:00 PM	10%	13%
4:00 PM	9%	11%
5:00 PM	6%	8%
6:00 PM	3%	5%

The Friday peak profile was seen at noon, whilst the Saturday peak was observed at 1:00 PM, with 14% of all trips. It is acknowledged that there might be trips outside of the daily profile, but no data is available for these periods, therefore, it is not possible to calculate the number and this outside of the peak hours.

Table 5.7 demonstrates the Friday modal profile and **Table 5.8** sets out the Saturday trips by mode.

Table 5.7: Friday Trips profile by mode

TIME	PROFILE	PRIVATE	WALK	BIKE	TRANSIT	Total
7:00 AM	3%	2	2	0	4	8
8:00 AM	7%	4	4	1	7	16
9:00 AM	8%	5	5	1	9	20
10:00 AM	11%	6	6	1	11	25
11:00 AM	8%	5	5	1	9	20
12:00 PM	13%	7	8	1	13	29
1:00 PM	11%	6	7	1	12	26
2:00 PM	11%	6	6	1	11	25
3:00 PM	10%	5	6	1	10	23
4:00 PM	9%	5	6	1	10	22
5:00 PM	6%	3	4	1	7	14
6:00 PM	3%	2	2	0	4	8
Total		55	61	12	107	235

The peak (12:00 PM) number of trips is generated at noon where 13% of all trips are anticipated with a maximum of 7 vehicle trips and 13 transit trips.

Table 5.8: Saturday Trips Profile by Mode

TIME	PROFILE	PRIVATE	WALK	BIKE	TRANSIT	Total
7:00 AM	1%	2	3	0	4	10
8:00 AM	2%	5	5	1	9	19
9:00 AM	4%	6	6	1	11	25
10:00 AM	9%	7	8	2	14	31
11:00 AM	8%	6	6	1	11	25
12:00 PM	11%	9	10	2	17	37
1:00 PM	14%	8	9	2	15	33
2:00 PM	13%	7	8	2	14	31
3:00 PM	13%	7	7	1	13	29
4:00 PM	11%	7	7	1	13	28
5:00 PM	8%	4	5	1	8	18
6:00 PM	5%	2	3	0	4	10
Total		69	76	15	135	295

The Saturday peak period (1:00 PM) is anticipated at 14% of daily visitor trips, which equates to 9 private vehicle trips, 17 transit trips, and 12 trips by active mode.

Vehicle Trips Arrival and Departure

Based on ticket sales collected by Metro Vancouver at Lynn Valley Regional Park and Belcarra Regional Park between the months of March - Oct and April - September respectively demonstrated that visitors typically stay at the parks for approximately 2.7 hours in total or 162 minutes. Based on this analysis, the vehicle trip departures have been sperate across two hours to account for the duration of stay, this is demonstrated in **Table 5.9** and will provide the foundation of the total vehicle trip generation profile. The departures have been split in a very conservative 50/50 split, which means after 2 hours 50% of the hourly arrivals will depart, then the following hour, the remaining 50% will depart This crude calculation has been undertaken based on the limited accessible data.

Table 5.9: Vehicle Arrival and Departure Trip Generation

TIME	FRIDAY			SATURDAY		
	Arrival	Departure	Total	Arrival	Departure	Total
7:00 AM	2	0	2	1	0	1
8:00 AM	4	0	4	2	0	2
9:00 AM	5	1	6	3	0	3
10:00 AM	6	3	9	6	1	7
11:00 AM	5	4	9	5	2	8
12:00 PM	7	5	12	8	5	12
1:00 PM	6	5	11	10	6	16
2:00 PM	6	6	12	9	6	16
3:00 PM	5	7	12	9	9	18
4:00 PM	5	6	11	8	10	17
5:00 PM	3	6	9	6	9	15
6:00 PM	2	5	7	3	8	12
Total	55	47	103*	69	56	126*

*Any discrepancies are caused by rounding

As shown in the table above, the Friday peak would result in 12 two-way vehicle trips in the peak period, while the Saturday peak would result in a maximum of 18 two-way trips. The impact on the network is anticipated to be limited.

5.1.2 Campground

Campgrounds typically reach peak occupancy during the PM and evening hours, with a lower turnover than the day-use would see per the Institute of Transportation Engineers (ITE) trip generation guidelines, where the weekend peak hour rates are not provided. However, with the locale for this site, it is anticipated that the PM peak hour occupancy would translate into weekend use. Checking out for most campgrounds is typically before 11:00 AM on the final day of a reservation, while check-in for those arriving is normally after 1:00 PM. Therefore, campgrounds have a defined arrival and departure profile.

The following assumptions have been assumed, with the trip rates set out within **Table 5.10**:

- All campsites are reserved and/or occupied during the peak periods - i.e., summer weekends.
- Vehicle(s) per standard campsite is 1 vehicle and 2 vehicles per group campsite.

- Trip rates for the vehicle campsites have been obtained from the ITE manual for occupied sites. The PM peak (and assumed weekend peak) arrival rate was 0.75 vehicle trips per occupied site when comparing the average and fitted curve rate.

Table 5.10: Vehicle Trip Generation Rates

USE	SOURCE	PARAMETER	PM VEHICLE TRIP RATES			DAILY VEHICLE TRIP RATES		
			In	Out	Total	In	Out	Total
Standard Campsites	ITE LUC 416	Camp pitches	0.75	-	0.75	0.75	0.50	1.25
Group Site	Metro Vancouver Data	# of group sites	1.60	-	1.60	1.60	1.0	2.60

Application of these vehicle trip rates to the proposed camping provision is outlined in **Table 5.11** to estimate the anticipated number of vehicle trips generated by the proposed campgrounds.

Table 5.11: Vehicle Trip Generation

USE	DENSITY	PM VEHICLE TRIPS			DAILY VEHICLE TRIPS		
		In	Out	Total	In	Out	Total
Campground (Vehicle Accessible)	38-vehicle accessible - campsites	29	-	29	29	19	48
Campground (Group Site)	5 Group Sites	8	-	8	8	5	13
TOTAL CAMPGROUND		37	0	37	37	24	61

As can be seen, the proposed site will generate around 37 vehicle trips in the PM peak for the full site. The anticipated peak day trips would generate 61 total two-way vehicle trips across a 24hr period. For the Saturday Peak, a reduced number of arrivals are anticipated, most people camp for more than two days and will remain on-site during the full day. Some people might depart on a Saturday, but this is unlikely. As reservations are required for all sites, this will ensure that vehicle numbers are limited, and that people will not be able to arrive in the hope of getting a campsite.

It is recognised that all inbound trips occur in the PM peak given the check-in times, typically, campsites see a wider spread of inbound over the PM. However, for a more conservative approach and due to a lack of data, all PM peaks have been analysed as arriving at once. As demonstrated, the PM peak will see a total of 37 inbound trips, with no outbound trips. This equates to fewer than 1 vehicle per minute.

5.2 Potential Build-Out Comparison

To assist Metro Vancouver, a memorandum regarding trip was provided to BIM in March 2023. This memo was created to make a comparison between the potential build-out of the 24 lots, this was based on the RR1 zoning of the lots and then a future trip generation for the proposed park. The memo is attached within **Appendix C**.

As part of the memo, a trip rate for 24 single detached dwellings was utilized as a low range scenario, this was based on a resident’s rate of 3.6 residents per dwelling. BIM indicated that on the island, residency for each dwelling is typically 2.5 residents per dwelling. Therefore, a new trip generation for the 24 lots was calculated and has been compared to the campground program trip generation, as this is considered as the new trips within the lots. The potential-build out trips in comparison to the campground trip generation is demonstrated in **Table 5.12**.

Table 5.12: Potential Build-Out Trip Generation Comparison

USE	DENSITY	PM VEHICLE TRIPS			SATURDAY DAILY VEHICLE TRIPS		
		In	Out	Total	In	Out	Total
Potential Build-Out (Detached Housing)	2.5 residents per dwelling (60 Total)	11	6	17	75	75	149
Campground (vehicle accessible / group camping)	38- Accessible & 5 Group Sites	37	0	37	37	24	61
TRIP GENERATION COMPARIION		+26	-6	+20	-38	-51	-88

As can be seen, the campground generates more trips within the Weekday PM peak, with a total of 20 more two-way trips when compared to the potential build-out of the 24 lots. However, when compared to the total daily two-way trips, the campground will generate 88 two-way trips fewer than the potential 24 lots overall.

Therefore, overall, the campground will generate significantly fewer trips across the day both of weekdays and weekends, with the exception being the PM peak, which sees a higher number of trips than the single use dwellings. The campground will be kept for all the remaining analysis.

5.3 Total Site Traffic

The combined vehicle trip generation for both land uses, day-use and campground has been set out within **Table 5.13**.

Table 5.13: Combined Vehicle Trip Generation - Day Use (Internal) & Campground

TIME	FRIDAY			SATURDAY		
	Arrival	Departure	Total	Arrival	Departure	Total
7:00 AM	2	0	2	1	0	1
8:00 AM	4	0	4	2	0	2
9:00 AM	5	1	6	3	0	3
10:00 AM	6	15	21	6	13	19
11:00 AM	5	16	21	5	14	20
12:00 PM	7	5	12	8	5	12
1:00 PM	6	5	11	10	6	16
2:00 PM	42	6	48	46	6	52
3:00 PM	5	7	12	9	9	18
4:00 PM	5	6	11	8	10	17
5:00 PM	3	6	9	6	9	15
6:00 PM	2	5	7	3	8	12
Total	92	71	163	106	80	186

The Friday PM peak is seen at 2:00 PM, with a total 48 vehicle two-way trips, this represents a trip to all parts of the site every minute. The largest portion of the trips are the inbound campground arrivals, which as previously mentioned is a conservative approach and 37 of the trips would be more likely to spread through the PM period.

The Saturday Peak is at 2:00 PM, and a total of 52 two-way trips are anticipated, this represents less than 1 trip every minute. In the peak period, there will be a vehicle arriving at the site every minute.

The total vehicle trips anticipated in a worst-case scenario are anticipated to be between 160 and 190 two-way trips across 12 hours. This represents 1 car every 2-3 minutes during the weekday and 1 trip rough every 3 minutes on the weekend.

6. FUTURE TRAVEL CONDITIONS

Future traffic conditions were developed based on a combination of existing traffic, background growth (made up of significant development site trips generated within Cape Roger Curtis 24 undeveloped lots), and the development-generated site trips based on the full build-out of the proposed Campground. A traffic impact will be undertaken initially before any modelling results, understanding the percentage impact of the additional traffic associated with the site.

6.1 Study Horizons

A single horizon year was agreed to with the terms of reference for future analysis, which correspondence to the opening day of the proposed development. The scenarios analysed are as follows:

- Opening Day Background (2030): Existing + 7 years growth; and
- Opening Day Total: Background + MV Campground site traffic generation

6.2 Traffic Forecasts

6.2.1 Background Traffic Forecasts

Background traffic is traffic that would be present on the road network if the project site was not developed, with a 7-year growth rate it is understood that will represent a full buildout of all the remaining 18 vacant lots within Cape Roger Curtis which are not part of the 24 lots that are owned and operated by Metro Vancouver. An annual growth rate of 1% linear growth has been applied, therefore, providing an increase of approximately 7% from 2023 to 2030. 2030 represents the anticipated completion and opening day of the full campground build out. Whilst aspects will be open prior to this date, the full park will open in phase hat are yet to be determined. The flows are set out in **Exhibit 6.1**.

6.2.2 Site Traffic

The site total vehicle trip generation was set out within **Table 5.12**, above, and will generate 275 two-way trips in the PM peak and 412 two-way trips in the Saturday Peak. This equates to 1 vehicle every 2-3 vehicles arriving or leaving the site (combined uses) every minute across the site's multiple access.

6.2.3 Trip Distribution and Assignment

Vehicle trip generation has been split into different land uses as they have very differing distributions. The camping distribution will be all direct to and from the ferry at Snug Cove.

Day-use will have a differing distribution that will be based on an analysis of the existing traffic flow patterns across the study area road network. The trip assignment was based on observed travel patterns and directional splits as well as engineering judgement, considering logical routing from site access points to the study's external origins and destinations. The trip distribution used to assign the existing traffic generated by the day-use and proposed park is summarised in **Table 6.1 A & B**.

Table 6.1: Estimated Trip Distribution

ORIGIN / DESTINATION	CAMPGROUND				DAY USE			
	FRIDAY PM PEAK HOUR		SATURDAY PEAK HOUR		FRIDAY PM PEAK HOUR		SATURDAY PEAK HOUR	
	IN (%)	OUT (%)	IN (%)	OUT (%)	IN (%)	OUT (%)	IN (%)	OUT (%)
Cape Roger Curtis	0	0	0	0	5%	5%	5%	5%
Tunstall Bay	0	0	0	0	5%	5%	5%	5%
Adams Road	0	0	0	0	5%	5%	5%	5%
Bowen Bay	0	0	0	0	20%	20%	20%	20%
Seymour Landing	0	0	0	0	10%	10%	10%	10%
Snug Cove	100%	100%	100%	100%	25%	25%	25%	25%
North Island	0	0	0	0	30%	30%	30%	30%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%

The trip distribution for the campground has been calculated based on the assumption that all vehicle traffic will arrive via BC Ferries, no visitors from Bowen Island are anticipated to visit the proposed parking by car. The day-use distribution has been calculated based on the distribution of residential dwellings across the island and assisted by the traffic data collected.

Based on the trip generation and distribution shown above, the trips were assigned to the road network for both the weekday PM and Weekend peak hours. The distribution of the site-generated vehicle traffic is highlighted in **Exhibit 6.2 A & B**.

6.2.4 Total Traffic

The future Total traffic volumes were forecasted by adding the new site trips to the Background traffic volumes. No major roadway network changes were assumed for the base analysis of total traffic conditions. Total traffic volumes are summarized in **Exhibit 6.3 A & B**.

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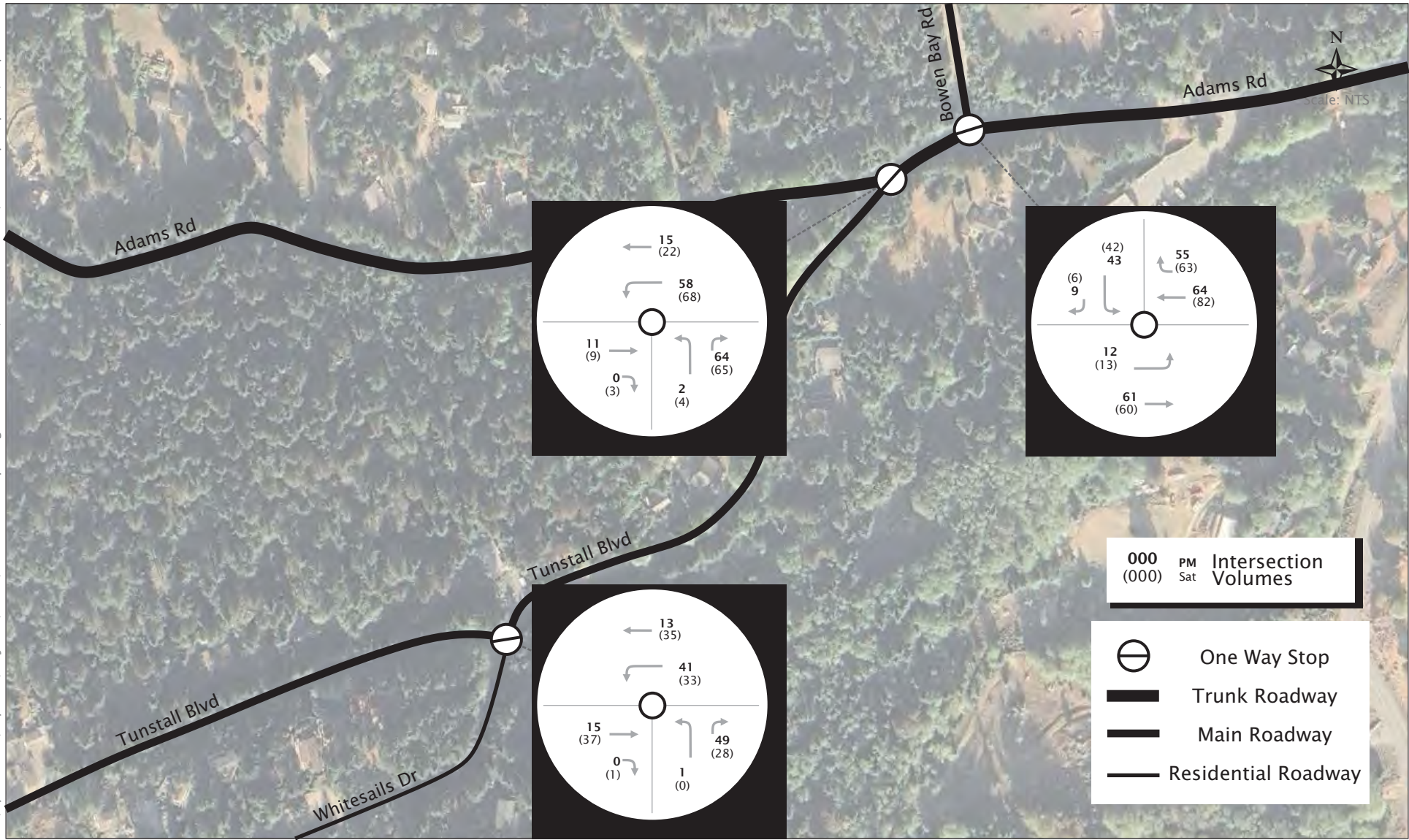


Exhibit 6.1A Opening Day Background 2030 Traffic Volumes (West)



Cape Roger Curtis
June 2023

04-22-0272

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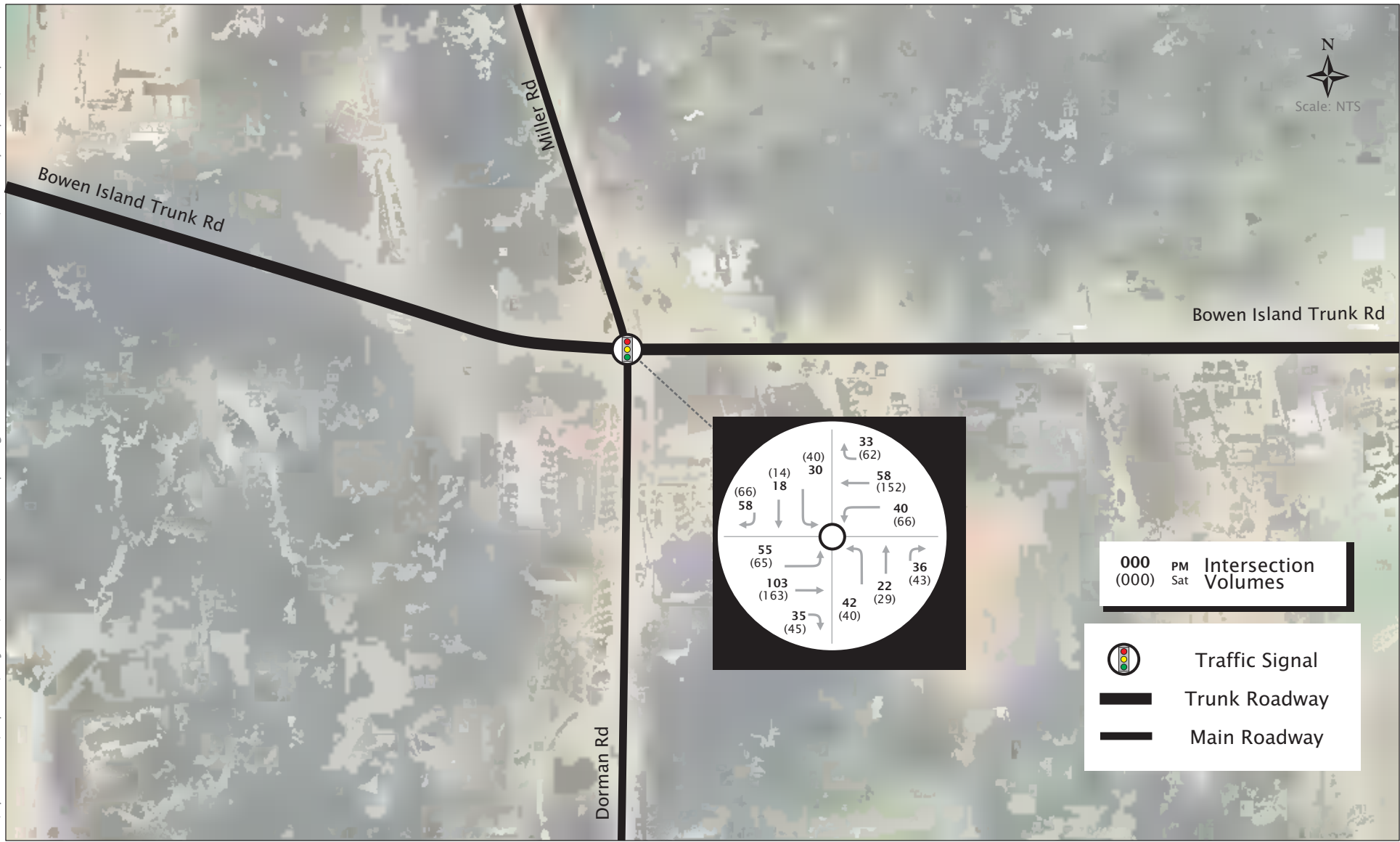


Exhibit 6.2B Opening Day Background 2030 Traffic Volumes (East)



Cape Roger Curtis
June 2023

04-22-0272

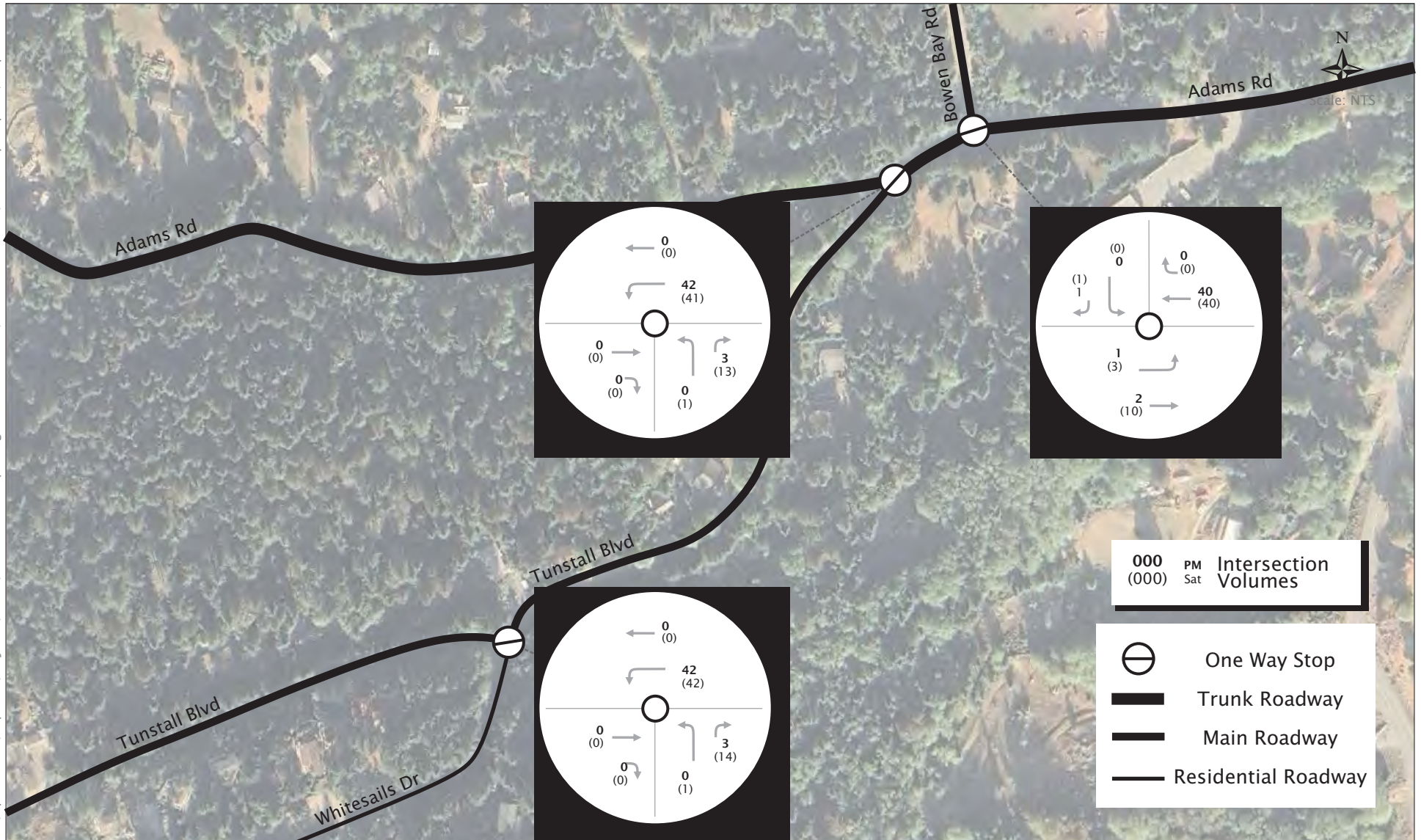


Exhibit 6.3A Site Traffic Distribution and Site Traffic Volumes (West)



