

A G E N D A
BICYCLE AND PEDESTRIAN MOBILITY ADVISORY COMMITTEE
Saanich Municipal Hall, Committee Room No. 2
Thursday, January 18, 2018 from 4:00 pm – 6:00 pm

1. **ADOPTION OF MINUTES**
 - November 16, 2017 (attachment)

2. **CHAIR'S COMMENTS**

3. **SCHEDULE OF REGULAR COMMITTEE MEETINGS**
 - Discussion as per Section 85(a) of Council Procedure Bylaw 2015, No. 9321

4. **AN APPROACH TO PARKING ON ROADS WITHOUT CURBS**
 - Presentation from Engineering (attachment)

5. **LONG RANGE PLANNING**
 - Discussion of Committee Terms of Reference, and Governance Review Committee recommendations ratified by Council at the January 8, 2017 meeting (attachments).

* Adjournment *

** Next Meeting: February 15, 2018 **

Please email Tania.Douglas@saanich.ca or call at 475-1775 ext. 3505 if you are not able to attend.

**GO GREEN! MEMBERS ARE ENCOURAGED TO
BRING THEIR OWN MUG TO THE MEETING**

MINUTES
BICYCLE AND PEDESTRIAN MOBILITY ADVISORY COMMITTEE
Held at Saanich Municipal Hall, Committee Room No. 2
Thursday November 16, 2017 at 4:00 p.m.

Present: Mayor Atwell (Chair), Brian Collier, Judy Gaylord, James Grayson, Rebecca Mersereau, Alex Nagelbach, Barb Sharpe, Anne Topp, and Darrell Wick

Staff: Troy McKay Acting Manager of Transportation and Development; Sandra Liddell, Engineering Technician; Tania Douglas, Senior Committee Clerk

Minutes

MOVED by B. Collier and Seconded by R. Mersereau: "That the Minutes of the Bicycle and Pedestrian Mobility Advisory Committee meeting held October 19, 2017, be adopted as amended."

CARRIED

CHAIR'S REMARKS

The Mayor stated that this will be his last meeting as committee Chair and he will do his best to appoint a Chair that is interested in, and has experience with, the mandate of this committee.

FINNERTY ROAD WALKING, CYCLING UPGRADES CONCEPT

The Acting Manager of Transportation and Development and the Engineering Technician were present to describe upgrades to Finnerty Road between Arbutus Road and McKenzie Avenue. The following was noted:

- The proposed project has a protected bi-directional track on the south side of Finnerty Road between Edgelow Street and McKenzie Avenue.
- A protected multi-use pathway will be placed on the south side of Finnerty Road between Edgelow Street and Arbutus Road.
- Green conflict paint will be in areas of possible conflict.
- New sidewalks will fill in the gaps along the north side of Finnerty Road.
- This plan will result in 8-12 trees being removed instead of about 30 trees.
- The goal is to go to Tender in spring of 2018, construct during the summer, and complete in late 2018 or early 2019.

Committee members commented and asked questions of staff. The following was noted:

- Questions were raised about how cyclists will enter onto the bi-directional path and also how to use the roundabout. Staff described options for both scenarios.
- There is no policy on two-way lanes at this time but it is noted in the draft Active Transportation Plan. Some roads are designated as part of the bike network and should be designed to be suitable for users of all ages and all abilities.
- Having uni-directional pathways on both sides of Finnerty Road would result in the loss of far more trees and would be over budget.
- Some of the committee members felt bi-directional lanes are not the most popular choice for cyclists.
- It was suggested that having two different types of designs on the same street could be confusing.
- Regular users will be University and middle school students. About 120 people use this route daily. The daycare in the area also uses the sidewalks regularly.
- The route is designed so that street sweepers can clean the pathways.
- Finnerty Road is considered a spine and is on the proposed bicycle network. It needs to be appropriate for all ages and abilities.

