



AGENDA

For the Council Meeting to be Held
At the Saanich Municipal Hall,
770 Vernon Avenue
MONDAY, NOVEMBER 28, 2016.

I 6:00 P.M., COMMITTEE ROOM NO. 2

Motion to close the meeting to the public in accordance with Section 90 (1) (e) of the *Community Charter*.

II 7:30 P.M., COUNCIL CHAMBERS

A. ADOPTION OF MINUTES

1. Special Council meeting held November 15, 2016
2. Council meeting held November 21, 2016
3. Committee of the Whole meeting held November 21, 2016

B. BYLAWS FOR FINAL READING

1. **RECORDS MANAGEMENT BYLAW**
Final reading of "Records Management Bylaw, 2016, No. 9404". To give legal effects to the District's records management program.

C. PUBLIC INPUT (ON BUSINESS ITEM D)

D. RESOLUTIONS FOR ADOPTION

1. **RENEWAL OF INSURANCE PORTFOLIO**
P. 3 Report of the Director of Legislative Services dated November 16, 2016 recommending that Council approve the renewal of the 2016/17 insurance portfolio in the amount of \$441,903.
2. **BIKEBC GRANT APPLICATION – MCKENZIE AVENUE UPGRADE**
P. 5 Report of the Director of Engineering dated November 22, 2016 recommending that Council endorse an application to the Provincial Government BikeBC Program for the McKenzie Avenue Upgrade project.
3. **CANADA 150 PLAN**
P. 9 From the November 21, 2016 Council meeting. Report of the Directors of Parks and Recreation and Planning dated November 23, 2016 recommending that Council approve the proposed work plan and budget of \$40,600 for the District of Saanich's 150 Events and Activities; approve installation in 2017 of a Canada 150 themed outdoor public art project as outlined in the report; and refer the temporary public art program to the 2017 Strategic Planning process. A recommendation from the Arts, Culture and Heritage Advisory Committee is also attached.
4. **COUNCIL CODE OF CONDUCT**
P. 18 Report of the Chief Administrative Officer dated November 22, 2016 recommending that Council approve the Council Policy, Code of Conduct, 16/CNCL as presented.

*** Adjournment ***

AGENDA

For the Committee of the Whole Meeting

**** IMMEDIATELY FOLLOWING****

The Council Meeting in the Council Chambers

- P. 32** 1. **MOUNT DOUGLAS PARK ACCESS STUDY**
Report of the Director of Parks and Recreation dated November 15, 2016 recommending that Council endorse the recommendations in the Mount Douglas Park Access Study – Summary Report, and direct staff to provide up to five parking spots on Glendenning at a cost of up to \$80,000 to increase parking to 10 spaces at the Glendenning Trailhead.

* * * Adjournment * * *

“IN CAMERA” COUNCIL MEETING IMMEDIATELY FOLLOWS

1110-04 Leg
1110-5280-20 Leg



The Corporation of the District of Saanich

Mayor
Councillors
Administrator

Council
Administration
Media

Report

To: Mayor and Council
From: Carrie MacPhee, Director of Legislative Services
Date: November 16, 2016
Subject: Renewal of Insurance Portfolio

PURPOSE

The purpose of this report is to request Council approve the annual renewal of the Municipality's insurance portfolio.

BACKGROUND AND DISCUSSION

The Municipality's insurance broker is Megson-Fitzpatrick Insurance Services. The function of the broker is to negotiate with the markets to obtain a combination of coverage and rates that best meets the Municipality's needs. The Municipality's insurance portfolio comprises eight policies with some experiencing slight rate decreases for 2016/17.

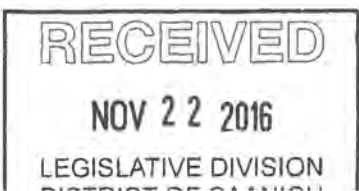
The premium breakdown per policy is as follows:

- AD&D (accident coverage for Mayor, Councillors and volunteers)	\$ 1,944
- User Group Liability (available for facility users to purchase)	2,000
- Marine (police & fire boats)	3,608
- Crime & Art on Display	6,291
- Liability (\$5m subject to \$2m self-insured retention - primary)	60,023
- Liability (\$15m excess – 2 nd layer)	34,000
- Liability (\$10m excess – 3 rd layer)	11,050
- Property (all risk incl. earthquake - \$305,316,127 insured value)	<u>322,987</u>
	<u>\$441,903</u>

This expenditure is funded from the Legislative Services operating budget.

RECOMMENDATION

That Council approve the renewal of the 2016/17 insurance portfolio in the amount of \$441,903.



Prepared by



Scott Broughton, Manager of Risk Management

Approved by



Carrie MacPhee, Director of Legislative Services

copy Paul Thorkelsson, CAO

ADMINISTRATOR'S COMMENTS

I endorse the recommendation of the Director of Legislative Services



Paul Thorkelsson, Administrator

1410-048
ref 5170-20



Mayor
Councillors
Administrator

Council
Administration
Media

The Corporation of the District of Saanich

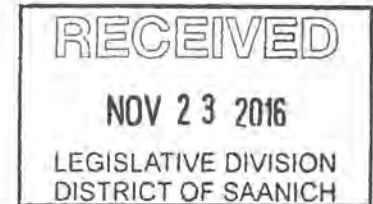
Report

To: Mayor and Council

From: Harley Machielse, Director of Engineering

Date: November 22, 2016

Subject: BikeBC Program Grant Application – McKenzie Avenue Upgrade



PURPOSE

The purpose of the report is to seek Council endorsement of an application for funding from the Province of BC BikeBC Program.

BACKGROUND

The Province of BC recently announced a new intake of applications for the BikeBC Program – a grant program aimed at improving and enhancing cycling facilities in British Columbia. Administered by the Ministry of Transportation and Infrastructure, Saanich is eligible for applications for this program and has been successful in the past in receiving grants from the Province under the BikeBC funding umbrella. It should be noted that funding assistance is limited to those aspects of the project that add, enhance or promote the installation of cycling infrastructure.

DISCUSSION

The overall goal of this project is to improve the pedestrian and cycling safety and mobility along the McKenzie corridor from Cedar Hill Road to Shelbourne Street. New dedicated cycling facilities will connect the surrounding community to major destinations such as University Height Shopping Center, Tuscan Village, University of Victoria and the nearby schools – Cedar Hill Middle School and Mount Douglas Secondary School. In addition, the cycling facilities will complete a missing gap and connect to facilities on McKenzie Avenue and Cedar Hill Road. The project is scheduled for construction in the spring of 2017. A concept plan is provided in Attachment 1.

The Bicycle and Pedestrian Mobility Advisory Committee at their meeting held November 17, 2016 noted support for the project.

FINANCIAL IMPLICATIONS

The overall project budget is \$750,000. The grant application is for 50% of the eligible costs (\$375,000). The District's portion of the project funding is included in the 2016-2020 Financial Plan.

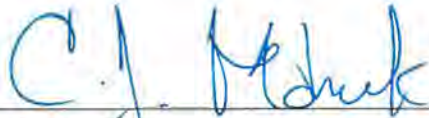
SUMMARY

The Province of BC BikeBC is an application based program available to local governments to support infrastructure improvements related to cycling. Engineering plans to submit an application in support of the McKenzie Avenue Upgrade project.

RECOMMENDATION

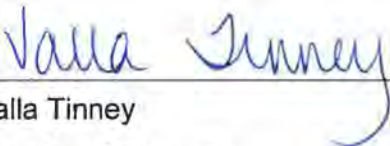
That Council endorse an application to the Provincial Government BikeBC program for the McKenzie Avenue Upgrade project.

Prepared by




Catherine Mohoruk
Manager of Transportation

Reviewed by



Valla Tinney
Director of Finance

Approved by



Harley Machielse,
Director of Engineering

SH/CM/HM

Attachments

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Engineering

A handwritten signature in black ink, appearing to be 'Paul Thorpe', written over a horizontal line. The signature is stylized and somewhat scribbled.

Paul Thorpe, CAO



HATCH LEGEND

- ASPHALT PAVEMENT
- CONCRETE SIDEWALK
- CONFLICT POINT ON ASPHALT BIKE LANE AT DRIVEWAY CROSSINGS
- STAMPED CONCRETE
- GRASS BOULEVARD

FOR INFORMATION ONLY
November 15, 2016



**McKENZIE AVENUE UPGRADE - CEDAR HILL TO SHELBOURNE
SIDEWALK AND CYCLING FACILITY**

NOVEMBER 2016
SHEET 1 OF 1
SCALE 1:250





The Corporation of the District of Saanich

REPORT

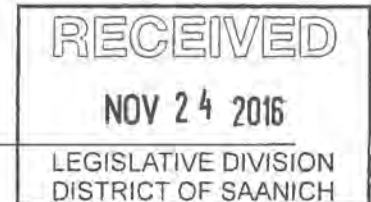
To: Mayor and Council

From: Suzanne Samborski - Director, Parks and Recreation
Sharon Hvozdanski, - Director, Planning

Mayor
Councillors
Administrators
Council
Administrator
Media

Date: November 23, 2016

Re: Canada 150 Plan



PROPOSAL

The purpose of this report is to:

- Identify and seek Council approval for the proposed Canada 150 Events and Activities; and
- Seek Council direction on the proposed Canada 150 Legacy Projects that have been identified by the Arts, Culture and Heritage Advisory Committee.

BACKGROUND

This report is in response to the request from Council at the meeting held November 21, 2016 for more detailed information concerning the proposed Canada 150 Plan. To assist Council, the Canada 150 Legacy Projects recommended by the Arts, Culture and Heritage Committee, have been separated from the *Canada 150 Events and Activities* and titled *Proposed Canada 150 Legacy Initiatives*.

At the July 11, 2016 Council Meeting, Council requested a staff report outlining a plan to celebrate Canada's Sesquicentennial (150th) anniversary in Saanich. The parameters of the requested plan included re-branding and re-purposing activities, while enhancing existing events with a Canada 150 theme.

A working group of the Arts, Culture and Heritage (ACH) Advisory Committee was created to collaborate with staff to identify areas of working together. The ACH working group and a multi-departmental staff team met to discuss plans and determine the best ways to create awareness of Canada's Sesquicentennial. The ACH working group would act as ambassadors to the community, meeting with community organizations and Saanich businesses to encourage their participation in the celebration as part of an overall communications plan.

At its October 27, 2016 meeting, the ACH Committee endorsed the following recommendation made by the Arts, Culture and Heritage Advisory Committee Canada 150 Working Group: "the Arts, Culture and Heritage Committee requests that Council approve the Saanich Canada 150 plan, including the Legacy Projects, and the \$5,000 one time Arts, Culture and Heritage Committee budget request".

While the following staff report includes the items recommended by the ACH Advisory Committee, it is designed to provide further details around budget and resource implications for Council's information and consideration.

CM
D.3

DISCUSSION

Proposed Canada 150 Legacy Initiatives

Recognizing the significance of Canada's Sesquicentennial, the Arts, Culture and Heritage Advisory Committee discussed and recommended three Canada 150 Legacy projects for inclusion with both the work plan and budget recommendation.

These projects would provide a more permanent legacy from the anniversary celebration, but would also involve significant staff and financial resources. These initiatives are not currently accounted for in departmental work plans and could potentially impact other Council-priority initiatives.

The following projects were selected by the ACH Advisory Committee as priority projects for Council's consideration.

Permanent Public Art Installation

The ACH Advisory Committee recommends a work of permanent public art be installed at the Cedar Hill Community Arts and Recreation Centre. The recommendation is for the installation to reflect Canada's past and future.

The District's "Comprehensive Arts Policy" (2002) recognizes that arts in our community can positively impact all aspects of our social and built environment. Saanich's Official Community Plan (OCP) highlights the importance of public art in numerous locations. The OCP promotes the use of parks, civic buildings and public spaces for public art. The OCP also emphasizes the importance of enhancing the sense of place in Centres and Villages, through works of public art.

Historically, the location of public art projects have been chosen through a jury process or completed in conjunction with a major capital project. Council may wish to endorse the Committee's recommendation of the Cedar Hill Community Arts and Recreation Centre or alternatively endorse a competition that looks at a broader range of sites.

Responsible for Implementation: Planning Department.

Financial Implications: N/A

No new funding would be required. At this time there is approximately \$180,000 in uncommitted funds in the Saanich Public Art fund for new installations. The ACH Advisory Committee is recommending the installation of a permanent piece of art in 2017 to commemorate Canada's 150th anniversary.

Resources Implications: Depending on the project selected, the public art installation may or may not include a juried evaluation. Staff will submit a Council report in the 1st quarter of 2017 with recommendations.

Develop a Temporary Public Art Program

The ACH Advisory Committee recommends the establishment of a Temporary Public Art Program as a legacy project. Temporary art programs typically run on annual basis. The intention would be for staff to present recommendations to Council for consideration and decision in 2017, as part of Saanich's Canada 150 celebration plan, with the program commencing in 2018.

Responsible for Implementation: Planning & Parks and Recreation Departments.

Financial Implications: Unknown

Development of a Temporary Public Art Program may include some level of public process. \$5,000 has been identified in the 2017 budget, if Council were to approve this item.

New funding for 2018 and in subsequent years would be required. The cost are unknown at this time and dependant on the program Council endorses.

Resources Implications: This initiative is not currently accounted for in either of the Parks and Recreation's or Planning's 2016 - 2017 work plans.

Recommendation: That this work plan item be forwarded to Council's Strategic Planning process for consideration. To assist in the deliberations, staff would prepare a companion report outlining best practices, recommended approach, costs and any other resource implications.

Time Capsule

The Arts, Culture and Heritage Advisory Committee propose to engage the community in providing items to be placed in a time capsule. The capsule would be installed at or near the Saanich Municipal Hall 50th anniversary sign.

Responsible for Implementation: CAO's Office

Financial Implications: N/A

This project is dependent on funding from external sources.

Resources Implications: This initiative will be included in the CAO's 2017 work plan.

Recommendation: That this project be included as part of the Canada 150 Event and Activities work plan.

Proposed Canada 150 Events and Activities Work Plan

In response to Council's July 11, 2016 request that staff prepare a report outlining a plan to celebrate Canada's Sesquicentennial (150th) anniversary in Saanich, the following work plan was created.

Below are a list of proposed no and low cost events and activities that would create awareness and celebrate Canada 150. These initiatives could all be done within existing work plans. However in some cases additional funding will be required as outlined below.

Event/Activity	Responsible for Implementation	Financial/Operating Implications	Resource Implications
Arts and craft activities in children's programs and camps and at community special events.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Include the Canada 150 logo on the cover of the Saanich Parks and Recreation Active Living Guide.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Add a "Celebrate Canada 150" message to Recreation receipts.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Host red and white theme days/swims and skates at the recreation centres.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Plant red and white themed horticultural displays.	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.

Celebrate the planting of 150 trees throughout 2017 at Significant Tree Day	Parks and Recreation	No additional funding required.	Can be accommodated within existing work plan.
Add the Canada 150 logo to the Saanich letterhead for the year	Corporate Services	No additional funding required.	Can be accommodated within existing work plan.
Organize a 150 Branded/Focused Heritage Walking Tour	Planning	No additional funding required.	Can be accommodated within existing work plan.
Organize a 150 Branded/Focused Heritage Bus Tour	Legislative Services	No additional funding required.	Can be accommodated within existing work plan.
Archival displays at the Municipal Hall and Cedar Hill Community Recreation and Arts Centre	Legislative Services	No additional funding required.	Can be accommodated within existing work plan.
Canada 150 prizes and enhancements to community events throughout the year.	Parks and Recreation	\$7,500 new funding required. Canada 150 prizes and giveaways at municipal special events, re-themed some existing activities and building new activities; over 10,000 people attend the summer municipal events	Can be accommodated within existing work plan.

Initiate a community arts project to create new lanterns for the annual Moonfest Festival	Parks and Recreation	\$5,000 new funding required A series of community lantern making workshops will be scheduled, as well as the purchase of two (2) new lanterns as a legacy to the event	Can be accommodated within existing work plan.
Enhance the Saanich organized activities at the Gorge Canada Day Picnic.	Parks and Recreation in partnership with Gorge Tillicum Community Association	\$5,000 new funding required. New and expanded interactive games added to what the District currently offers at Canada Day.	Can be accommodated within existing work plan.
Develop a communications plan in collaboration with the Saanich Communications Office.	Corporate Services	\$2,000 new funding required. (approximately 15 hours of Contractor)	May be accommodated within existing work plan.
Create a place on <i>saanich.ca</i> for the community to post their Canada 150 celebrations.	Corporate Services	\$500 new funding required. (approximately 15 hours of auxiliary time)	May be accommodated within existing work plan.
Arts, Culture and Heritage Advisory Committee to involve and encourage community participation in Saanich's Canada 150 celebrations.	Arts, Culture and Heritage Advisory Committee	\$ 5,000 new funding required.	No staff resources required, as the ACH Working Group will carry out the activities

Purchase and installation of Canada 150 street pole banners at the Municipal Hall.	Parks and Recreation & Engineering	\$8,100 new funding required. Banners - \$3,600 Hardware Repairs and Banner Installation by Public Works - \$4,500	Can be accommodated within existing work plan.
Design and print rack cards advertising the District's special events and activities.	Corporate Services	\$2,500 new funding required.	Can be accommodated within existing work plan.
Total Budget Requested		\$35,600	

If Council chose to fund the Canada Day 150 Events and Activities Work Plan, the total cost would be \$35,600.