Cape Roger Curtis
June 2023

04-22-0272

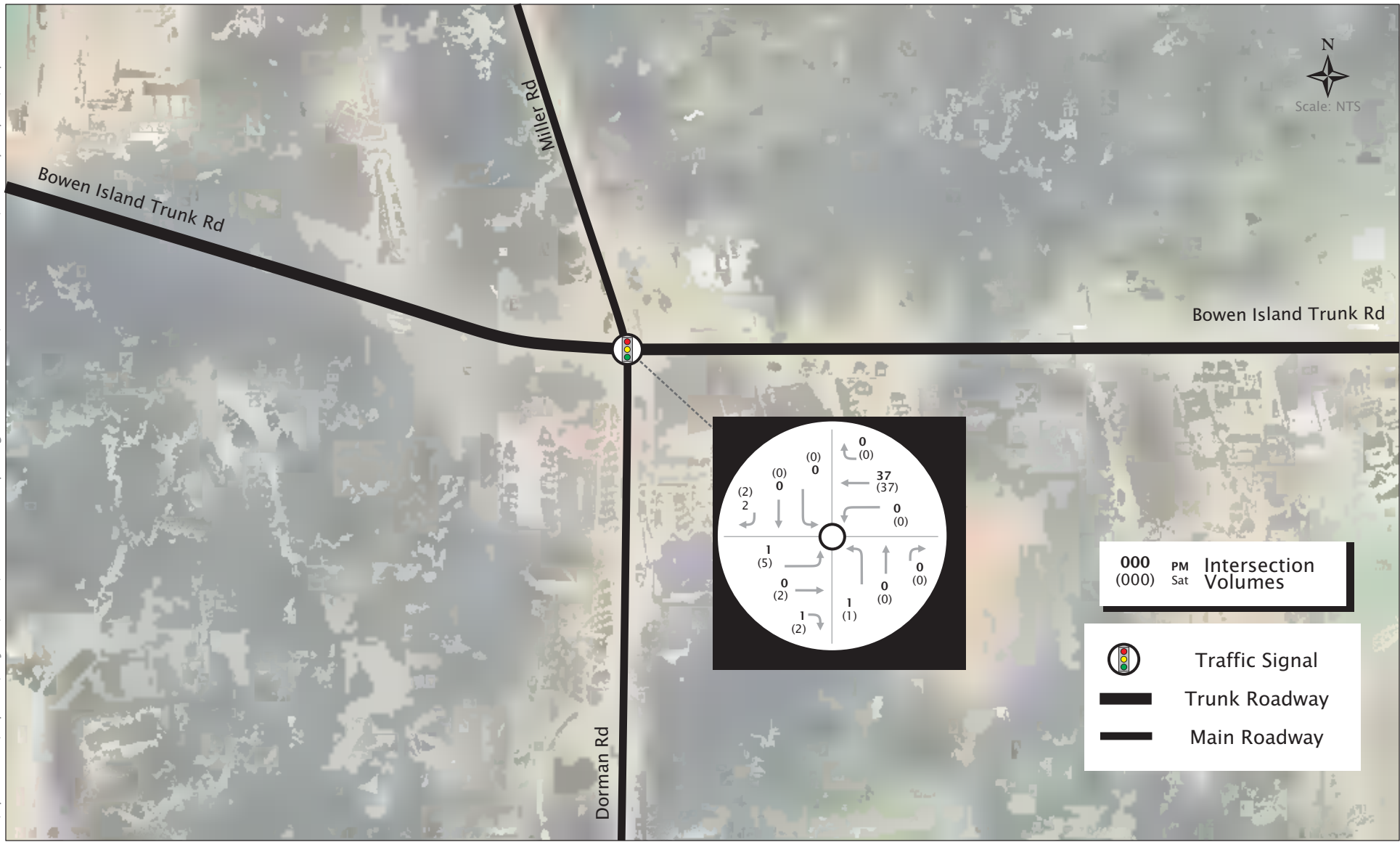


Exhibit 6.4B Site Traffic Distribution and Site Traffic Volumes (East)

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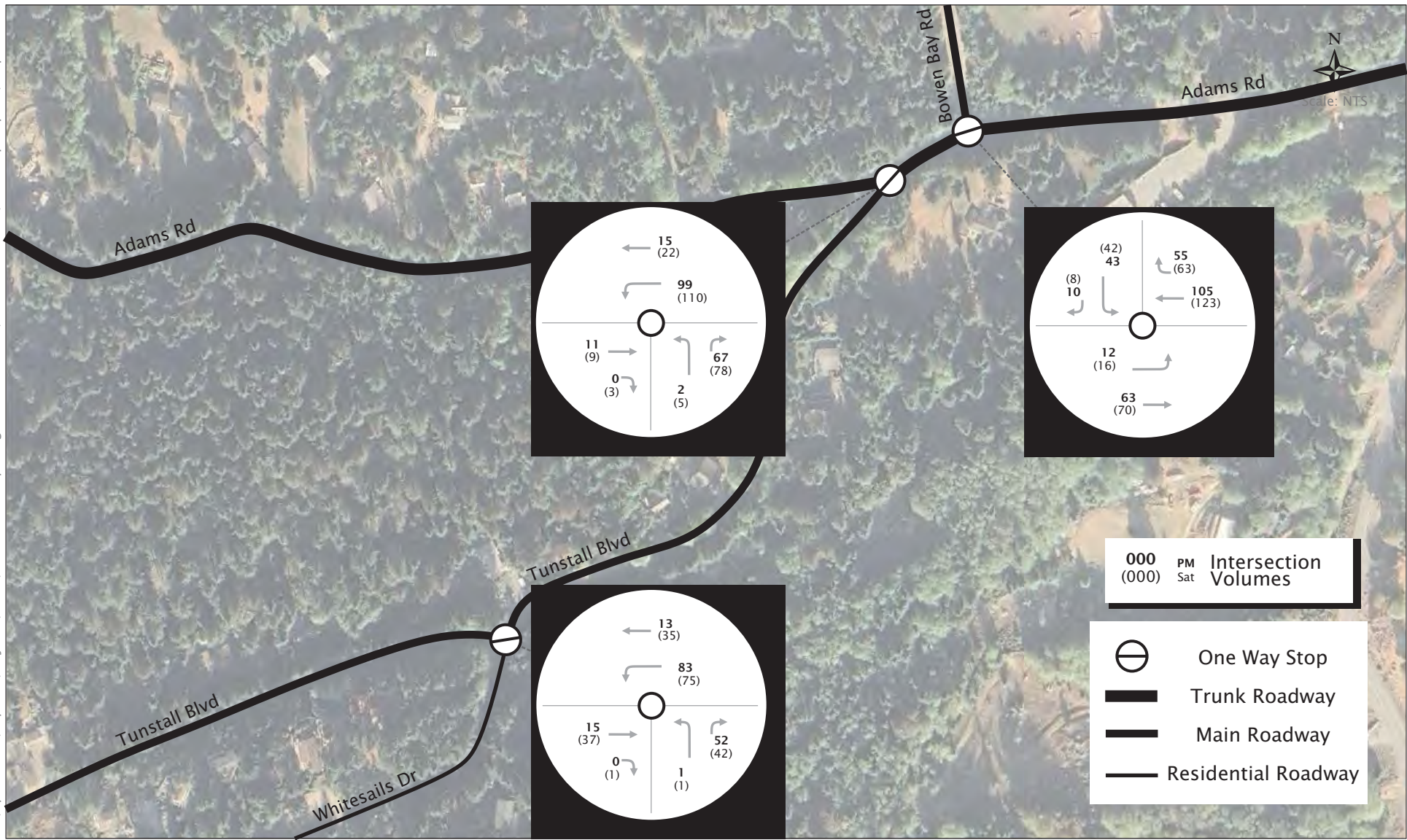


Exhibit 6.5A Total Day Peak Hour Vehicle Traffic Volumes (West)

Cape Roger Curtis
June 2023

04-22-0272





Exhibit 6.6B Total Day Peak Hour Vehicle Traffic Volumes (East)

04-22-0272

Cape Roger Curtis
June 2023



6.3 Future Traffic Operations and Impact Assessment

6.3.1 Future Background Impact Assessment

Table 6.2 summarizes the operational analysis for existing traffic conditions in the study area. Traffic operations that exceed the performance thresholds have been bolded.

Table 6.2: Opening Day Background Traffic Operations

INTERSECTION / TRAFFIC CONTROL	MOVEMENT	FRIDAY PM PEAK		SAT AFTERNOON PEAK	
		LOS	95 TH Q (M)	LOS	95 TH Q (M)
Whitesails Drive / Tunstall Blvd	EBRT	A	0	A	0
	WBLT	A	5	A	5
	NBLR	A	15	A	10
Tunstall Blvd / Adams Road	EBRT	A	10	A	10
	WBLT	A	0	A	0
	NBLR	A	0	A	0
Adams Road / Bowen Bay Road	EBLT	A	0	A	5
	WBRT	A	0	A	0
	SBLR	A	15	A	15
Miller Road / Bowen Island Trunk Road / Dorman Road / Grafton Road	EBLRT	A	5	A	10
	WBLRT	A	10	A	15
	NBLRT	A	20	C	25
	SBLRT	A	15	C	25

The additional growth from the additional lots and development within the vicinity of the area results in minimal impacts at several intersections and movements in the network. As can be seen, the only intersection impacted by the increase in background traffic is Miller Road / Bowen Island Trunk Road / Dorman Road / Grafton Road during the Saturday peak hour. Whilst the LOS deteriorates to LOS C on the north and southbound movements of Miller Rd / Bowen Island Trunk Road / Dorman Road / Grafton Road, this is still considered to operate within the capacity of the intersection. The difference in 95th queue is minimal at a maximum increase of one vehicle and this change is considered negligible.

6.3.2 Future Total Traffic Operations

Table 6.3 demonstrates the distribution of traffic across the network, while **Table 6.4** examines the % impact of the additional site traffic in comparison to the background traffic. This shows the increase in traffic generated by the development and how this will be spread across the Bowen Island road network.

Table 6.3: Peak Hour Vehicle Trips

ORIGIN / DESTINATION	TOTAL TRIPS			
	FRIDAY PM PEAK HOUR		SATURDAY AFTERNOON PEAK HOUR	
	INBOUND	OUTBOUND	INBOUND	OUTBOUND
Tunstall Bay	0	0	0	1
Adams Road	0	0	0	1
Bowen Bay	2	1	1	3
Seymour Landing	1	0	1	2
Snug Cove	37	1	38	4
North Island	2	1	2	5
Total Cape Roger Curtis	42	3	42	15

As can be seen, most of the traffic generated by the site travels towards Snug Cove. The remainder of the trips are distributed across the island.

The increase in traffic generated by the site has been compared to the anticipated background 2030 traffic at each intersection to determine how the proposed site will increase the traffic.

The percentage increase for both the Friday AM and Saturday Peak has been set out in **Table 6.4**.

Table 6.4: 2030 Site Traffic Impact Assessment Weekday and Weekend Peaks

INTERSECTION	FRIDAY	SATURDAY
Whitesails Drive / Tunstall Blvd	+45 (27%)	+57 (30%)
Tunstall Blvd / Adams Road	+45 (23%)	+56 (25%)
Adams Road / Bowen Bay Rd	+45 (16%)	+55 (17%)
Bowen Island Trunk Rd / Dorman Rd / Miller Rd	+41 (7%)	+49 (6%)

Given the low traffic flows observed in the existing and background traffic scenarios, the additional traffic generated by the proposed site will result in an increase of approximately 27% and 30% in the PM and Saturday Peak scenarios respectively. This increase may look significant; however, it represents an increase from 135 to 192 on all movements at Whitesails Drive / Tunstall Blvd, this is approximately 3 vehicles per minute travelling through the intersection.

Table 6.5 summarises the intersection operation results for the PM and Saturday Peak for the Opening Day Total scenario.

Table 6.5: Opening Day Total Traffic Operations

INTERSECTION / TRAFFIC CONTROL	MOVEMENT	FRIDAY PM PEAK HOUR		SAT AFTERNOON PEAK HOUR	
		LOS	95 TH Q (M)	LOS	95 TH Q (M)
Whitesails Drive / Tunstall Blvd	EBRT	A	0	A	0
	WBLT	A	5	A	10
	NBLR	A	10	A	10
Tunstall Blvd / Adams Road	EBRT	A	10	A	10
	WBLT	A	0	A	0
	NBLR	A	0	A	5
Adams Road / Bowen Bay Road	EBLT	A	5	A	5
	WBRT	A	0	A	0
	SBLR	A	15	A	15
Miller Road / Bowen Island Trunk Road / Dorman Road / Grafton Road	EBLRT	A	5	A	10
	WBLRT	A	10	A	15
	NBLRT	A	15	C	30
	SBLRT	A	20	C	25

The addition of site traffic to the network was shown to have no negligible impact on any intersection within the study area. All the intersections continue to operate within the capacity and are operational with the proposed level of traffic. There is a slight increase in the 95th percentile queue, from approximately 4 vehicles to 5 vehicles in the Saturday peak hour.

6.4 Future Ferry Impact

As discussed in **Section 3.7**, based on existing BC Ferries data (July 2022), vehicle demand has shown to surpass ferry service vehicle capacity during peak service hours during the summer. Vehicle demand over capacity percentages (87 AEQ per ferry) range between 102% to 115% during peak service hours and direction from 11 am to 5 pm on Friday and Saturday from Horseshoe Bay to Snug Cove, based on the Automobile Equivalent Units (AEQs) methodology in estimating vehicle demand but could still be a total of 87 physical vehicles.

However, it has also been shown there is available ferry passenger capacity as passenger demand is below ferry passenger capacity (427 passengers per ferry) which ranges between 47% to 89% during the same time peak service time-period and route as above.

This section provides a high-level assessment of the potential increase in ferry vehicles and passenger demand due to the proposed park and campground access. This assessment:

- focuses on summer Friday, Saturday, and Sunday in which park and campground activities are expected to be the highest.
- focuses on the horizon year 2030 (opening day).
- factors in existing ferry demand increases based on the BC Ferries forecast provided.

- assumes the BC Ferry capacity for the Horseshoe Bay to/from Snug Cove routes remains unchanged from the current schedule; and
- focuses only on analysis periods for this assessment rather than individual services due to the nature of forecasting assumptions and data limitations. The time periods are broken down as follows: Early Morning (5 am - 7 am), Morning (7 am - 11 am), noon (11 am - 3 pm), afternoon (3 pm - 7 pm), and evening (7 pm - 11 pm).

Passenger Volumes

As discussed in **Section 3.7**, the existing ferry passenger count from July 2022 set out the overall passenger and vehicle capacity for each ferry service across the month for both inbound and outbound Bowen Island routes and it is utilized as the basis for the ferry demand forecast. The passenger vehicle levels are inclusive of the number of passengers within the private motor vehicles, it is not possible to determine the level of foot passengers only. An annual growth rate of 1.2% is assumed and based on the ferry demand forecast from September 2022.

Figure 6.1 and **Figure 6.2** show the projected ferry passenger demand which includes the predicted campground users against current ferry capacity and schedule. It is seen that there is available ferry passenger capacity across Friday, Sunday, and most of Saturday for either direction of the ferry route. However, the peak demand during Saturday noon services is shown to surpass ferry capacity as peak activity for existing ferry users, campground, and park day use users coincide.

Figure 6.1: Horseshoe Bay -> Snug Cove Ferry Demand and capacity – Passenger (Opening Day)

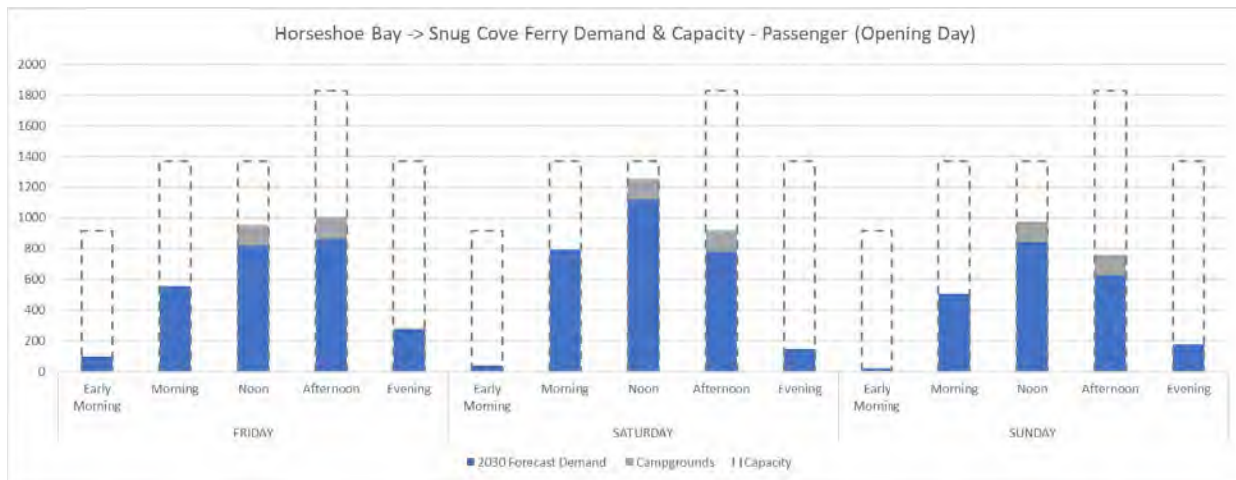
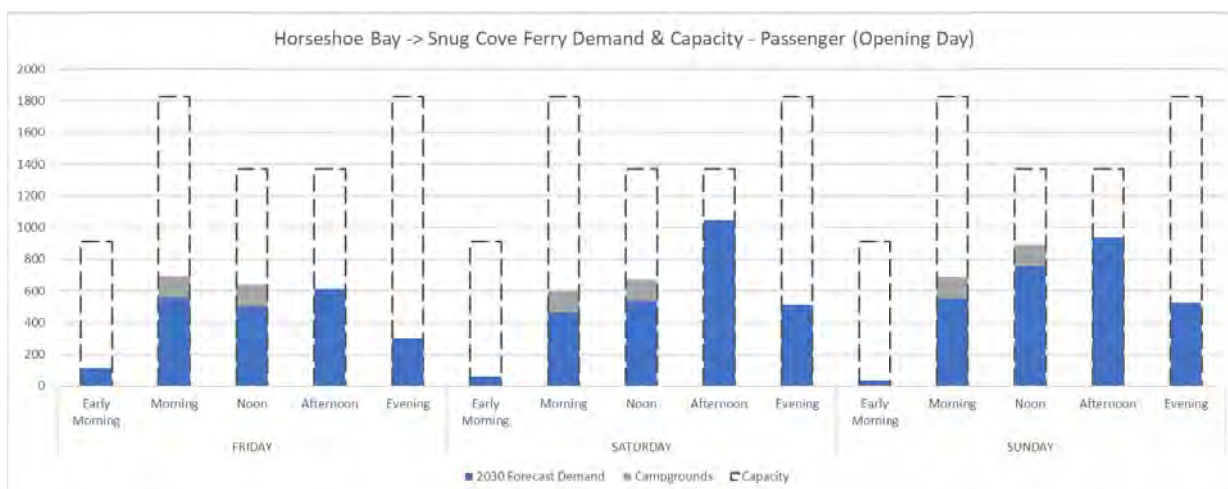


Figure 6.2: Snug Cove-> Horseshoe Bay Ferry Demand & Capacity - Passenger (Opening Day)



Vehicle volumes

As discussed in **Section 3.7**, the ferry vehicle capacity is listed as 87 vehicles, to differentiate the size of the vehicles, each vehicle is assigned an Automobile Equivalent Unit (AEQ), in accordance with the BC Ferries calculation methodologies these are as follows:

- 1 Bus = 3 AEQ.
- 1 Commercial Truck or Semi = 2.5 AEQ.
- 1 Private Vehicle - Over Height = 1.5 AEQ; and
- 1 Private Vehicle - Under Height or Motorcycle = 1 AEQ.

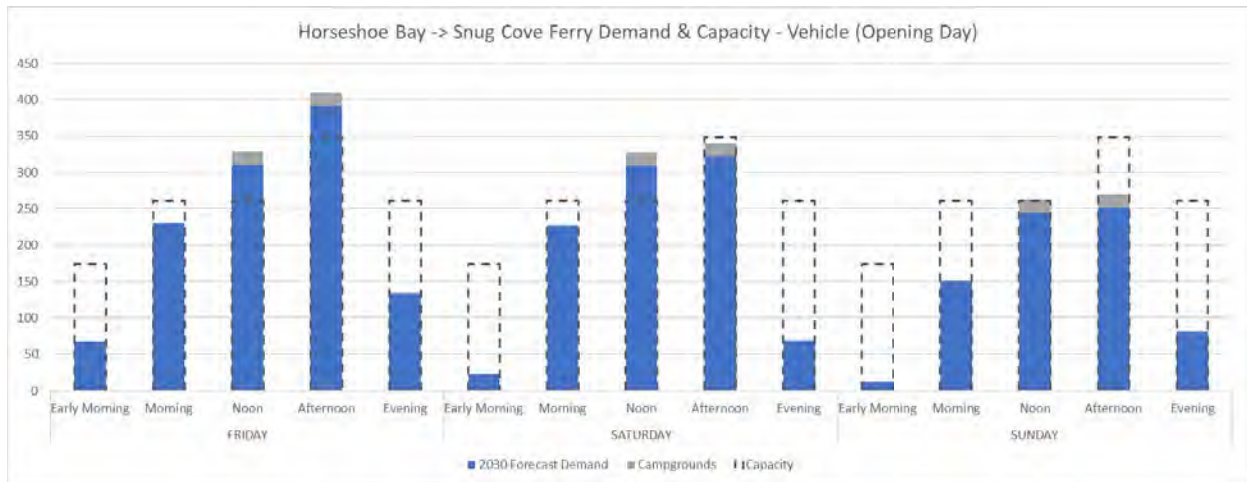
The projected vehicle demand (as AEQs) for the services in comparison to the overall provision has been demonstrated in **Figures 6.3 and 6.5**, for Friday, Saturday, and Sunday.

In line with Metro Vancouver's expectations, all visitors to the day use facilities will be on island residents or visitors that are already visiting the island and include a stop in CRC as part of their trip, Therefore, it will not generate any vehicle trips that will require the utilization of the ferry. This will be assisted via extensive TDM measures and no advertisement for parking facilities.

In the Horseshoe Bay to Snug Cove ferry direction, Friday noon and afternoon and Saturday noon periods will continue to increase in demand due to ferry demand increases based on BC Ferries forecast. However, additional vehicle demand from campground arrivals will coincide with this peak period surpassing ferry capacity. In addition, increases in vehicle demand also caused other periods including Saturday and Sunday noon periods to be near or at capacity. To assist in offsetting this, as part of the TDM measures, Metro Vancouver will explore options to move check in and check out times to persuade people to utilize off-peak ferry services.

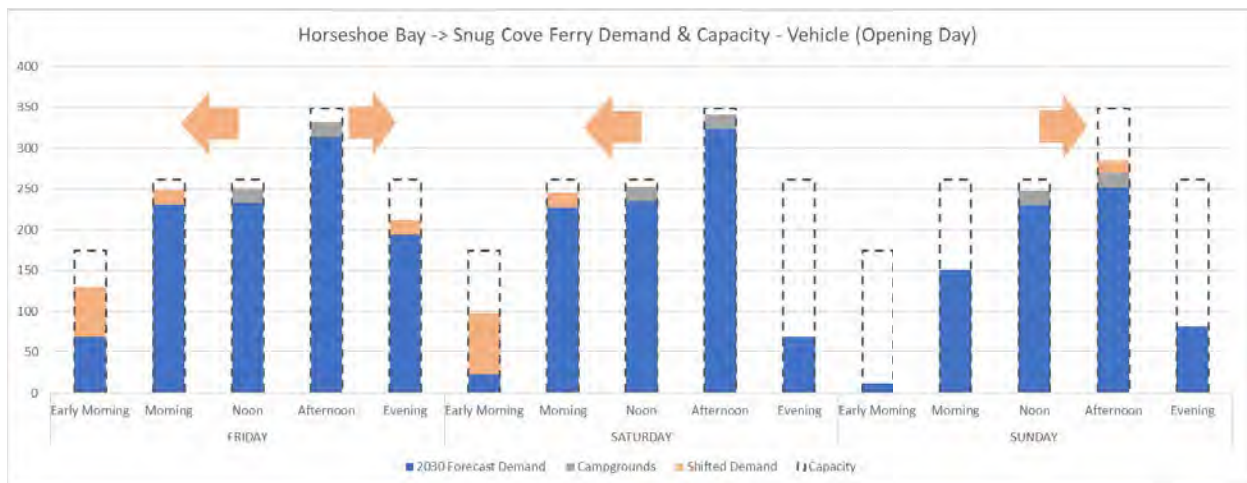
There may be effects of “peak spreading” not captured in this analysis as ferry users travelling to Bowen Island may consider travelling just outside of the current peak demand hours due to availability in vehicle capacity in other time periods.