- Concern for consistency was expressed. Cyclists need to be able to ride a pathway without having to think about the next section that may have different treatment.
- Streets differ in width and use; unfinished roads with no curbs are on the bike network. Staff are aiming to use consistent standards for pathways.
- The project is partially funded by the Gas Tax fund.
- A suggestion was made that the Active Transportation Plan reference 'best practices' for the cycling network, and also have a statement that when replacing pipes the municipality will endeavour to replace mobility facilities at the same time.
- Question was raised about locating the bi-directional track on the opposite side of the road. Staff noted that additional vehicle crossings are a potential safety issue and outlined a variety of reasons why the south side was chosen.

FOWLER ROAD NEW SIDEWALK

It was noted that the section of Fowler Road near Cordova Bay Road has significant cyclist use. Lochside trail is not paved here and there are sidewalks that could have been bicycle lanes. The area between the paved roadway and sidewalk has a dangerous low curb which prevents cyclists from moving off the roadway safely.

The Acting Manager of Transportation and Development noted that some broken concrete was replaced in the area and the curbs were to only be aprons at driveways but the entire strip was paved. Maintenance has been notified that there is a safety issue with the lip. Staff will forward information to this committee once a solution is presented.

SIDEWALK MAINTENANCE

Examples of vegetation encroachment on many Saanich sidewalks were given. The question was raised how this is addressed and whether there is still a process to maintain catch basins and curbs. Concern was expressed about the impact on the cement, as well as potential safety issues for people with mobility issues.

The Chair noted that the size of Saanich, capacity of staff, and budget, are all issues and it would take years to do all the weeding. Staff members request annual funding to address these issues and Council denies the funds as they struggle with the costs of staffing.

**** B. Sharpe left the meeting at 5:10 pm. ****

A suggestion was made that Saanich could send out notices asking the public to assist when they see overgrown sidewalks. The question was raised about using chemicals as a solution, but chemicals are only used on invasive species or on vegetation that affects sightlines. It was noted that new sidewalks are poured monolithically rather than in two sections in order to reduce vegetation overgrowth.

Motion: MOVED by R. Mersereau and Seconded by A. Topp, "That the Bicycle and Pedestrian Mobility Advisory Committee is concerned about the deteriorating conditions and usability of existing sidewalk infrastructure from vegetation overgrowth and requests that Council ask staff to provide options to manage this issue."

CARRIED

SIDEWALKS ON JUDAH STREET

In response to an inquiry, staff noted that the Judah Street improvements did not come before the committee. Projects that are brought forward to the committee tend to be larger and more impactful. The work done on Judah Street was an action item as a result of The Active and Safe Routes to School program. It was also noted that there was an ICBC grant for a crosswalk at Judah Street and Bremerton Street.

RESIDENTIAL STREETS (continued discussion from October meeting)

It was noted that residential street use is of concern and it is felt that streets should be designed for use by all. Calm residential streets results in good people spaces, and if streets are properly calmed then there is less need for separate bicycle lanes.

It was suggested that secondary suites are creating an excess of parked cars on streets and this will need to be addressed at some point. Concern was expressed that the Active Transportation Plan may not properly address the need for different road treatments in residential areas compared to centres/villages. It was also noted that residential areas may increase in density due to more secondary and garden suites, and this issue will increase the need for more bike lanes.

The Acting Manager of Transportation and Development stated for the motion from the previous meeting has been added as an action in the Active Transportation Plan.

ACTIVE TRANSPORTATION PLAN COMMITTEE

It was noted that on page 44 of the draft Active Transportation Plan there is a recommendation to create an Active Transportation Committee. Concern was expressed that this proposed committee plus the BiPed committee would result in duplication of roles. The Acting Manager of Transportation and Development advised that that the intention is not to replace BiPed, but perhaps enhance the existing committee roles. The Chair noted that Council will review the Terms of Reference and it is possible that a sub-committee of BiPed could be struck.