Financial Implications:

The known impact to the 2017 financial plan is \$40,600. It is proposed that the Public Art piece be resourced through the Public Art fund for new installations (current uncommitted balance \$180,000).

As indicated, staff and support resources required for the subsequent implementation of a Temporary Public Art Program are unknown at this time. At Council's direction, staff would provide a Council report outlining best practices, recommended approach, costs and any other resource implications.

As one-time items, any budget requirements approved by Council would be incorporated into the 2017 Financial Plan as pre-approved one time supplemental items to be funded from 2016 surplus.

Budget Implications:

Action	2017 Budget
Work Plan	
Canada Day 150 Events and Activities Work plan	\$35,600
Legacy Project	
Permanent Art Installation	Public Art Fund
Temporary Art Program	\$5,000
Total	\$40,600

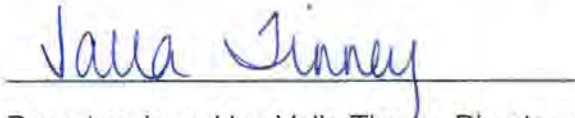
RECOMMENDATION

That Council:

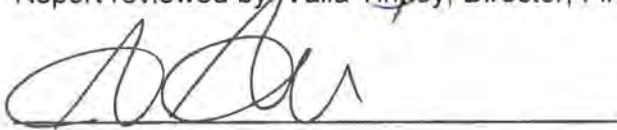
1. Approve the proposed work plan and 2017 budget of \$40,600 for District of Saanich's Canada 150 Events and Activities.
2. Approve installation in 2017 of a Canada 150 themed, outdoor public art project in a location to be determined in accordance with the Comprehensive Art Policy.
3. Refer the temporary public art program to Council's 2017 Strategic Planning process.



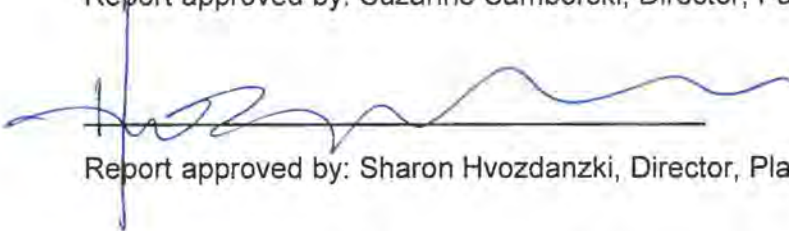
Report prepared by: Kelli-Ann Armstrong, Sr, Manager- Recreation



Report reviewed by: Valla Tinney, Director, Finance



Report approved by: Suzanne Samborski, Director, Parks and Recreation



Report approved by: Sharon Hvozdanzi, Director, Planning

ADMINISTRATOR'S COMMENTS:

I endorse the recommendations of the Directors of Parks and Recreation and Planning.



Paul Thorkeisson, CAO

1425-40 ACH



Mayor
Councillors
Administrator

Council
Administrator
Media

Memo

To: Donna Dupas, Legislative Manager

From: Tania Douglas, Senior Committee Clerk
Arts Culture and Heritage Advisory Committee

Date: November 24, 2016

Subject: Celebrating Canada's 150th Sesquicentennial

At the November 24, 2016 meeting of the Arts, Culture and Heritage Advisory Committee (ACH), the Chair advised that some clarification was needed surrounding the events and budget information provided to Council regarding the Canada 150th Sesquicentennial celebration.

The following motion from the October 27, 2016 meeting was RESCINDED.

"That the Arts, Culture and Heritage Advisory Committee endorses the Arts, Culture and Heritage Advisory Committee's Canada 150 Working Group report dated October 27, 2016 from Councillor Sanders, and recommends the report be forwarded to Council for approval."

****MOTION WAS RESCINDED****

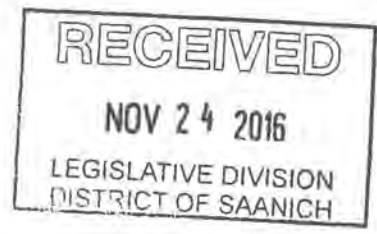
The following motion was PASSED at the November 24, 2016 meeting:

"That the Arts, Culture and Heritage Advisory Committee recommends that Council:

- 1. Approve the proposed work plan and budget for the District of Saanich Canada 150 events and activities as discussed at the November 24, 2016 ACH meeting;**
- 2. Approve the installation in 2017 of a Canada 150 themed outdoor public art project in a location to be determined in accordance with 7.2 Public Art Process in the Comprehensive Art Policy; and,**
- 3. Refer the public temporary art program to Council's Strategic Planning process."**

Tania Douglas

copy: Kelli-Ann Armstrong, Senior Manager, Recreation Services
Councillor Sanders, Chair



1410-04 Admin
Xref: 1090 30



The Corporation of the District of Saanich

REPORT

Mayor
Councillors
Administrator

Council
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Media

To: Mayor and Council
From: Paul Thorkelsson, CAO
Date: November 22, 2016
Subject: Code of Conduct Policy

PURPOSE

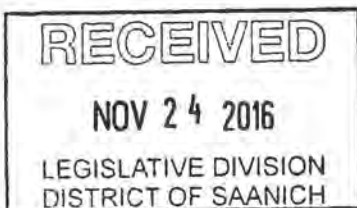
The purpose of this report is to present a Code of Conduct policy for consideration by Council.

BACKGROUND

A number of members of Council had the opportunity to attend a session at the 2016 UBCM Conference that focused on the current state of "integrity" in local governments in British Columbia and some potential tools aimed at working to address public concerns regarding confidence in governance and government institutions. Those that were able to attend heard the case for the development of legislation that would mandate codes of conduct and integrity commissioners tasked with enforcement of such codes. Fundamentally, that presentation and discussion was aimed at better ways to educate and support elected officials, investigate and correct negative behavior when necessary and improve public confidence.

DISCUSSION

The Community Charter establishes statutory provisions relating to serious behavior infractions and actions by local government officials. Recent experience in local governments across the province are finding those statutory provisions less than suitable and/or effective for many of the issues and behaviors that have come to the forefront (such as bullying and harassment, rude comments, pressuring of employees, disrespectful tone/comments etc.). Municipal Councils under the Charter are expected to be self-regulating and have the opportunity to formally censure individual members under the legislation as reviewed and deemed necessary and appropriate by Council. This "self-regulation" has been well recognized by the Courts as including the determination and development of internal processes and procedures to control misconduct, establish clear expectations and introduce disciplinary process(es).



However, the Charter tools afforded Councils of censure and disqualification from office are blunt instruments that have been viewed as less than applicable or well adapted to dealing with the current concerns faced by Councils. As such, there has been significant interest over the past number of years by local government elected officials in the development of more specific legislation in this regard, including the introduction of integrity commissioners for local governments similar to those in place in the province of Ontario. At this time, changes to the Community Charter in British Columbia are under consideration with no known time frame or commitment for adoption.

A written Code of Conduct is one of the most often used methods introduced by Councils to take positive action in light of the existing legislation. Codes of conduct are in place in many municipalities across the Province of British Columbia and have aided a number of municipalities to ensure that the members of Council, Committees and Local Boards of the municipality share a common basis of acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate.

As such, by adopting the Code of Conduct policy, Council acknowledges this gap in provincial legislation and the importance of the principles contained in this Code which establishes clear expectations for members of Council to abide, while still maintaining the self-regulating approach envisioned by the Charter.

Saanich Council's expressed priorities of open, transparent and well-functioning governance for the citizens of this community presents the opportunity for the introduction of a Code of Conduct for Council based on the fundamental principles of integrity, accountability, leadership, respect and openness.

The Code of Conduct policy presented for consideration covers the prime areas of conflict and concern that have been identified through experience across the Province and across a variety of local government organizations. The policy presented is structured using precedented examples from other jurisdictions in B.C. and Canada that have been successfully introduced and implemented. In addition, the policy introduces additional areas of focus specific for Saanich that are aligned with corporate priority areas in this organization - expectations around compliance with FIPPA legislation and confidentiality is one important example.

It is noteworthy that the policy presented for consideration is mirrored by a suite of administrative policies that govern workplace requirements and standards of conduct for Saanich Staff.

Finally, and importantly, the policy outlines clear processes for the filing, investigation and adjudication of breaches of the established conduct expectations. This important part of the policy maintains Council's self-regulating authority as established in the Community Charter while providing the opportunity to address concerns without engaging the cumbersome processes currently provided under the legislation.

SUMMARY

While not currently mandated by the legislation that governs local governments the introduction of a Code of Conduct policy by Council provides an opportunity for Saanich to overtly and clearly outline expectations for Council to the community. It is a clear expression of key fundamental principles of good governance and builds community confidence in Saanich as an organization.

RECOMMENDATION

That Council approve the Council Policy, Code of Conduct, 16/CNCL as presented.

A handwritten signature in black ink, consisting of a large, stylized 'P' followed by several loops and a long horizontal stroke ending in a small flourish.

Chief Administrative Officer

COUNCIL POLICY

NAME:	CODE OF CONDUCT	
ISSUED:	November, 2016	INDEX REFERENCE:
AMENDED:		COUNCIL REFERENCE: 16/CNCL

PURPOSE:

To set minimum expectations for the behaviour of Council officials in carrying out their functions.

SCOPE:

All Council officials and the Chief Administrative Officer.

DEFINITIONS:

Advisory Body Member: a person sitting on an advisory committee, task force, commission, board, or other Council-established body.

Confidential Information: Confidential Information includes information that could reasonably harm the interests of individuals or organizations, including the District of Saanich, if disclosed to persons who are not authorized to access the information, as well as information to which section 117 of the *Community Charter* applies.

Council official: the Mayor and Council members

Personal Information: has the same meaning as in the *Freedom of Information and Protection of Privacy Act*

Staff: an employee or contract employee of the District of Saanich, and includes staff that supports Advisory Bodies.

Municipal Officer: a member of staff designated as an officer under section 146 of the *Community Charter* or a bylaw under that section.

INTERPRETATION:

- (a) In this policy, a reference to a person who holds an office includes a reference to the persons appointed as deputy or appointed to act for that person from time to time.
- (b) This Code of Conduct applies to the use of social media by Council officials in relation to District related matters.

POLICY STATEMENTS:**1. Key Principles**

- 1.1. **Integrity:** Council officials are keepers of the public trust and must uphold the highest standards of ethical behaviour. Council officials are expected to:
- make decisions that benefit the community;
 - act lawfully and within the authorities of the *Community Charter, Local Government Act* and other applicable enactments; and
 - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- 1.2. **Accountability:** Council officials are obligated to answer for the responsibility that has been entrusted to them. They are responsible for decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny; proper records must be kept.
- 1.3. **Leadership:** Council officials must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government. Council officials will provide leadership to District staff through the Chief Administrative Officer.
- 1.4. **Respect:** Council officials must conduct public business efficiently and with decorum. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognition of the different roles others play in local government decision making.
- 1.5. **Openness:** Council officials have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; communicating clearly; and providing appropriate means for recourse and feedback.

2. General Conduct

- 2.1. Council officials must adhere to the key principles and provisions of the Code of Conduct.
- 2.2. Council officials must act lawfully and within the authorities of the *Community Charter, Local Government Act* and other applicable enactments and exercise a reasonable degree of care and diligence in carrying out their functions.
- 2.3. Council officials have an obligation to consider issues and exercise powers, duties and functions in a manner that avoids arbitrary and unreasonable decisions.
- 2.4. Council officials must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council officials must avoid conduct that:
 - contravenes this policy;
 - contravenes the law, including the *BC Human Rights Code*, and other enactments, and District Bylaws; and
 - is an abuse of power or otherwise amounts to improper discrimination, intimidation, harassment or verbal abuse of others.

3. Collection and Handling of Information

- 3.1. Council officials must:
 - Collect and use personal information in accordance with *Freedom of Information and Protection of Privacy Act* legislation and the policies and guidelines as established in Saanich;
 - Protect information that is specifically marked confidential, that is Personal Information and other material identified or understood to be confidential in nature;
 - Refrain from discussing or disclosing any Confidential Information with or to Staff, or with persons outside the organization except as authorized;
 - Refrain from discussing or disclosing any Personal Information with or to other Council Officials, Staff, or with persons outside the organization except in a manner consistent with the duty to protect Personal Information under the *Freedom of Information and Protection of Privacy Act*.

- Take reasonable care to prevent the examination of confidential material or access to Personal Information by unauthorized individuals;
- Not use Confidential Information except for the purpose for which it is intended to be used;
- Only release information in accordance with established District policies and procedures and in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- Not disclose decisions, resolutions or report contents forming part of the agenda for or from an in-camera meeting of Council until a corporate decision has been made for the information to become public; and
- Not disclose details on Council's in-camera deliberations or specific detail on whether individual Councillors voted for or against an issue.

3.2. Except in the normal course of duties, Council officials must not in any way change or alter District records or documents.

3.3. When dealing with Personal Information, Council officials must comply fully with the provisions of the *Freedom of Information and Protection of Privacy Act*. All reasonable and necessary measures must be taken to ensure that the personal or private business information of individuals is protected. Personal information includes information or an opinion about a person whose identity is apparent, or can be determined from the information or opinion.

4. Conflict of Interest

4.1. Council officials are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests.

4.2. Council officials must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties in accordance with statutory requirements of the *Community Charter*.

5. Interactions of Council officials with Staff and Advisory Body Members

5.1. Council is the governing body of the District of Saanich. It has the responsibility to govern the District in accordance with the *Community Charter* and other legislation.

- 5.2. The Mayor is the head and chief executive officer of the District and has a statutory responsibility to provide leadership to the Council and to provide general direction to municipal officers respecting the municipal policies, programs and other directions of the council as set out in the *Community Charter*.
- 5.3. Council officials are to contact staff including Municipal Officers, according to the procedures authorized by Council and the District Chief Administrative Officer regarding the interaction of Council members and staff. As a general principle, the District adopts the one employee model where Council's point of contact with staff is the Chief Administrative Officer.
- 5.4. Council officials are to direct inquiries regarding departmental issues or questions to the District's Chief Administrative Officer or the Department Head (Director) of the appropriate department and refrain from contacting other staff without first discussing the issue with the Department Head.
- 5.5. Advice to Council from staff will be vetted, approved and signed by the Chief Administrative Officer.
- 5.6. Council officials will invite the Chief Administrative Officer to be present at any meeting between a Council official and a member of staff where such attendance is requested by the staff member.
- 5.7. Council officials are not to issue instructions to any of the District's contractors, tenderers, consultants or other service providers.
- 5.8. Council officials must not make public statements attacking or disparaging staff or Advisory Body Members and shall show respect for the professional capacities of staff. Council officials must not involve staff in matters for political purposes.
- 5.9. Council officials must not publish or report information or make statements attacking or reflecting negatively on staff or Advisory Body Members except to the Chief Administrative Officer as appropriate to bring a complaint to the attention of the Chief Administrative Officer for follow up.
- 5.10. Significant information provided to any member of Council, which is likely to be used in Council or in political debate, should also be provided to all other Council members, and to the Chief Administrative Officer.
- 5.11. Council officials must treat members of the public, other Council officials, Advisory Body Members and staff appropriately, and without bullying, abuse or intimidation in order to preserve a workplace free from harassment.

6. Council Officials Use of Social Media

- 6.1. It is not the role of individual Council officials to report directly on District related business. Council officials will use caution in reporting decision-making by way of their social media profiles and websites prior to official communication by the District.
- 6.2. Council officials will include an "in my opinion", or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow up posts to the District's social media postings and when creating original posts pertaining to District related business.
- 6.3. Council officials will refrain from using or permitting use of their social media accounts for purposes that include:
- defamatory remarks, obscenities, profane language or sexual content;
 - negative statements disparaging staff or calling into question the professional capabilities of staff;
 - content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - statements that indicate an actual attitudinal bias in relation to a matter that is to be the subject of a statutory or other public hearing;
 - promotion of illegal activity;
 - information that may compromise the safety or security of the public or public systems.
- 6.4. Council officials must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate this Code of Conduct.

7. Interactions with the Public and the Media

- 7.1. Council officials will accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council, and by so doing affirm the respect for and integrity in the decision-making processes of Council.