Figure 6.3: Horseshoe Bay -> Snug Cove Ferry Demand and capacity - Vehicles (2030 Opening Day)



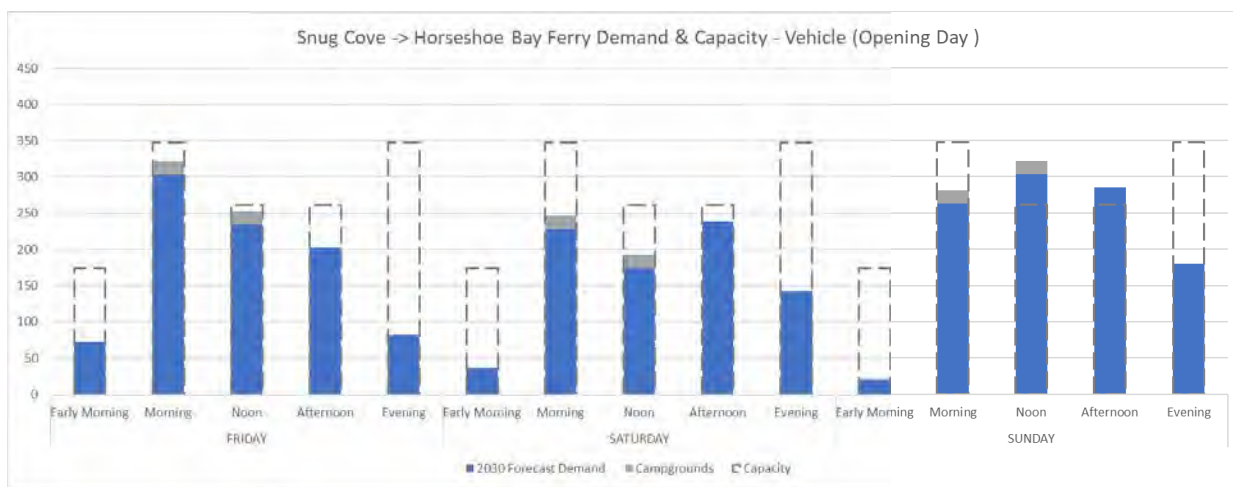
Services from Horseshoe Bay will be reaching peak typically around noon with the addition of the camping demand. As can be seen, Friday has the highest demand, with both noon and afternoon services all reaching maximum capacity. **Figure 6.4** demonstrates that these vehicles can be accommodated when spread across the remaining services throughout the day.

Figure 6.4: Horseshoe Bay -> Snug Cove Ferry Demand and alternative service - Vehicles (2030 Opening Day)



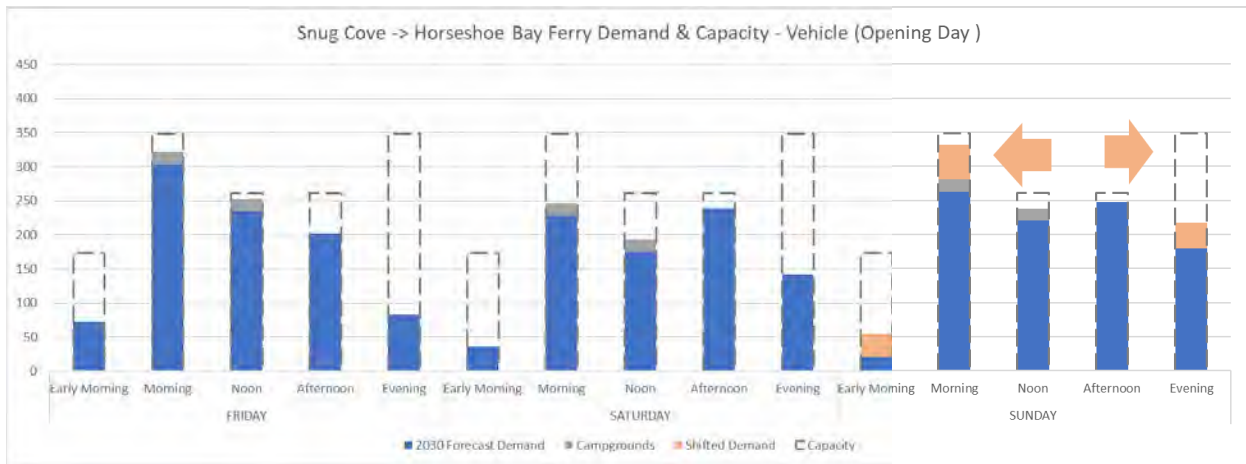
Whilst there is still high demand for the noon and afternoon services on Friday and Saturday, both periods are now below the peak capacity of the ferries, demonstrating that there is sufficient capacity for all services to accommodate the additional demand generated by the camping.

Figure 6.5: Snug Cove -> Horseshoe Bay Ferry Demand and capacity - Vehicles (2030 Opening Day)



In the Snug Cove to Horseshoe Bay direction, vehicles are shown to be under capacity on both Friday and Saturday during the summer including users from the campgrounds. However, Sunday noon and afternoon periods surpass ferry vehicle capacity but there is considerable capacity available in the early morning, morning, and evening periods. To demonstrate there is sufficient capacity, the excess demand from those services has been moved onto other services that are not reaching capacity to demonstrate that there is sufficient capacity throughout the day, this is shown in **Figure 6.6**. The graph shows that some patrons will be required to wait on the island for the service.

Figure 6.6: Snug Cove -> Horseshoe Bay Ferry Demand passenger demand and alternative service - Vehicles (2030 Opening Day)



Any delays to visitors to the park will only increase the demand for the shuttle bus service. While people are waiting in their cars, the shuttle bus service will have direct access to the front of the queue and will drop off foot passengers and cyclists at the front of the queue.

6.5 Ferry Impact Mitigation

6.5.1 Off Peak Demand and Parking Regulations

To mitigate the impact due to the surge in vehicle demand impact during current ferry peak times due additional expected demand generated from the campgrounds, there are potential measures which can promote non-Bowen Island residents going to/from Bowen Island to travel from outside of peak ferry times or travel to/from Bowen Island without vehicles. These are listed below but will be further explained within section 8 (these measures may be applied during peak summer times only):

- Campground check-in & check-out times: enforce campground check-in and check-out times to campground users with vehicles to be outside of the ferry peak travel times.
- Consider options for a day-use reservation system for vehicle visits during peak periods.
- Consider restricting access to the day-use parking lots.
- Provide financial incentive to park day users (i.e., parking rebate for using park and ride facilities at Horse Bay terminal).
- Shuttle services directly to/from parks/campgrounds. Further discussed in **Section 8**.
- BC ferries off pricing schemes: increase ferry pricing during ferry sailing times (offer discount to Bowen Island residents at pay booth).
- Other TDM measures as discussed in **Section 8**.

Such potential measures are theoretical in the current stage and concrete discussions with Metro Vancouver and BC Ferries are needed in the next steps of the project to ensure optimal user experience for local residents and Bowen Island travelers.

6.5.2 GreenLine Ferries

GreenLine Ferries are currently exploring the opportunities of starting a passenger-only (bicycles and pedestrians) service from downtown Vancouver to Bowen Island. The location of the terminus at Bowen Island and downtown Vancouver has not been decided but GreenLine ferries are proposing to have a service operational within the coming years. This service, as mentioned, will not be available for vehicles and therefore will improve the modal split for visitors.

6.6 Improved Cycling Facilities

As part of BIMs Transportation Plan 2018-2038, it is proposed that a cross-island multi-use pathway (MUP) will be developed from Snug Cove to Tunstall Bay. A portion of this MUP from Snug Cove has already been developed but the remaining cross island section is yet to be implemented. Several other phases have also been identified in Metro Vancouver's Regional Greenway Network, Transport 2050: Regional cycling network, and BIMs Transportation Plan' 2018-2038.

7. SITE DESIGN

The site design has not been finalised at the current time but will be produced before the development permit application. However, this section will provide a brief description of the proposed parking supply, access, and servicing operations.

7.1 Day Use Parking Provisions

No parking bylaw is provided for day use. The day-use parking supply has been calculated based on the arrival and departure rates of the proposed day-use. As has been set out in section 5, it demonstrated that vehicles would remain at the site for approximately 2.7hr. Resulting in an arrival and departure profile and a maximum parking accumulation of 64, as shown in **Table 7.1**.

Table 7.1: Vehicle Parking

	FRIDAY			SATURDAY		
	DAY-USE VEHICLE ARRIVAL	DEPARTURE	TOTAL ACCUMULATION	DAY-USE VEHICLE ARRIVAL	DEPARTURE	TOTAL ACCUMULATION
7:00 AM	2	0	2	1	0	1
8:00 AM	4	0	5	2	0	2
9:00 AM	5	1	9	3	0	5
10:00 AM	6	3	12	6	1	10
11:00 AM	5	4	13	5	2	13
12:00 PM	7	5	14	8	5	16
1:00 PM	6	5	15	10	6	20
2:00 PM	6	6	16	9	6	23
3:00 PM	5	7	14	9	9	23
4:00 PM	5	6	13	8	10	21
5:00 PM	3	6	11	6	9	18
6:00 PM	2	5	8	3	8	13

As demonstrated above, the day-use would require a maximum peak of 23 vehicles. This would be split across 2-3 parking lots in different locations, it is not clear at this stage whether the parking will be an even split or will be dependent on the available space. To allow for a small buffer whilst people are maneuvering around the site and the overlap between those departing and arriving it is recommended that a buffer is considered to ensure that an efficient parking strategy is in place. Therefore, an additional 10% is proposed on top of the total accumulation, for a total demand of 26 spaces. As mentioned, these 26 spaces are to be split across two or three parking lots.

7.2 Campground Parking Provisions

As previously mentioned, there are no parking bylaw requirements provided by Bowen Island. Therefore, as proposed, each vehicle-accessible campsite will have a space for a vehicle, and no additional parking capacity will be available.

7.3 Parking Layout & On-Site Vehicle Circulation

The layout of the campsites and accesses will be finalised prior to the Development Permit submission. However, it will be recommended that all laneways are provided with sufficient width to accommodate vehicles travelling around the site. A minimum width of 3.5m carriageways. The orientation of the roadway has been discussed but where possible single direction routing will be provided.

The current Cape Drive is in good condition and does not require any alterations to it.

7.4 Service Vehicle Operations

The servicing program for the site has yet to be formalised, currently, the only vehicles that will be required to access the site will be waste collection.

Refuse collection will be in a central location and will be easily accessible. All waste requirements will be confirmed with a waste management company.

The cleaning requirements for the washroom facilities and emergency vehicle access are to be confirmed.

8. TDM & ACTIVE MODES

8.1 Definition

Transportation Demand Management (TDM) is defined as the “application of strategies and policies to reduce travel demand (specifically that of single-occupancy private vehicles), or to redistribute this demand in space or in time”. A successful TDM program can influence travel behaviour away from Single Occupant Vehicle (SOV) travel during peak periods towards more sustainable modes such as High Occupancy Vehicle (HOV) travel, transit, cycling or walking. The responsibility for the implementation of TDM measures can range across many groups, including regional and municipal governments, transit agencies, private developers, residents/resident associations, or employers.

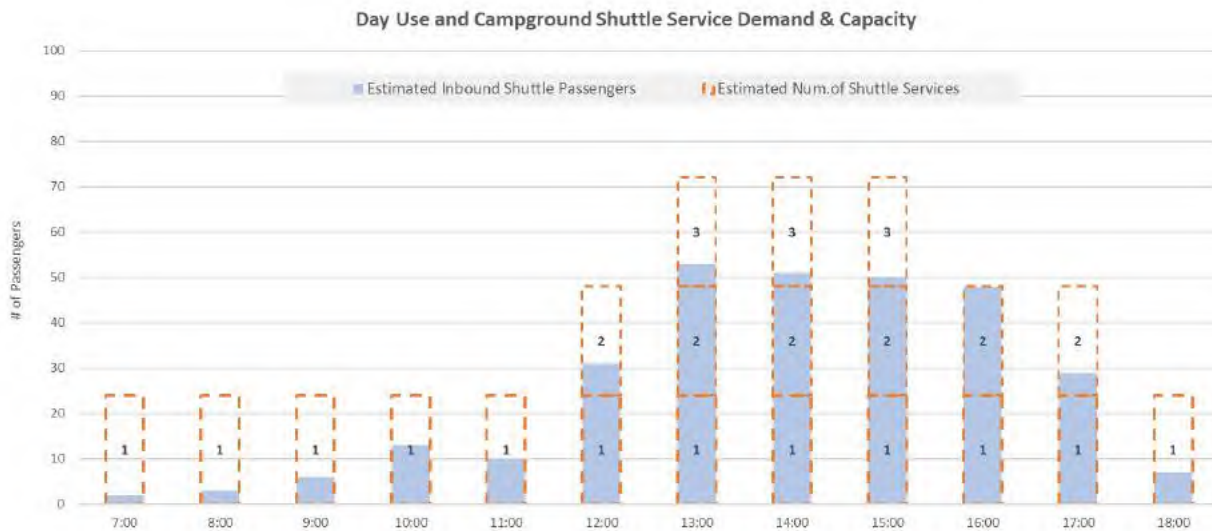
8.2 Shuttle Bus provision

Metro Vancouver has committed to providing a shuttle bus service that will travel between the site and Snug Cove from May to September. The Shuttle bus offers an alternative form of transport for those arriving for both camping and day-use visitors. All those arriving at the ferry by foot or from public transit will be able to utilize the ferry, but the bus service will be primarily aimed at private car travelers who will be looking to visit the park and campgrounds but provide an alternative.

The details regarding the number of services and location of pick and drop-off are yet to be confirmed. However, the proposals are that the shuttle service would operate a 7-hour work schedule and coincide the arrival and departure of the shuttle service with that of the ferry service. MV will collaborate with TransLink around shared objectives to access nature using sustainable transportation.

Through a successful TDM program, there will be approximately 303 passengers that will potentially utilize the shuttle bus to access the proposed campground and park. Based on the total shuttle capacity of 24 passengers (typical TransLink Shuttle / Mini-Bus), it is estimated that during peak hours, the capacity equating to three shuttle services per hour is needed to meet arriving passenger demand from the Ferry. The hourly profile is shown in **Figure 8.1** below.

Figure 8.1: Day Use and Campground Shuttle Service Demand & Capacity



8.3 Potential Measures

Table 8.1 below summarizes possible suites of measures for non-residential land uses that, based on Bunt's research, may be appropriate for this site. The strategy is identified in the left column, and the measure in the centre column. The right column on the table shows which parties would be responsible for administering and managing each initiative. While this is a comprehensive listing of all possible measures, the site developer's potential role in TDM for the site would be limited to those items identified as "Site Developer" on the far right of this table.

Table 8.1: Potential TDM Strategies Summary Table: Proposed Park

STRATEGY	MEASURE	RESPONSIBILITY FOR IMPLEMENTATION
TDM Site Coordinator & Monitoring Program	Appoint a Site TDM Coordinator, responsible for developing, implementing, and maintaining the TDM program	Site Developer/Operator
	Establish mode split targets, monitoring methods and surveys and reporting	Site Operator/
Marketing & Promotion	Provide wording on the Metro Vancouver website to deter visitors to travel by car, this could be via listening access by car last on the website etc.	Site Developer/Site Operator
	Participation in Bike to Work Week and other community and regional promotions/events for sustainable transportation	Regional Transportation Authority/Municipality/Site Operator
	Cheaper rates are provided to those who travel by sustainable forms of travel	Site Developer
Cycling Infrastructure Improvements	Provide cycling facilities leading to, adjacent to and on the site	Site Developer, Municipality
	Provide safe, marked cycling lanes alongside the roadway surrounding the site	Municipality
Cycling Amenities	Provide bicycle maps and way-finding signage throughout the site	Site Developer
	Provide a bicycle repair station	Site Developer
End of Trip Cycling Facilities	Provide long-term secure and convenient bicycle storage facilities for employees	Site Developer
	Provide short-term bicycle rack parking at all building entrances (well-lit and protected, within view of lobbies for residential visitors and patrons)	Site Developer
Pedestrian Infrastructure Improvements	Provide an off-street pathway system to minimize walking distances; provide sidewalks on both sides of all site and site-fronting streets with boulevard improvements to buffer pedestrians from moving traffic	Site Developer
Pedestrian Amenities	Provide amenities such as benches, fountains, etc. on the site and along the site frontages	Site Developer
Transit	Provide funding for improvements to adjacent bus stops, such as benches and shelters at existing bus stops adjacent to the site	Site Developer
	Provide subsidized transit passes to employees	Site Developer/Operator
	Provide a private shuttle service for residents to nearby key destinations	Site Developer/Operator

8.3.1 Marketing & Promotion

Marketing of the site will be one of the key strategies used to assist in reducing the level of private vehicles anticipated to access the site. This could be achieved through several measures, such as:

- Promote transit and active modes when booking a vehicle-accessible camp pitch. This would be undertaken throughout the booking process, with reminders of limited ferry capacity, the proximity of the island to downtown Vancouver and the alternative transit options in place.
- Market day-use by active transportation and park shuttle/transit only.
- Provide accessibility options in the booking confirmation, including bicycle maps, transit timetables etc.
- Promote the shuttle bus timetable accessible and easy to find and provide the option to book a slot on the shuttlebus (Free) immediately before or after booking a pitch.
- Work with BC Ferries, MoTI and BIM on a signage strategy to communicate that bookings are required to access the proposed campgrounds.

8.3.2 Cycling Parking and Provisions

- Offer free shower facilities to any users that turn up by bike for both the campground and the day-use.
- Improve the cycle parking security, each campsite has a secure stand with a shelter to protect from the elements at each campsite.
- Increase the provision of Class B (short style) cycle spaces at the day-use, making these spaces as secure and visible as possible to any staff on-site.
- Provision of funding for the proposed cycling network.

8.3.3 Pricing Strategies

- Provide financial incentive to park day users (i.e., parking rebate for using park and ride facilities at Horse Bay terminal).
- Metro Vancouver to explore options to negotiate with BC ferries to offer off pricing schemes to visitors: increase ferry pricing during peak ferry sailing times (offer discount to Bowen Island residents at pay booth).
- Charging higher fees if booking a camp pitch with a vehicle, this will be undertaken in the booking system for the site.

8.3.4 Off-Site Park and Ride

As part of future considerations, Metro Vancouver are looking into ways to reduce the number of people arriving at the ferry in a private vehicle. MetroVancouver to explore partnerships to provide staging for the park at locations with North and West of Vancouver.

8.3.5 Wayfinding

The provision of wayfinding for cyclists and pedestrians from Snug Cove to the site will improve the accessibility of the park. Similarly, wayfinding should be provided throughout the park to ensure that users are able to access the day-use areas as best as possible.

8.3.6 Other Measures

Ideas for other measures that could be undertaken are:

- Do not allow additional vehicles on the site.
- Provide real time information about ferry capacities on the website so that people can determine prior to travel if they are likely to make it onto a service, or if another form of travel would be beneficial.
- Implement a parking sticker or ticket that can be displayed to indicate resident, whilst enforcing the parking fines on non-residential cars.
- BC Parks reservation system for non-Bowen Island residents: reservation to specific park entrance time and to be allocated outside the ferry peak time periods.
- Campground check-in & check-out times: synchronize campground check-in and check-out times to be outside of the ferry peak travel times. Look at bringing the check-out time to 10am to get guests to use the earlier services.
- Partner with BIM on active transportation connections within and to the proposed park.

9. CONCLUSIONS & RECOMMENDATIONS

Bunt's conclusions and recommendations are presented in the sections below.

9.1 Conclusions

Existing Conditions

- The proposed park will be located within the Cape Roger Curtis region of Bowen Island, accessed by Cape Drive. The lots are currently vacant.
- The site has very limited access to public transit, with one service, the 280, located approximately 3km to the north of the site. Many pedestrian walking trails are set out across the site and within the vicinity. There are no dedicated cycle lanes on the surrounding road network, but it is acknowledged that traffic speeds are low and therefore, accessible for cyclists.
- Traffic surveys were conducted in May 2023 to understand the existing traffic volumes. Existing ferry capacity data for July 2022 was obtained from BC Ferries and demonstrated that there was remaining capacity on several services within the early mornings and evening services during the weekday peak.
- All intersections within the study area reported acceptable performances, significantly under the thresholds, the 95th percentile queues anticipated were a maximum of 5 vehicles on certain movements.

Proposed Site

- A total of 24 lots were purchased by Metro Vancouver, with the proposal to develop a total of 100 camping pitches, made up of 52 walk-in-in/bike-in sites, 33 vehicle-accessible sites, 5 group sites, and 10 tent cabin sites.
- Day-use facilities will be the number of hiking routes across the Regional Park, with limited access to the coastline.
- No parking is provided for the campsites, except for accommodating a vehicle on the vehicle-accessible sites. The day-use will have two parking lots for a total of 26 spaces.

Future Traffic and Ferry Conditions

- The proposed development is forecast to generate between 45 to 55 vehicle trips in the Weekday PM and Saturday Peak hours, respectively. This is anticipated to be the worst-case scenario, with all calculations based on the summer peak occupancy, during the remainder of the year, the number of trips will decrease.

- A background growth of 7 years was included to account for the remaining lots that are undeveloped within Cape Roger Curtis. The 2030 horizon also represents the full buildout and operation of the campground program.
- An increase in growth on ferry services between Horseshoe Bay and Snug Cove of 1.2% was applied, whilst also adding all bicycles, transit, and foot passengers onto the passenger numbers of the anticipated demand. The additional vehicle demand would be generated by campground sites only. With a maximum of 61 two-way daily trips, 37 inbound (Horseshoe Bay – Snug Cove) and 24 outbound (Snug Cove - Horseshoe Bay) services spread across the available ferry services.
- The increased traffic volumes at the intersections within the study area during the future total scenario result in a negligible difference in the delays and the 95th percentile queue lengths. With results showing a maximum increase of 2 vehicles in the vehicle queues.

TDM and Shuttle Bus Improvements

- To ensure the site maintains a low level of vehicle demand, several TDM measures are being proposed, including the provision of a shuttle bus and marketing materials.
- A shuttle bus would operate between Snug Cove and the site. The operational details of the shuttle have yet to be determined, with the number of services, operational hours, and size of the service to be determined at the development permit stage.
- The analysis indicated that a maximum of 53 passengers would potentially require shuttle bus services, when considering all-day use and campground active travellers that may wish to utilise the site.

9.2 Recommendations

Based on the findings:

- Produce a significant and tangible TDM plan that will target users of the parks to achieve a reduction in vehicle traffic where possible.
- Explore further opportunities to develop a concrete plan of how to reduce the number of visitors arriving by car.
- Provide a shuttle bus service that will be operated to a similar timetable to that of the ferry schedule.
- Partner with BIM to implement the cross-island MUP part of the regional greenways network.

APPENDIX A

Terms of Reference

May 5th, 2023
04-22-0272

Jeffrey Fitzpatrick, MCIP, BCSLA
Division Manager, Regional Parks, Design and Development Parks and Environment
MetroVancouver
VIA E-MAIL: jeffrey.fitzpatrick@metrovancover.org

Dear Jeffrey,

**Re: Cape Roger Curtis
Terms of Reference – Transportation Impact Assessment (TIA)**

We have prepared the following Terms of Reference (ToR) for Bunt & Associates Engineering Ltd. (Bunt) to undertake a Transportation Impact Assessment (TIA) for the rezoning application for 24 lots operated by MetroVancouver (MV) within the Cape Roger Curtis area of Bowen Island. This ToR incorporates guidance from within schedule C6 – Transportation. As part of this Rezoning Application submission, Bunt will provide the required transportation planning and engineering documents, anticipated at this time to be a TIA with a Transportation Demand Management (TDM) Plan for the site, including shuttle bus provisions.

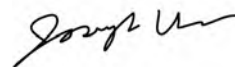
This ToR is based on our previous involvement and understanding of the project scope, the surrounding road network and previous submissions to municipality staff regarding the anticipated trip generation at a high level and existing ferry impact. We anticipate that our involvement will be focused on current and future traffic analysis for the campsite and day use, the anticipated ferry impact, including a TDM Plan. Furthermore, we also anticipate that our services will be required for the site design review and to provide commentary / guidance on the parking and loading access, supply, and operation.

'The terms of reference is provided for coordination with Bowen Island Municipality. Upon confirmation that Metro Vancouver and Bowen Island Municipality and in agreement with the Terms of Reference, we will proceed with the proposed work. Should Metro Vancouver or Bowen Island Municipality have any questions or proposed adjustments to Terms of Reference we are available to meet to discuss.'

Yours truly,
Bunt & Associates

A handwritten signature in black ink, appearing to read "HJ".

Hugo Johnston, B.Sc
Transportation Planner

A handwritten signature in black ink, appearing to read "Joseph Chow".

Joseph Chow, P.Eng
Senior Transportation Engineer

1. SCOPE OF WORK

The following items will all be included within a Traffic Impact Assessment (TIA) report to be provided to the municipality.

1.1 Existing Network

- *Existing Network – Identify vehicle, transit, pedestrian and cycling facilities near the site.*
- *Ferry Use – Review the existing level of use by residents and tourists on the ferry route between Snug Cove and Horseshore Bay. Using data received within the 2000-2022 Snug Cove Route (FOI-2023-005 – BC Ferries) and more data from the July 2022 sailing data (FOI-2023-012 – BC Ferries).*
- *Development Plan Review – Outline the proposed development plan and statistics. Define the uses proposed on the site.*
- *Policies – Review any relevant policies or plans from the municipality, including the adopted rezoning statement.*
- *Existing Use – The current site is vacant and therefore, any future trip will be considered as a new trip.*

It is not anticipated that any existing traffic analysis will be undertaken.