U-BICYCLE

The U-bicycle sharing program services the City of Victoria and it would be great to see this expanded into Saanich. The question was raised about who to contact and how to go about inviting the service to the municipality. The program is successful in the City of Victoria; they currently have 150 bikes and want to add 200 more.

The Acting Manager of Transportation and Development stated that the company would need a business licence, and Bylaw's would have to be reviewed to ensure compliance.

Motion: MOVED by R. Mersereau and Seconded by D. Wick, "That the Bicycle and Pedestrian Mobility Advisory Committee supports the expansion of U-bicycle bike share program and recommends that Council write to U-bicycle to inquire if they are interested in making an application to operate in the District of Saanich."

CARRIED

ADJOURNMENT

The meeting adjourned at 6:05 pm.

Mayor Atwell, Chair

I hereby certify these Minutes are accurate.

Committee Secretary

Memo

To: Bicycle and Pedestrian Mobility Advisory Committee
From: Tania Douglas, Senior Committee Clerk
Date: January 18, 2018
Subject: 2018 Meeting Dates for BiPed

As per Section 85(a) of Council Procedure Bylaw 2015, No.9321, each committee shall establish a regular schedule of meetings including the date, time and place of the committee meetings.

As per the existing schedule, the meeting rooms have been booked for the third Thursday of the month from 4:00pm to 6:00pm for the year, excluding July, August and December. Dates for your calendars are as follows:

January 18
February 15
March 15
April 19
May 17
June 21
September 20
October 18
November 15

No formal motion is required to approve the meeting schedule, committee consensus will suffice.

Tania Douglas
Senior Committee Clerk



PARKING IN SAANICH

It's time to curb bad parking habits...

See how to park on **local roads without curbs**

Local roads generally do not have a marked yellow centre line.

WRONG WAY

PARK PARALLEL TO THE ROAD

NO perpendicular parking - it's unsafe for pedestrians.

STAY OFF THE GRASS

If it's green don't park on it - it's illegal. Respect your neighbours.

MAKE ROOM FOR PEOPLE WALKING

Pedestrians need the safest route - between your car and property.

LEAVE ROOM

Leave 2.2m between your car and the centre of the road.

RIGHT WAY

PARK ON SHOULDER

Park on roadway/ shoulder when one shoulder available.

Road allowance is shared public space, to be shared among the various users.

Parking on the boulevard is illegal.
Motor Vehicle Act, Section 189 and Saanich Bylaws

USE YOUR DRIVEWAY

Your driveway is your private and safest place to park.

* Asphalt roadway width can vary.

S H O U L D E R means an unlandscaped area that is located between the boulevard and the edge of the pavement on roadways without curbs.

Effective Roadway
= Asphalt roadway and shoulders.

B O U L E V A R D means the area, other than a sidewalk or driveway, between the property line and curb of the roadway, or where there is no curb or landscaping, the edge of the shoulder.

Passenger car width is **2 metres**
Leave 2.2m (7.0ft) between your car and centre of road.

ITEM 4



PARKING IN SAANICH

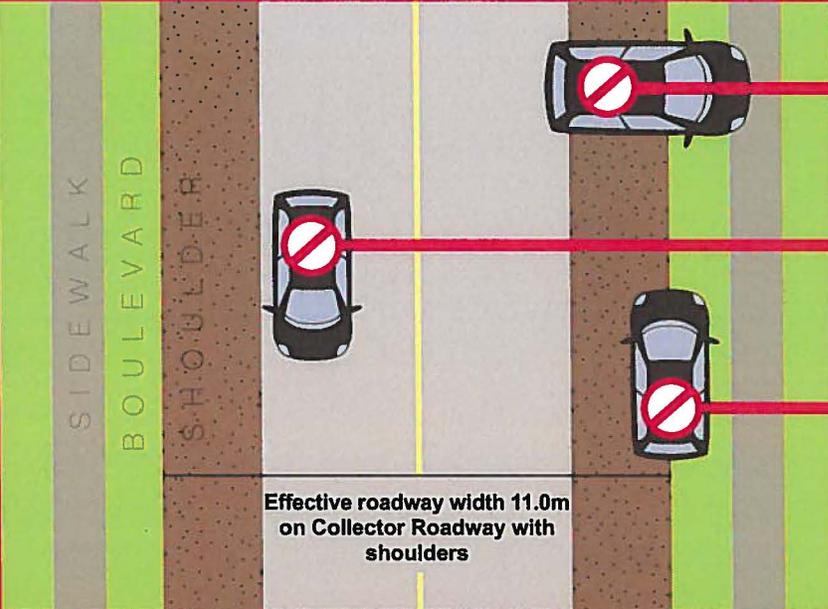
It's time to curb bad parking habits...