- 7.2. When discussing the fact that he/she did not support a decision, or voted against the decision, or that another Council official did not support a decision or voted against a decision, a Council official will refrain from making disparaging comments about other Council officials or about Council's processes and decisions.

8. Gifts and Personal Benefits

The receipt and reporting of gifts and personal benefits is dealt with under sections 105 and 106 of the *Community Charter*. Ultimately, the interpretation of those sections is a matter for the courts. However, the general language used in those sections creates some level of uncertainty and this Code of Conduct is intended to provide some guidance to Council officials.

8.1. What are Gifts and Personal Benefits?

- 8.1.1. Gifts and personal benefits are items or services of value that are received by Council officials for personal use. These would include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewellery, pens, food or beverages, discounts or rebates on purchases, free or subsidized drinks or meals, entertainment, invitations to social functions, etc.

8.1.2. The following are not to be considered gifts or personal benefits:

- Compensation authorized by law (see section 105(2)(b) of the *Community Charter*).
- Reimbursement for out of pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event or in connection with an authorized travel.
- A lawful contribution made to a Council member who is a candidate for election conducted under the *Local Government Act*.

8.2. What Gifts and Personal Benefits may be Accepted?

- 8.2.1. Section 105(1) of the *Community Charter* prohibits Council officials from directly or indirectly accepting a fee, gift or personal benefit connected with the official's performance of the duties of office.

- 8.2.2. In accordance with section 105(2), a Council official may accept gifts and personal benefits received as an incident of the protocol or social

obligations that normally accompany the responsibilities of elected office.

- 8.2.3. Gifts and personal benefits received in accordance with section 105(2)(a) of the *Community Charter* as referenced in section 8.2.2 must be reported and disclosed in accordance with section 106 to the Corporate Officer.
 - 8.2.4. Where a gift or personal benefit that may be accepted under the *Community Charter* has a value in excess of \$100.00, the Council official who receives the gift will do so on behalf of the District and turn over the gift to the District, except as otherwise permitted by Council.
 - 8.2.5. Council officials must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest, and to assist in avoiding that situation, Council officials will not accept gifts or personal benefits from business or commercial enterprises having a value that exceeds \$50.00 or, where the total value of such gifts and benefits, received directly or indirectly from one source in any twelve (12) month period, would exceed \$250.00.
- 8.3. How Must Gifts and Personal Benefits be Reported?
- 8.3.1. Council officials must disclose to the Corporate Officer gifts and personal benefits in accordance with section 106 of the *Community Charter*.
 - 8.3.2. If a Council official receives a gift or personal benefit that they do not wish to accept, regardless of value, they may immediately relinquish the gift or personal benefit to the District, in which case a disclosure form would not be required. If the gift or personal benefit is not immediately relinquished to the District, then the Council official must file a disclosure form.
 - 8.3.3. The content of the disclosure must comply with section 106(2) of the *Community Charter* and must be filed "as soon as reasonably practicable".
 - 8.3.4. It is the responsibility of Council officials to be familiar with the provisions in the *Community Charter* relating to acceptance and disclosure of gifts and to ensure that they comply with these requirements as contemplated by the statute.

8.4. How are Gifts and Personal Benefits Valued?

- 8.4.1. For the purposes of this Code, the value of each gift or personal benefit shall be determined by its replacement cost, i.e., how much it would cost to replace the item?

8.5. Procedure for Dealing with Relinquished Gifts and Personal Benefits

- 8.5.1. Where a gift or personal benefit with value that exceeds \$50 is relinquished to the District, the Corporate Officer will record the receipt of the item, nature of the gift or personal benefit, source (including the addresses of at least two individuals who are directors, when the gift is provided by a corporation, if available), when the gift was received, and the circumstances under which it was given and accepted.

9. Breaches, Complaint Handling and Disciplinary Action

General

- 9.1. Council officials are to abide by the requirements of the *Community Charter* and this Code of Conduct, and shall endeavour to resolve disputes in good faith, recognizing that interpersonal rancour does not facilitate good governance.

Council Officials

- 9.2. Alleged breaches of this Code of Conduct by Council Officials shall be submitted in a written complaint addressed to the Mayor and the Chief Administrative Officer within six (6) months of the last alleged breach. In the event that the Mayor is the subject of, or is implicated in the complaint, the complaint shall be addressed to the current Acting Mayor unless that individual is the subject of, or implicated in the complaint.
- 9.3. Upon receipt of a complaint under section 9.2, the Mayor, or Acting Mayor, and the Chief Administrative Officer shall, if they are not able to resolve the matter informally, within thirty (30) days, appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator"). If the parties cannot agree on the choice of investigator, the nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator.

9.4. The Third Party Investigator:

- 9.4.1. May conduct a preliminary assessment of the complaint, at the conclusion of which the investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed;

If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

- 9.4.2. Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
- 9.4.3. Provide an investigation updated within ninety (90) days of his or her appointment to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent;
- 9.4.4. Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent; and
- 9.4.5. Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:
- dismissal of the complaint; or
 - public censure of the Council Official or Officials for misbehaviour or a breach of this Code of Conduct;
 - a recommendation that a Council Official or Officials apologize to any person adversely affected by a breach of this Code of Conduct;
 - counselling of a Council Official or Officials; and/or
 - such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.

- 9.5. The Mayor or Acting Mayor shall consider whether the Report should be presented to Council.

- 9.6. The Corporate Officer will receive and retain all reports prepared under section 9.4.3 and 9.4.4.

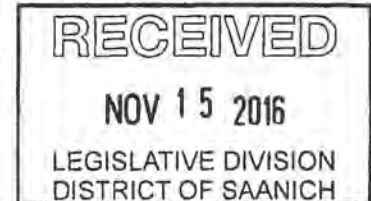
- 9.7. Where a Council Official alleges a breach of this Code of Conduct by a fellow Council Official, all Council Officials shall refrain from commenting on such allegations at open meetings of Council pending the conclusion of the Report and any decision of Council on the Report.
- 9.8. Council Officials who retain legal counsel to represent them in proceedings under this section may request in writing that the District indemnify them for their reasonable costs of representation, in accordance with section 740 of the *Local Government Act*.



The Corporation of the District of Saanich

Report

To: Mayor and Council
From: Suzanne Samborski, Director of Parks and Recreation
Date: 11/15/2016
Subject: Mount Douglas Park Access Study



PURPOSE

The purpose of this report is to provide Council with options to address access to Mount Douglas Park. In keeping with Council's motion *"that such options should attempt to minimize impact to the special nature, character and experience that access routes themselves provide to users of the park,"* staff undertook a study with the intent to report back to Council in November.

OBJECTIVE

The main objective was to undertake a comprehensive study to develop options for improving community access to key trails and facilities in Mount Douglas Park. Key modes of access included cycling, pedestrian, transit and vehicle. The access study was not intended to be a park management plan, concept plan or master plan for the park.

BACKGROUND

On February 15th, 2016 Council endorsed a staff recommended process to develop options to address concerns raised regarding access to Mount Douglas Park by some members of the public, especially related to recent parking restrictions at the north end of Glendenning Road. Since February, staff have undertaken the following;

- Developed a Project Charter.
- Created a Terms of Reference and established a community based Project Advisory Team (PAT) consisting of 9 major stakeholders and staff from Parks, Engineering and Fire to act as an advisory body during the course of the Park Access Study at Mount Douglas Park.
- Developed a detailed inventory of existing parking areas, bicycle facilities, pedestrian routes and transit facilities.
- Undertaken a public survey through the summer months.
- Undertaken a detailed access study employing a transportation consultant (Urban Systems).

- Developed draft recommendations to enhance all forms of access.
- Hosted a public open house, provided a virtual open house on the Saanich website and undertaken a second survey for the public to provide input on the draft recommendations.
- Presented an overview of the study and key draft recommendations to three Advisory Committees of Council; Bicycle and Pedestrian (BIPED), Environment and Natural Areas (ENA) and Parks, Trails and Recreation (PTR).

The opportunity for public and committee input concluded on October 31st and in total more than 700 surveys were received. All study materials and survey results are available online at www.saanich.ca/parks

DISCUSSION

The data analysis points to several key findings and recommendations. The proposed recommendations are organized by access mode as follows:

- 6 recommendations to improve pedestrian access
- 5 recommendations to improve cycling access
- 4 recommendations to improve transit access
- 10 recommendations to improve vehicle access

Based on the feedback obtained from the open house and follow up survey the top 5 recommendations include the following;

- Improve pedestrian connections to trails across major roadways within the park
- Improve the shoulder/sidewalk on Blenkinsop Road between the Mercer trail and parking area off Blenkinsop
- Create effective signage to alert drivers about speed limits, pedestrians and cyclists on Churchill Drive
- Consider adding a few additional parallel parking spaces where space permits on Glendenning Road near the trail entrance
- Improve entrance/exit to the Beach parking area complete with pedestrian and bicycle facilities to make safer movements to the remainder of the park

More information about the specific recommendations and their ranked level of support based on the October survey (247 participants) can be found in the Mount Douglas Park Access Study Summary Report (attached). While some of the recommendations will be relatively easy to implement, others will be more costly, or as is the case with transit, be referred to other jurisdictions for review and implementation. Others, such as a recommendation to add bike lanes on Cedar Hill Road, will be referred to the Active Transportation Plan, which the Engineering Department has just initiated and where Parks is a key partner. Recommendations that require capital funding will be included in future capital program submissions from Parks and Engineering departments for Council's consideration.

Mount Douglas Park is the largest natural park in Saanich. Given that the park serves the entire region, a large majority of park visitors arrive by automobile and there is a significant amount of existing infrastructure devoted to automobiles in the park. As such, the transportation consultant's work focused mainly on gaining a better understanding of the current situation with vehicular traffic. Some key findings that emerged from Urban Systems analysis and the public surveys indicates that:

- Almost 70% of respondents to the summer survey (458 participants) were very satisfied or somewhat satisfied with the parking facilities in the park.
- Turnover analysis and the survey findings reveal that the majority of park visitors stay for less than 2 hours.
- Weekdays were shown to be busiest in the evening.
- Weekends tended to be busiest in the early afternoon.
- The number one preferred choice for parking is Churchill Drive parking lot, followed by the Beach parking area with Glendenning parking area a close 3rd. Glendenning (5 designated spaces) and Churchill (28 designated spaces) lots were consistently the locations most likely to be considered full capacity based on industry standards.
- Overall, parking facilities in the park are generally sufficient (ie. less than 85% occupancy) however, there is room for improvement and opportunities to expand parking availability in key locations.
- The public online survey showed that 72% of respondents did not support creating additional parking using parkland.

RECOMMENDATIONS

While the issues surrounding Glendenning access precipitated this report, there were a number of important access recommendations throughout the park as a result of the study. Many of the recommendations contained in the access study are relatively straight forward to implement, while others will take inter-agency cooperation. Access into Beach parking will be an important consideration moving forward in not only the Active Transportation Plan, but also in discussion with BC Transit and other agencies.

Viewing the Park through a multi-modal lens creates opportunities to improve access for all, regardless of transportation mode. In approving the Mount Douglas Access Study, Council provides staff the lens and tools to improve Mount Douglas Park access over the next five to ten years.

The Urban Systems traffic study data revealed that both Glendenning and Churchill parking areas were the most challenging given their popularity. The Churchill parking area was improved and slightly expanded in 2009, and without major disruptions to the park, there are no opportunities to increase capacity. The Glendenning parking area which currently has five (5) stalls (inside the park) has a number of options available to increase capacity.

The traffic study undertaken by Urban Systems recommended the creation of a few additional parallel parking spaces along Glendenning and that clear signage be provided to indicate illegal parking. Additional information gained during the study period reflect a variety of opinions, ideas and potential solutions for the parking challenges at Glendenning.

Glendenning Trail Head Access

While survey feedback, along with observations made at the Glendenning Trail Head parking area are mixed; 72% of survey respondents did not support converting parkland into parking. However, 76% of respondents to the open house survey expressed support for some additional parking on Glendenning Rd.

The road is narrow and has a rural character with mature trees that warrant preservation. The demand for parking in this area is high since the trails in this part of the park are flat and easy to walk. The need to ensure emergency vehicle access is also an important consideration.

A number of options have been considered in an attempt to reflect the comments and opinions heard from various sources including the public open house, follow up survey and presentations to advisory committees. While each option responds to the spirit of the Council motion to a varying degree, there is no easy solution. One of the options available to Council is status quo, however, the lack of parking to this accessible trail will continue to be an issue.

Based on the need for continued service and emergency vehicle access, the condition and character of road, and the community's feedback regarding the protection of parkland, staff recommends an addition of up to five (5) parking spots on Glendenning Road (resulting in a total of 10 parking spots).

If in the future, Council and the community determine a need for additional parking, there is an ability to add up-to five (5) to 10 additional parking spots in the Park. Engineering staff indicate that preliminary costs to provide 5 parking spaces on Glendenning Road are estimated to be up to \$80,000. These costs will be confirmed through more detailed design work but provides an indication of costs at this time.

Based on the second public survey conducted after the open house that indicated 76% of respondents would support an option for parking on Glendenning, this option would most likely be highly favourable with survey respondents and those that access the park from this entry to enjoy the gentle grade of the trail. Recognizing there may be some concern from Glendenning residents regarding the re-instatement of parking, the maximum number of stalls that could be accommodated on the road would be limited to five (5).

SUMMARY

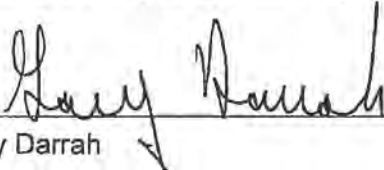
The 25 recommendations and Glendenning Road access options have been developed following an extensive consultation process that has been underway since April 2016. This has included the establishment of a stakeholders project advisory team, survey data gathered from more than 700 total participants, a public open house, feedback from three Council Advisory Committees and a detailed access study conducted during the busy summer months.

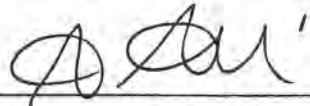
As directed by Council last February, staff, where necessary, have prepared options for what is arguably the most challenging access situation for park visitors by considering access as a whole to the Park and also considering what could be done at the Glendenning Trailhead.

RECOMMENDATIONS

That Council;

- 1) Endorse the recommendations in the Mount Douglas Park Access Study - Summary Report, and
- 2) Direct staff to provide up to five (5) parking spots on Glendenning at a cost up to \$80,000 to increase parking to Glendenning Trailhead to 10 spaces.