1.2 Initial Site Design

- *AutoTurn – A review of the internal access roads of the park, the day use access, loading layout (inc toilet block cleaning) and waste collection will all be undertaken. This review will be high level and based on the initial site design.*
- *Exhibits – All the AutoTurn analysis will be displayed in PDF exhibits within the TIA.*

1.3 Future Conditions

- *Trip Generation – Calculate a trip generation for the proposed campgrounds and the day use trip generation. The trip rates, based on ITE campsites were included within the Trip Generation Memo. The trip rates are set out in **Table 1**.*

Table 1: Proposed Campground and Day use Trip Generation

USE	SOURCE	PARAMETER	PM VEHICLE TRIP RATES			DAILY VEHICLE TRIP RATES		
			In	Out	Total	In	Out	Total
Standard Campsites	ITE LUC 416	Camp pitches	0.75	-	0.75	0.75	0.50	1.25
Group Site	Metro Vancouver Data	# of group sites	1.60	-	1.60	1.60	1.0	2.60
Day Use		Per Hectare	-	-	-	-	-	2.94

The day-use AM and PM peaks will be outside of the campground peak; therefore, a daily total will be used for this study.

The anticipated trip generation is anticipated to be below 100 two-way trips in either of the peak periods. This is typically below the requirements for a full TIA modelling study as per several municipalities within Greater Vancouver.

1.4 Proposed Shuttle Bus Service

- *Shuttle Bus Requirements* – Calculate the number of shuttle buses will be required to support the proposed modal split.
- *Starting Point* – Determine the starting point of the shuttle bus service, whether it collects campers from Snug Cove to increase the reduction in car use on the Ferry service.

The size of the shuttle bus has yet to be determined. However, a few rows of seats will be removed to allow for luggage capacity.

1.5 Future Ferry Usage

- *Discussions* – Organise a meeting with BC Ferries to co-ordinate the study approach, determining the capacity levels and how best to calculate requirements against the capacity.
- *Ferry Demand* – Determine the level of trips that will require the use of the ferry service based on the trip generation. To determine the future background levels a growth rate will be applied to the 2022 levels. The growth has been provided by BC Ferries and will be between 0.4-0.2% annually.
- *Capacity* – Utilising the proposed trip generation and information attained via freedom of information analysis will be undertaken to which services have spare capacity to accommodate the required levels.
- *Transportation Demand Management (TDM) Reductions* - With the provision of a shuttle bus service and other TDM measures, determine the level of reduction in private vehicle demand and how this will impact capacity.
- *Methodology* – Ferry capacity analysis will be based on the capacity of the Queen of Capilano, with 100 vehicle capacity, 457 passenger & crew members. A bus/coach represents 2.5 passenger vehicles.

1.6 Transportation Demand Management (TDM) Strategy

- *Measures – In consultation with the applicant and the Municipality of Bowen Island, develop an appropriate TDM strategy, including the provision of a shuttle bus, that would provide alternatives to campsite visitors and reduce the number of private car users.*

1.7 Reporting

- *TIA's – Summarise findings, recommendations, and conclusions in a Draft TIA's report to be submitted to the municipality staff for review and comment.*
- *2nd Reading – Respond to the municipality staff comments and submit the finalised TIA's report.*

Bunt will continue to support MetroVancouver Park as part of the application process – providing transportation consultation services and response on transportation issues, where necessary.

cc. Lydia Mynott, MetroVancouver
Jeffrey Fitzpatrick, MetroVanouver

*The attached information is provided to support the agency's review process
and shall not be distributed to other parties without written consent from
Bunt & Associates Engineering Ltd.*

APPENDIX B

SimTraffic Reports

The attached information is provided to support the agency's review process and shall not be distributed to other parties without written consent from Bunt & Associates Engineering Ltd.

APPENDIX C

Trip Generation Memorandum

MEMO

DATE: March 28, 2023
PROJECT NO: 04-22-0272
PROJECT: **Cape Roger Curtis Park / Campsite – Bowen Island**
SUBJECT: **Trip Generation Review (Preliminary Memo)**

TO: Lydia Mynott, Landscape Architect
MetroVancouver

PREPARED BY: Hugo Johnston, B. Sc, Transportation Planner
Joseph Chow, P. Eng, Transportation Engineer

REVIEWED BY: Daniel Fung, M. Sc, P. Eng, Principal

1. INTRODUCTION

Metro Vancouver has retained Bunt & Associates Engineering Ltd. to provide transportation planning advice regarding a proposed park/campground at Cape Roger Curtis (CRC), Bowen Island, BC. Metro Vancouver has an agreement to purchase 24 parcels of land on the southwest tip of Bowen Island at Cape Roger Curtis, totalling 97 hectares that Metro Vancouver proposes to a new regional park that will incorporate both day-use and overnight camping areas.

1.1 Background

The land use is currently zoned as rural residential, or RR1 (Rural Residential 1), with a minimum lot size of 4.0 hectares. The rezoning and Official Community Plan (OCP) amendment propose a park, with a variance to allow for supervised tent camping. This land use designation will allow for the creation of a regional park complete with conservation areas, and day-use amenities such as trails, picnic areas, viewpoints, and tent camping.

The proposed regional park would preserve a significant area of ecological importance and sensitive ecosystems; and also provide opportunities for residents of the region, including the Bowen Island community, to connect with nature. Metro Vancouver has submitted a rezoning and (OCP) amendment application to Bowen Island Municipality for the proposed regional park.

Metro Vancouver will prioritize non-vehicular access to the park. Strategies include a seasonal park shuttle, improved trail and greenway connections to the park, and a focus on providing

walk/cycle/shuttle access tent camping opportunities. Some vehicular access will be provided to support accessibility and day-use.

1.2 Purpose and Methodology

The purpose of this preliminary analysis focuses on estimating and comparing the potential number of vehicle trips generated from the existing and proposed land use on the 24 undeveloped lots purchased by Metro Vancouver. These scenarios include:

- Potential Build-out (Low): 24 Single Detached House
- Potential Build-out (High): 15 Single Detached Houses, 6 Single detached homes with 6 additional suites, and 3 five bed Airbnb's
- Campground Trip Generation (incl. 50 Walk-in, 5 Group Sites, 10 Tent Cabins, and 35 vehicle-accessible camps)

Two scenarios have been assumed for the existing rural residential land use as the specificity is not known at the time of this analysis which would impact the number of vehicles generated. These two scenarios represent the high and low range of the anticipated vehicle trip generations. In addition, it is acknowledged that some of the detached single family might have additional land uses attached, such kennels or stables, however, there is a lack of data available to calculate these land uses. Therefore, the high range will be more conservative than the potential build out could result in.

This memorandum summarises the methodology and findings of a trip generation comparison analysis between the allocated/zoned future development at CRC and the trips generated by the CRC proposal taking into account:

- Land uses effected;
- Trip generation information from Metro Vancouver;
- Trip generation information from the Institute of Transportation Engineers (ITE) 11th Edition trip generation database; and
- High-level BC Ferries capacity impact was also reviewed.

This preliminary trip generation estimate for the park/campground does not consider the characteristics for the proposed park/campground such as the ferry access and proximity to the City of Vancouver. Furthermore, the analysis does not account for mitigating factors such as modal splits or highway connections. This analysis has been undertaken to represent the peak day and peak hours for the busiest day of the year, likely impacted by tourism, for example, a weekend in August.

As mentioned, the park will include day-use activities. For this exercise, it is proposed that the park will be ancillary to the campgrounds. The rezoning application will not consider day-use parking and will focus on the provision of camping activities.

1.3 Report Structure

The structure of the report will be as follows:

- Section 2 – Site Description – a brief overview of the site location
- Section 3 – Existing Ferry Capacity – Initial review of the BC Ferry usage data
- Section 4 – Potential Build-out (non-Park/Campground) Vehicle Trip Generation – A calculation of the potential trip generation based on the zoning land use category that the site is allowed to be developed.
- Section 5 – Proposed Park / Campground Vehicle Trip Generation – Proposed campground vehicle trip generation.
- Section 6 – Transportation Demand Management (TDM) – Potential TDM Shuttle Bus Service
- Section 7 – Summary

2. SITE DESCRIPTION

2.1 Cape Roger Curtis Masterplan Area

The Cape Roger Curtis Comprehensive Development Area is in the southwest corner of Bowen Island. The full Cape Roger Curtis masterplan area is comprised of 59 lots, a breakdown of the lot ownership is set out in **Table 2.1**.

As the below table demonstrates, Metro Vancouver has a purchase agreement for 24 of the 59 lots. The remaining 35 lots, not included within Metro Vancouver purchase agreement, but within CRC RR1 Zoning Bylaw are made up of 14 developed lots, 3 lots are used as a nature park and 18 privately sold but undeveloped. The subject proposal will only have an impact on the 24 lots within Metro Vancouver’s control.

Table 2.1: Masterplan Lot Breakdown

OWNERSHIP	NUMBER OF LOTS
Developed Lots	14 lots
Sold Lots (as yet undeveloped or underdevelopment)	18 lots
Wildcoast Nature Refuge (nature park and sanctuary)	3 lots
Proposed Metro Vancouver Regional Park	24 lots
TOTAL CRC RR1 ZONE	59 LOTS

Day-use amenities including trails, open space and interpretation areas will also be included in the park. These amenities are not part of the rezoning and OCP amendment application and will be proposed following the rezoning process. Metro Vancouver will focus on day-use access through the proposed park shuttle, trail, and greenway connections, with some limited car parking areas.

2.2 Bowen Island Accessibility

Bowen Island is a small coastal island within the Strait of Georgia, in the northwest of the Metro Vancouver area. Currently, the island is only accessible by water transport; primarily provided by BC Ferries via the ferry, between the Snug Cove (Bowen Island) and Horseshoe Bay (West Vancouver) Terminals, which depart approximately every hour from 05:00 to 23:00.

There is only one route to CRC from the Snug Cove Ferry Terminal. Grafton Road travels southeast from Snug Cove from the Ferry Terminal before merging into Adams Road halfway along the route. Adams Road continues southeast towards Tunstall Bay and provides connections to several local roads within the vicinity of the site, including Whitesails Drive. Whitesails Drive is a residential road that connects Tunstall Blvd and Cape Drive to the south. Cape Drive travels around the interior of CRC and will provide primary access to the site. All roads within the vicinity of the site are two-way municipal roads.

Currently, there are no transit options to CRC. The nearest route is the #280 bus which runs approximately every hour from the Snug Cove Terminal to the northwest corner of the Island via Grafton Road and Adams Road but does not continue onto Whitesails Road and towards CRC.

2.3 Proposed Campsite Breakdown

CRC is proposing a rezoning and OCP amendment application for approximately 100 campsites, as outlined in **Table 2.1**. The overall park footprint is proposed to be approximately 250 Acres and will be located within the 24 lots with a purchase agreement from Metro Vancouver.

Table 2.1: Proposed Campground Park Program

CAMP PITCH TYPE	NUMBER OF SITES
Group Camping	5
Vehicle-accessible camping	35
Walk-In / Bike In	50
Tent Cabins	10
Total	100

3. EXISTING FERRY CAPACITY

As Bowen Island is served via ferry externally, it is important to understand Ferry operations to consider the potential effects of the trip generation on the island regardless of existing or future conditions. This section reviews the existing ferry service.

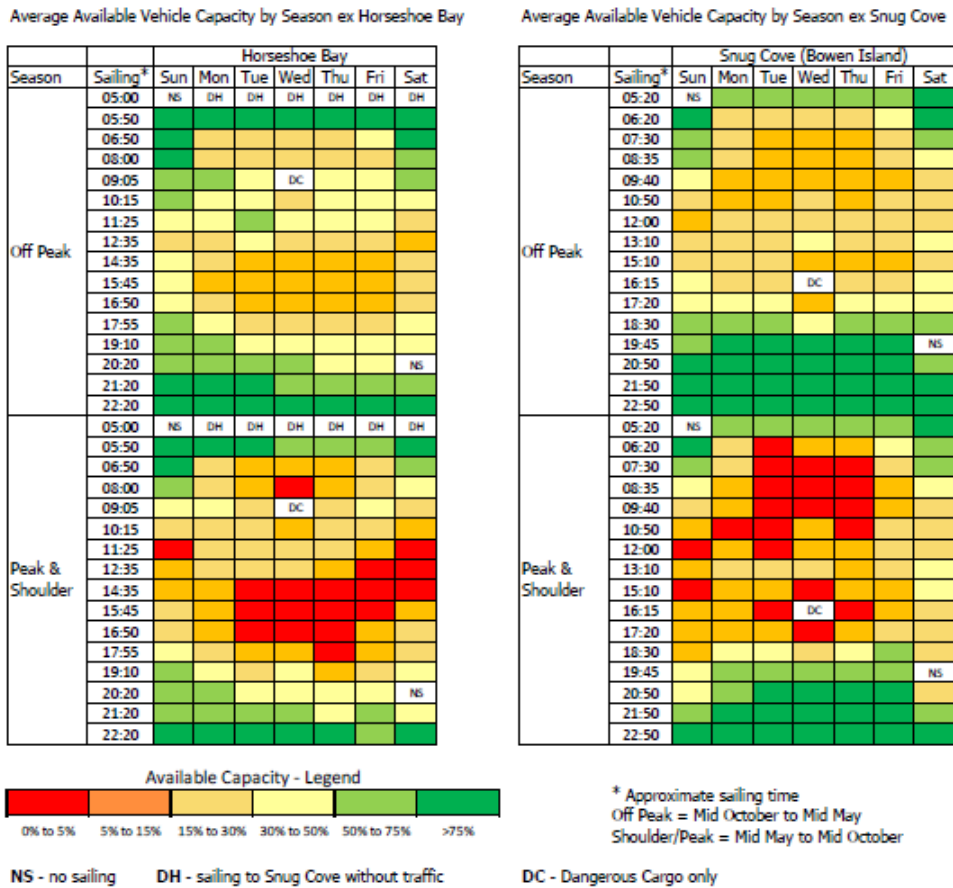
The BC Ferries's average capacity tables for 2022 were provided to Metro Vancouver, dated February 28th, and as seen in **Figure 3.1**, demonstrate the existing vehicle capacity on BC Ferries across the year in 2022. It is assumed that the 14 developed lots (Table 1.1) have been included within that

dataset. The remaining 47 lots, 18 sold / undeveloped lots, 3 lots used a nature refuge and the 24 Metro Vancouver lots are not considered to be included in the 2022 data.

Route 8 between Horseshoe Bay and Snug Cove is operated by BC Ferries. The ferry that travels the route is called 'Queen of Capilano', with a capacity of 85 vehicles and approximately 451 people (including staff).

Figure 3.1: BC Ferries's average weekly average capacity

Route 8 - Horseshoe Bay to Snug Cove Available Vehicle Capacity Analysis Jan to Dec 2022



As can be seen, the majority of services within the midday period of the peak & shoulder season are 5% from capacity or fully occupied between Horseshoe Bay to Snug Cove. On Sunday and Monday, there is a 15% or more capacity. Earlier and later services on this leg typically see capacity available, with frequently more than 30% capacity available across the week.

The Snug Cove to Horseshoe Bay sees most of the busiest services towards the end of the weekends or within the early part of the week. Services from 07:30 to 10:50 are frequently at 95% capacity or fully occupied. Services later than 18:30 typically have 30% spare capacity or more.

Further analysis of the BC Ferry services will be undertaken within a full Transportation Impact Assessment (TIA) as part of the next steps of the project scope.

4. POTENTIAL BUILD-OUT VEHICLE TRIP GENERATION

This section summarises the existing land use trip generation (based on non-Park/Campground zoning) for the 24 lots included within the purchase agreement with Metro Vancouver.

4.1 Existing Lot Vehicle Trip Generation

An estimated number of two-way trips (arrival and departures) to be generated by the existing lots with potential zoning built-out lots include as part of the proposed Regional Park by Metro Vancouver was calculated. As previously mentioned, Metro Vancouver has an agreement to purchase a total of 24 lots which are currently zoned as Rural Residential 1 (RR1), as are the remaining lots within CRC.

Rural Residential 1 rezoning allows for the development of the following land uses:

- Dwellings
- Agriculture
- Horticulture
- Domestic Agriculture
- Stable; and
- Kennel.

Accessory uses of land, buildings and structures for RR1 are as follows:

- Home Occupation – Five guest bedrooms on lots 2ha or greater
- Bed and Breakfast use – No separate kitchens
- Portable Saw Mill
- Mini-storage; and
- Dwellings with a secondary suite.

The 24 lots included in the proposed Regional Park by Metro Vancouver are currently vacant. However, any of the above land-use could be developed on these lots should the ownership change. Therefore, to determine the potential trip generation of these lots, two scenarios have been assumed based on direction as provided by Metro Vancouver. These assumptions are:

- Low Range - Single Family / Detached Residential Units – 24 rural residential dwellings have been anticipated, with no secondary units assumed. The residential trip rates will be calculated based on vehicle movements. From the ITE trip generation manual, this review is based on the averages of 3.6 residents per dwelling unit and 1.5 vehicles per dwelling unit from 30 surveys. With a PM two-way vehicle trip rate of 0.94 (veh/unit) and two-way all-day trip rate of 9.43 (veh/unit)
- High Range – Potential - Single Family / Detached Residential Units with accessory uses of land and building. This includes:
 - 12 of the lots will likely have single detached family dwellings. Using the same trip rate as those used in the low range.
 - 6 of the lots will be made up of single family detached homes with an additional unit attached. As no such rates exist for residential units with a secondary unit in ITE, an assumption has been made that the units will be calculated as single detached family dwellings with a multifamily-low rise apartment on the ground floor, this is seen as a conservative estimate.
 - Furthermore, MetroVancouver anticipate that 3 of the lots will be used by single detached family units with additional land uses associated, such as a kennel or stables. Unfortunately, due to a lack of data, these units have been considered as just single-family units. Further to this, the peak hours of the kennels and stables may not be consistent with the peaks of a park/campground.
 - Finally, 3 x 5-bedroom B&B with no individual kitchens will occupy the remaining 3 lots. Each unit with the B&B will not have separate access to communal facilities such as kitchens and some shower facilities. Due to limited data, a motel trip rate is assumed as the representative land use to represent a B&B land use. These sites typically provide sleeping accommodations with few additional facilities. A two-way daily vehicle trip rate of 3.35 (veh/room) was used, with 0.36 (veh/room) two-way vehicle trip rate in the PM peak.
 - Therefore, for vehicle trip generation purposes, a total of 21 family detached homes, 6 secondary suites, and 3 five bedroom B&B is assumed.

The highest trip generation scenario that could be observed within the 24 lots would be for all 24 lots to develop multiple room BnB accommodation, this would generate a significant level of traffic during the summer peak but is deemed to be unrealistic.

Presented in **Table 4.1** are the vehicle trip rates applicable to the proposed development based on the 'ITE Trip Generation Manual 11th Edition + Supplement'. For both residential and B&B land uses, 'Rural or General Suburban' settings were applied to extract the vehicle trip rate estimate.

The AM vehicle trip rates and vehicle trip generation was not analysed as it generates a low level of trips in comparison to the PM and daily rates. Furthermore, the proposed use does not have sufficient AM peak generation data available to compare to the potential build-out trip generations.

Table 4.1: Vehicle Trip Generation Rates

ITE CLASS USE	SOURCE	PARAMETER	WEEKDAY PM PEAK			WEEKDAY		
			Average Vehicle Trip Rate	% Entering	% Exiting	Average Vehicle Trip Rate	% Entering	% Exiting
Single Family Scenario - Detached Residential Dwellings	ITE Land Use Code 210	Dwelling Units	0.94	63%	37%	9.43	50%	50%
Secondary Unit - Multifamily House (Low-Rise)	ITE Land Use Code 220	Dwelling Units	0.51	63%	37%	6.72	50%	50%
5-bed B&B - Motel	ITE Land Use Code 320	Dwelling Units	0.36	54%	46%	3.35	50%	50%

Application of these vehicle trip rates to the existing land use zoning is outlined in **Table 4.2** to estimate the potential number of vehicle trips should each of the 24 lots be developed per the current zoning allocation.

Table 4.2: Vehicle Trip Generation

USE	DENSITY	WEEKDAY PM PEAK			WEEKDAY		
		In	Out	Total	In	Out	Total
Low Range Scenario							
Detached Residential dwellings	24 x Single Family Homes	14	8	23	113	113	226
	<i>Low Range Total</i>	<i>14</i>	<i>8</i>	<i>23</i>	<i>113</i>	<i>113</i>	<i>226</i>
High Range Scenario							
Detached Residential dwellings	21 x Single Family Homes	12	7	20	99	99	198
Multifamily House (Low-Rise)	6 x Secondary Suites	2	1	3	20	20	40
Motel	3 x 5 bedrooms B&Bs	3	2	5	25	25	50
	<i>High Range Total</i>	<i>17</i>	<i>11</i>	<i>28</i>	<i>144</i>	<i>144</i>	<i>289</i>

The existing land use zoning could generate around 23 vehicles in the PM peak for the large residential units. The anticipated weekday trips could generate 226 total two-way trips across a

24hr period. In comparison, should the 24 lots be developed as mixed uses including single family homes, secondary suites, and B&B, the existing lots would generate 289-weekday trips two-way trips across a 24hr period and 28 PM Peak hour trips.

5. PROPOSED LAND USE VEHICLE TRIP GENERATION - CAMPGROUND

This section presents the approach to assess the anticipated number of new vehicle movements that the development project could potentially generate.

5.1 Campground Vehicle Trips

Campgrounds typically reach peak occupancy during the PM and evening hours, with a lower turnover than the day-use would see per the Institute of Transportation Engineers (ITE) trip generation guidelines where the weekend peak hour rates are not provided. However, with the locale for this site, we suspect the PM evening hour peak occupancy would translate into weekend use. Checking out for most campsites is typically before 11:00 on the final day of a reservation, while check-in for those arriving is normally after 13:00.

As previously mentioned, a campground containing 100 campsites, including 5 group campsites provided across 11 of the 24 lots purchased by Metro Vancouver. The campsites will be available by reservation only with campground facilities provided, such as toilet blocks and waste collection. 55 (50 Walk-in/Bike-in and 5 Tent cabins) of the proposed sites are to be accessible by sustainable modes only (Walk, Bike or Shuttle Bus). These will have no car trips associated with them. For this study, only 35 standard campsites, 5 Group sites and 5 Tent campsites are proposed to have vehicle access. The following assumptions were provided by Metro Vancouver as input for the group camp pitches and are set out in **Table 5.1**.

Table 5.1: Metro Vancouver’s Proposed Camping Program

TYPE	# SITES	ACCESS TYPE
Walk-In/Bike-In	50	Bike/hike/shuttle
Group	5	Shuttle/Van
Tent Cabin	10	5 vehicles, 5 bike/hike/shuttle
Vehicle-Accessible Camp	35	1 vehicle per site
Total	100	

And as with the previous campground trip generation calculations, the following assumptions have been assumed, with the trip rates set out within **Table 5.2**:

- All campsites are reserved and/or occupied during the peak periods.
- Vehicles per standard campsite is 1 vehicle and 2 vehicles per group campsite. (Group campsites are booked as one but can accommodate up to 5 tents/vehicles).

- Trip rates for the vehicle campsites have been obtained from the ITE manual for occupied sites. The PM peak (or assumed weekend peak) arrival rate was 0.40 vehicle trips per occupied site.
- Whilst day-use parking is being provided, it is not being considered as part of this memorandum.

Table 5.2: Vehicle Trip Generation Rates

USE	SOURCE	PARAMETER	PM VEHICLE TRIP RATES			DAILY VEHICLE TRIP RATES		
			In	Out	Total	In	Out	Total
Standard Campsites	ITE LUC 416	Camp pitches	0.75	-	0.75	0.75	0.50	1.25
Group Site	Metro Vancouver Data	# of group sites	1.60	-	1.60	1.60	1.0	2.60

Application of these vehicle trip rates to the proposed camping provision is outlined in **Table 5.3** to estimate the anticipated number of vehicle trips generated by the proposed campgrounds.

Table 5.3: Vehicle Trip Generation

USE	DENSITY	PM VEHICLE TRIPS			DAILY VEHICLE TRIPS		
		In	Out	Total	In	Out	Total
Campground (Vehicle Accessible)	40-vehicle accessible - campsites	30	0	30	30	20	50
Campground (Group Site)	5 Group Sites	8	0	8	8	5	13
TOTAL CAMPGROUND		38	0	38	38	25	63

As can be seen, the proposed site will generate around 38 vehicle trips in the PM peak for the full site. The anticipated peak day trips would generate 63 total two-way vehicle trips across a 24hr period.

5.2 Day Use

The focus of this study is traffic associated with the proposed campground park use. Which is the subject of the Bowen Island Municipality rezoning and OCP amendment process. Future park day-use access will be focused on sustainable modes such as the proposed park shuttle, trail, and greenway connections. It is anticipated that some day-use parking will be required for accessibility and to support local resident access. Day use parking supply will be determined and managed to avoid impacts to local residents and will be included in the complete Transportation Impact Assessment that is underway for the project but is not considered for the land use comparison.