See how to park on **collector roads without curbs**

Collector roads generally have a marked yellow centre line.



WRONG WAY



Effective roadway width 11.0m on Collector Roadway with shoulders

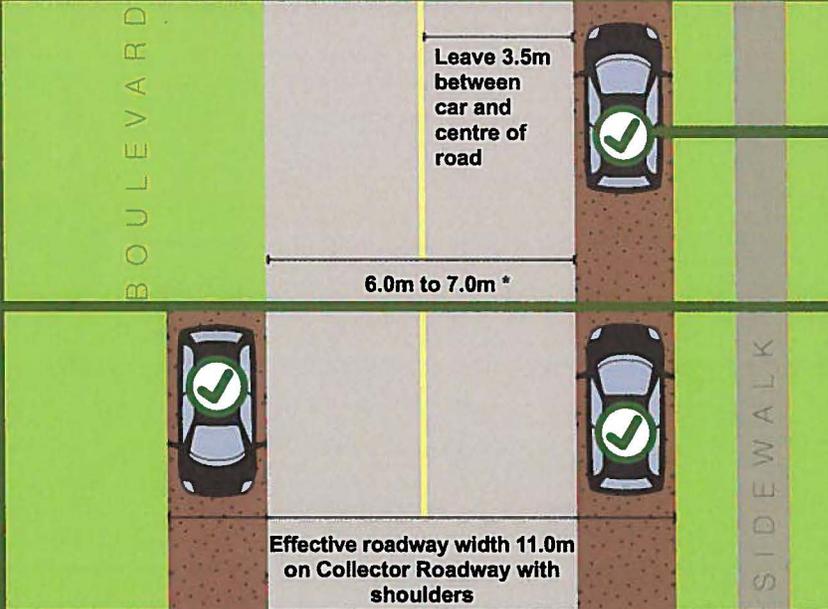
PARK PARALLEL TO THE ROAD NO perpendicular parking - it's unsafe for pedestrians.

LEAVE ROOM Leave 3.5m between your car and the centre of the road.

STAY OFF THE GRASS Park on the shoulder. Parking on the boulevard is illegal
Motor Vehicle Act, Section 189 and Saanich Bylaws



RIGHT WAY



Leave 3.5m between car and centre of road

6.0m to 7.0m *

Effective roadway width 11.0m on Collector Roadway with shoulders

PARK ON SHOULDER Park fully on the shoulder - do not straddle the boulevard. Parking on the boulevard is illegal
Motor Vehicle Act, Section 189 and Saanich Bylaws

 Parking on the boulevard is illegal.
Motor Vehicle Act, Section 189 and Saanich Bylaws

USE YOUR DRIVEWAY Your driveway is your private and safest place to park.

* Asphalt roadway width can vary.



The District will continue to enforce parking concerns on a complaints basis. To report a parking violation call Saanich Police non-emergency at 250-475-4321. Parking regulations are in the Streets and Traffic Regulation Bylaw.

BYLAWS

saanich.ca/assets/Local-Government/Documents/Bylaws-and-Policies/

250km

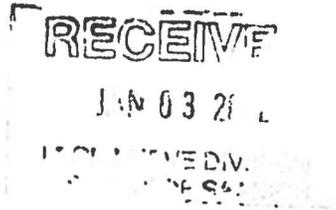
More than 250km of roads without curbs
Within the Urban Containment Boundary there are 480km of roads



Road allowance is shared public space, to be shared among the various users.