Prepared by 
 Gary Darrah
 Manager, Park Planning and Design

Approved by 
 Suzanne Samborski
 Director of Parks and Recreation

Attachments

Mount Douglas Park Access Study – Summary Report

Mount Douglas Park Access Study – Summary Report Appendices

- 1 Existing Parking Inventory
- 2 Mount Douglas Park Access Study - Summary Report
- 3 Map of Access Points and Trail Difficulty Rating
- 4 Urban Systems Research and Report
- 5 Project Advisory Team Meeting Agendas and Minutes
- 6 Results of the Online Public Survey
- 7 Open House Presentation Panels
- 8 Results and Comments from the Open House

ADMINISTRATOR’S COMMENTS:

I endorse the recommendation from the Director of Parks and Recreation


 Paul Thorke, CAO

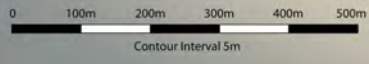
cc: Harley Machielse, Director of Engineering
Mike Burgess, Fire Chief

Appendix 8.1

Existing Parking Inventory

Mount Douglas Park Access Study					
Parking Inventory - May 31, 2106					
Location	Legal Parking Spaces	Undesirable Parking Spaces	Illegal Parking Spaces	Parking Lot Amenities	Comments
In-Park Parking Facility					
Churchill Drive	28	12	18	Access to Green and Blue Trails, Trail Map, Habitat Map, Bike Rack	Undesirable spaces are north of the access gate. Not currently marked "No Parking". This could go much further up Churchill Drive to the summit.
Beach	110	0	15	Access to Green Trails, Washrooms, Trail Map, Garbage, Playground, Benches and Picnic Tables	Potential for more parking if lines were painted in some areas to clearly define the parking areas.
Glendenning	5	0	2	Access to Green Trail, Trail Map, Bike Rack and Garbage	See Glendenning On-Street Parking for more information. The 2 illegal spaces noted are in the parking lot area itself.
Summit	13	12	8	Access to Green, Blue and Black Trails, Lookout, Garbage, 2 Handicap	Undesirable spaces are south of the summit area. Not currently marked "No Parking". This could go much further down Churchill Drive.
Blenkinsop	9	6	0	Access to Black Trail, Trail Map, Garbage, Bike Rack	Undesirable spaces are in the access drive to the parking lot. Not currently marked "No Parking".
Seaview Suites***	10	0	0	Access to Green and Blue Trails	***R/W agreement will have to be amended to promote these spaces
Total In-Park Parking	175	30	43		
On Street Parking					
Durling Place	33	0	1	Access to Green Trail	
Edgemont Road at trail head	2	0	0	Access to Green Trail, Trail Map	
Edgemont Road	15	0	1	Trail Access to Green Trail, Trail Map	1 minute walk from trail head towards Ash Road
Edgemont Road	10	0	1	Access to Green Trail, Trail Map	1 minute walk from trail head towards Majestic Road
Edgemont cul-de-sac	3	0	0	Access to Green Trail, Trail Map	15 second walk to trail head
Robinwood	24	0	1	Access to Green Trail	
Cedar Hill Road	17	28	0	Access to Green Trail	4355 Cedar Hill Road to Shelbourne Street - just park side of road. Undesirable due to proximity to Douglas Creek tributary and safety of pedestrians and motorists
Cedar Hill Road at trail head	14	1	4	Access to Green and Blue Trails, Trail Map	
Cedar Hill Road at Shelbourne Street	7	0	0	Access to Churchill Drive amenities	Did not note undesirable spaces as these would be the same as noted above for Cedar Hill Road
Harvest Lane cul-de-sac	4	0	0	Access to Green Trail	
Harvest Lane	17	0	2	Access to Green Trail, Playground	Playground is located in Harvest Lane Park c/w bike rack/picnic table/bench/trail map/garbage
Parkside Crescent	34	0	1	Access to Blue Trail	1 minute walk from secondary trail head access - 4270-4312 Parkside Crescent
Winchester	12	0	0	Access to Green Trail	1 minute walk from secondary trail head access - no parking restriction 10pm -6am
Parkside Place/Crescent	14	0	0	Access to Green Trail	1 minute walk from secondary trail head access
Glendenning Road	0	0	26	Access to Green Trail, Trail Map, Bike Rack and Garbage	Park parking lot to 4190 Glendenning
Glendenning Road	0	0	13	Access to Green Trail, Trail Map, Bike Rack and Garbage	4190 Glendenning to Mt Douglas X Road
Mt. Douglas X Road	12	0	0	Access to Green Trail	approximately 500m walk to Glendenning Trail head - on trail
Blenkinsop Road	10	0	10	Access to Green Trail	at Mercer Trail head
Blenkinsop Road at Lohbrunner	3	0	4	Access to Green Trail and Black Trail	approximately 150m walk to Mercer Trail head or 250m walk to Blenkinsop Trail head
Total On-Street Parking	231	29	64		
Total Potential Parking	406	59	107		

Cordova Bay Road



Mount Douglas Park Access Study
 Vehicle Parking Inventory
 May 31, 2016

- 10** Number of parking spaces in the Park
- 18** Number of parking spaces around the Park close to a Park trail access point



Trail Classifications

- Easy
- Moderate
- Difficult

Spaces located on Mt. Douglas X Road, 500m from Glendenning Trail

Mount Douglas Park

Access Study 2016

Summary Report

November 14, 2016



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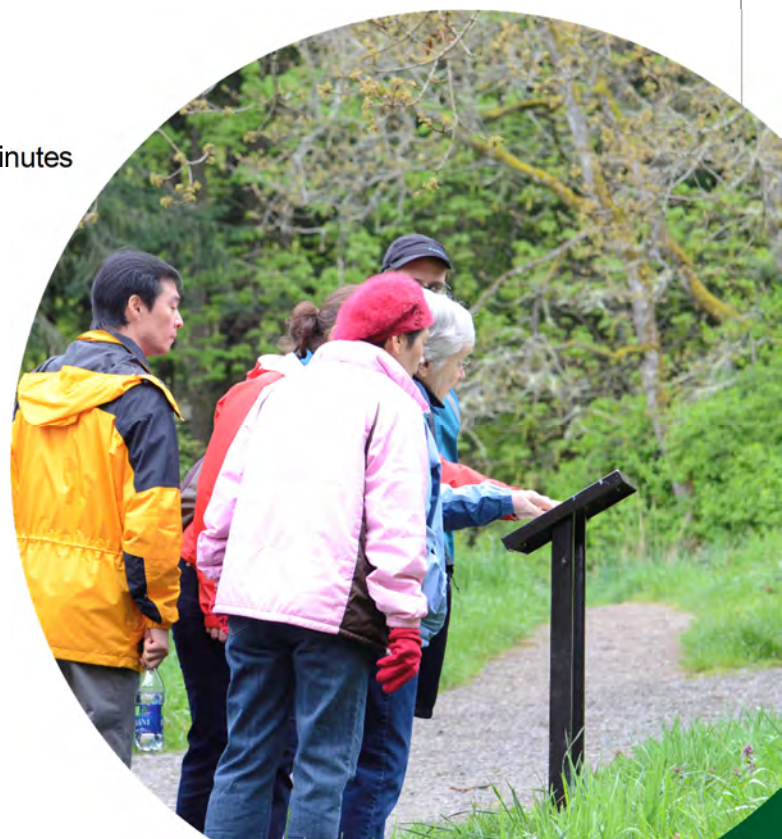
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1.1 Acknowledgements

The **Mount Douglas Park Access Study Report**; prepared by Saanich Parks staff with substantial contributions from Saanich Engineering, the Saanich Fire Department and our Project Advisory Team (PAT). PAT was comprised of Saanich Staff and members of the public represented by Saanich Recreation/Walking Groups, Friends of Mount Douglas Park Society, Recreation Integration Victoria, Blenkinsop Valley Community Association, Cordova Bay Association for Community Affairs, Gordon Head Residents' Association, Saanich Bicycle and Pedestrian Advisory Committee, Citizen Canine and Greater Victoria Cycling Coalition.

Our thanks to our Project Advisory Team!

Saanich Recreation/Walking Group - Robert Newell
Friends of Mount Douglas Park Society - Claude Maurice
Recreation Integration Victoria - Doug Nutting
Blenkinsop Valley Community Association - Earl Hannan
Cordova Bay Association for Community Affairs - Graham Shorthill
Gordon Head Residents' Association - Barbara Tabata
Saanich Bicycle and Pedestrian Advisory Committee - Darrell Wick
Citizen Canine - Mark Hawkes
Greater Victoria Cycling Coalition - Alex Nagelbach
Saanich Parks - Gary Darrah
Saanich Parks - Mike Goldsworthy
Saanich Engineering - Troy McKay
Saanich Fire - Brock Hensen

Thank you to the many Saanich residents who participated in the Online Public Survey, the Public Open House and those who provided feedback from the Open House.



1.2 Background

Parking restrictions along Glendenning Road leading into Mount Douglas Park were phased in through 2015. These restrictions followed discussions with the Blenkinsop Valley Community Association regarding concerns about damage to the adjacent Glendenning trail and tree roots along the west side of the road. Further investigation led to concerns regarding public safety vehicle access, resulting in the restrictions that are currently in place.

Council heard from a number of park users that the restrictions affect negatively on their access to and experience in the park. On February 15, 2016, Parks staff requested Council endorse a methodology to develop options to address access to Mount Douglas Park as outlined in the report dated February 5, 2016.

Council Motion from February 15, 2016:

“That Council endorse the methodology to develop options to address access to Mount Douglas Park as outlined in the report dated February 5, 2016 from the Director of Parks and Recreation, with the added amendment that such options should attempt to minimize impact to the special nature, character and experience that access routes themselves provide to users of the park.”

The following information summarizes the study and the recommendations that were the direct result of the community engagement process throughout the summer of 2016.

1.3 Project Objectives

A comprehensive study to develop options for improving the community’s access to key trails and facilities in the Park.

1.4 Key Considerations

- Modes of access:
 - cycling
 - pedestrian
 - transit
 - vehicular
- Trail network and associated trail difficulty ratings

1.5 Focus of the Study

One of the primary components of the study was to examine parking patterns and how park users get to, and access the Park. The Access Study is not a park management plan, a concept plan or a masterplan for the park. It is anticipated that the District will embark on a Park Management Plan for the Park in the next few years. This Access Study will provide important base information for the management plan.

2.0 Project Scope

- The Access Study included examining the following aspects of the Park.
 - Inventory of parking capacity (Appendix 8.1)
 - Inventory of access points including trail difficulty ratings (Appendix 8.2)
 - Transit stop locations (Appendix 8.2)
 - Bicycle facilities
 - Pedestrian facilities
- One portion of the community engagement component of the project involved the formation of a Project Advisory Team (PAT) to act as an advisory body during the course of the Park Access Study at Mount Douglas Park. The team consisted of Saanich Staff (Parks, Engineering, Fire) and members of the following stakeholder groups.
 - Gordon Head Residents' Association
 - Blenkinsop Valley Community Association
 - Cordova Bay Association for Community Affairs
 - Friends of Mount Douglas Park Society
 - Recreation Integration Victoria
 - Saanich Bicycle & Pedestrian Advisory Committee
 - Citizen Canine
 - Greater Victoria Cycling Coalition
- Presentations of findings to:
 - Bicycle and Pedestrian Advisory Committee (October 20, 2016)
 - Parks, Trails and Recreation Advisory Committee (October 25, 2016)
 - Environment and Natural Areas Advisory Committee (October 27, 2016)
 - Council (November 28, 2016)

2.1 Key Project Components

- Compile inventory of existing parking capacity in and around the park.
- Conduct public online surveys.
- Traffic study to include data collection and time analysis for the current parking situation during peak season use.
- Map access points into the park including trail difficulty ratings.
- Develop options to address parking and other forms of park access.
- Include a detailed traffic study in the peak season conducted by a qualified consultant.
- Engage the community (Public Open House on October 12, 2016) and key stakeholders including creating an advisory working group.
- Study timeframe - 9 months (data collection undertaken during summer peak use).
- Provide recommendations and options to Council in November.

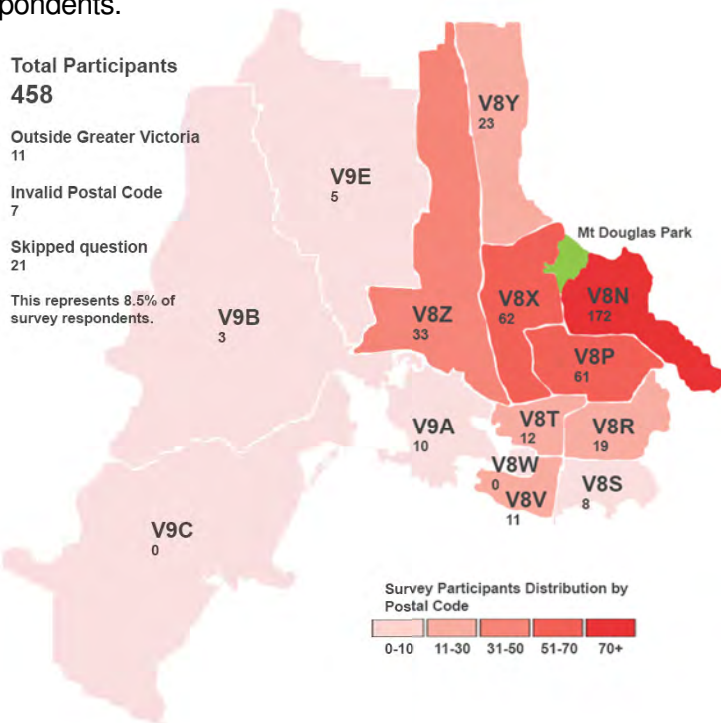
3.0 Community Engagement and Research

The community engagement and research phase for the Access Study included a Public Online Survey, the formation of a Project Advisory Team, external professional assistance, a Public Open House and a second online survey to collect feedback for the recommendations presented at the Open House.

3.1 Park Use and Access Online Survey

The purpose of the initial Public Online Survey was to help the District understand when the park is being used most frequently, how visitors get to the park and what types of activities are most popular for park users. The information collected would be used to make recommendations for how to improve access to key destinations in the Park. The survey asked a series of general questions about park use and then more specific questions about transportation to and from the park. The complete results of the survey is in Appendix 8.5.

Response to the survey was excellent and captured mostly local residents. The survey ran from July 1, 2016 through Aug 31, 2016 and garnered 458 responses. District staff used signs in the park, social media, direct email and ads in the Saanich News to promote the survey. The map below shows the general distribution of respondents.



Summer 2016 Public Online Survey Participant Distribution Map

The Project Advisory Team (PAT) met three times over the course of the project and provided valuable information and direction from a variety of viewpoints. Their mandate was to act as an advisory body during the course of the Park Access Study. Agendas and minutes of the meetings are in Appendix 8.4.

3.2 Consultant Research

In June 2016, the District retained Urban Systems to conduct a parking and access review of the six parking areas at Mount Douglas Park. The purpose of this study was to evaluate how parking demands change throughout the day on both weekends and weekdays during peak summer months (i.e. June, July, August). The number of park users opting to park in undesignated or illegal parking areas to access Mount Douglas Park was also assessed. This analysis was used to establish a baseline understanding of parking situation at Mount Douglas Park in order to make recommendations on infrastructure or access improvements required to increase the ability of people to utilize alternative modes of transportation to access the park (i.e. cycling, walking, transit, etc.).

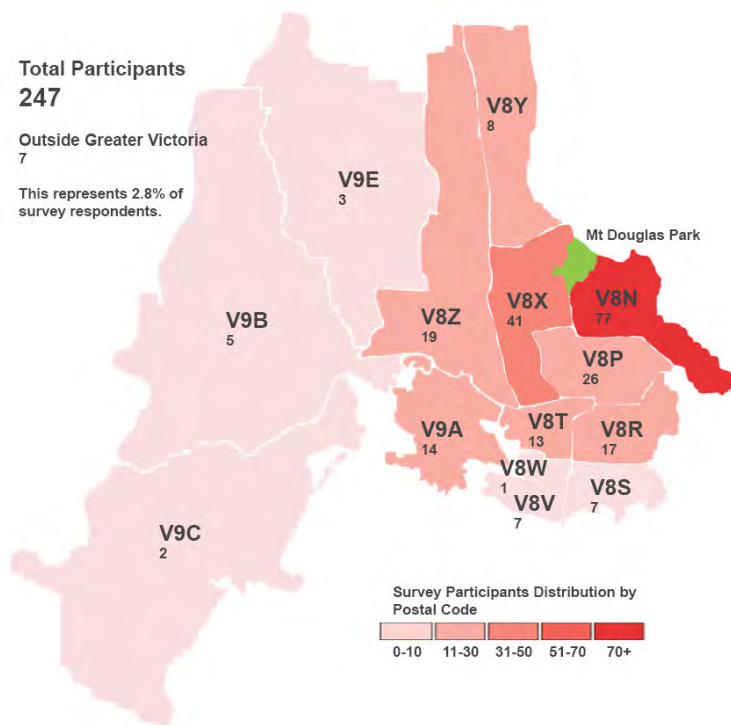
Further, this study also provided a high-level review of bike parking demand by counting the number of bikes using existing bike racks or bikes secured at various entrances to the Park.

The Urban Systems report outlines findings and recommendations from the study as well the methodology used to collect and analyze the parking data. Their full report is included in Appendix 8.3.

3.3 Open House and Feedback Survey

On October 12, 2016 at the Gordon Head Middle School, the District hosted a public open house to display the results of the summer public online survey, the consultant’s research results and to ask for feedback on the proposed recommendations to improve access to the Park. Forty-three individuals attended the event that was promoted much the same way as the summer survey. The open house presentation boards were also posted on the Saanich website and included a link to the online feedback survey. This survey collected 247 responses. The Presentation boards and the full results of the feedback survey are included in Appendix 8.6 and 8.7 for reference.

The recommendations and associated results follow in section 5.0.



Open House Feedback Survey Participant Distribution Map



4.0 Key Findings

Throughout the process, the District heard and observed a number of key messages. These include but are not limited to the following:

- Almost 70% of respondents to our summer survey were very satisfied or somewhat satisfied with the vehicle parking facilities in the Park.
- Overwhelmingly, more than 80% of park visitors generally spend 1-2 hours at the park.
- The number one choice for parking is the Churchill Drive parking area, followed by the Beach parking area, with Glendenning parking area a close 3rd.
- Glendenning (5 spaces) and Churchill (28 spaces) lots were consistently the locations most likely to be considered at full capacity.
- 72% of survey respondents generally did not support converting existing parkland for parking at Mount Douglas Park.
- 76% of open house respondents supported adding a few additional parallel parking spaces where space permits on Glendenning.
- Turnover analysis of the parking study supports the survey finding that the majority of park visitors stay for less than 2 hours.
- Weekdays were the busiest in the evening.
- Weekends tended to be busiest in the early afternoon.
- Overall, parking facilities in Mount Douglas Park are generally sufficient (i.e.<85% occupancy), however, there is room for improvement and opportunities to expand parking availability in key locations.



5.0 Recommendations

Throughout the study timeframe, staff formulated and refined a number of recommendations based on what was heard and observed throughout the community engagement process.