5.3 Net Trip Generation

As the campground will replace the existing zoning bylaw on the 24 lots purchased by Metro Vancouver, a comparison in the number of trips generated by the existing land use allocation

against the proposed campgrounds has been undertaken. The comparison is demonstrated in **Table 5.4**. Both land uses set out in Table 4.2 have been compared against the proposed campground to demonstrate the worst-case and the most realistic situation.

The net trip rates demonstrate the level of the difference the proposed campground will have compared to the zoning bylaw.

Table 5.4: Net Vehicle Trip Generation

USE	DENSITY	PM VEHICLE TRIPS			DAILY VEHICLE TRIPS		
		In	Out	Total	In	Out	Total
Low range scenario (detached housing)	24 homes	14	8	23	113	113	226
High range scenario (mixed of detached homes, secondary suites, secondary uses, and B&B)	12 homes 6 secondary suites 3 secondary uses 3 x 5 room B&B	17	11	28	144	144	289
Park / Campground	40 vehicle accessible campsites + 5 Group Sites	38	0	38	38	25	63
Net - low range scenario		24	-9	15	-75	-88	-163
Net - high range scenario		21	-11	10	-106	-119	-226

As is demonstrated, the net impact of the proposed campground against the potential detached residential units will result in a reduction of 163 vehicle trips during the peak day but an increase of 15 vehicle trips in the PM peak. As mentioned, the proposed day use has not been considered within the trip generation exercise above, however, it will form part of the rezoning application.

When the proposed campground is compared to the potential high range mixed-use scenario, it will result in a decrease in a total of 226 two-way vehicles during the peak day and an increase of 10 two-way vehicle trip in the PM peak.

Overall, the campground would result in a reduced trip rate in the Peak day two-way trips when compared to both the potential land uses accepted within the bylaw.

Therefore, any campsite developed will result in a reduction in trips when compared to the land use currently accepted within the zoning bylaw.

5.4 Potential Ferry Impact

The 63 peak-day two-way campground vehicle trips represent a 72% reduction when compared to the potential impact generated by the single-family units and 78% in comparison to the high range potential build-out. A significant reduction on the capacity demands of the potential build-out impact of the ferry services.

The daily outbound trips for the proposed campsite would be 25-30 trips, 29-35% of the ferry capacity and 35-40 inbound trips, approximately 35 - 47% of the capacity. In each direction, 3-5 services are indicating they have above 30% spare capacity outside of the peak crossing times.

When visitors to the campground book their campsite, they will be directed to sailing on off-peak ferries, outside of 10:00-18:00 as part of their travel to Bowen Island.

As previously mentioned, a detailed review of the BC Ferry capacities will be produced within the TIA report.

6. TRANSPORTATION DEMAND MEASURES

As part of the rezoning application, a Transportation Demand Management Plan (TDM) is to be included. Within, a detailed list of the measure will be set out with additional details about how the TDM will be implemented and maintained. The purpose of the TDM plan will be to reduce the number of vehicle trips generated by the site and ensure that sustainable transportation options are widely accessible.

One such TDM measure that has already been proposed by Metro Vancouver is the provision of a shuttle bus. The ferry service pick-up location has yet to be confirmed, whether this will take place at Snug Cove or Horseshoe Bay. These details will be finalised through conversations with stakeholders, Metro Vancouver and BC Ferries.

The shuttle bus service will encourage campers to arrive on the island by sustainable non-private motorised vehicles. Pedestrians can use travel on the ferry as foot passengers before travelling to CRC.

7. SUMMARY

The following summarizes the potential and anticipated vehicle trip generated based on various land use options for the 24 undeveloped CRC lots.

- The masterplan area of CRC is made up of 53 lots, Metro Vancouver has a purchase agreement on 24 of these lots, all currently zoned as RR1 – Rural Residential 1 bylaw. The anticipated vehicle trip generated based on the current zoning bylaw for the 24 lots in the purchase agreement with by Metro Vancouver has been evaluated as two potential scenarios:
 - i. Low range scenario: 24 single family homes or
 - ii. High range scenario: mixed uses including 12 single family homes, 6 single family homes with secondary suite, 3 single-family homes with secondary uses (stable/kennel), and 3 five room B&B.

- The potential development assumed under the current zoning of the low range scenario is estimated to generate 23 two-way vehicle trips in the PM peak hour and 226 two-way vehicle trips on a weekday. The anticipated trip generation for the high range scenario is estimated to generate approximately 28 to-way vehicle trips in the PM peak hour and 289 two-way vehicle trips on the weekday.
- The vehicle trip generation for the proposed campground is 38 vehicle trips in the PM peak hour and 63 weekday vehicle trips. The net impact of the campsite results in a reduction of 163 and 226 total two-way trips when compared to the potential low range and high range scenarios, respectively.
- The net impact trips generated by the proposed campsite can be spread across the ferry as current data has shown ferry capacity outside of the peak periods. Further traffic and capacity analysis will be completed as part of the next steps of the project.

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Coastal bluffs looking east - Regional Park at Cape Roger Curtis

Visitor Use Management Plan

Regional Park at Cape Roger Curtis

May 2023

Regional Park at Cape Roger Curtis
VISITOR USE MANAGEMENT PLAN

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1.0 EXECUTIVE SUMMARY

In May 2023, Metro Vancouver acquired 24 parcels of land (97 hectares) at Cape Roger Curtis on Bowen Island to establish a new regional park.

The regional park protects sensitive ecosystems, including regionally rare coastal bluffs, rocky headlands, and dry Douglas fir forests. It also provides opportunities for park visitors to connect with nature through day and overnight uses.

Through engagement with the public and agencies, a number of priorities for visitor use management have emerged, including protecting ecological values and avoiding impacts on transportation infrastructure.

A visitor use management plan has been developed to guide visitor management and ensure park and community resources are protected and resilient over the long term. The plan establishes desired conditions to guide land management as the park is planned, developed and ultimately opened to public access:

- I. Park access is sustainable. Car access to the park is limited to avoid impacts on the community, local roads, and the ferry system.
- II. Park visitors respect neighbouring properties, natural areas, and local amenities.
- III. The park's sensitive natural areas are protected and managed to avoid negative impacts from park visitors. Park visitors respect the regional park bylaw and regulations to protect park ecology.
- IV. Park visitors are prohibited from accessing habitats or ecosystems highly vulnerable to human impact.

The plan includes actions for each desired condition. Metro Vancouver will continue to work closely with Bowen Island Municipality, First Nations, and agencies to sustainably manage the park.

2.0 INTRODUCTION

Cape Roger Curtis is eight kilometres from Bowen Island's Snug Cove. It is within the territories of the Skwxwú7mesh Úxwumixw (Squamish Nation), xʷməθkʷəy̓əm (Musqueam Indian Band) and zsalílwətaʔt (Tsleil-Waututh Nation). Metro Vancouver respectfully acknowledges the significance of Bowen Island and the Howe Sound for all three Nations, particularly the Skwxwú7mesh Úxwumixw (Squamish Nation).

This visitor use management plan is provided as part of the Bowen Island Municipal rezoning and official community plan (OCP) amendment process for the regional park at Cape Roger Curtis. Effective visitor management involves ongoing engagement, collaboration, and adaptive management. This is a living document to be reviewed periodically to manage potential impacts of the regional park and surrounding community through adaptive management.

Adaptive management is a systematic process for continually improving management policies and practices by learning from the outcomes of operational programs and actions. It guides the fine-tuning of

management actions in response to monitoring and assessment, advances in science and technology, changing regulatory regimes, public values and evaluations of effectiveness with an aim to reduce uncertainty over time.

The development of this plan was informed by regional park policy, best practices, research, and the *Visitor Use Management Framework*, which was developed by a council of land management agencies in the United States.

2.1 Background



Looking Southwest from lot 23, regional park at Cape Roger Curtis

The regional park is located on the southwest tip of Bowen Island at Cape Roger Curtis. The property includes an ecologically diverse dry coastal bluff waterfront.

The site was previously subdivided and prepared for residential development with a municipal road network, cleared development sites, trails and servicing.

The preliminary park program includes conservation and stewardship, trails, day-use amenities and low impact camping.

Through the public engagement process, some participants expressed concern with the potential impacts of park visitors to sensitive ecosystems, traffic, infrastructure, and municipal services. To address these concerns, this plan sets out

proactive and adaptive measures to manage park visitors, and to minimize impact on the regional park and the island as a whole. These measures will be implemented both prior to and during the phased opening of the regional park.

2.2 Visitor Use Management Plan Purpose

The purpose of this plan is to establish a framework for visitor management at the regional park at Cape Roger Curtis. Effective visitor management will support the following goals:

- Protect ecosystems and wildlife, especially regionally rare ecosystems: coastal bluffs, rocky headlands, and dry Douglas fir forests.
- Protect cultural resources and values in collaboration with Skwxwú7mesh Úxwumixw (Squamish Nation).
- Provide opportunities for people to connect with nature, including overnight opportunities, and to enjoy the unique views and landscapes of Cape Roger Curtis.
- Mitigate potential impacts of park visitation on the transportation network (local roads and BC Ferries Route).

- Mitigate potential impacts of increased visitation to Bowen Island's parks, beaches, and natural areas.
- To achieve the above goals with provisions for equity, diversity and inclusion. This includes identifying and mitigating visible and invisible barriers to access, which may include financial, transportation, physical accessibility, communication, or feelings of exclusion.

2.3 Relevant policies and legislation, planning documents

In spring 2023 Metro Vancouver provided an Implementation, Visitation, Operations and Access study, ecological overview and trip generation report to BIM as part of the rezoning / OCP amendment application. In addition to the Visitor Use Management Plan, Metro Vancouver is also completing a transportation impact assessment, transportation demand management study, emergency management overview, hydrological assessment, phasing strategy and park concept plan.

Transportation Plan 2018 - 2038 (2018): Bowen Island's transportation plan seeks, to have better transportation connections, choices, and health, through a number of actions, including a cross-Island multi-use path as a priority action. Other actions relevant to visitor management include: increased and improved sustainable transportation infrastructure (active and transit), exploring opportunities for alternative ferries and enhanced regional connections, incentives to promote the use of park & rides, exploring opportunities for alternatives to single-occupancy private vehicle use, managing parking, and multi-modal transportation integration.

Creating a Resilient Bowen Island: A Community Economic Development Plan for Our Sustainable Future (2021): an economic development plan for Bowen Island with the aspiration to create “a vibrant, resilient local economy that enhances social well-being while respecting local, regional and global ecological limits.” The section on responsible tourism provides guidance and strategies for balancing tourism with ecological integrity, island culture, and resident lifestyles. Relevant approaches include:

- Promoting tourism only for visits outside the peak tourist season.
- Encouraging longer, more immersive stays rather than day-trip visits. This approach includes focusing on learning and wellness.
- Encouraging low-impact tourism visits focused on hiking, cycling, health retreats, and so on, including promoting non-car visits to the island.

Bowen Island's *Official Community Plan (OCP, 2014)*: a document that provides a long-range vision for development and change on Bowen Island. The Natural Environment Section of this plan highlights the importance of preserving and protecting Bowen Island's natural environment, ecosystems and biodiversity. The section includes Objective 40 regarding the lands at Cape Roger Curtis:

- To encourage the retention of portions of Cape Roger Curtis in a natural state accessible to the public, including ecologically sensitive coastal bluffs, other sensitive ecosystems such as Arbutus and Douglas Fir Woodland, portions of the shoreline, archaeological features, viewpoints, and significant marine shorelines.

The Land Use Management section of the plan contains Objective 69, to continue to promote the public interest in the development of the Cape Roger Curtis lands. Under this objective, Policy 152 is that the Municipality continues to promote the public interest at Cape Roger Curtis by encouraging the development of the site to:

- conserve the majority of the coastline for ecosystem protection, but especially the south-facing ecologically sensitive and unique coastal bluff;
- where there are no adverse ecological impacts, develop public waterfront walking trails along the majority of the coastline, connecting to the cross-island greenway;
- protect environmentally sensitive areas and rare species;
- cluster homes and any other structures in any new development to reduce land disturbance, maximize green space and the opportunity for trails, and facilitate transportation alternatives; and
- minimize and mitigate any negative impacts from Cape Roger Curtis development on the adjacent neighbourhoods and on the island community as a whole.

Tourism Bowen's Responsible Tourism Plan (2023 in progress): a plan to balance tourism with community well-being on Bowen Island, including strategies for managing and improving Bowen Island's tourism ecosystem. Metro Vancouver will look for opportunities to collaborate with Tourism Bowen on visitor management.

Regional Parks Plan (2022): Metro Vancouver's management plan for the regional parks system. The plan guides work to protect natural areas and connect people to nature, progressing towards the vision of a resilient network of regional parks and greenways that continues to provide important climate, health and other benefits to park visitors and the wider region.

Regional Parks Natural Resource Management Framework (2020): a framework with strategic direction for managing natural resources in regional parks. It is guided by the principles of ecosystem-based management, adaptive management, the precautionary principle, and collaboration. The plan sets out strategies for long-term ecosystem integrity, resiliency, and overall health, including the conservation of diverse biological communities, while providing opportunities for people to connect with nature.



Public Open House at Bowen Island Community School

3.0 PUBLIC ENGAGEMENT PROCESS

The public engagement process has gathered insights, concerns, ideas, and values from the public, stakeholders, and agencies about the regional park at Cape Roger Curtis. Engagement opportunities have included public open houses, webinars, virtual technical focus groups, public feedback forms, letter and email submissions, and agency meetings.

Future engagement, through 2023, will inform the development of a park concept plan to guide land management, conservation and development over the long term. This engagement will involve the community, stakeholders, and agencies to shape the project's direction and design.



Forest trail, regional park at Cape Roger Curtis

4.0 PARK PROGRAM AND KEY CONCERNS

4.1 Preliminary Park Program

The regional park at Cape Roger Curtis encompasses about 700 metres of waterfront. Huszar Creek flows through the site. Along the shore, the coastal bluff plant communities are dominated by arbutus, shore pine, Douglas fir, and some 400-year-old maritime juniper. In recent years, there have been frequent sightings of orcas and humpback whales from this site.

A preliminary program for the regional park consists of conservation, habitat creation and restoration, and opportunities for tent camping, picnic areas, trails, waterfront views, interpretation and learning. Primary access for day-use and camping would be by shuttle or active transportation, with some car access provided for accessibility.

Park development will occur in three distinct phases, each taking two to three years, allowing for monitoring and review between construction phases. Full park development would happen over approximately seven years.

4.2 Key Concerns

Some participants identified concerns with potential impacts on the site's sensitive ecosystems, neighbouring areas, and the Island's transportation infrastructure through public and agency engagement. A summary of these concerns is listed below:

Within the regional park

- Potential impact of visitors to ecosystems and wildlife
- Potential for wildfires.
- Public safety in the coastal bluff environment.
- Potential crowding on trails and viewpoints

To the Island

- Concerns that the regional park will attract more visitors to the area, leading to more volume and safety concerns on local roads, especially White Sails Drive.
- Concerns that the parking lots would overflow outside the regional park, impacting use of roads and safety.
- Concerns that full parking lots might restrict access to the regional park.
- Potential impact of park visitors to the community and neighbourhood beaches.
- Potential expansion of use by visitors to nearby natural areas, specifically Fairy Fen and the Wild Coast Nature Refuge
- Potential impact of park visitor water use on groundwater resources.
- Added strain on ferry capacity, increasing wait times to get on and off Bowen Island.
- Potential added strain on emergency services (e.g. ambulances, police, fire).

- Potential worsening of existing crowding congestion at Snug Cove, including as people wait for ferries.

5.0 DESIRED CONDITIONS AND MANAGEMENT ACTIONS

The following desired conditions statements guide management actions and adaptive management measures.

- I. **Park access is sustainable. Car access to the park is limited, to reduce impacts to the community, local roads, and the ferry system.**
- II. **Park visitors respect neighbouring properties, natural areas, and local amenities.**
- III. **The park's sensitive natural areas are protected and managed to avoid negative impacts from park visitors. Park visitors respect regional park bylaws and regulations to protect park ecology.**
- IV. **Park visitors are prohibited from accessing habitats or ecosystems highly vulnerable to human impact.**

5.1 Management Actions

The tables below outline actions that will be implemented when the regional park at Cape Roger Curtis is opened to the public. Section 6 describes the monitoring and adaptive management measures that will be implemented in conjunction with the visitor management actions below. These actions will be reviewed and adjusted as needed.



Electric Bus, Iona Beach Regional Park

I. Park access is sustainable. Car access to the park is limited, to reduce impacts to the community, local roads, and the ferry system.

AREA	ACTIONS
Communications	<ul style="list-style-type: none"> • Metro Vancouver will develop a communications strategy focused on encouraging alternative transportation to the regional park. • Metro Vancouver to collaborate with Bowen Island Municipality and other service providers on public communications.
Design	<ul style="list-style-type: none"> • Park facility design will include infrastructure to support people arriving by shuttle, especially those camping on-site. • Park facility design will include end-of-trip facilities for visitors arriving by bike. • Day-use parking lot capacity of 30-50 cars will limit the number of park visitors arriving by car at one time.
Shuttle	<ul style="list-style-type: none"> • Metro Vancouver will establish a park shuttle that will run daily, from Snug Cove (Crippen Regional Park) to the regional park at Cape Roger Curtis, from May to October. Park shuttle service will expand to weekends in shoulder seasons and beyond as visitation and capacity management warrants. • Metro Vancouver will provide a park orientation and shuttle pick-up location in Snug Cove within Crippen Regional Park. The facility will include washrooms and park information. • Information on park access, amenities, and etiquette will be shared with park visitors as part of the shuttle trip.

	<ul style="list-style-type: none"> • Metro Vancouver will determine the frequency, drop off and pick up locations as part of the transportation study that is currently underway. • Opportunities for additional regional pick-up locations, including transit hubs or other regional park sites, will be explored. • A detailed traffic study is underway, which will provide specific recommendations for implementation of the park shuttle service, and demand management tools.
Reservations	<ul style="list-style-type: none"> • Metro Vancouver will implement a reservation system for all types of overnight use. • Metro Vancouver will explore options for a day-use reservation system for vehicle visits during peak periods. • Metro Vancouver to ensure that the reservation system is compatible with principles of equity, inclusion, and universal access.
Collaboration	<ul style="list-style-type: none"> • Metro Vancouver will work with Bowen Island Municipality to seek out grant funding from other levels of government in order to advance the cross-island multi-use path (MUP) to connect the regional park at Cape Roger Curtis to Crippen Regional Park and Snug Cove. The MUP is identified in <ul style="list-style-type: none"> - Metro Vancouver’s Regional Greenway Network - Transport 2050: Regional cycling network - BIMs Transportation Plan 2018-2038 - Metro 2050, the Regional Growth Strategy • Metro Vancouver will work with Bowen Island Municipality to fund key phases of the cross-island multi-use path (MUP) within the park. • Metro Vancouver will engage with BC Ferries, TransLink, and other transportation service providers to explore opportunities for improved transit access to the park. • Metro Vancouver will collaborate with Bowen Island Municipality to determine if road infrastructure, accessibility, and safety enhancements, such as intersection improvements or traffic calming measures, are needed and explore options to support realizing those improvements.
Compliance	<ul style="list-style-type: none"> • Enforcement of day-use and camping reservations.



Park wayfinding signage, Crippen Regional Park

II. Park visitors respect neighbouring properties, natural areas, and local amenities.

AREA	ACTIONS
Communications	<ul style="list-style-type: none"> • Metro Vancouver will coordinate with BIM, Bowen Island Conservancy, the Province and other agencies to determine how to represent (or omit) and communicate information on Fairy Fen Nature Reserve, Wild Coast Nature Refuge and local beaches on public Metro Vancouver maps or signage for the regional park.
Design	<ul style="list-style-type: none"> • Metro Vancouver will ensure that buffers, and barriers (if required) are established between the regional park and the surrounding land-uses, and that boundaries are clearly marked when needed. A buffer will be implemented between the regional park and the Wild Coast Nature Refuge. • Regional park boundaries will be clearly marked. Signage will clarify park bylaws, boundaries, areas suitable for public access and those that are off limits
Collaboration	<ul style="list-style-type: none"> • Collaboration and adaptive management with adjacent land managers (e.g. Island Trust Land Conservancy, Bowen Island Conservancy, and the Province of BC) and neighbours.



Park visitor on a boardwalk, Crippen Regional Park

III. The park’s sensitive natural areas are protected and managed to avoid negative impacts from park visitors. Park visitors respect regional park bylaws and regulations to protect park ecology.

AREA	ACTIONS
Communications	<ul style="list-style-type: none"> • Develop a communications strategy for educating visitors on park bylaws, etiquette and safety, including pre-journey messages, signage and education. • Coordinate and collaborate with Tourism Bowen, BC Ferries, and tourism operators to ensure messaging is clear and accessible to a wide audience. • Develop clear messaging, as part of the communication strategy, on what facilities and activities are available at the regional park to manage visitor expectations. • Monitor high-traffic search engines and websites to correct misinformation on regional park use regulations and park access.
Regulations and Compliance	<ul style="list-style-type: none"> • Metro Vancouver will enforce park bylaws to protect ecosystems and wildlife, and ensure a positive and safe visitor experience. • Bylaw education and enforcement will focus on visitors staying on trail, visitors only accessing the park during park open hours, no removal of vegetation or wildlife, and following all posted notices specific to the regional park. • Bylaws will be enforced by full-time uniformed staff and Metro Vancouver Regional Park Rangers. • Overnight camping will operate from May to October. Nightly quiet time hours will be enforced, in addition to no amplified music at any point. • No campfires will be permitted at campsites, or anywhere else, at the regional park.
Design	<ul style="list-style-type: none"> • Careful planning will ensure that people and facilities are directed away from fragile ecosystems. Designed and engineered

solutions, such as viewpoints, boardwalks, and barriers, will give visitors access to views while providing a safe visitor experience, and restricting access to sensitive ecological areas.

- Trails and roads will not be lit. Any lighting required for key park facilities will be kept minimal and designed following leading practices related to maintaining dark skies.
- Park facilities will be planned to minimize the impact on groundwater resources. This includes limiting hard surfaces and using low-flow/flush fixtures, water storage and pump-out facilities.

Park Operations

- The regional park will have dedicated year-round, full-time staff, and a camp host will monitor the campground overnight.
 - All park facilities will be maintained in a state of good repair
 - Develop a site-specific emergency response plan, including wildfire risk management, evacuation procedures, and other emergency procedures, wildfire management plan for the regional park. Dedicated wildfire response equipment will be located on-site.
 - Metro Vancouver's dedicated and highly trained emergency management, wildfire response, engineering, biologists, park rangers and other staff will support park management and emergency response.
-

IV. Park visitors are prohibited from accessing habitats or ecosystems highly vulnerable to human impact.



Coastal Covenant Area, regional park at Cape Roger Curtis

AREA	ACTIONS
Communications	<ul style="list-style-type: none"> • Develop a communications and signage strategy for educating visitors about the prohibited areas. • Support key messages with visitor education through interpretive public programming and signage.
Design	<ul style="list-style-type: none"> • Plan facilities to ensure people are directed away from habitats and ecosystems vulnerable to human impact. • Provide buffers and/or physical barriers (e.g. fences/guardrails) to prohibit access. • Ensure viewpoints or boardwalks give visitors high-quality experiences in appropriate areas.
Compliance	<ul style="list-style-type: none"> • Monitor areas to understand if human impacts are occurring. • Provide a visitor education, regulations, and compliance program • Enforce the regional park bylaw, which prohibits off-trail use, by full time dedicated uniformed staff and regional park rangers

6.0 IMPLEMENT, MONITOR AND ADAPTIVE MANAGEMENT



*Education and Compliance, Delta South Surrey
Regional Greenway*

6.1 Implement Management Actions

Creating a visitor use management plan before the regional park at Cape Roger Curtis is developed means that actions outlined in this plan will inform site design, phasing, and operational plans. Implementation of park facilities will take place over three phases to allow for piloting and adaptive management, as outlined in the phasing plan for the park. Actions will be evaluated and revised based on site monitoring and adaptive management.

6.2 Monitoring Strategy and Adaptive Management

Metro Vancouver will monitor the park's ecological health, quality of park visitor experience, and work with BIM to ensure municipal infrastructure and services are not impacted.

Ongoing research and information gathering will include:

- **Ecological Data:** Metro Vancouver has ecological data for the park. Metro Vancouver will continue to collect information as the regional park is opened in phases to understand the impact of park visitors and adjust management actions as needed.
- **Number of Visits:** Metro Vancouver has a visitor counting program to measure daily park visitation at each regional park. Trail counters will be installed at the regional park to understand visit volume and patterns, and to see if adjustments are needed.
- **Visitor Survey:** Metro Vancouver conducts an in-park visitor survey program which gathers information about park visitors, the park visitor experience, and satisfaction with park facilities, typically on a 5-year basis. The regional park at Cape Roger Curtis will be included in the survey once it is opened to the public.
- **Visitor Education and Compliance:** Metro Vancouver will patrol the regional park to ensure park day-use and overnight facilities are being used as intended, recording instances of non-compliance. This may result in considering changes to the design or operations to better accommodate the intended public use of the regional park.
- **Collaboration:** Metro Vancouver will work with Bowen Island Municipality to monitor and address any impacts of the park on municipal infrastructure and services. Regional parks staff will coordinate regularly with local emergency services and explore opportunities for collaborative planning and training opportunities.