LEGISLATIVE SERVICES



File: 1420-30

Memo

To: Mayor and Councillors
From: Angila Bains, Manager, Legislative Services
Date: January 3, 2018
Subject: **Motions from the December 18, 2017
 Committee of the Whole Meeting to be Ratified**

Mayor
Councillors
Administrator

Counc.
Administ.
Media

The following motions from the December 18, 2017 Committee of the Whole meetings are to be ratified:

1. "That it be recommended that:

1. Council re-evaluate the roles and responsibilities of the existing Advisory Committees including the opportunity to better align the committees with the Strategic Plan and the recommendations provided by the Governance Review Citizen Advisory Committee;
2. any changes be considered after the update to the Strategic Plan, and associated changes to that process are implemented following the 2018 election; and,
3. the three recommendations in the GRCAC report: term limits on Advisory Committee members of six years maximum; annual review of the Terms of Reference for each committee; and a co-chair arrangement with a Council member and citizen member elected by the committee, be considered as soon as possible in order that they can be actionable for the 2019 Advisory Committee appointments."

FOR BIPED'S INFO

2. "That it be recommended that Council write to the Province of British Columbia and the Union of British Columbia Municipalities (UBCM) recommending that the Province establish term limits for municipal elected officials."

3. "That it be recommended that no further action be taken as the purpose of In Camera meetings is legislated by the *Community Charter* and recent changes to meeting procedures have been made to ensure that Council agendas list the subject matters being considered at an in camera meeting."

4. "That it be recommended that Council provide direction to staff that agenda packages be available end of day Wednesday the week prior to a Council meeting."

5. "That it be recommended that staff continue to provide a list of training opportunities that are available to Council for its consideration."

CM
H.1

6. "That it be recommended that Council consider having a training/information session for Council conducted by someone in municipal government who has experience and is knowledgeable in "policy governance" as it relates to municipal government."
7. "That it be recommended that Council forward to the new Council post-election, that the addition of a Citizens' Strategic Plan Advisory Committee and any renewed approach to Strategic Planning be considered."
8. "That it be recommended that Council support the work underway by staff regarding the additional options for delegation of authority and will further consider the matter as part of the Strategic Planning process."
9. "That it be recommended that Council agree in principle with the need to update the Official Community Plan and Local Area Plans as resources become available and as individual community needs indicate."
10. "That it be recommended that Council support the current direction to staff to expedite the Local Area Plan review process."
11. "That it be recommended that job descriptions not be posted on the District's website and staff continue to update the website to make access to information as simple as possible and that any missing items referenced in the Governance Review Citizen Advisory Committee report be included in the Annual Report."
12. "That it be recommended that Council request staff prepare a summary report of best practices that have been adopted by Saanich and define a process to identifying which other best practices should be advanced for Council's consideration for adoption."
13. "That it be recommended that Council request staff to include a recommendation on the use of Bylaw Offence Notices as part of the bylaw processes review currently in progress."
14. "That it be recommended that this item be referred to the Finance Standing Committee to review and provide recommendations, with options, for Council's consideration."
15. "That it be recommended that this item be referred to a future Council, post 2018 election, for consideration as part of a Strategic Planning session."
16. "That it be recommended that no further action is required because Council has provided direction to staff to prepare a report for the 2018 Local Government election that will include voter options."
17. "That it be recommended that Council write to School Trustees in School Districts 61 and 63 and engage the Saanich Youth Council to discuss the possibility of growing an interest in local municipal government at age appropriate grade levels."
18. "That it be recommended that no further action is required because the current policy for public engagement reflects IAP2 best practices and the District's program provides clear details of its public engagement strategies for specific projects on its website."
19. "That it be recommended that no additional work is required as there is ongoing broad based work in progress to address the District's multicultural population's communications needs."