Grouped by mode of transport to the park, the recommendations are displayed in order of their level of support as indicated in the Open House Feedback results. The survey asked for a level of support on a 1-4 scale with 1 being no support to 4 being strongly support. (The support indicator number is derived from adding the #3 and #4 ratings together and are rounded to the nearest full percent).

5.1 Pedestrian Recommendations

- 84% Consider improving pedestrian connections to trails across major roadways within the park.*
- 80% Create effective signs to alert drivers about speed limits, pedestrians and cyclists on Churchill Drive.
- 69% Review speed of traffic on roads through the park and consider calming measures if warranted.
- 63% Look into upgrading the Douglas Trail from Ash Road to Shelbourne to a “Green” or easy trail.
- 60% Explore improving existing undeveloped park access points around the park (eg. Woodcrest Place).
- 55% Look at ways to remove barriers to easy access.

* Parks staff recommend referring this item to the Active Transportation Plan.

5.2 Cycling Recommendations

- 75% Create effective signs to alert drivers about speed limits, pedestrians and cyclists on Churchill Drive.
- 74% Consider adding bikelanes on Cedar Hill Road between Shelbourne Street and Ash Road.*
- 74% Provide additional bike racks at key trail entrances.
- 67% Review speed of traffic on roads through the park and consider calming measures if warranted.*
- 66% Improve promotion/marketing of bike rack locations in park maps and brochures.

* Parks staff recommend referring this item to the Active Transportation Plan.

5.3 Transit Recommendations

- 75% Saanich to relay concerns to BC Transit.
- 72% Move transit stops closer to the Park.
- 71% Improve Park trails to transit stops
- 69% Provide shelters where possible.

5.4 Vehicular Recommendations

- 81% Consider Blenkinsop Road shoulder/sidewalk improvements between Mercer Trail and Blenkinsop Trail.*
- 76% Consider adding a few additional parallel parking spaces where space permits on Glendenning near the trail entrance and relocate and improve the road side trail as required ensure emergency vehicle access is retained.
- 76% Improve entrance/exit to Beach parking area complete with pedestrian and bicycle facilities to make safer transitions to the remainder of the Park.*
- 70% Install more information signs about alternate parking areas.
- 67% Formalize undesignated spaces in Beach parking area and include handicap stalls while not adding more asphalt.
- 67% Review R/W Agreements with Park neighbours to obtain access.
- 65% Complete Churchill Drive entrance improvements.
- 59% To protect the Douglas Creek tributary and improve safety for pedestrians, cyclists and motorists, consider limiting parking on Cedar Hill Road to select areas.
- 47% Consider Summit parking/amenities improvements.
- 35% Consider adding time restrictions in popular areas to encourage more turnover. For example a 2hr max. at Glendenning parking area.

* Parks staff recommend referring this item to the Active Transportation Plan project.

6.0 Opportunities

The study showed overall that parking facilities in Mount Douglas Park are generally sufficient (i.e. <85% occupancy), however, there is room for improvement and opportunities to expand parking availability in key locations.

The public feedback and observations made at the Glendenning Trail Head parking area are mixed and not plainly apparent of what should be done at this entrance to the Park. The demand for parking in this area is high as the trails in this part of the Park lend themselves to a flat easy walk. There is an opportunity to provide some parking given the available space along the west side of the road; however, the road is narrow and has a rural character with mature trees that deserve to be protected. There is also a need to ensure emergency vehicle access is not compromised.

In addition, it should be noted that the Park also offers similar flat easy walks on trails such as the Maddock Trail (accessible from the Cedar Hill Road parking area), the Churchill Trail and the Douglas Trail (accessible from the Beach parking area).

In the past, the District has heard via the Friends of Mount Douglas Park Society and confirmed through this process that the Beach parking area would be better utilized if it were easier and safer to get from the east side of the park to the trails and amenities on the west side. The 76% support for our recommendation to improve entrance/exit to Beach parking area complete with pedestrian and bicycle facilities to make safer transitions to the remainder of the Park would suggest a significant change in this area is warranted and supported in the community. When combined with the 84% support for the recommendation to consider improving pedestrian connections to trails across major roadways within the park, the change can have a significant impact on the way the park functions in the future.

As these recommendations would largely be contained within the road allowances of Cordova Bay Road, Ash Road and Cedar Hill Road, collaborating with Engineering is critical to the success of this initiative.

Options for what this could look like would take some time to prepare but might include exploring the idea of a round-about at the entrance to the Beach parking area along with some other crosswalk improvements on Cordova Bay Road and Ash Road.

This idea could help to alleviate many of the concerns expressed by both the Friends of Mount Douglas Park Society and Park users. Concerns such as:

- Pedestrian safety
- Cyclist safety
- Vehicle speeds through the Park
- Vehicular movements entering and exiting the Beach parking area
- Transit stop locations

Preliminary examination of this idea presents itself as feasible and when combined with completing the bike lanes on Cedar Hill Road makes for a complete project.

7.0 Future Considerations

Support for the many recommendations is evident in our community. Some of the recommendations are simple and easily implemented; others are complicated and have significant financial impacts. These would need further investigation and be added to future Capital plans where appropriate.

A number of recommendations are referred to the Active Transportation plan that is currently in the early stages of development. Most of these recommendations fall within the municipal road allowance and require Saanich Engineering involvement and lead.

Mount Douglas Park

Access Study 2016

Appendices

- 8.1 Existing Parking Inventory
- 8.2 Map of Access Points and Trail Difficulty Rating
- 8.3 Urban Systems Research and Report
- 8.4 Project Advisory Team Meeting Agendas and Minutes
- 8.5 Results of the Online Public Survey
- 8.6 Open House Presentation Panels
- 8.7 Results and Comments from the Open House

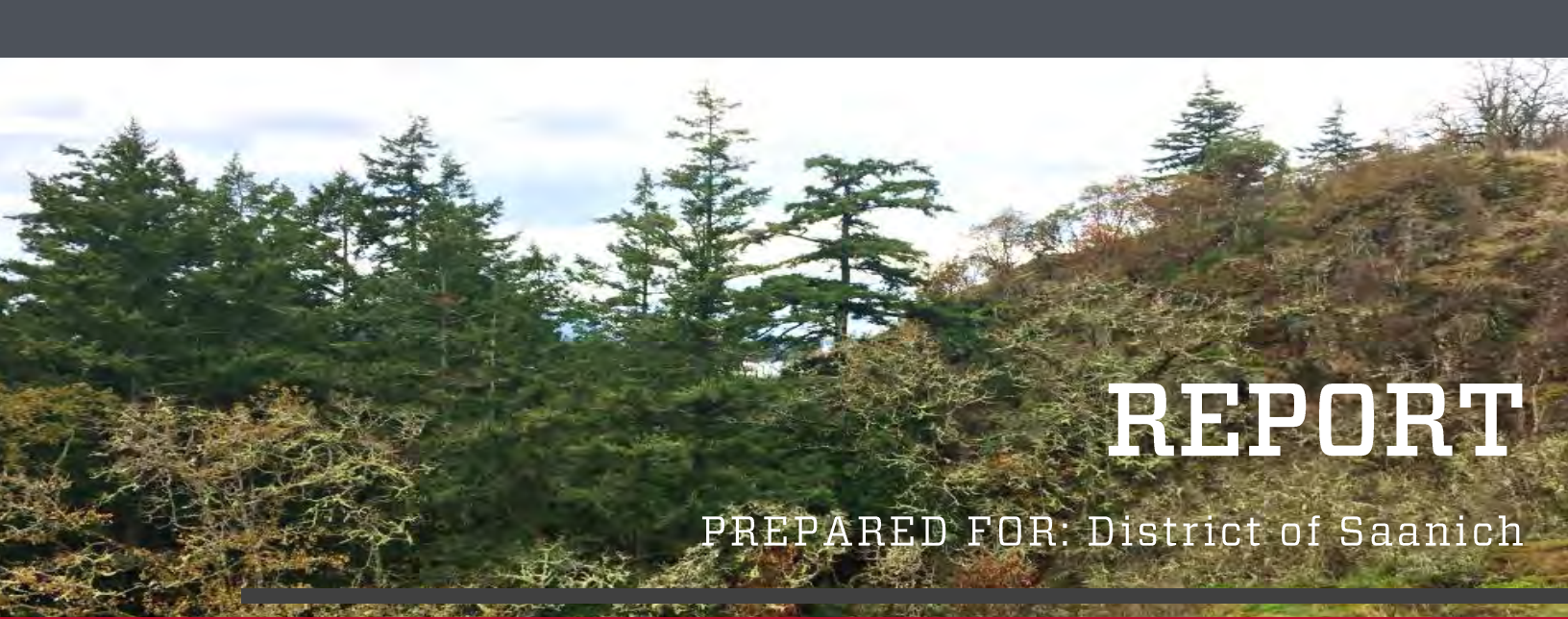


Appendix 8.2

Map of Access Points and Trail Difficulty Rating







REPORT

PREPARED FOR: District of Saanich

Mount Douglas Park Parking & Access Study



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Mount Douglas Park Parking & Access Study

Draft Report

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Date issued:

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APPENDICES

APPENDIX A: Parking Data Collection Packages

1.0 INTRODUCTION

In June 2016, the District of Saanich retained Urban Systems to conduct a parking and access review of the six parking areas at Mount Douglas Park. Recent concerns by park users prompted the need to review the current parking conditions in the Park. Due to the large size and popularity of the park there are a wide variety of park users pursuing diverse recreational activities on a day to day basis. Therefore, the purpose of this study is to evaluate how parking demands change throughout the day on both weekends and weekdays during peak summer months (i.e. June, July, August). This analysis will be used to establish a baseline understanding of parking circumstances at Mount Douglas Park in order to make recommendations on potential parking restrictions or access improvements required to increase the ability of people to utilize alternative modes of transportation to access the park (i.e. cycling, walking, transit, etc.). Further, this study also provided a high-level review of contextual parking issues related to bike parking demand and the number of park users opting to parking in undesignated or illegal parking areas to access Mount Douglas Park.

The following report outlines findings and recommendations from the study as well the methodology used to collect and analyze the parking data.

2.0 PROJECT BACKGROUND

The following section provides an overview of the study area and parking circumstances at Mount Douglas Park. This includes a breakdown down of the number of parking spaces available at each of the six parking lots, where bicycle parking is available, accessible parking, and contextual information for each location, including the presence of undesignated and/or illegal parking areas.

The six parking areas studied include:

1. Beach Parking Lot (52 designated spaces)
2. Churchill Parking Lot (28 designated spaces)
3. Summit Parking Lot (12 pm – Dusk only) (13 designated spaces)
4. Cedar Hill Parking Area (17 designated spaces)
5. Glendenning Parking Area (5 designated spaces)
6. Blenkinsop Parking Area (9 designated spaces)

In addition, there were two on-street parking areas identified and deemed significant for this study. For these parking areas, number of cars parked at each location was recorded.

1. Cedar Hill Road (between Churchill Parking Lot and Cedar Hill Parking Area)
2. Mercer Trail Access Area (Blenkinsop Road)

Figure 2.1 – Route Map provided below identifies the six parking lot locations and the two on-street parking areas.

Figure 2.1 – Route Map



2.1 Beach Parking Lot

Beach parking lot, which is located off of Cordova Bay Road, is the largest of the parking lots and contains the most designated parking spaces, 52. The Beach lot has the greatest potential for parking expansion. A bike rack has recently been added but was not present during the data collection stage of this project.

Figure 2.2 – Beach Parking Lot



2.2 Churchill Parking Lot

The Churchill parking lot is located off of Cedar Hill Road, at the base of Churchill Drive. This lot holds 28 parking spaces and includes one bike rack. There are currently no stall lines, but there are concrete wheel stops at each of the stalls provided. Parking is not permitted along the south west side of Churchill Drive.

Figure 2.3 – Churchill Parking Lot



2.3 Summit Parking Lot

The Summit parking lot is located at the top of Mount Douglas on Churchill Drive. Summit has 13 designated parking spaces, which include two accessible parking stalls, and one bike rack. There are painted stall lines at this location and there is a potential to park a motorcycle if desired.

Figure 2.4 – Summit Parking Lot



2.4 Cedar Hill Road Parking (undesignated on-street)

The on-street parking area identified along Cedar Hill Road falls between the Churchill Parking Lot and the Cedar Hill Parking Lot. This area was noted by Saanich Staff and the Advisory Committee as an important area to include in the study. It is currently utilized by park users for overflow parking. The area along the north side of Cedar Hill Road has been identified as undesignated parking. The south side of Cedar Hill Road cannot accommodate parking.

Figure 2.5 – Cedar Hill Road Parking (undesignated on-street)



2.5 Cedar Hill Parking Lot

The Cedar Hill parking lot, located along Cedar Hill Road, has 17 designated parking spaces. This parking lot is unpaved. 13 of the available spots were identified as vertical parking, while the other four spaces were identified for parallel parking. This parking area currently does not permit parking directly at the trail access of the park entrance.

Figure 2.6 – Cedar Hill Parking Lot



2.6 Glendenning Parking Lot

The Glendenning parking lot is the smallest of the six parking lots identified within this report. There are five designated parking spaces and one bike rack at this location. There is no additional parking permitted around or adjacent the Glendenning Parking Lot.

Figure 2.7 – Glendenning Parking Lot



2.7 Mercer Trail Parking (undesignated on-street)

Mercer Trail on-street parking was also noted by Saanich Staff and the Advisory Committee as an important area to collect parking data. This undesignated on-street parking area is located along Blenkinsop Road at the entry of the Mercer Trail. Parking is not permitted on the west side of Blenkinsop near the farm driveway, but there is a small area of undesignated parking on the east and west sides.

Figure 2.8 – Mercer Trail Parking (undesignated on-street)



2.8 Blenkinsop Parking Lot

The Blenkinsop Parking Lot is located off of Blenkinsop Road on the west side of Mount Douglas Park. This lot has nine designated parking spaces and one bike rack.

Figure 2.9 –Blenkinsop Parking Lot



3.0 METHODOLOGY

The purpose of the parking study was to collect parking utilization data for all six parking facilities at Mount Douglas Park. Data collection was primarily based on the number of parking stalls within each parking lot. In addition, data was collected for number of bicycles, undesignated parking and/or illegal parking at each of the six parking facilities. The six parking lots identified in this study include: Beach, Churchill, Summit, Cedar Hill, Glendenning and Blenkinsop. Through discussions with the advisory committee, there were two additional areas identified for collection. These areas include on-street parking along Cedar Hill Road (west side) between Churchill Drive and the Cedar Hill Parking Lot. Blenkinsop Road, by the Mercer Trail access, was also identified and both the east and west sides of the road were collected. This section of Blenkinsop was identified as a popular access point for park users.

A data collection package was prepared for Saanich staff, Urban Systems staff and volunteers to assist with the parking data collection. The package included an overview map showing all six parking lot

locations, the two on-street parking areas as well as identifying the route to be taken during data collection. Each of the six parking lots, including the on-street parking, were broken into their own data collection pages. There were four types of data identified for collection including: designated parking, undesignated parking, illegal parking and bicycles.

The following definitions were provided in the package to help differentiate the collection types.

Designated parking: Parking in defined parking areas, often paved with painted lines.

Undesignated parking: Parking in undefined parking areas (i.e. road shoulder, pull-out area, paved area without painted lines (beach)).

Illegal parking: Parking in 'no parking' zones, loading zones, anything blocking the roadway from normal use (i.e. on or over a sidewalk, in front of a driveway entrance, within 5 metres of a fire hydrant, on a crosswalk, on or over a bicycle lane).

Bicycle parking: Bikes stored in bike racks.

Each page provided a key map to assist with identifying number of stalls and a table noting the collection hours, an area for designated parking entry and space for number of bicycles, illegal parking and undesignated parking. Designated parking required only the first three digits of the car's license plate. Only the first three digits were identified for collection to protect park user's privacy. Having the first three digits has assisted with data analysis and review of stall usage and also stall turnover.

During the working session with volunteers, and the Project Advisory Committee peak use times were identified for collection.

The hours identified for collection include:

- Morning: 7am, 8am, 12pm, 1pm
- Afternoon: 4pm, 5pm, 7pm, 8pm

These times were selected to capture a wide range of peak period park users, including the before work park users, people using the park in the afternoon and during lunch hours, evening and after work users, as well as people accessing the park throughout the day. There were in total six collection days. Two in June, two in July and two in August. One weekday collection and one weekend collection per month.

To avoid special events which can cause an increase in usage or low usage days such as Mondays and potentially Fridays, Tuesdays, Wednesdays or Thursdays were recommended for weekday collection and either Saturdays or Sundays for the weekend collection. It was noted to volunteers that data was not to be collected on long weekends, holidays, special events or rainy days to keep collection days consistent. The days could be broken up between volunteers by Morning and Afternoon, however the collection still had to be on the same day regardless who was collecting. Urban Systems did the first week day and weekend collection in June. Volunteers and Saanich staffed assisted with July and August collections.