This work will identify key indicators for ecological data, number of visits, and visitor survey results to evaluate the effectiveness of visitor management actions as implemented. Following monitoring, staff will review the visitor use management plan and adjust as required.

Phasing Summary

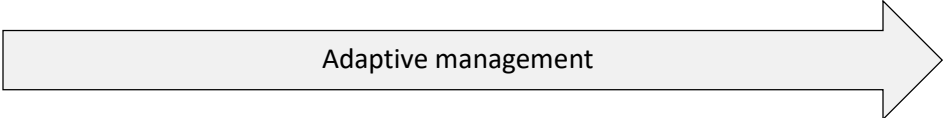
This document should be read as an addendum to Summary of Approaches to Implementation, Visitation, Operations and Access, Proposed Regional Park at Cape Roger Curtis (March, 2023). This update has been prepared as part of the park planning process and as a requirement of the Bowen Island Municipality rezoning and OCP amendment application process.

Park development will occur in three phases, each taking two years. full park development will happen over six years to allow for adaptive management and to ensure all systems are in place to support sustainable park management.

Overview of park operation/development phases

	Interim Operations 2023-24	Phase 1 2025	Phase 2 2027	Phase 3 2029
Day-use Program	<ul style="list-style-type: none"> - Municipal trails and roads open to public-use 	<ul style="list-style-type: none"> - Basic trails and access - Fencing/signage - Vault toilets - High Season Day use reservation system (if warranted by visitation/capacity) - Day-use reservation system for vehicle visits during peak periods (if warranted by visitation/capacity) 	<ul style="list-style-type: none"> - Trails - Boardwalks - Interpretive signage - Viewpoints - Washroom facility - 	<ul style="list-style-type: none"> - Public programming and nature interpretation
Land Management and Restoration	<ul style="list-style-type: none"> - Regulations and compliance – bylaw enforcement - Maintenance, Wildfire risk monitoring/plan development 	<ul style="list-style-type: none"> - Hazard tree management - Priority restoration projects - Research and monitoring - Community Stewardship 	<ul style="list-style-type: none"> - Restoration - Adaptive management - Research and monitoring - Community stewardship 	<ul style="list-style-type: none"> - Restoration - Adaptive management - Research and monitoring - Community stewardship
Overnight program	<ul style="list-style-type: none"> - No overnight program 	<ul style="list-style-type: none"> - 1 Group camp - 13 Vehicular - 17 Walk/bike-in - 5 tent cabins 	<ul style="list-style-type: none"> - 1-2 Group camp - 13 Vehicular - 18 walk/bike-in - 5 tent cabins 	<ul style="list-style-type: none"> - 1-2Group camp - 7 Vehicular - 17 walk/bike-in
Interpretation and programming		<ul style="list-style-type: none"> - Public programming and nature interpretation 	<ul style="list-style-type: none"> - Expanded public programming and nature interpretation 	<ul style="list-style-type: none"> - Expanded public programming and nature interpretation
Staffing and Operations	<ul style="list-style-type: none"> - Seasonal staff - Metro Vancouver Regulations and Compliance (Park Rangers) - System Resources (fire suppression, 	<ul style="list-style-type: none"> - Full-time park staff - Camp supervisor/host 	<ul style="list-style-type: none"> - Full-time park staff - Camp supervisor/host 	<ul style="list-style-type: none"> - Full-time park staff - Camp supervisor/host

	Interim Operations 2023-24	Phase 1 2025	Phase 2 2027	Phase 3 2029
	interpretation, resource management) - Emergency management plan			
Access		<ul style="list-style-type: none"> - Seasonal park shuttle - Investment in cross-island MUP within the park - Interim Crippen Regional Park (Snug Cove) park orientation facility /shuttle pickup location 	<ul style="list-style-type: none"> - Permanent Crippen Regional Park (Snug Cove) park orientation facility /shuttle pickup location - Park shuttle service expansion, if demand/capacity warrant 	Park shuttle service expansion, if demand/capacity warrant



TECHNICAL MEMORANDUM

Subject	Water Study Analysis Results		
Project	Metro Vancouver Cape Roger Curtis Regional Park Water Study		
To	Lydia Mynott Metro Vancouver	From	Laura Christensen and Neal Whiteside
Date	23 June 2023	File ref	Water Street File # 361.300
Version	0	Status	Final

1. INTRODUCTION

1.1. PURPOSE

This technical memorandum assesses the water demand and available water supply for a proposed regional park with campground at Cape Roger Curtis in Bowen Island.

1.2. BACKGROUND

Metro Vancouver (MV) is exploring the conversion of 24 lots in the Cape Roger Curtis area of Bowen Island to a regional park offering overnight camping and day use. The land is currently zoned as RR1 – Rural Residential and has the OCP designation of Rural. The proposed park development concept evaluated includes 50 walk-in/bike-in camp sites, 3 group camp sites, 10 tent cabins, 35 vehicle access camp sites, and a day use area. The camp sites are divided generally into 3 areas; (1) Cape Drive (lots C-F), (2) Huszar Creek/Group Sites (lots 30-34), and (3) Waterfront (lots 23-29). The site plan for the campground is shown in Figure 1, attached.

There are several existing wells on the properties (also shown on Figure 1). A well water source certification was completed for all wells by Stantec in 2014. The results from the Stantec report and the well water source documentation were used to assess the potential available water supply for the campground.

1.3. LIMITATIONS

This technical memorandum is based on the information provided by Metro Vancouver. Additional well testing is recommended to confirm the well supply quantity and quality prior to proceeding with park development or well completion.

It must be read with the Statement of Limitations below.

2. WATER USE ESTIMATE

2.1. PROPOSED WATER USE

The campground is proposed to provide drinking water via taps distributed amongst the campground, mainly for drinking and domestic use for overnight campers, as well as day users. Other water use includes a flush washroom facility, shower block (coin operated/timed system), park office with shower, and operational uses. The operational uses were deemed to be negligible compared to the other uses and were not calculated.

Metro Vancouver provided an estimate of the number of different types of camp sites that will be provided, in addition to an estimated number of people per site (Table 1). It was assumed that the peak water use when all sites are occupied at the rates provided in Table 1. At peak, there are an estimated 250 overnight users and 285 day



users (see calculation and breakdown by zone in Table 2). Metro Vancouver research indicates a typically day use duration of 2.7 hours per visit.

The campground will offer flush toilets in addition to pit/vault style toilets. The campground is proposed to have only one block of toilets (8 flush toilets total) and one block of showers (6 to 8 coin operated/timed showers) located in the Cape Drive area. To provide a conservative estimate of water use, it has been assumed that all campers from all zones will use the flush toilets and showers in the Cape Drive area.

Table 1: Campground uses and assumed people per site

Site Type	Assumed People/Site*
Walk/Bike in Tent Sites	2
Group Tent Camp Sites	12
Car accessible tent sites	2.5
Tent Cabins	2.5
Park Office	1
*values provided by Metro Vancouver	

Table 2: Distribution of camp sites and calculated number of users

	North of Cape Drive*	Huszar Creek/Group Sites	Waterfront Zone	TOTAL
Walk-in/bike-in tent sites			50	50
Group tent sites		3		3
Car accessible tent sites	35			35
Tent Cabins		10		10
Park Office	1			1
Total Overnight Users	90	61	100	250
Day Users			285	285
*flush toilets and showers for the entire campground to be located in the North of Cape Drive area				

2.2. DESIGN DEMAND RATES

Sources for design water demand rates for campgrounds is limited. The best available source located is from the US Forest Service (US Forest Service, 2004). An excerpt, converted to L/user/day, is provided in Table 3. For comparison, a study of an RV resort & campground located in Manitoba found the water use to be 31-83 L/day/site (i.e. 12-33 L/user/day) (RJ Burnside & Associated Ltd, 2012).

Table 3: Design demand rates (US Forest Service, 2004)

Site Type	Water Use (L/user/day)	
	Low Estimate	High Estimate
Campground without flush toilet	18.9	37.9
Campground with flush toilet	75.7	113.6
Campground with flush toilet & shower	94.6	189.3

It is noted that the US Forest Service data dates from the period where wide-spread adoption of low volume flush toilets was not in place. A review of the 2016 Residential End Uses of Water (Water Research Foundation, 2016) shows that typical residential indoor water use (in houses) is 222 L/ca/day. This value was further broken by use type which indicated that 96 L/ca/day was for toilets and faucets. Also considered was an ultra-efficiency benchmark that indicates a total usage of 65 L/ca/day for faucets and toilets (with homes with efficient fixtures).

Therefore, it is recommended that the US Forest Service low estimate be used for planning (95 L/ca/day for campground with flush toilets and showers). Analysis of water use from existing regional campgrounds (either MV's or others in BC) would assist in further refining the water use estimate. However no suitable existing data was found for this study.

The water use for day users was based on the provided duration of 2.7 hours per visit and the conservative assumption that all day users will use the flush toilets. A literature value of 0.375 toilet uses/hour (Vickers, 2001) and a typical low flush toilet rate of 6 L/flush were used. It was assumed that other water use (i.e. drinking water) by day users was negligible.

2.3. WATER DEMAND SUMMARY

The peak camp user estimate (Table 2) and the design demand rates (Table 3) were combined to calculate the peak day water use, which is estimated at 25,400 L/day. See Table 4 for a breakdown by zone.

Table 4: Peak day water demand summary by zone

Zone	Estimated Peak Water Use (L/day)
North of Cape Drive (Lots C-F)	22,300
Huszar Creek/Group Sites (Lots 30-34)	1,200
Waterfront zone (Lots 23-29)	1,900
Grand Total	25,400

3. WATER SUPPLY AVAILABLE

3.1. WELL SUMMARY

Figure 2 shows the well locations near the proposed camp sites and their estimated yield. Based on the analysis results available to us, some of the wells appear to meet the Canadian Drinking Water Quality Guidelines, and have been indicated (Health Canada, 2022). However, the Stantec report indicated that all wells required treatment to meet CDWQ guidelines.

Generally, the wells in the waterfront zone have higher levels of contaminants (i.e., manganese, arsenic) that make them unsuitable for drinking without additional treatment. PW14-29, just outside of the Waterfront camping area, appears to meet the Canadian Drinking Water Quality Guidelines, but does exceed the aesthetic objective for turbidity (4.82 NTU vs ≤ 1.0 NTU), which may pose issues with disinfection, if required.

The key wells that could supply the area are summarized in Table 5, with the well drillers estimated yield. These are compared to the conservative estimate of zone peak day demands (as calculated in Section 2.3). Each zone could be supplied by a single well. We recommend further analysis of these wells to confirm the estimated maximum yield and water quality.

Table 5: Potential supply wells

Well ID	Zone	Estimated Yield (L/day)	Estimated Zone Peak Day Demand (L/day)
PW14-E	North of Cape Drive	27,000	22,300
PW14-F	North of Cape Drive	16,000	
PW14-32	Huszar Creek/Group Sites	55,000	1,200
PW14-33	Huszar Creek/Group Sites	109,000	
PW14-29	Waterfront Zone	2,700	1,900
Total		209,700	25,400

4. CONCLUSIONS AND RECOMMENDATIONS

The proposed campground at Cape Roger Curtis has an estimated peak occupancy of 250 overnight users and 285 day users. The estimated peak water use is 25,400 L/day.

An analysis of the well certification records shows there is a sufficient quantity of water available to meet the estimated peak demands of the proposed campground. It appears based on the analysis results provided that some wells meet the Canadian Drinking Water Quality Guidelines. The Waterfront zone may be challenging to provide water without additional treatment.

It is recommended that additional testing of wells PW14-E, PW14-F, PW14-29, PW14-32, PW14-33 be conducted to confirm the quantity and quality of water available. Disinfection or additional treatment for contaminant removal may be required.

5. CLOSURE

We trust this document meets your present requirements. Please contact the undersigned with any questions or comments.

WATER STREET ENGINEERING LTD.



Neal Whiteside

Laura Christensen, PEng
 Project Engineer

Neal Whiteside, MSc, PEng
 Technical Reviewer

EGBC permit to practice number 1000830

ATTACHMENTS

- Figure 1: Site Layout & Well Locations
- Figure 2: Estimated Well Yields

REFERENCES

Health Canada. (2022). *Guidelines for Canadian Drinking Water Quality: Summary Tables*.

RJ Burnside & Associated Ltd. (2012). *Rubber Ducky Resort & Campground Water and Sewer Expansion Design Brief*. Winnipeg.

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STATEMENT OF LIMITATIONS

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REVISION HISTORY

Version	Status	Date	Description of Revisions	Author
0	Final	23 June 2023	Updated day use water consumption from draft	LC

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Legend

- Existing Wells
- ▭ Camp Zone

RESTRICTIVE COVENANT

- ▭ Environmental
- ▭ Riparian Protection
- ▭ Oceanside

PARK USES

- ▭ Regional Parkland
- Overnight use (no. of sites)
 - ▭ Walk/Bike-in tent camping (40-50)
 - ▭ Group tent camp (3-5)
 - ▭ Car accessible tent camping (25-35)
 - ▭ Tent cabin (10)



**Cape Roger Curtis
Regional Park Water Study**

PROJ. NO.
361

**Site Layout
and Well Locations**

DATE
09 Jun 2023

REVISION
0

Figure 1



EGBC Permit to Practice #1000830



Legend

- | | | | | |
|-----------------------------|-----------------|-------------------------|------------------|-------------------------------------|
| Camp Zone | 2,001 - 5,000 | Does meet WQ guidelines | 5,001 - 10,000 | Regional Parkland |
| Does not meet WQ guidelines | 5,001 - 10,000 | Estimated yield (L/day) | 10,001 - 109,020 | Overnight use (no. of sites) |
| Estimated yield (L/day) | 10,001 - 27,255 | 2,001 - 5,000 | | Walk/Bike-in tent camping (40-50) |
| 0 - 1,000 | | 10,001 - 109,020 | | Group tent camp (3-5) |
| 1,001 - 2,000 | | | | Car accessible tent camping (25-35) |
| | | | | Tent cabin (10) |



**Cape Roger Curtis
Regional Park Water Study**

PROJ. NO.
361

Estimated Well Yields

DATE
09 Jun 2023

REVISION
0

Figure 2



EGBC Permit to Practice #1000830

Emergency Management Overview

Proposed Regional Park at Cape Roger Curtis, Bowen Island

EMERGENCY MANAGEMENT OVERVIEW

Proposed Regional Park at Cape Roger Curtis, Bowen Island

Background

On March 27, 2023, the Bowen Island Municipality (BIM) Emergency Program Executive Committee provided summary comments on Metro Vancouver's rezoning and Official Community Plan (OCP) amendment application for the proposed regional park at Cape Roger Curtis. The Committee identified a number of questions related to evacuation, fire risk management and response, emergency services and other considerations.

This memo outlines Metro Vancouver's approach to emergency management in regional parks and its application to the proposed regional park at Cape Roger Curtis. The principles, approaches and resources outlined herein reflect Metro Vancouver's experience in emergency preparedness and commitment to safety, collaboration and readiness.

Regional Parks and Emergency Response

Metro Vancouver works closely with local emergency service providers and municipalities to manage risk and respond to emergencies as they arise.

The proposed regional park at Cape Roger Curtis will be staffed with dedicated, trained, full time and seasonal staff and equipped with vehicles and equipment that staff use in park operations, including emergency management. These staff and resources will be in addition to the existing complement of full time and seasonal staff, vehicles and equipment already allocated to operate Crippen Regional Park on Bowen Island.

Regional Parks operations staff are qualified in bylaw enforcement, first aid, emergency management, resource management and wildfire response. Regional Park staff co-ordinate, train and share information with local municipalities to manage risks and advance emergency preparedness at a community level.

In addition to dedicated on-island staff and resources, Metro Vancouver has a dedicated Emergency Management Division, extensive wildfire response resources from its Watershed Protection Division, and communications, engineering, resource management, regulation and compliance and other system resources that are available, that can be mobilized in short order to support emergency management requirements at local levels.

Metro Vancouver maintains strong relationships with the Ministry of Emergency Management and Climate Readiness and has a proven record of coordinated successful emergency response, across the region.

Every regional park has a site-specific emergency plan, dedicated equipment and infrastructure on

hand to respond to emergency situations, including wildfire. Following completion of the municipal rezoning and OCP amendment application, a site-specific emergency management plan will be developed as part of the detailed park design process, including additional technical studies, collaboration with Bowen Island Municipality and local emergency service providers.

Interim Park Operation

On May 9, 2023, Metro Vancouver finalized the purchase of the proposed regional park at Cape Roger Curtis.

At this time, the land is not open to the public for day or overnight use. Regional Park staff are taking steps to secure and maintain the property while the park planning, municipal rezoning and OCP amendment processes proceed. To protect the site's ecology and ensure public access, Metro Vancouver is implementing the following:

- site monitoring, oversight and bylaw compliance;
- a Wildfire Preparedness and Response Plan;
- continued public access to existing municipal trails and roads;
- restriction of unauthorized vehicle access to parkland.

Public access, capital improvements and ecological enhancements will follow successful completion of the park planning, municipal rezoning and OCP amendment processes.

Jurisdiction

Regional parks fall within the jurisdiction of local first responders for police, ambulance and fire service. Because regional parks are staffed with highly trained, uniformed staff, and facilities and programming are designed to minimize risk, regional parks generate low volumes of emergency calls.

A significant proportion of visitors to the proposed regional park at Cape Roger Curtis are expected to be local residents. Emergency calls to the park have a high likelihood of being in response to a local resident experiencing an emergency while enjoying the park.

Regional Park staff are responsible for enforcement of the Regional Park Bylaw.

Metro Vancouver Wildfire Risk Management and Response

Metro Vancouver has a comprehensive fire management system that includes nine fire weather stations around the region. Regional Parks' fire response protocols follow the Provincial wildfire response model and staff work closely with the Province in its planning and suppression efforts.

Led by the Metro Vancouver Emergency Management Division, a regional scale Fire Conditions Task Group meets regularly during the wildfire season to guide Metro Vancouver's preparedness and response. Staff from multiple departments come together using available data and fire danger ratings to advise upon expected staff and public behaviors across the region during the fire season.

Each regional park has a Wildfire Preparedness and Response Plan that includes a description of access for fire vehicles, possible staging areas for fire trucks and command stations, location of fire hydrants, water standpipes and other water sources, and special circumstance areas. A Wildfire Preparedness and Response Plan will be developed for the proposed regional park at Cape Roger Curtis.

Each park also has wildfire suppression equipment, supplemented by an equipped systems fire trailer that can be transported to any park site quickly, and staff with S-100 Fire Suppression and Safety training. In the case of the proposed park at Cape Roger Curtis, dedicated pumps, water storage and other fire suppression equipment will be acquired and stored on site.

During HIGH and EXTREME wildfire conditions, Metro Vancouver Regional Parks dramatically increases its staff patrols and monitoring of all parks, greenways and conservation areas. Increased signage informing members of the public about fire danger is also posted. Website advisories are managed for each regional park indicating fire danger ratings restrictions and closures.

In the case of an emergency, trained park staff are often first to respond and immediately notify the local fire departments who have authority over fire incidents, unless the Province assumes command. Metro Vancouver has a specialized Watershed Fire Protection Program with highly trained staff that are on-call 24 hours a day during fire season. Initial attack crews are available all season to respond to fires in parks.

The Province also stands ready to support local response. Metro Vancouver has a resource sharing agreement in place with BC Wildfire Service – Metro Vancouver and Provincial fire response teams are deployed together every year.

During the fire season, all residents and parks visitors are urged to use caution in outdoor spaces, to be aware of all spark sources and immediately report all fires to 911. Park visitors are asked to obey posted signs and fire danger guidelines. Under EXTREME fire risk, briquette barbecues are prohibited everywhere. There will be no open fires in the proposed regional park.

The municipal Fire Chief is the local authority and Metro Vancouver will always follow any site specific restrictions imposed by the Fire Chief.

The Regional Parks Regulation Bylaw includes prohibitions for starting fires, smoking, and unauthorized cooking devices. Fines for each offence are \$500 to \$1000.

Evacuation, Emergency Response and Planning

In the case of an emergency situation requiring the need for planned or tactical evacuation or shelter in place, Metro Vancouver would work closely with local authorities to manage the response in the proposed regional park.

Should an evacuation, or shelter-in-place order be installed by local authorities, the needs of overnight campers at the proposed regional park at Cape Roger Curtis would be managed as follows:

- Metro Vancouver would activate an Emergency Operations Centre (EOC) or Department Operations Centre (DOC). Park staff would provide information to park visitors on evacuation or shelter-in-place requirements, working closely with local RCMP and emergency management officials
- For park visitors without personal vehicles, Metro Vancouver would provide transportation to evacuation points via the park shuttle or contracted helicopter services, if necessary
- In a worst-case scenario of local roads, ferry and emergency evacuation options being unsafe or overcapacity – additional staff, equipment and supplies would be delivered to the site via contracted boat or helicopter service
- Metro Vancouver will maintain stores of emergency supplies on site including first aid, fire suppressions equipment, backup generator, fuel, food and other emergency supplies
- The dedicated park shuttle will be on hand to support evacuation efforts.
- Through the camping reservation system, overnight park visitors will be advised to come prepared with basic emergency supplies and some additional food in case of emergency

Bowen Island Municipality Emergency Preparedness and Plans

Metro Vancouver works closely with municipalities across the region to ensure public safety, and to plan and train for emergency response.

For the proposed regional park at Cape Roger Curtis, Metro Vancouver will work with Bowen Island Municipality to update emergency response and evacuation plans. Metro Vancouver will contribute to costs associated with updating municipal emergency plans related to the proposed regional park.

Summary

- Metro Vancouver is actively monitoring the site and managing risks as the park planning and municipal rezoning and OCP amendment process proceeds.
- The park will be staffed with highly trained, uniformed staff in addition to existing on-island staff in place to operate Crippen Regional Park. In the case of an emergency, these staff will support the response.
- Metro Vancouver Regional Parks staff actively manage parks to minimize risk; these parks generate a very low volume of emergency calls.
- Metro Vancouver has extensive resources dedicated to wildfire risk management and response including initial attack and wildfire suppression crews.
- Dedicated emergency management supplies and fire response equipment will be procured and stored on site.
- Following completion of the municipal rezoning and OCP amendment application, a site-specific emergency management plan will be developed as part of the detailed park design process, including additional technical studies, collaboration with Bowen Island Municipality and local emergency service providers.

- Metro Vancouver will work collaboratively with Bowen Island Municipality to update municipal emergency response and evacuation plans. Metro Vancouver will cover any cost incurred to update those plans directly related to the park.
- Metro Vancouver will work with Bowen Island Municipality to co-ordinate with emergency service providers annually, and seek opportunities for collaborative training and emergency planning exercises.



Proposed Regional Park at Cape Roger Curtis

Draft Concept and Program
June 2023

Executive Summary

The draft park concept, program and guiding principles have been developed based on research, inventory, analysis, and engagement with First Nations, the public, stakeholders, and government agencies during phase one of the park planning process.

The draft park concept, program and guiding principles illustrate key values and a foundational park program, including environmental protection, restoration, and opportunities for day and over-night uses.

Phase two engagement will seek feedback on the draft park concept, program and guiding principles and share information from technical studies on traffic and access, phasing, visitor management, and emergency planning. Metro Vancouver is engaging First Nations to explore opportunities to work collaboratively to incorporate traditional and current knowledge into the park's concept and long-term management.