20. "That it be recommended that the next Citizen and Business Survey include a section to gather data on the type of information individuals want to receive and the preferred format to receive that information."
21. "That it be recommended that this item be referred to Planning staff for consideration by Council prior to implementation."
22. "That it be recommended that this item be referred to the Saanich Community Association Network (SCAN) for further comment."
23. "That it be recommended that this item be referred to the Saanich Community Association Network (SCAN) for comment and indication of their level of interest."
24. "That it be recommended that Saanich acknowledge that it is fully committed to its participation and role at the Capital Regional District."
25. "That it be recommended that this item be referred to the Union of British Columbia Municipalities (UBCM) at its discretion."
26. "That it be recommended that Saanich continue to work towards shared services."
27. "That it be recommended that Saanich continue to work towards shared and joint services and support neighbouring communities with Saanich provided services by agreement."
28. "That it be recommended that Saanich remain receptive to any initiatives for the creation of a regional police force and request the Mayor write to local Mayors requesting participation in discussions on the potential of a regional police force."
29. "That it be recommended that Council call on the Province of British Columbia to establish and fund a Citizens' Assembly on Amalgamation with interested municipalities."
30. "That it be recommended that this item be referred to the Council elected in 2026 to consider at its discretion."



Angila Bains, B.A., CMC
Manager, Legislative Services

lm

Bicycle and Pedestrian Mobility Advisory Committee

Terms of Reference

The purpose of the Bicycle and Pedestrian Mobility Advisory Committee is to advise Council and recommend policies on cycling and pedestrian mobility, and road, sidewalk, and trail designs to promote safe, efficient, and valued alternate modes of transportation.

Mandate

The Bicycle and Pedestrian Mobility Advisory committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies and programs to Council and respond to Council requests for advice and information with a focus on:
 - Raising awareness of the use of alternate modes of transportation as healthy and environmentally sound activities.
 - Creating safe cycling and pedestrian environments on dedicated routes, including roads, sidewalks, and trail networks.
 - Facilitating commuter cycling, walking, and other alternate modes of transportation as personal transportation choices.
 - Encouraging recreational cycling, walking, and other alternate modes of transportation among residents and as desirable forms of tourism.
 - Integrating Saanich bicycle and pedestrian mobility policies with those adopted in adjacent Municipalities.
 - Promoting land use patterns that encourage alternate modes of transportation.
- Review and provide feedback on the strategic plan.

The Committee will consider the attached guidelines when developing recommendations.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council.

Staff Support

The Engineering Department is the primary contact and together with the Parks and Recreation, Planning, and Police Departments will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Bicycle and Pedestrian Mobility Advisory Committee Guidelines

- a. Planning for the increased use of bicycles and pedestrians, considering:
 - User groups
 - Routes
 - Infrastructure
 - Integration with the transportation system, including regional features
 - Compatibility with park and trail systems
 - Liaison with other Municipalities, the Capital Regional District, the Ministry of Transportation, and cycling and pedestrian stakeholders within the region
 - Transportation choices that both support and encourage land use patterns that are consistent with the goals and objectives of the Regional Growth Strategy

- b. Engineering standards that reflect an increase in cycling, walking, and other alternate modes of transportation, including:
 - Facility standards
 - Classification system
 - Hazard rating
 - Traffic control devices
 - Priority improvements
 - Coordination with major road and sidewalk programs

- c. Education and Safety Programs that build rider/pedestrian/driver awareness and encourage a sense of personal responsibility, including:
 - Common rules
 - Road and sidewalk etiquette
 - Bicycle equipment and maintenance
 - Rider training
 - Safe routes to school

- d. Legislation governs the use of all vehicles, including bicycles, and amendments may be desirable in certain areas:
 - *Motor Vehicle Act*
 - Traffic Bylaw
 - *Highway Act*
 - Licensing Procedure

- e. Funding sources for priority projects, including:
 - Capital budget
 - Safe routes to school
 - Provincial cost sharing