Overall, this level of data collection provided more than enough information to conduct an analysis of parking occupancy in Mount Douglas Park and represents an authentic cross-section of the parking situation during periods of peak usage.

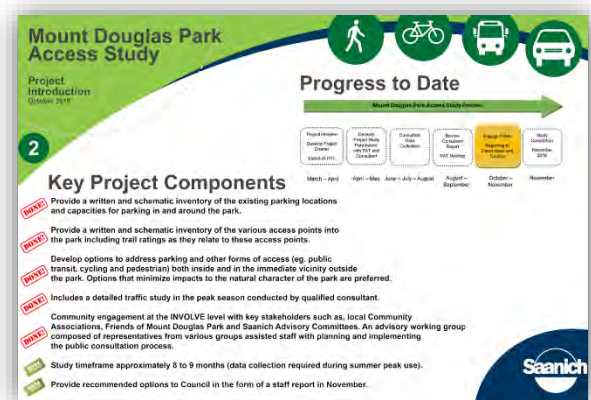
4.0 PUBLIC CONSULTATION

Prior to the Mount Douglas Park Parking and Access Study commencing, a Project Advisory Team was assembled to provide support and guidance throughout the project. There were a number of meetings held with the Team including one training session facilitated by Urban Systems as well as separate meetings with Saanich Staff and the Project Advisory Team.

- Project Advisory Team Meeting #1 - April 19th
- Project Advisory Team Meeting #2 - May 10th
- Data Collection Volunteer Training - June 24th
- Project Advisory Team Meeting #3 - September 28th

In addition, the District of Saanich released a Park User Survey over the summer of 2016 to receive feedback about park access and facilities. The survey was well received and had 458 responses.

On October 12, 2016 a public open house was held to share the results of the study as well as the survey and preliminary recommendations. The open house was a great opportunity to get feedback from the community and finalize the key recommendations for this study.



5.0 ANALYSIS

The following section provides an overview of the findings from the collection and interpretation of parking data. This summarizes how parking demand changes for each of the six parking locations based on the day of the week, time of day and month.

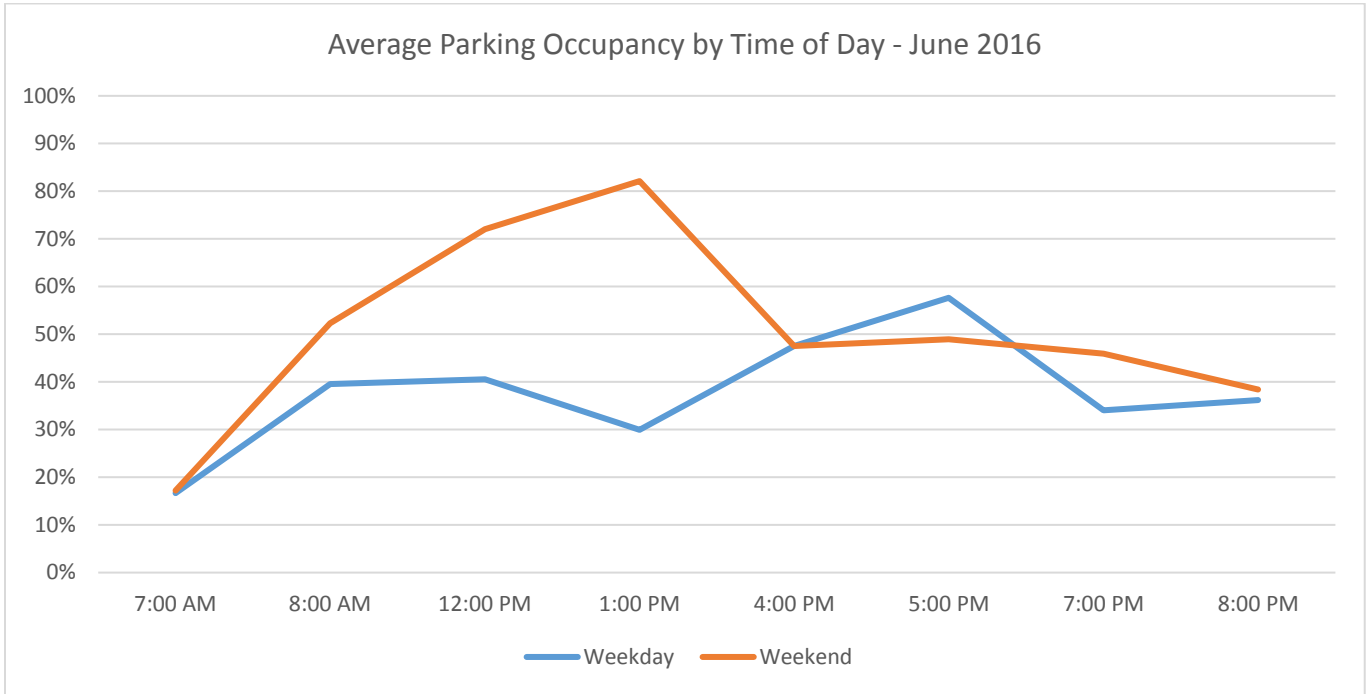
In this analysis parking occupancies greater than 85% in designated parking areas was used as a threshold for identifying locations with a shortage of parking. This is based on parking management best practices and industry standards.

5.1 June 2016

As shown by **Figure 5.1**, parking observations collected in June showed weekends, on average, had higher parking demand at most times of the day when compared to weekdays.

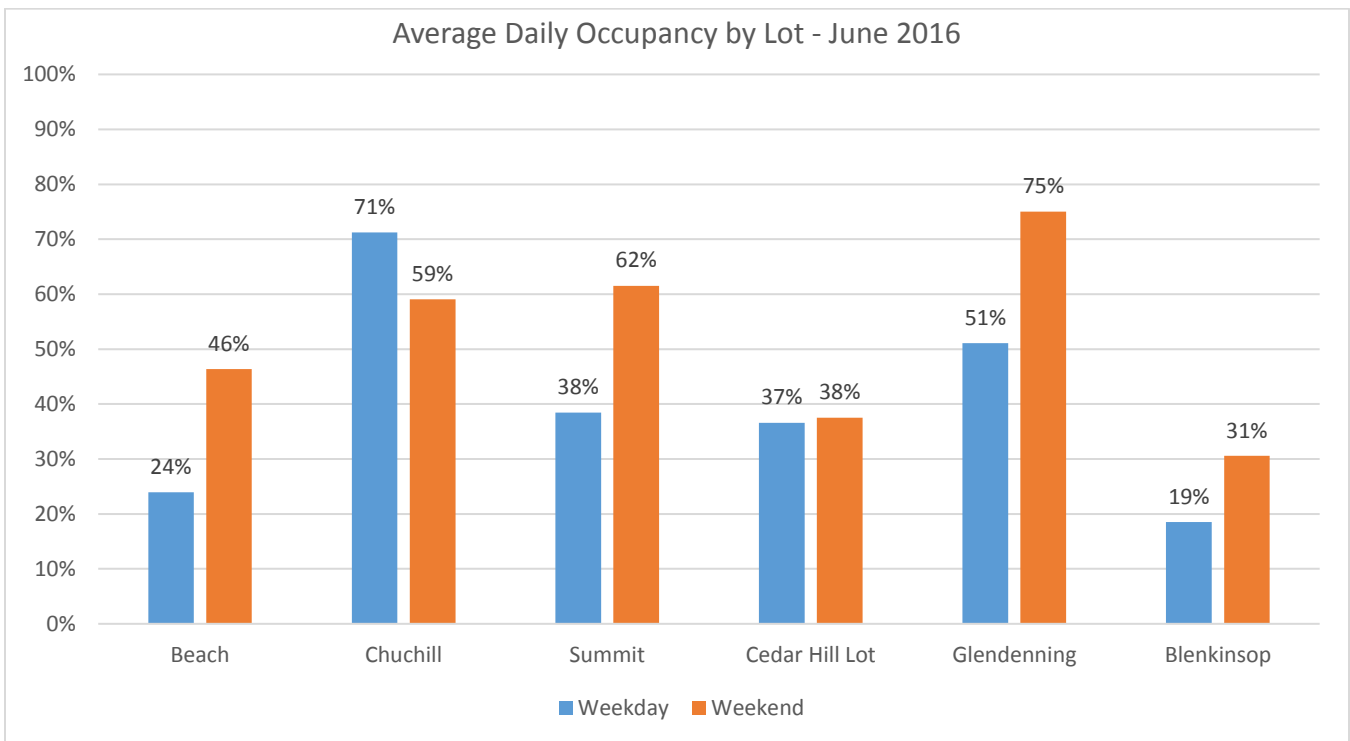
For weekend observations, peak periods of parking occupancy tended to occur during the early afternoon and early evening, with average parking demand on weekends in all parking lots peaking at 1 pm with 82%. For weekday observations early evenings were the busiest parking periods peaking at 5 pm with 58%. In general, with the exception of observations made in the early afternoon on weekends, parking was ample during most times in June.

Figure 5.1 – Designated Parking Occupancy Average Combined



On a per lot basis most lots were busier on the weekend than during the week, with the exception of the Churchill Lot. **Figure 5.2** shows the average occupancy for each lot throughout the day. As shown the Churchill and Glendenning Lots are the busiest on both weekdays and weekends.

Figure 5.2 – Designated Parking Occupancy Average by Lot



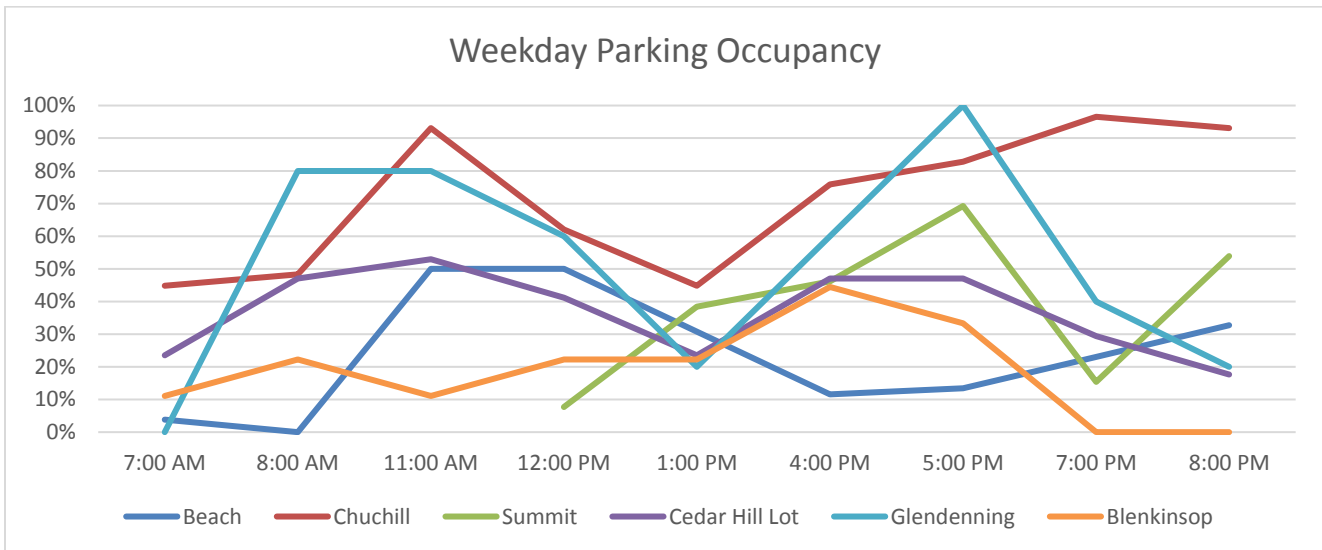
As shown in **Table 5.1** and **Figure 5.3** peak parking demands that exceed 85% on weekdays in June included the following locations and times:

- Churchill Lot (28 spaces) - during the day at 11 am and during evening hours 5 pm to 8 pm;
- Glendenning Lot (5 spaces) - in the evening at 5 pm.

Table 5.1 - Weekday (June) Parking Occupancy by Lot

Occupancy	Beach	Churchill	Summit	Cedar Hill Lot	Glendenning	Blenkinsop
7:00 AM	4%	45%	Closed	24%	0%	11%
8:00 AM	0%	48%	Closed	47%	80%	22%
12:00 PM	50%	62%	8%	41%	60%	22%
1:00 PM	31%	45%	38%	24%	20%	22%
4:00 PM	12%	76%	46%	47%	60%	44%
5:00 PM	13%	83%	69%	47%	100%	33%
7:00 PM	23%	97%	15%	29%	40%	0%
8:00 PM	33%	93%	54%	18%	20%	0%
Average Occupancy	24%	71%	38%	37%	51%	19%

Figure 5.3 - Weekday (June) Parking Occupancy by Lot



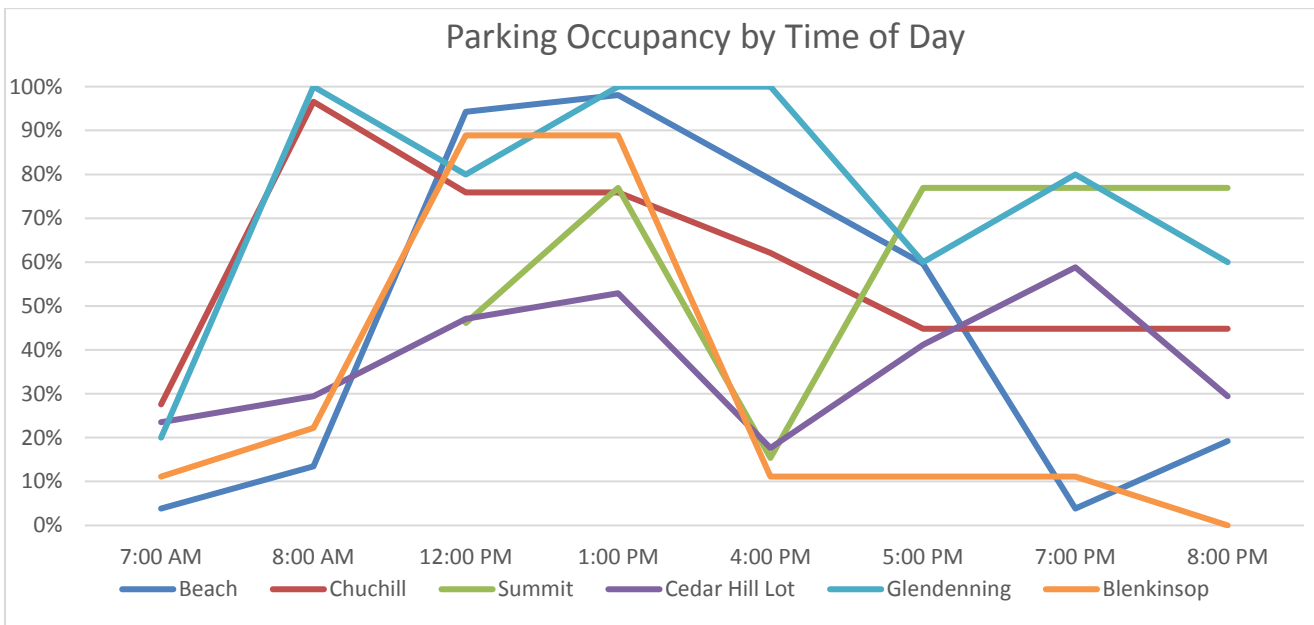
As shown in **Table 5.2** and **Figure 5.4** peak parking demands that exceed 85% on weekends in June included the following locations and times:

- Beach Lot (52 spaces) - during the day noon to 1 pm;
- Churchill Lot (28 spaces) - in the morning at 8 am;
- Glendenning Lot (5 spaces) - in the morning 8 am, early afternoon 1 pm and early evening 4 pm; and,
- Blenkinsop Lot (9 spaces) – in the early afternoon noon to 1 pm.