First Nations Acknowledgement

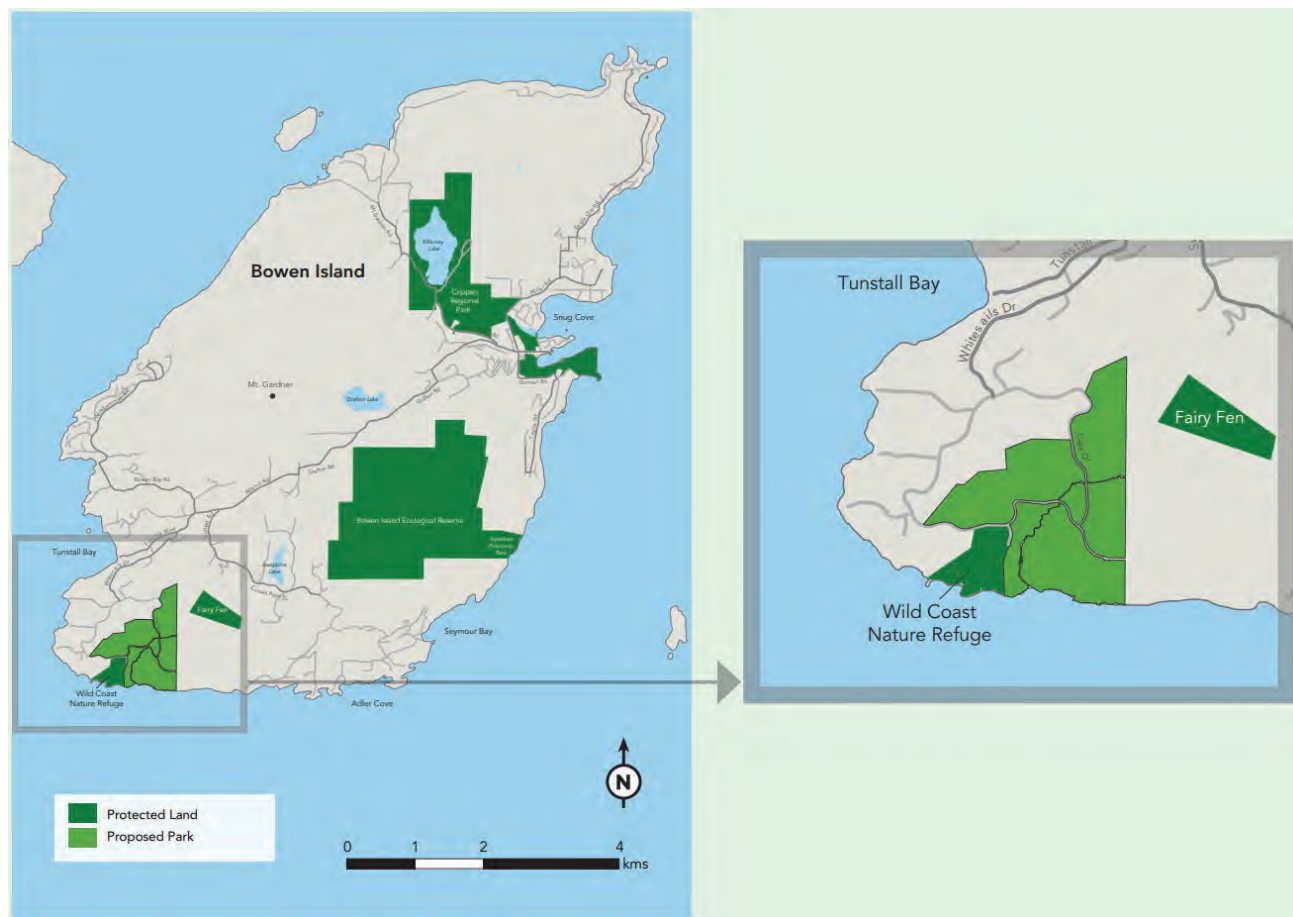
The proposed regional park at Cape Roger Curtis on Bowen Island is within the territories of the Skwxwú7mesh Úxwumixw/Squamish Nation, xʷməθkʷəyəm/Musqueam Indian Band and səlíl-wətaʔ/Tsleil-Waututh Nation. We respectfully acknowledge the significance of Bowen Island and the Howe Sound for all three Nations, particularly the Skwxwú7mesh Úxwumixw/ Squamish Nation.

The proposed regional park presents an opportunity to advance collaboration and reconciliation with First Nations. Metro Vancouver is engaging local First Nations to explore opportunities to work collaboratively on this project over the long term.

Context

In May 2023, Metro Vancouver finalized the purchase of 24 parcels of land at Cape Roger Curtis on Bowen Island for the purpose of establishing a new regional park. The proposed park preserves a large area of ecologically important and sensitive dry coastal bluff ecosystem and provides opportunities for residents of the region and the Bowen Island community to connect with nature.

Metro Vancouver initiated the park planning process for the proposed park at Cape Roger Curtis in January 2023. Developing a concept plan for the park will run concurrently with an application to Bowen Island Municipality to rezone the properties from rural residential to park, as well as an amendment to the Official Community Plan from residential to regional park use.



Draft Guiding Principles



Draft Guiding Principles

The draft guiding principles describe values and aspirations that will guide the proposed regional park's planning, design, implementation and operation. These principles have been developed based on the project purpose and outputs from phase one.

- protect and enhance sensitive natural areas and strengthen ecological connectivity on Bowen Island;
- Ensure access, enjoyment and participation in the park by local residents, and minimize any impacts on local infrastructure;
- provide sustainable and inclusive park access, including opportunities for day and overnight use;
- foster relationships with First Nations to ensure meaningful opportunities for participation during planning, design and operation and programming;
- Incorporate public safety, stewardship and ecological resilience in all aspects of park planning design and management practices;
- create opportunities for learning and knowledge sharing through research, stewardship, programming and interpretation;
- integrate park design with the natural landscape, focus uses on disturbed areas and establish buffers to neighbouring land uses; and
- improve and adapt management and policies continually.

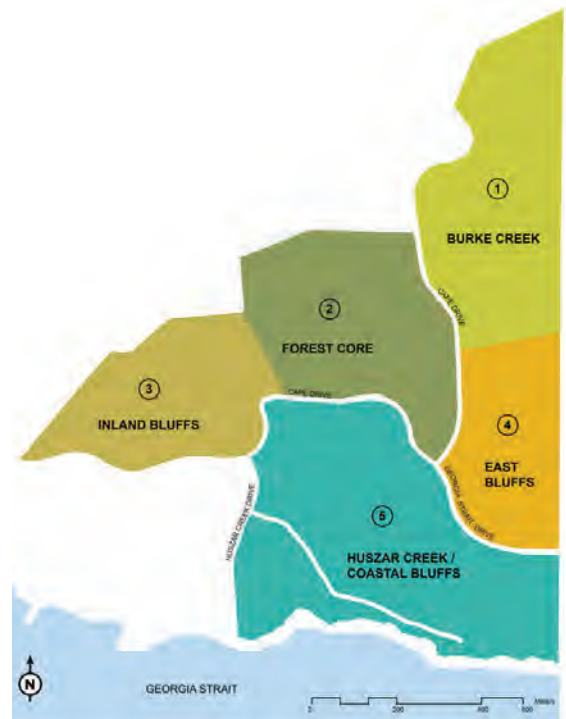
Park Sub-Areas



TRAIL NEAR AN ENVIRONMENTAL COVENANT AREA

Five park sub-areas have been identified within the park based on biophysical resources, visual character, and opportunities for park visitor experiences:

- Burke Creek
- Forest Core
- Inland Bluffs
- East Bluffs
- Huszar Creek / Coastal Bluffs



PARK SUB-AREAS

Draft Park Concept

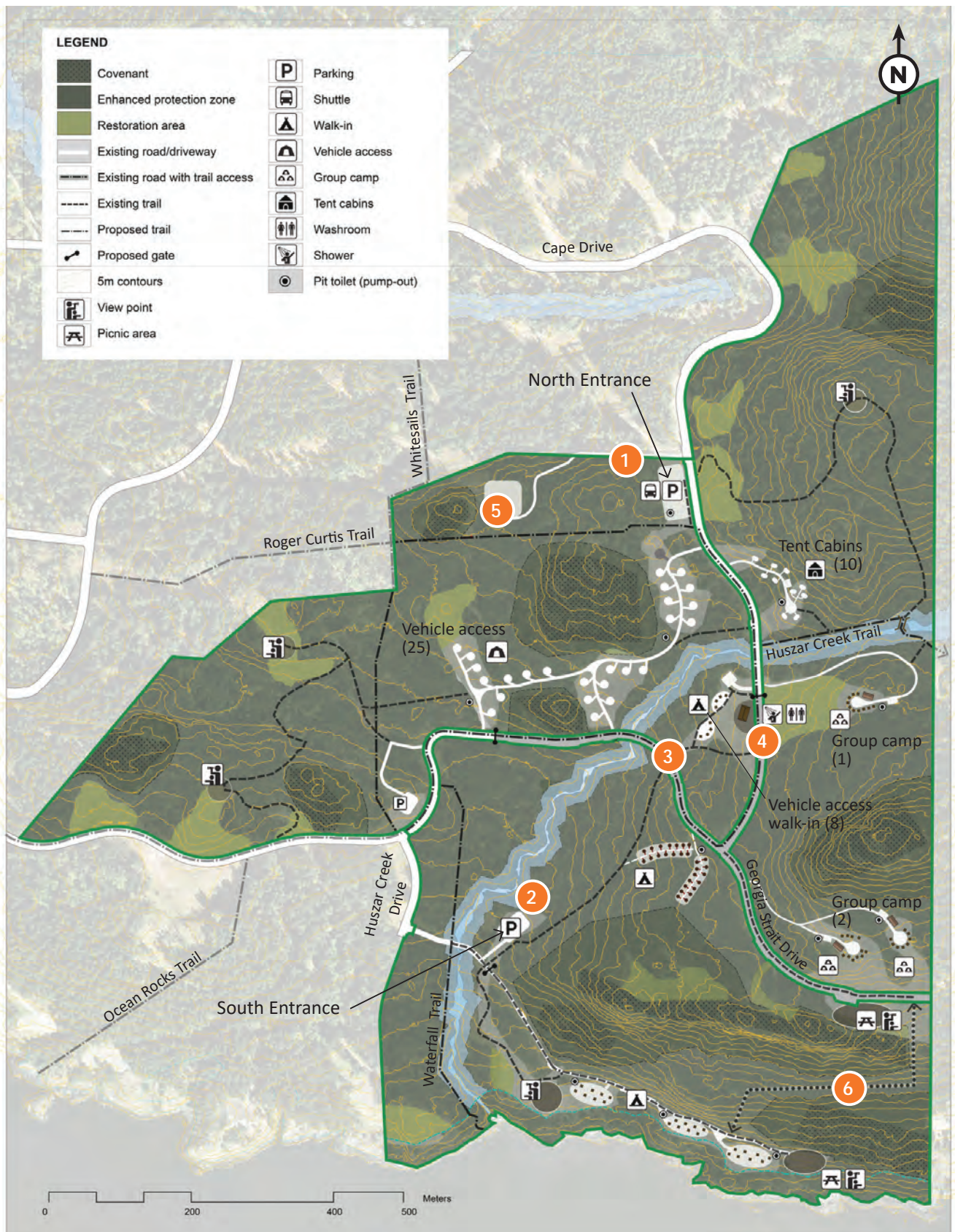
The site’s significant ecological values will be protected and enhanced, and disturbed areas will be restored to a natural condition where possible. The draft concept focuses on utilizing previously cleared areas to support day-use and overnight uses, such as picnic areas and tent camping. Activity areas include trails, viewpoints and areas for overnight use.

Sustainable access to the park, by shuttle or trail, will be prioritized, with some car access provided for accessibility. A quiet, pedestrian-focused experience will be created by limiting vehicles, converting sections of existing road to trails and public space, and establishing trail connectivity throughout the site.

Metro Vancouver is engaging First Nations to explore opportunities to work collaboratively over the long term and to incorporate traditional and current knowledge into park planning and management. The park will be implemented and opened in phases and adaptively managed. The draft concept plan shows the basic arrangement of the protected areas and park activities.



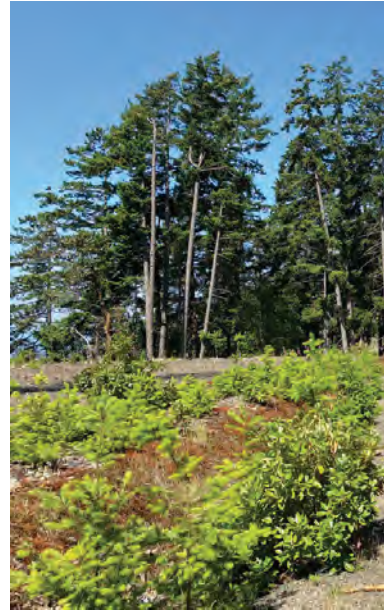
- 1 North Entrance**
Parking +/- 20 vehicles
Shuttle drop-off/pick up
- 2 South Entrance**
Parking +/- 20 vehicles
Shuttle drop-off/pick-up
- 3 Road closure**
section of road closed to private vehicles,
trail, operational and exceptional vehicle
access permitted
- 4 Central Amenity Area**
with washroom and shower
- 5 Service area**
Storage and park office
- 6 Bluff Staircase**
Subject to feasibility



Burke Creek



BENCH, FENCE AND BRIDGE



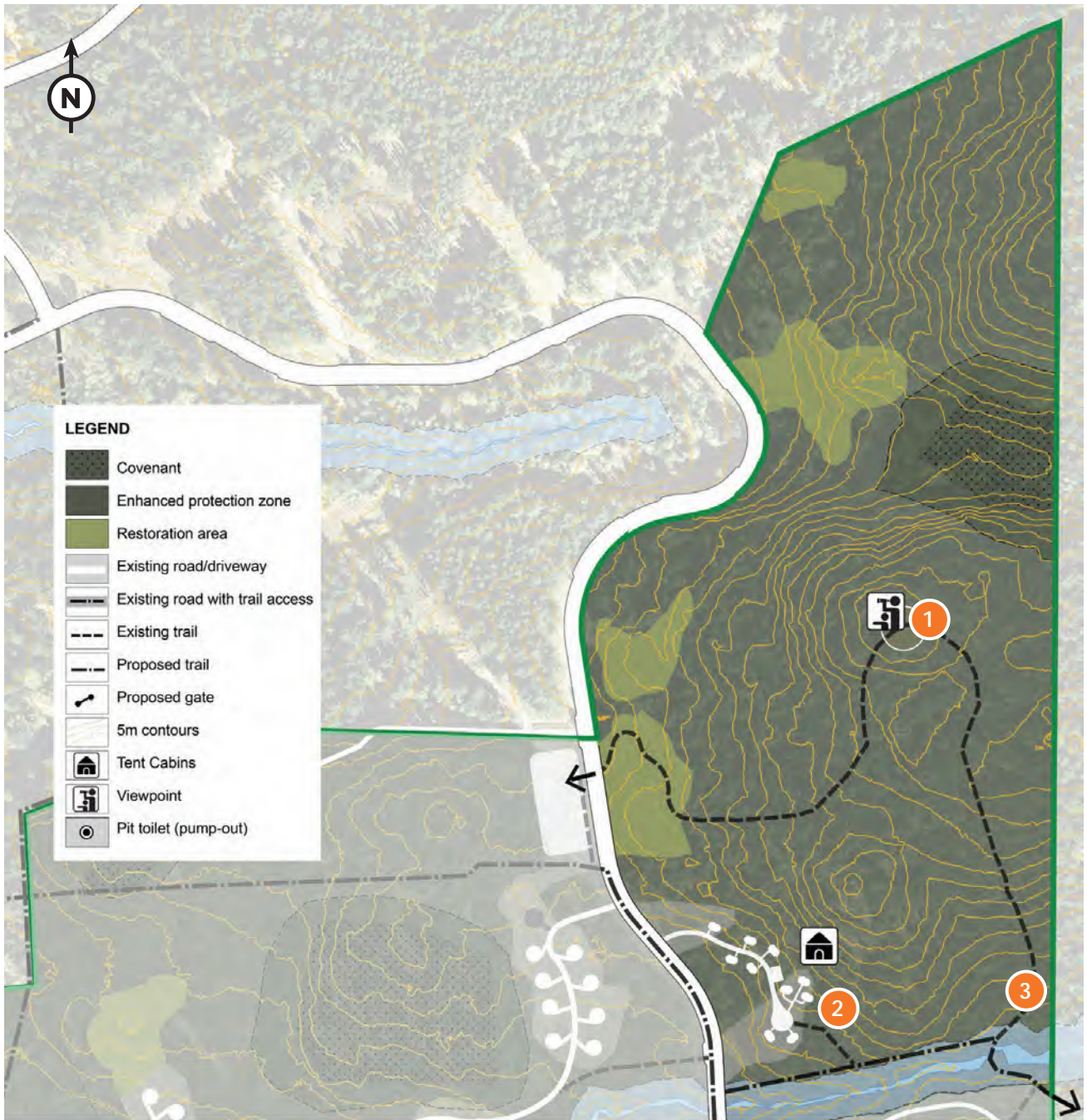
REGENERATING VEGETATION



TENT CABIN



TRAIL



- 1 Proposed viewpoint**
- 2 Tent cabins**
10 sites
- 3 Trail realignment/bridge**
Locate amenities outside of riparian setback



Forest Core



SMALL SCALE WASHROOM



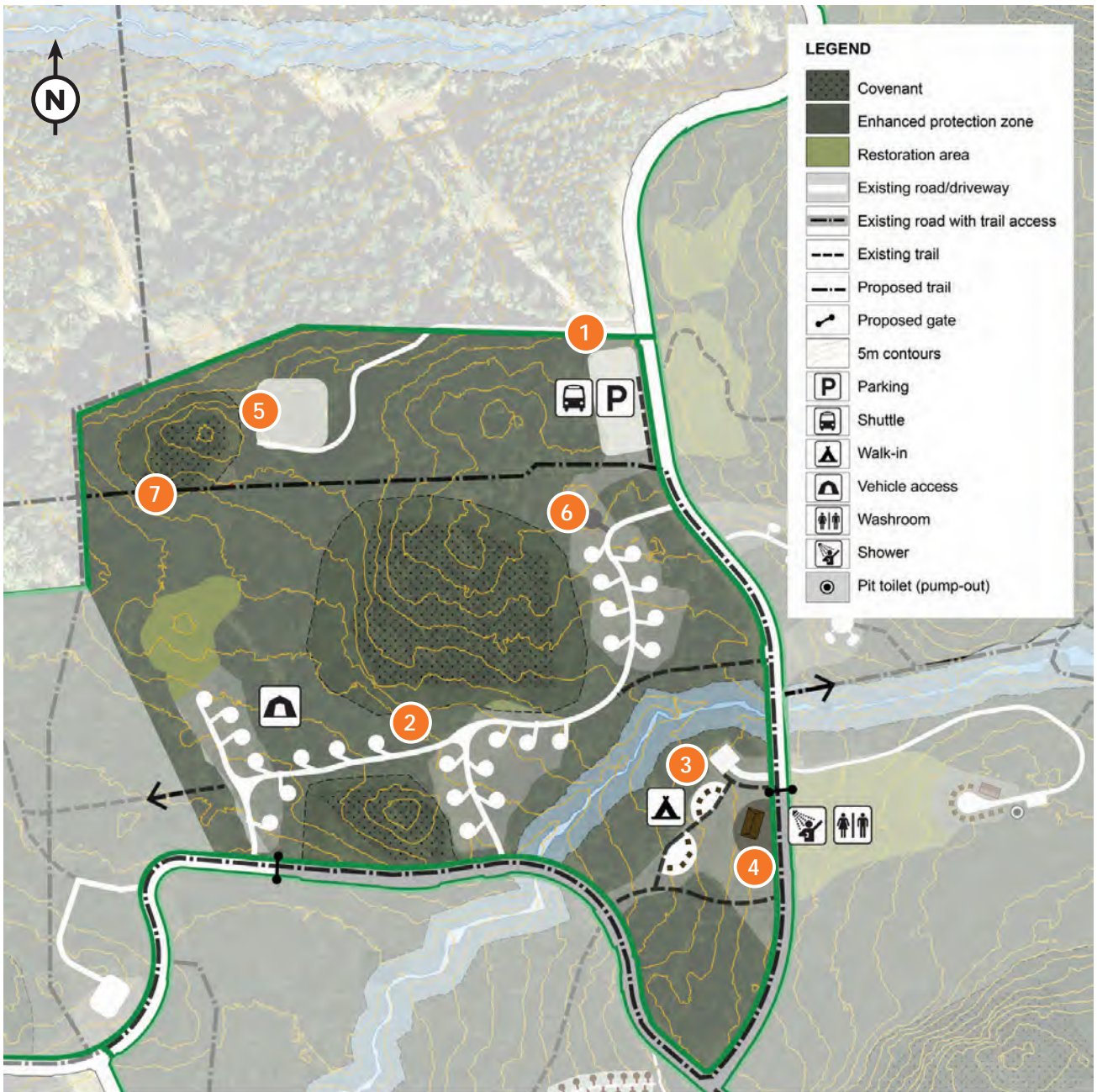
PARKING FOR VEHICLE ACCESS WALK IN SITES



VEHICLE CAMPING



BOARDWALK TRAIL



- 1 South entrance**
Parking +/- 20 vehicles
Shuttle drop-off/pick-up
- 2 Vehicle camping**
25 sites
- 3 Vehicle access walk-in**
8 sites

- 4 Central amenity area**
with washroom/shower
- 5 Service area**
Storage and park office
- 6 Camp host**
- 7 Trail realignment**
realign out of covenant



Inland Bluffs



VIEW TOWARDS WORLCOMBE ISLAND



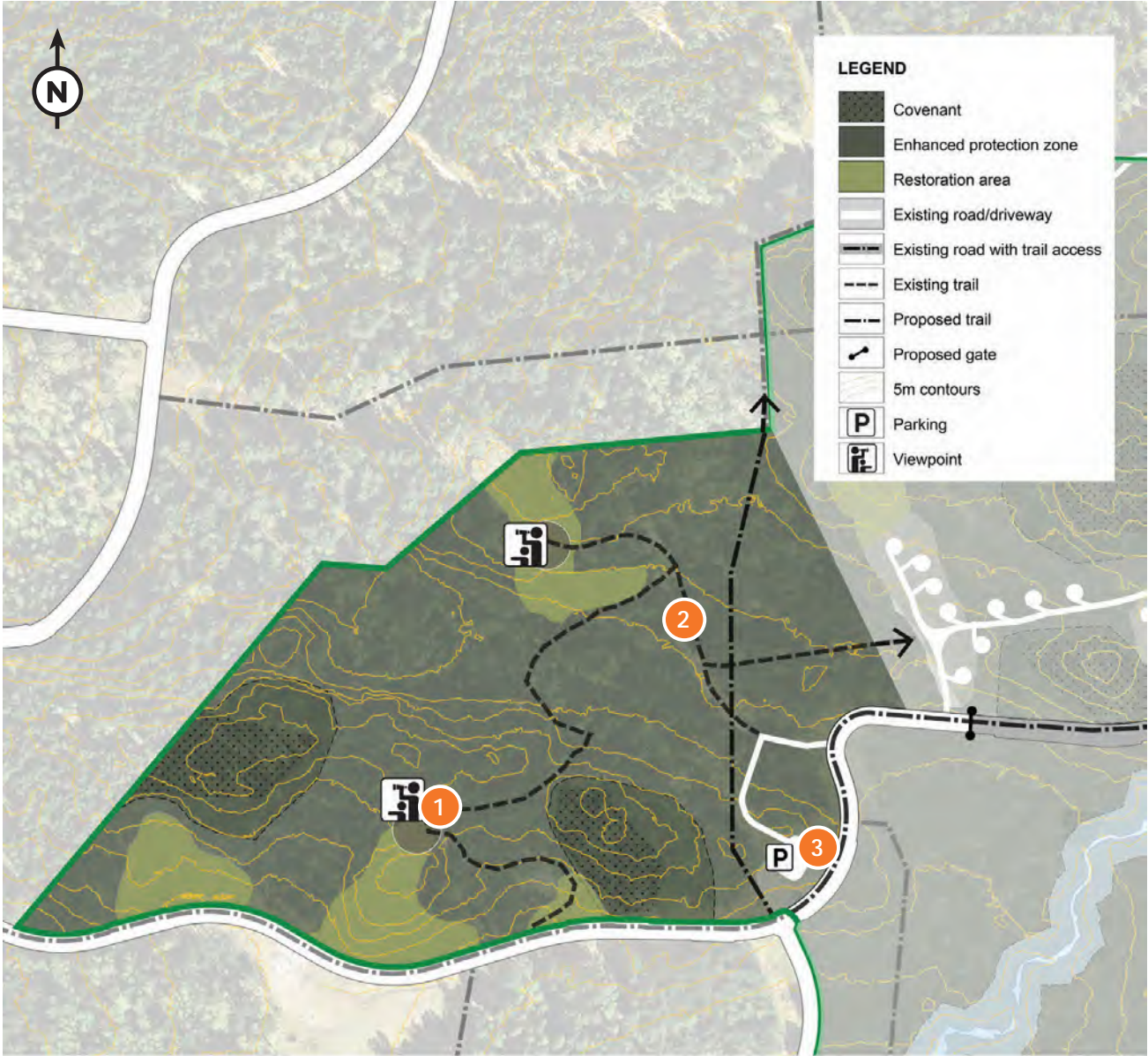
EXISTING DRIVEWAY



VIEWPOINT



INTERPRETIVE SIGNAGE



0 100 250 Meters

- 1 Viewpoint/s**
- 2 Interpretive trail** - developed on existing driveways and logging road
- 3 Staging area**
+/- 10 vehicles



East Bluffs



SHELTER



NATURE PLAY



GROUP CAMP SCENE



TENT PADS



- 1** Group camps
3-5 sites
- 2** Shelter



Huszar Creek / Coastal Bluffs

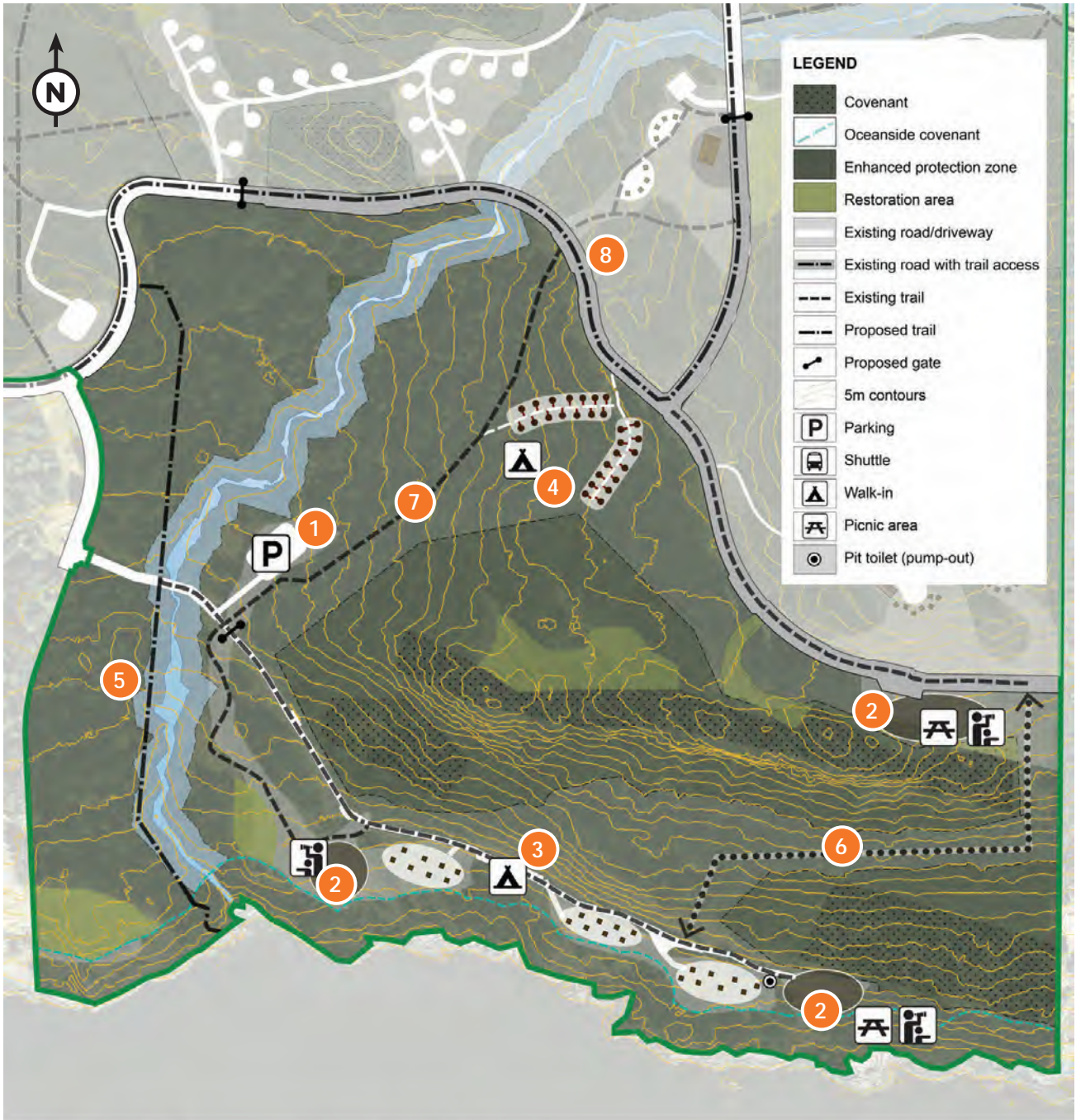


BLUFF STAIRCASE



OCEAN VIEWPOINT

- 1 **North entrance**
Parking +/- 20 vehicles
Shuttle drop-off/pick-up
- 2 **Ocean viewpoint / public space**
- 3 **Walk-in tent camping (Oceanfront)**
24 sites
- 4 **Walk-in tent camping (Forest)**
28 sites
- 5 **Potential trail realignment**
- 6 **Bluff staircase**
subject to feasibility
- 7 **Proposed trail**
utilises existing logging roads
- 8 **Cape Drive trailway**
section of road closed to private vehicles,
trail, operational and exceptional vehicle
access permitted



0 100 250 Meters

Huszar Creek / Coastal Bluffs (cont.)