Table 5.2 - Weekend (June) Parking Occupancy by Lot

Occupancy	Beach	Churchill	Summit	Cedar Hill Lot	Glendenning	Blenkinsop
7:00 AM	4%	28%	Closed	24%	20%	11%
8:00 AM	13%	97%	Closed	29%	100%	22%
12:00 PM	94%	76%	46%	47%	80%	89%
1:00 PM	98%	76%	77%	53%	100%	89%
4:00 PM	79%	62%	15%	18%	100%	11%
5:00 PM	60%	45%	77%	41%	60%	11%
7:00 PM	4%	45%	77%	59%	80%	11%
8:00 PM	19%	45%	77%	29%	60%	0%
Average Occupancy	46%	59%	62%	38%	75%	31%

Figure 5.4 - Weekend (June) Parking Occupancy by Lot

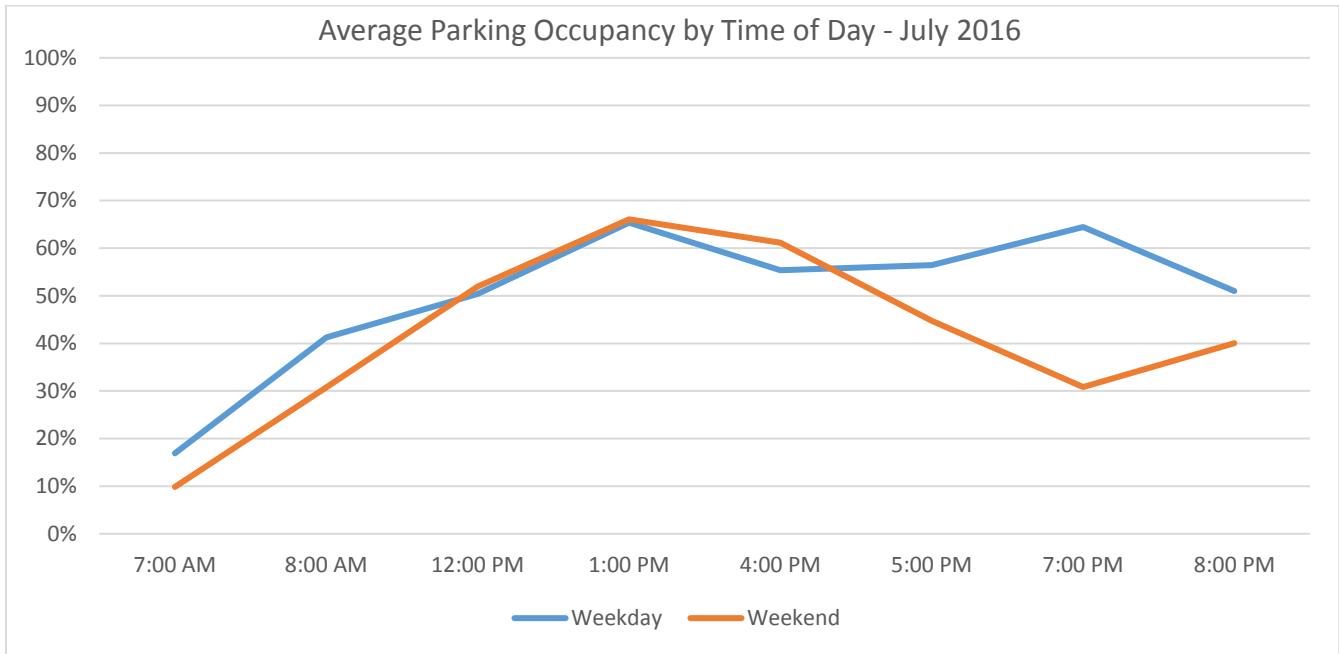


In general, parking demand during weekdays and weekends was fairly even, however, parking demand on weekends had more high demand periods where parking was less available in key locations during peak hours. Peak parking demand and parking supply shortages occurred most often during the day in weekend observations. By contrast, parking demand during the week was more spread-out and generally busier in the evening.

5.2 July 2016

As shown by **Figure 5.5**, observations in July showed weekdays and weekends as having similar levels of parking occupancy during the day, with weekday observations having higher average parking demand in the evening when compared to weekends. For weekend observations peak periods of parking occupancy tended to occur during the early afternoon with average parking demand on weekends in all parking lots peaking at 1 pm at 66%. The weekday evenings were the busiest parking period, reaching a peak parking demand of 64% at 7 pm.

Figure 5.5 – Designated Parking Occupancy Average Combined



On a per lot basis most of the six parking lots in July were busier during the week than they were in June with weekday demands being similar or greater than the weekend. **Figure 5.6** shows the average occupancy for each of the six parking lots throughout the day. As shown the Churchill, Summit and Glendenning parking lots were, on average, the busiest locations on both weekdays and weekend.

Figure 5.6 - Designated Parking Occupancy Average by Lot

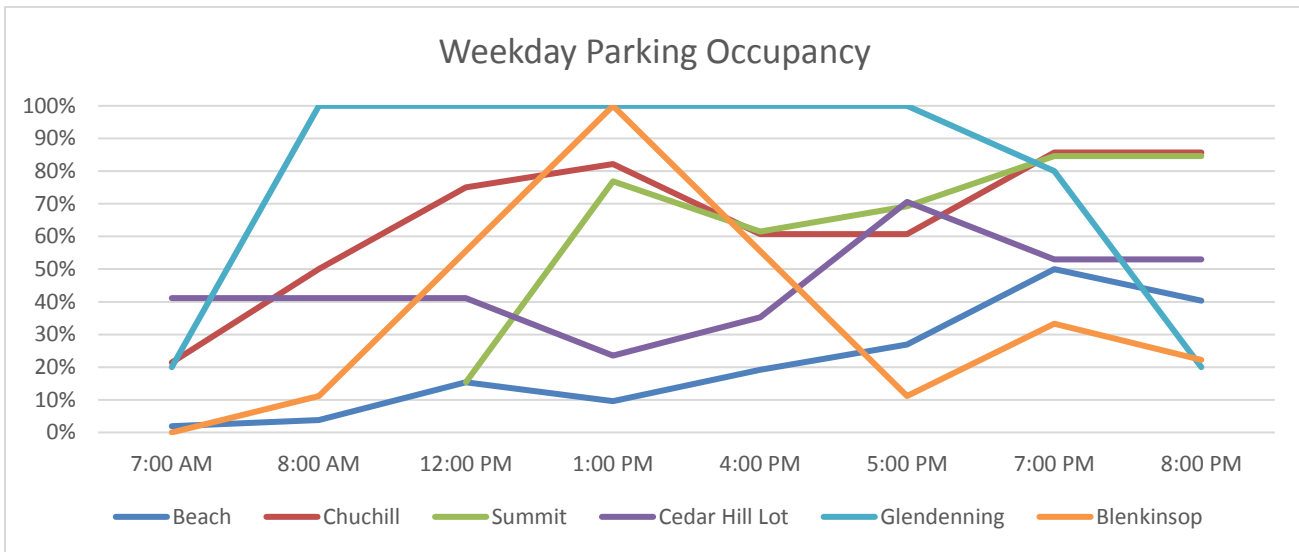
As shown in **Table 5.3** and **Figure 5.7** peak parking demands that exceed 85% on weekdays in July included the following locations and times:

- Churchill Lot (28 spaces) - during evening hours 7 pm to 8 pm;
- Summit Lot (13 spaces) - during evening hours 7 pm to 8 pm;
- Glendenning Lot (5 spaces) – during the day 8 am to 5 pm; and
- Blenkinsop Lot (9 spaces) – during the afternoon 1 pm.

Table 5.3 - Weekday (July) Parking Occupancy by Lot

Occupancy	Beach	Churchill	Summit	Cedar Hill Lot	Glendenning	Blenkinsop
7:00 AM	2%	21%	Closed	41%	20%	0%
8:00 AM	4%	50%	Closed	41%	100%	11%
12:00 PM	15%	75%	15%	41%	100%	56%
1:00 PM	10%	82%	77%	24%	100%	100%
4:00 PM	19%	61%	62%	35%	100%	56%
5:00 PM	27%	61%	69%	71%	100%	11%
7:00 PM	50%	86%	85%	53%	80%	33%
8:00 PM	40%	86%	85%	53%	20%	22%
Average Occupancy	21%	65%	65%	45%	78%	36%

Figure 5.7 - Weekday (July) Parking Occupancy by Lot



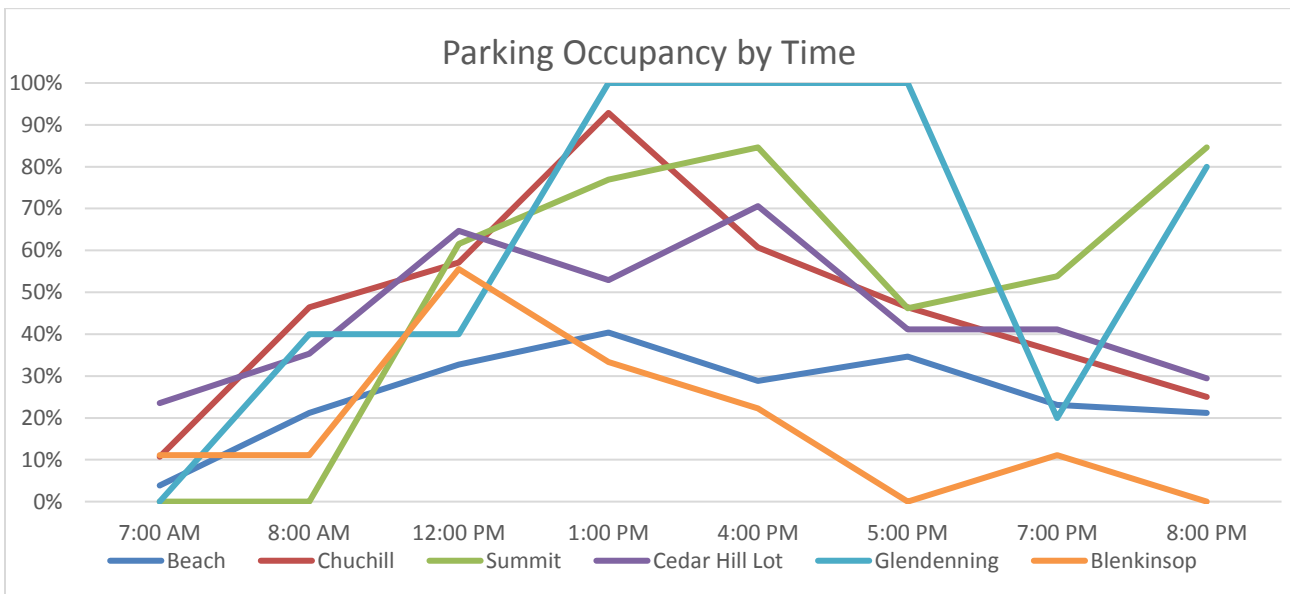
As shown in **Table 5.4** and **Figure 5.8**, peak parking demands that exceed 85% on weekends in July included the following locations and times:

- Churchill Lot (28 spaces) - during the afternoon 1 pm;
- Summit Lot (13 spaces) - during early evening 4 pm and later evening 8 pm; and
- Glendenning Lot (5 spaces) – during the day 1 pm to 5 pm.

Table 5.4 - Weekend (July) Parking Occupancy by Lot

Occupancy	Beach	Churchill	Summit	Cedar Hill Lot	Glendenning	Blenkinsop
7:00 AM	4%	11%	Closed	24%	0%	11%
8:00 AM	21%	46%	Closed	35%	40%	11%
12:00 PM	33%	57%	62%	65%	40%	56%
1:00 PM	40%	93%	77%	53%	100%	33%
4:00 PM	29%	61%	85%	71%	100%	22%
5:00 PM	35%	46%	46%	41%	100%	0%
7:00 PM	23%	36%	54%	41%	20%	11%
8:00 PM	21%	25%	85%	29%	80%	0%
Average Occupancy	26%	47%	68%	45%	60%	18%

Figure 5.8 - Weekend (July) Parking Occupancy by Lot



5.3 August 2016

Figure 5.9 shows parking observations recorded during the month of August for both weekends and weekdays. Parking data collected in August show weekdays and weekends as having very similar levels of parking occupancy throughout the daytime and evening parking hours. For both weekdays and weekends the peak periods of parking occupancy tended to occur during the early afternoon with average parking demand on weekends in all parking lots peaking at 1 pm at 56%. Overall, August showed much lower parking demand when compared to June and July.

Figure 5.9 - Average Parking Occupancy by Time of Day

On a per lot basis most of the six parking lots were generally quieter during week and weekend than they were in June and July with weekend demands being slightly higher than the weekday in three of the lots. **Figure 5.10** shows the average occupancy for each of the six parking lots throughout the day and evening. As shown in **Figure 5.10** the Churchill, Cedar Hill and Glendenning parking lots were, on average, the busiest locations on both weekdays and weekend.

Figure 5.10 - Designated Parking Occupancy Average by Lot

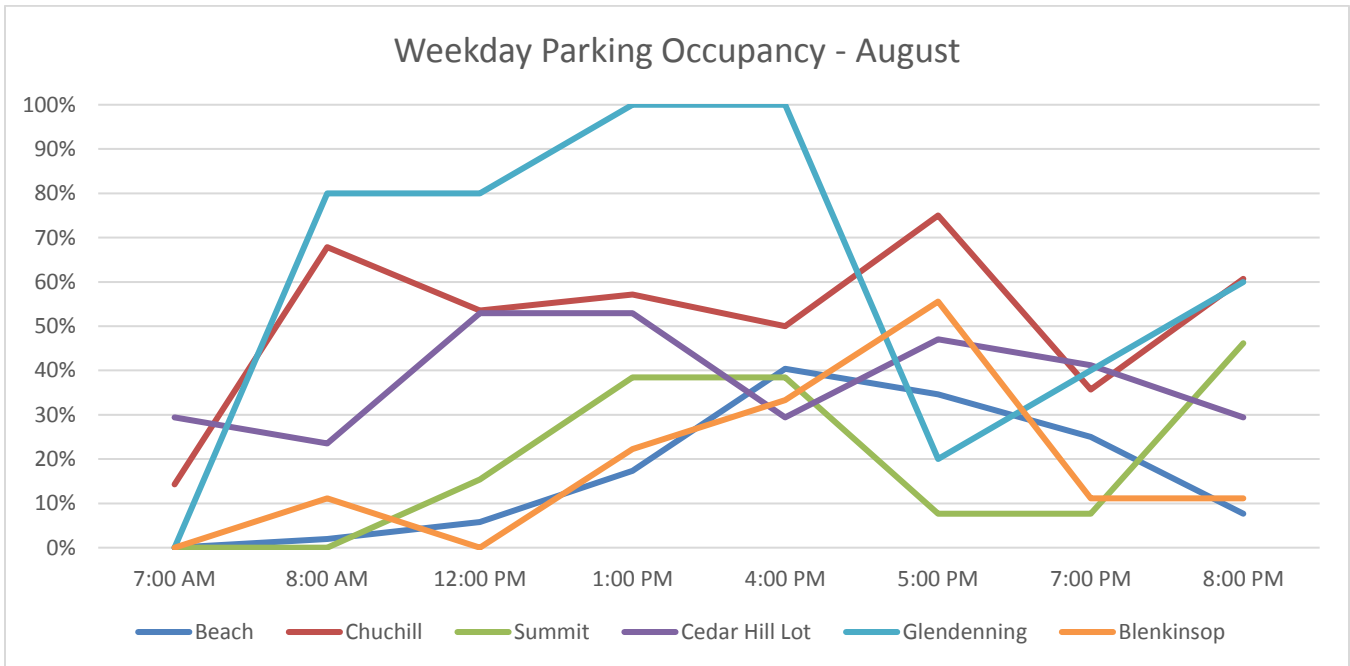
As shown in **Table 5.5** and **Figure 5.11** peak parking demands that exceed 85% on weekdays in August included the following locations and times:

- Glendenning Lot (5 spaces) – during the day 1 pm and 4 pm

Table 5.5 - Weekday (August) Parking Occupancy by Lot

Occupancy	Beach	Churchill	Summit	Cedar Hill Lot	Glendenning	Blenkinsop
7:00 AM	0%	14%	Closed	29%	0%	0%
8:00 AM	2%	68%	Closed	24%	80%	11%
12:00 PM	6%	54%	15%	53%	80%	0%
1:00 PM	17%	57%	38%	53%	100%	22%
4:00 PM	40%	50%	38%	29%	100%	33%
5:00 PM	35%	75%	8%	47%	20%	56%
7:00 PM	25%	36%	8%	41%	40%	11%
8:00 PM	8%	61%	46%	29%	60%	11%
Average Occupancy	17%	52%	26%	38%	60%	18%