FOREST TRAIL



FOREST PICNIC AREA



DAY USE AREA WITH PICNIC BENCHES AND NEW PLANTING



TENT PLATFORMS



WALK-IN FOREST CAMPING



WALK-IN CAMPING AT COASTAL BLUFFS

Site Objectives and Elements

Site objectives, planned facilities and elements have been listed by park subarea. Objectives and actions on ecological restoration will be applied comprehensively throughout the entire park, ensuring the conservation and restoration of the park's ecosystems.

Ecological Restoration

Locations

- Previously disturbed areas
- Ocean Fronting lands , Environmental and Riparian Protection Covenant Areas
- Invasive species infestations
- Ephemeral wetlands and streams

Objectives

- Assist in the re-establishment of natural vegetation already taking place
- Remove and manage invasive plant species
- Protect and restore vulnerable environmentally sensitive areas
- Enhance biodiversity values and protect species at risk
- Provide opportunities for habitat stewardship with the community.
- Monitoring and adaptive management

Actions

- Restore plant communities and enhance biodiversity on disturbed sites through active revegetation efforts, the use of deer exclusion areas, and the addition of habitat enhancement elements such as rock piles, bat boxes, etc.
- Create a long-term monitoring and maintenance plan for restoration areas to allow for adaptive management
- Regular monitoring and mapping of park ecosystems and species using visual surveys, long-term monitoring plots, photo points, and other methods as appropriate.
- Implementation of the Integrated Pest Management Plan including inventory, monitoring and the application of early detection and rapid response principles .
- Provide meaningful and effective opportunities for park staff, volunteers and the public to engage in park ecosystem restoration and monitoring together.

Burke Creek

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
1. VIEWPOINT AND TRAIL	<ul style="list-style-type: none"> Environmental and Riparian Protection Covenant Areas Mature forest Veteran and Wildlife Trees Logging road/s 	<ul style="list-style-type: none"> Protect and enhance covenant areas and sensitive ecosystems Provide access to views Create opportunities for wildlife and nature viewing Educate visitors on sensitive ecosystems 	<ul style="list-style-type: none"> Hiking trail Viewing area/s Potential bridge crossing to Huszar Creek Ecological restoration Restored homesites Nature programming and interpretation
2. TENT CABINS	<ul style="list-style-type: none"> Mature forest Veteran and Wildlife Trees Cleared homesite 	<ul style="list-style-type: none"> Provide tent cabins facilities for people without access to camping equipment Provide limited parking (+/- 5 stalls) 	<ul style="list-style-type: none"> 10 tent cabins with small deck Amenities: Drinking water, pit toilet (pump-out), waste, receptacles Ecological restoration

Forest Core

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
1. SOUTH ENTRANCE	<ul style="list-style-type: none"> Mature forest Veteran and Wildlife Trees Cleared homesite 	<ul style="list-style-type: none"> Create main park entrance and orientation node Provide park shuttle drop-off/pickup Orient visitors to park Educate visitors on sensitive ecosystems Protect and enhance covenant areas and sensitive ecosystems Separate adjacent landuses 	<ul style="list-style-type: none"> Entry sign, wayfinding signage Interpretive signage Trail connections +/- 20 parking stalls Shuttle pick up / drop off area Bicycle parking Amenities: Pit toilet (pump-out), waste, receptacles
2. VEHICLE CAMPING	<ul style="list-style-type: none"> Mature forest 	<ul style="list-style-type: none"> Protect and enhance covenant areas and 	<ul style="list-style-type: none"> 25 vehicle-accessible sites with one parking

Forest Core (cont.)

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
	<ul style="list-style-type: none"> Environmental and Riparian Protection Covenant Areas Ephemeral watercourses and ponds Veteran and Wildlife Trees Network of logging roads Cleared homesite/s Huszar Creek and riparian buffer 	<p>sensitive ecosystems</p> <ul style="list-style-type: none"> Utilise cleared areas to locate camping Create visitor privacy Provide trail connections Maintain neighbour privacy Provide site supervision 	<p>stall per site</p> <ul style="list-style-type: none"> Hiking trails Camp host site Fencing One-way access driveway on former logging road Amenities: waste receptacles, picnic tables, pit toilets (pump out) drinking water
<p>3. WALK-IN VEHICLE CAMPING</p>	<ul style="list-style-type: none"> Mature forest Veteran and Wildlife Trees Logging roads Cleared homesite/s Huszar Creek and riparian buffer Ephemeral watercourses and ponds 	<ul style="list-style-type: none"> Protect and enhance covenant areas and sensitive ecosystems Provide vehicle-accessible walk-in camp sites with separate parking from camping 	<ul style="list-style-type: none"> 8 sites with central overnight use parking lot (8 stalls) Amenities: Waste receptacles, picnic tables, pit toilets (pump out) drinking water Fencing Planting/screening
<p>4. CENTRAL AMENITY AREA</p>	<ul style="list-style-type: none"> Cleared homesite/s 	<ul style="list-style-type: none"> Create an orientation and gathering area for park visitors Provide washroom and shower block (on-septic system) Connect to other park areas 	<ul style="list-style-type: none"> Central gathering area with seating and amenities Washroom/Shower building Hiking trails
<p>5. SERVICE YARD</p>	<ul style="list-style-type: none"> Environmental Protection Covenant Areas Veteran and Wildlife Trees Cleared homesite/s 	<ul style="list-style-type: none"> Protect and enhance covenant areas and sensitive ecosystems Provide service yard and small site office (not accessible to public) Maintain neighbour privacy Provide site supervision Reroute trail in covenant areas 	<ul style="list-style-type: none"> Building and yard Fencing/gates Buffer neighbouring properties Potential trail realignment

Forest Core (cont.)

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
		<ul style="list-style-type: none"> Protect covenant areas and sensitive ecosystems 	
6. CAPE DRIVE TRAILWAY	<ul style="list-style-type: none"> 6m wide municipal road 	<ul style="list-style-type: none"> Collaborate with Bowen Island Municipality on the tenure Integrate road as part of trail system Permit limited vehicle access for facility and maintenance access Prioritise bikes and pedestrians 	<ul style="list-style-type: none"> Existing road repurposed as trailway Gates Pavement markings to delineate use/s

Inland Bluffs

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
1. VIEWPOINT/S	<ul style="list-style-type: none"> Mature forest Environmental Protection Covenant Areas Veteran and Wildlife Trees Ephemeral watercourses and ponds Cleared homesite/s Views to Worlcombe Island Logging roads 	<ul style="list-style-type: none"> Provide viewpoint feature/s that prohibits access to private lands Provide trail connectivity Provide small scale staging for accessibility Provide interpretative hiking experience Protect and enhance covenant areas and sensitive ecosystems Maintain neighbour privacy 	<ul style="list-style-type: none"> +/- 10 parking stalls Viewpoint/s Hiking trails Interpretive signage/features Buffer neighbouring properties Restored homesites Fencing

East Bluffs

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
1. GROUP CAMP/S	<ul style="list-style-type: none"> • Mature forest • Environmental and Riparian Protection Covenant Areas • Veteran and Wildlife Trees • Huszar Creek and riparian buffer 	<ul style="list-style-type: none"> • Protect and enhance covenant areas and sensitive ecosystems • Provide group camp facilities for youth/s and other groups • Provide cooking/weather shelter • Maintain neighbour privacy • Protect covenant areas and sensitive ecosystems 	<ul style="list-style-type: none"> • Tent pads • Limited parking (5 stalls per group campsite) • Amenities (waste, receptacles, pit toilet (pump-out) shelter with picnic tables, group gathering area) • Fencing • Nature play elements

Huszar Creek / Coastal Bluffs

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
1. NORTH ENTRANCE	<ul style="list-style-type: none"> • Huszar Creek and riparian buffer • Fragments of at-risk mature forest • Logging roads 	<ul style="list-style-type: none"> • Protect covenant areas and sensitive ecosystems • Provide staging/access for day-use waterfront park • Provide staging/access for shuttle/walk-in/bike-in overnight uses • Maintain neighbour privacy 	<ul style="list-style-type: none"> • +/- 20 parking stalls in previously cleared areas • Bicycle parking • Shuttle drop off/pick up area • Camping carts • Amenities: (pit toilets (pump-out), drinking water, waste, receptacles)
2. OCEAN VIEWPOINTS	<ul style="list-style-type: none"> • Bald eagle nest (lot 23) • Ocean Fronting Lands restrictive covenant • Seaside Junipers • Intertidal zones and bedrock • Water seeps and associated rare plant assemblages 	<ul style="list-style-type: none"> • Protect and enhance covenant areas and sensitive ecosystems • Provide access to waterfront views • Create opportunities for wildlife and nature viewing • Provide shade and rest areas 	<ul style="list-style-type: none"> • Hiking trails • Fencing, interpretive signage • Boardwalks/viewpoints • Bluff staircase (subject to feasibility) • Amenities: Picnic tables, seating, sitting/viewing platforms, weather shelter/s)

Huszar Creek / Coastal Bluffs (cont.)

AREA	ECOLOGICAL AND SITE FEATURES	SITE OBJECTIVES	FACILITIES & ELEMENTS
		<ul style="list-style-type: none"> Educate visitors on sensitive ecosystems Manage visitor safety 	
<p>3. WALK-IN TENT CAMPING (OCEANFRONT)</p>	<ul style="list-style-type: none"> Ocean Fronting Lands restrictive covenant Seaside Junipers Intertidal zones and bedrock Water seeps and associated rare plant assemblages Fragments of at-risk mature forest 	<ul style="list-style-type: none"> Protect and enhance covenant areas and sensitive ecosystems <ul style="list-style-type: none"> Educate visitors on sensitive ecosystems Provide low-impact overnight camping for hikers and bikers (May-Oct) Provide opportunities for day visitors (Nov-Apr) Utilize existing cleared homesites (cleared lots, access easement, site servicing) Provide shelter from sun/wind Manage visitor safety 	<ul style="list-style-type: none"> 24 walk-in campsites with raised tent pads Fencing Access road (asphalt) used for pedestrian/bike/maintenance access Amenities: (pit toilets (pump-out), drinking water, picnic tables, bike racks, lockers, weather shelter, waste, receptacles)
<p>4. WALK-IN TENT CAMPING (FOREST)</p>	<ul style="list-style-type: none"> Mature forest Nearby Huszar Creek riparian buffer Ephemeral watercourses Environmental and Riparian Protection Covenant Areas Existing logging grades and cleared areas 	<ul style="list-style-type: none"> Protect and enhance covenant areas and sensitive ecosystems Educate visitors on sensitive ecosystems Provide low-impact overnight camping for hikers and bikers (May-Oct) Provide trail connectivity 	<ul style="list-style-type: none"> 28 walk-in campsites with raised tent pads Amenities (picnic tables, lockers, bike racks) Fencing, interpretive signage



To: Regional Parks Committee

From: Mike Redpath, Director, Regional Parks

Date: June 13, 2023

Meeting Date: July 5, 2023

Subject: **Manager's Report – Regional Parks**

RECOMMENDATION

That the Regional Parks Committee receive for information the report dated June 13, 2023 titled "Manager's Report – Regional Parks".

EXECUTIVE SUMMARY

The attachment to this report sets out the Regional Parks Committee Work Plan for 2023. The status of work program elements is indicated as pending, in progress, or complete. The listing is updated as needed to include new issues that arise, items requested by the Committee and changes in the schedule.

REGIONAL PARKS WILDFIRE MANAGEMENT

With the region warming and drying, staff has completed its pre-season wildfire training and preparedness efforts. Metro Vancouver has a comprehensive wildfire management system that includes nine fire weather stations around the region that provide important forecast data that is shared across all member jurisdictions.

Regional Parks' fire response protocols follow the Provincial wildfire response model and staff work closely with the Province in its planning and suppression efforts. A corporate Fire Conditions Task Group meets regularly during the fire season to guide Metro Vancouver's wildfire preparedness and response. Led by Corporate Security and Emergency Management, staff from multiple departments come together using available data to make strategic and tactical decisions during the fire season that typically lasts until early October.



Minnekhada Regional Park (2022)

Each regional park has a Fire Preparedness and Response Plan that includes a description of access for fire vehicles, possible staging areas for fire trucks and command stations, location of fire

hydrants, water stand pipes and other water sources, and special circumstance areas. Each park and vehicle has an extensive kit of wildfire suppression equipment.

Regional Parks maintains a fully equipped fire trailer that can be transported to any park site quickly and trains staff with S-100 Basic Fire Suppression and Safety that are deployed throughout the system. During HIGH and EXTREME wildfire conditions, Metro Vancouver Regional Parks dramatically increases its staff patrols and monitoring of all parks, greenways and conservation areas. With the acquisition of parkland reserve at Cape Roger Curtis, staff have quickly mobilized to put wildfire response plans and a park patrol system in place for this land base that is not yet open to the public.

Staff use social media and websites to advise about current conditions and restrictions in place. Increased signage informing members of the public about fire danger is also posted, and a new signage campaign is being introduced this season to draw more attention to the risks of wildfire in regional parks.

When a wildfire breaks out, trained park staff are first to respond and they call 911 immediately as local fire departments have authority over fire incidents. Metro Vancouver has a specialized Watershed Fire Protection Program with higher levels of training and resources that are on-call 24 hours a day during fire season. Initial attack crews are available all season to respond to fires in parks. The Province stands ready to support local response. All this planning was put into action last October when Metro Vancouver, BC Wildfire Service, and Coquitlam Fire and Rescue crews reacted quickly to a wildfire in Minnekhada Regional Park.

During the fire season, all residents and parks visitors are urged to use caution in outdoor spaces, to be aware of all spark sources and immediately report all fires to 911. Park visitors are asked to obey posted signs and fire danger guidelines.

Under HIGH and EXTREME fire risk, campfires and briquette barbeques are prohibited. There is no smoking in regional parks except at designated smoking areas, located in low risk areas. These may also be closed at the local level depending on current conditions. The Regional Parks Regulation Bylaw includes prohibitions for starting fires, smoking, and unauthorized cooking devices. Fines for each offence are \$375 to \$1000.



GO ELECTRIC PARKS!

On Wednesday, May 31, 2023, Metro Vancouver Regional Parks presented Go Electric Parks!, a zero emission vehicle, equipment, and services showcase. Presentations and exhibitors featured innovative alternative-powered operations and maintenance equipment. Over 225 attendees from across the region attended, including municipal and regional parks operations and management personnel, fleet services managers, and procurement staff. Staff were joined by over 50 vendors who demonstrated ways to reduce emissions.



Surrey City Hall

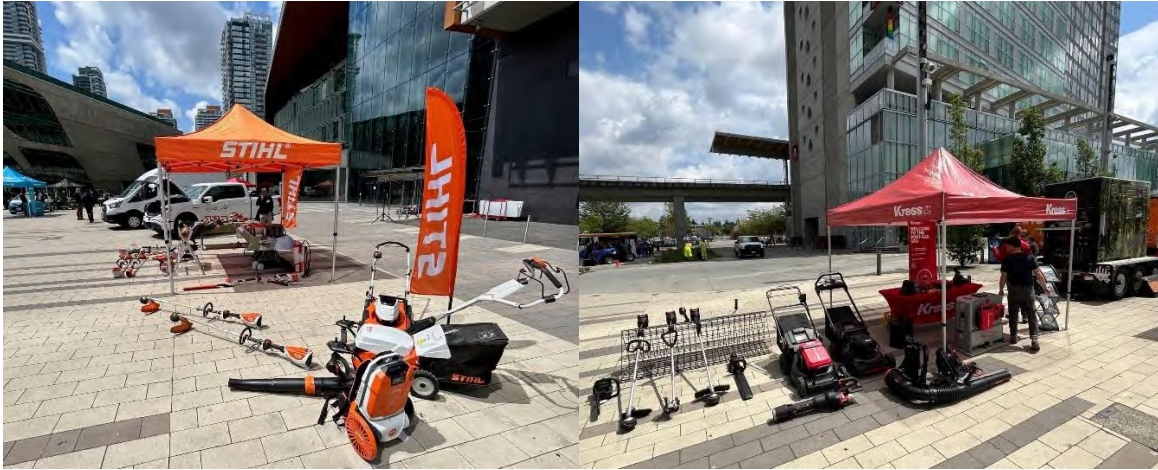
The event successfully demonstrated ways that Metro Vancouver and its member jurisdictions can transition from gasoline or diesel powered vehicles and equipment to electric alternatives.

A key action in Metro Vancouver's Regional Parks Plan is to develop and implement strategies to reduce Metro Vancouver Regional Parks' greenhouse gas emissions, with a focus

on increasing energy efficiency in buildings and electrifying vehicles and equipment. Go Electric Parks! provided an exciting step in this direction, by connecting to emissions reduction targets in the Climate 2050 Strategic Framework.



Surrey City Hall



Surrey City Hall

Attachment
Regional Parks Committee 2023 Work Plan

60457307

Regional Parks Committee 2023 Work Plan

Report Date: June 13, 2023

Priorities

1st Quarter	Status
Regional Parks Committee Priorities and 2023 Work Plan	Complete
Pacific Spirit/Wreck Beach Update	Complete
Cape Roger Curtis Engagement Process and Rezoning – Update	Complete
Regional Parks Plan Implementation Update	Complete
Land Dedication Bylaw Update	Complete
Cultural Planning and Cooperation Agreement- Tsleil-Waututh Nation Update	Complete
Regional Parks Real-time Parking Availability Pilot Initiative	Complete
Regional Greenways Plan Implementation Updates	Complete
CTS Youth Society Agreement	Complete
Lynn Headwaters Regional Park – Improving Forest Health Update	Complete
2nd Quarter	
Status of Regional Parks Capital Expenditures to December 31, 2022	Complete
Metro Vancouver Regional Parks Foundation (MVRPF) Agreement	Complete
Cape Roger Curtis Engagement Summary	Complete
Metro Vancouver Regional District Filming Update	Complete
Widgeon Marsh Regional Park Development Update	Complete
Regional Park Sustainable Transportation Market Research Report Summary	Complete
Nature and Ecosystems Road Map (Climate 2050)	Complete
Regional Parks Annual Report 2022	Complete
3rd Quarter	
Regional Parks Building Strategy	Pending
Review/Renew Park Association Contribution Agreements	Pending
Metro Vancouver Regional Parks Foundation Update	Pending
Widgeon Marsh Regional Park Development Update	Pending
Regional Parks Committee Tour of Regional Parks	Pending
Burnaby Lake Greenway Phase 2 Update	Pending
Capital Projects Update	Pending
Crippen Regional Park - Dorman Point Opening	Pending
Electric Operations and Maintenance Equipment Update	Pending
Kanaka Education and Environmental Partnership Society Agreement	Pending
Land Dedication Bylaw Update	Pending

4th Quarter	
Tree Management on Metro Vancouver Lands	Pending
Regional Parks Capital Development Update	Pending
2024-2028 Budget and Financial Plan – Regional Parks	Pending
Regional Parks Asset Management Plan	Pending
Regional Parks Regulation Amending Bylaw	Pending
MVRD Notice of Bylaw Violation Enforcement and Dispute Adjudication Amending Bylaw	Pending
MVRD Ticket Information Utilization Amending Bylaw	Pending
Regional Parks Community Relationships Strategy	Pending
Regional Parks Development Cost Charge Program	Pending
Iona Beach Regional Park Design Process Update	Pending
Regional Parks Natural Assets – Update	Pending
Regional Parks Public Program Strategy Update	Pending
Regional Parks Fees and Charges Bylaw (New)	Pending
Regional Parks Regulation and Compliance Program Review Update	Pending
Minnekhada Regional Park Wildlife and Fire Restoration Update	Pending
Electric Mobility – Scooters/Bikes in Parks Update	Pending
Consumption of Alcohol in Select Regional Parks Pilot Feasibility Study	Pending

Status = Pending, In Progress or Completed

METRO VANCOUVER REGIONAL PARKS

Upcoming Events

July 2023

DATE	UPCOMING EVENTS
4 JUL 2023	Low Tide Walk Təmtəmiş˘tən/BELCARRA REGIONAL PARK
5 JUL 2023	Nature Watch by Canoe DEAS ISLAND REGIONAL PARK
7 JUL 2023	Mysterious Bats DEAS ISLAND REGIONAL PARK
8 JUL 2023	Birding for Beginners IONA BEACH REGIONAL PARK
8 JUL 2023	Voles & Moles: Master Tunnel Makers ALDERGROVE REGIONAL PARK
11 JUL 2023	Piper Spit Bird Count BURNABY LAKE REGIONAL PARK
12 JUL 2023	Forest Bathing PACIFIC SPIRIT REGIONAL PARK
12 JUL 2023	Forest Bathing KANAKA CREEK REGIONAL PARK
14 JUL 2023	Art of Nature Journaling PACIFIC SPIRIT REGIONAL PARK
14 JUL 2023	Owls and Bats by Night CAMPBELL VALLEY REGIONAL PARK
15 JUL 2023	Mysterious Bats DEAS ISLAND REGIONAL PARK
15 JUL 2023	Owls and Bats by Night CAMPBELL VALLEY REGIONAL PARK
16 JUL 2023	Get Your Plants On KANAKA CREEK REGIONAL PARK

19 JUL 2023	Hope in the Forest MINNEKHADA REGIONAL PARK
21 JUL 2023	Owls and Bats by Night CAMPBELL VALLEY REGIONAL PARK
22 JUL 2023	Forest Harmonies PACIFIC SPIRIT REGIONAL PARK
22 JUL 2023	Owls and Bats by Night CAMPBELL VALLEY REGIONAL PARK
27 JUL 2023	Log into the Past on the Lynn Loop LYNN HEADWATERS REGIONAL PARK
27 JUL 2023	Practice English in the Park TYNEHEAD REGIONAL PARK
28 JUL 2023	Mysterious Bats DEAS ISLAND REGIONAL PARK
29 JUL 2023	Practice English in the Park TYNEHEAD REGIONAL PARK
31 JUL 2023	Low Tide Walk Təmtəmiş*ʔən/BELCARRA REGIONAL PARK

**Note: For more information on Regional Parks Programs & Events, please visit <http://www.metrovancouver.org/events/calendar>*