Figure 5.11 - Weekday (August) Parking Occupancy by Lot



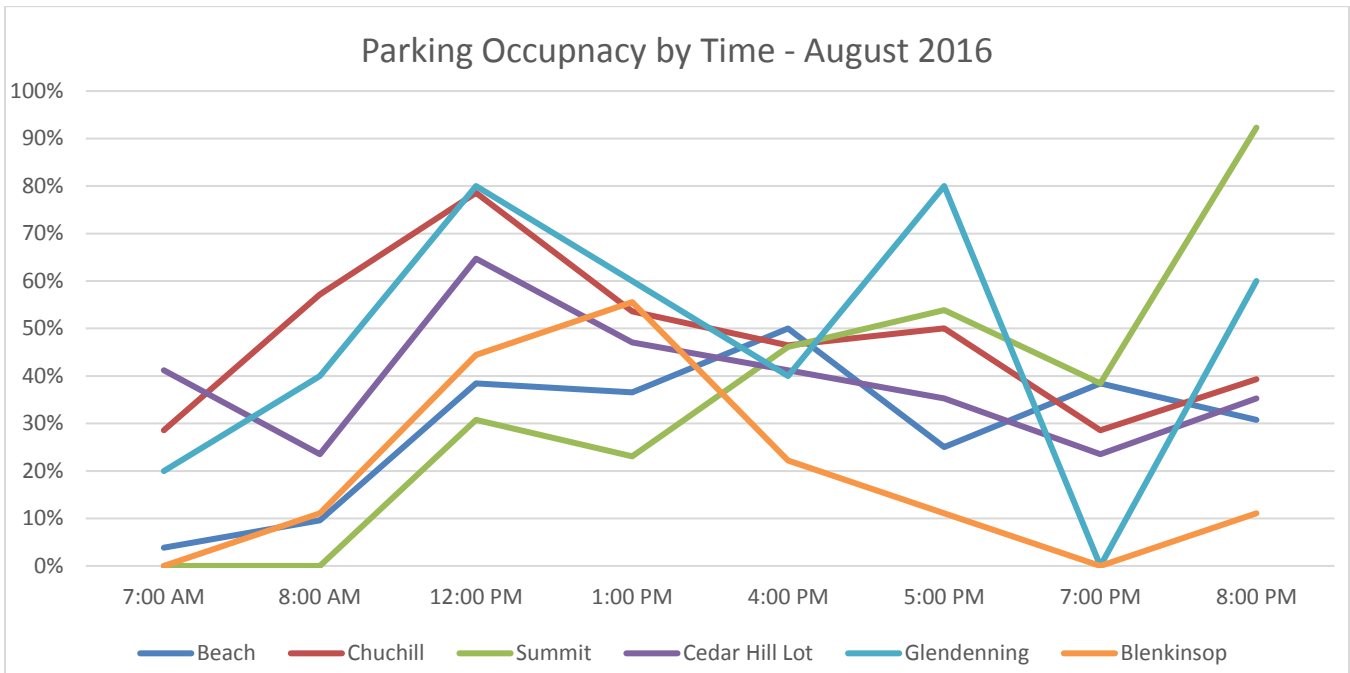
As shown in **Table 5.6** and **Figure 5.12** peak parking demands that exceed 85% on weekends in August included the following locations and times:

- Summit Lot (13 spaces) – during later evening at 8 pm (sunset)

Table 5.6 - Weekend (August) Parking Occupancy by Lot

Occupancy	Beach	Churchill	Summit	Cedar Hill Lot	Glendenning	Blenkinsop
7:00 AM	4%	29%	Closed	41%	20%	0%
8:00 AM	10%	57%	Closed	24%	40%	11%
12:00 PM	38%	79%	31%	65%	80%	44%
1:00 PM	37%	54%	23%	47%	60%	56%
4:00 PM	50%	46%	46%	41%	40%	22%
5:00 PM	25%	50%	54%	35%	80%	11%
7:00 PM	38%	29%	38%	24%	0%	0%
8:00 PM	31%	39%	92%	35%	60%	11%
Average Occupancy	29%	48%	47%	39%	48%	19%

Figure 5.12 - Weekend (August) Parking Occupancy by Lot



5.4 Undesignated Parking Areas

The review of parking and access to Mount Douglas Park also included a high level review of undesignated parking areas to determine which locations outside of formal parking areas were being used for vehicle parking. Undesignated parking for this analysis is defined as informal parking areas, including: road shoulders, pull-out areas, paved areas without painted lines. The number of park users parking in undesignated parking areas was reviewed for June, July and August (see **Figures 5.13 – 5.15**)

Figure 5.13 - June Undesignated Parking Observations

Figure 5.14 - July Undesignated Parking Observations

Figure 5.15 - August Undesignated Parking Observations

As shown by **Figures 5.13 – 5.15**, Cedar Hill Road, between the Churchill parking Lot and the Cedar Hill Parking Lot was typically the busiest undesignated parking area. In this location it was observed that many park users choose to park here when either the Cedar Hill or Churchill Parking lots were busy.

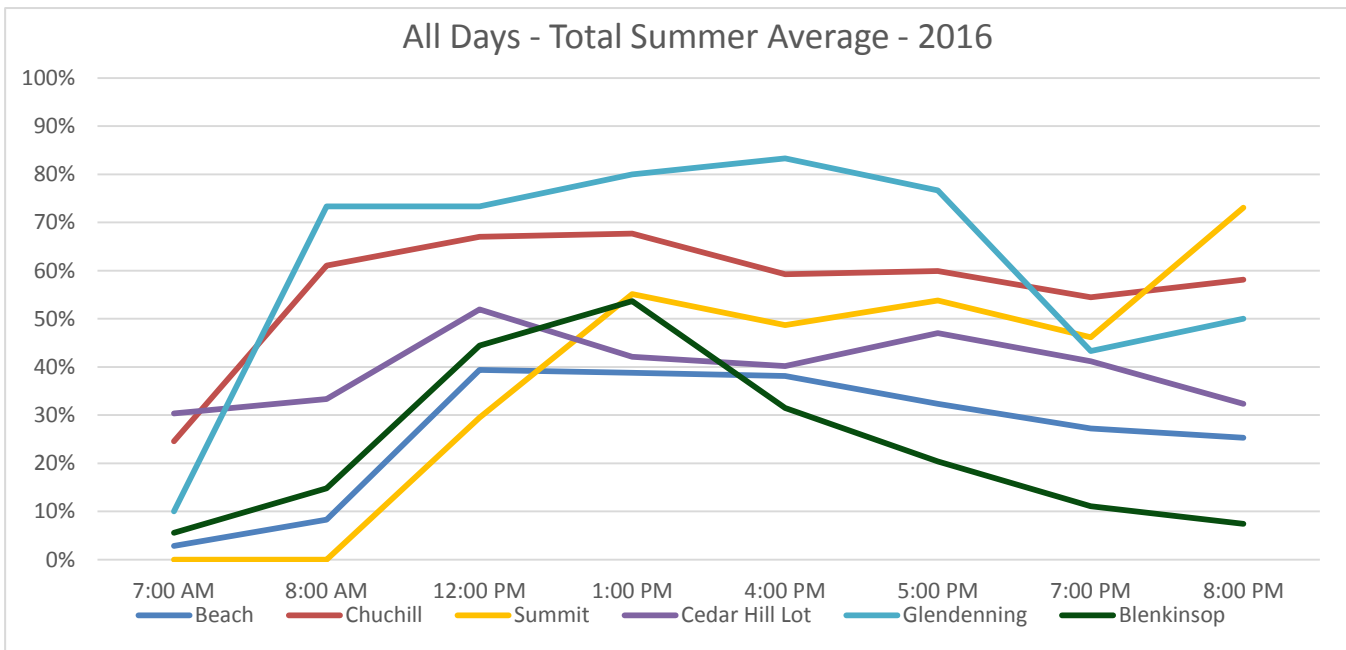
5.5 Summary – Parking Supply and Demand Summer Months (June, July and August)

Figures 5.16 - 5.18 (below), provide a summary showing the combined average parking supply and demand throughout the summer and in all six observations.

Figure 5.16 - Average Parking Occupancy by Lot

Figure 5.17 - Average Parking Occupancy by Time of Day

Figure 5.18 - Average Parking Occupancy by Time of Day



The summary of parking supply and demand for the summer of 2016 (Figures 5.16-5.18), provides an overview of key parking issues observed. Key observations include:

- Glendenning (5 spaces) and Churchill (28 spaces) lots were consistently the locations most likely to exceed 85% occupancy.
- Turnover analysis supports the summer online survey finding that the majority of park visitors stay for less than 2 hours.

- Weekdays were shown to be busiest in the evening.
- Weekends tended to be busiest in the early afternoon.

Overall, parking facilities in Mount Douglas Park are generally sufficient (i.e. <85% occupancy), however, there is room for improvement and opportunities to expand parking availability in key locations.

5.6 OBSERVATIONS & RECOMMENDATIONS

Beach Parking Lot

Generally, parking is sufficient in the beach parking lot, however, parking shortages are possible during special events and hot days in the summer. It is also important to note that the analysis of parking occupancy for the Beach Parking Lot only considers ‘designated’ parking spots, and that there is a substantial amount of well used legal ‘undesignated’ parking, which means parking is essentially much lower than what is represented in the analysis. There is space to provide additional designated parking at this lot and a general recommendation of this study is to expand and enhance designated parking areas.

- Area closest to the bathroom seems to permit parking but doesn’t clearly define it. Same with area south of stall 1 and north of stall 52. There is room for more designated parking and it is recommended that the District clearly designate parking spaces and provide clear signage in areas where parking is illegal. This could include adding additional paint lines for stalls and freshening old ones up.
- Entering and exiting the Beach Parking lot is difficult due to heavy traffic on Cordova Bay Road and under certain conditions could be considered a bit dangerous. Consider working with District traffic planners to review the potential of developing calming measures on Cordova Bay Road to facilitate safer entry and exit to the beach parking lot.
- Entry signage to the beach parking lot needs to be clearly marked, so it is apparent where the entry point is for vehicles traveling in both directions on Cedar Hill Road and Cordova Bay Road.
- Consider adding a 2 hour maximum parking restriction to a section of the lot to encourage more turnover during busy summer months.
- Consider adding at least two designated accessible parking spaces to better facilitate park access for people with disabilities.

- The Beach Parking lot often has ample parking supply especially during weekdays when other locations tend to be busy. The Beach parking lot is in close proximity to the core trail network in Mount Douglas Park, however, it is likely most people do not consider parking at the Beach lot to access these trails because there is not a safe location to cross Cordova Bay Road. It is suggested that the District investigate opportunities to develop a safe pedestrian crossing on Cordova Bay Road between the Beach lot and the rest of Mount Douglas Park; and direct trail users to the Beach lot during busy parking periods at the Churchill lot.

Additional Recommendations by Saanich Staff and Advisory Committee:

- Improve entrance/exit to Beach parking area complete with pedestrian and bicycle facilities to make safer transitions to the remainder of the park.

Churchill Parking Lot

The Churchill parking lot was observed as having the highest parking demand and was often the busiest of the six lots. In general, there is limited opportunity to expand this parking area with the current space available. However, parking time restrictions and other parking management strategies could be used to encourage more turn-over as to improve parking supply.

- Consider adding a 2 hour maximum parking restriction in this location to encourage more turnover during busy times.
- Current signage on logs adjacent the designated parking area are insufficient and sometimes hidden by the trees and bushes. Consider placing no parking signs along areas adjacent to designated parking areas and in the area after the gate on Churchill Drive to clearly show where parking is illegal.

Additional Recommendations by Saanich Staff and Advisory Committee:

- Complete Churchill Drive entrance improvements plan.

Summit Parking Lot

The Summit parking lot becomes open to the public at noon and ranges widely in its use throughout the day. In general, people will park in this location for a shorter period of time to enjoy the view or sunset in the evening, and smaller number of users may park here longer to access to trails. There are also a few areas where the parking area could be expanded slightly to allow motorcycle parking.

- Consider creating a short-term parking area (2-3 spaces, 30 minute maximum time restriction) in this location to encourage more turnover during busy times.
- Provide clear signage in areas where parking is illegal along Churchill Drive.
- There is a non-designated area, which is too small for a car, but could potential be turned into one motorcycle parking stall.

Additional Recommendations by Saanich Staff and Advisory Committee:

- Consider Summit park/amenities improvement plan.

Cedar Hill Parking Lot

The Cedar Hill Parking lot is an informal parking area along Cedar Hill Road with no defined parking spaces. Generally, this parking area is well used, but the number of occupied spaces can vary because the spaces are not clearly delineated. This parking area would likely become more effective if the parking area was expanded and designated parking stalls were created.

- Consider paving this parking area and painting lines to clearly designate parking spaces. Through this process the District should consider expanding the parking area into other already cleared areas near this site.
- Large rocks within the designated parking area present a potential hazard to vehicles and should be removed.
- Provide some indication that parallel parking is permitted in some undesignated areas along Cedar Hill Road.
- Clearly place no parking signs in illegal parking areas along Cedar Hill between the Cedar Hill parking lot and Churchill Drive.
- It was noticed that some neighbouring residents may be using this location for parking (the same car was parked for long periods and during a couple of the collection days). Consider adding parking restrictions that reserve parking in this area for park users only.
- Consider adding bicycle parking to this location.

Glendenning Parking Lot

The Glendenning Parking Lot is the smallest parking lot with 5 spaces. For this reason it is more likely to be full or have limited space for parking. The Glendenning Parking Lot is connected by trail to Winchester Street. This area is generally very narrow and is likely to become congested if too many cars were to park in illegal or undesignated spaces.

- There is space to create a few additional parallel parking spaces in the road allowance. The District should consider adding these spaces and designating them as legal parking spaces or otherwise define them clearly as no parking.
- Provide clear signage in areas where parking is illegal along Glendenning Road.
- Consider adding a 2 hour maximum parking restriction in this location to encourage more turnover during busy times.

Additional Recommendations by Saanich Staff and Advisory Committee:

- Consider adding a few additional parallel parking spaces where space permits on Glendenning near the trail entrance and improve the road side trail as required.

Blenkinsop Parking Lot

The Blenkinsop Parking Lot provides trail access to more advanced hiking trails on the western side of the park. As this is a smaller lot there are times when the parking lot is full or is near full.

- It was observed that it is difficult to exit this location as roadside vegetation impedes drivers' ability to see oncoming traffic on Blenkinsop without pulling into the roadway. Consider reducing speeds, posting signage, and trimming vegetation around the parking lot entrance from Blenkinsop to improve safety and improve visibility of entry signage.
- Consider placing entry signage closer to the road to improve visibility.
- Mercer Trail access: A small area directly across from the Mercer Trail access on the west side of Blenkinsop permits parking, however, it is difficult for pedestrians to cross in this location. The District should consider placing a no parking sign across the street (west side of Blenkinsop). Further, the District may also want to consider whether or not a couple spots on the east side of Blenkinsop Road at the Mercer Trail access should be dedicated for trail users. This could be done through shoulder/sidewalk improvements along Blenkinsop Road between Mercer Trail and Blenkinsop Trail.

General Observations and Recommendations:

- The District should provide more information about parking options in Mount Douglas Park. It is recommended that the District develop maps and an information tool that will help direct park users to alternate parking areas during periods of peak parking demand. This would include installing signs about next closest parking.
- Generally, parking turn-over was high and it was observed that most park users visited the park for 1-2 hours or less.
- Summit is the only lot with accessible parking stalls. The District should consider adding accessible stalls in other parking areas.
- District of Saanich to review Right of Way agreements with park neighbours to allow more access.
- Consider parking restrictions on Cedar Hill Road to protect Douglas Creek and improve safety for pedestrians and motorists.
- Consider adding time restrictions in popular areas to encourage more turnover. For example a 2 hour maximum at Glendenning parking area.

6.0 Alternative Transportation Modes

6.1 Bicycle Parking

Through the analysis of parking supply and demand, the amount of bicycle parking was also recorded for all six observation periods. **Tables 6.1- 6.3** (below) highlight the number of bikes parked in each location and each time for both weekdays and weekends.

Table 6.1 - June Bicycle Parking

Occupancy	Churchill		Summit		Glendenning		Blenkinsop	
	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend
June								
7:00 AM	0	1	Closed	Closed	1	0	0	0
8:00 AM	0	0	Closed	Closed	0	0	0	0
12:00 PM	0	2	0	0	0	1	0	0
1:00 PM	0	1	0	0	0	0	0	0
4:00 PM	3	2	0	0	0	0	0	0
5:00 PM	0	1	0	0	0	0	0	0
7:00 PM	1	0	0	0	0	0	0	0
8:00 PM	0	2	0	0	0	0	0	0

Table 6.2 - July Bicycle Parking

Occupancy	Churchill		Summit		Glendenning		Blenkinsop	
	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend
July								
7:00 AM	0	0	Closed	Closed	0	0	0	0
8:00 AM	1	0	Closed	Closed	0	0	0	0
12:00 PM	0	2	0	1	0	0	0	0
1:00 PM	0	0	0	0	0	0	3	0
4:00 PM	1	0	1	0	0	0	0	0
5:00 PM	1	2	0	0	0	0	0	0
7:00 PM	3	0	2	0	0	1	0	0
8:00 PM	4	0	1	0	0	0	1	0

Table 6.3 - August Bicycle Parking

Occupancy	Churchill		Summit		Glendenning		Blenkinsop	
	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend
August								
7:00 AM	0	0	Closed	Closed	0	0	0	0
8:00 AM	0	0	Closed	Closed	0	0	0	0
12:00 PM	2	0	0	0	0	0	0	0
1:00 PM	2	3	0	0	0	0	0	0
4:00 PM	0	1	0	0	0	0	0	1
5:00 PM	5	0	0	0	0	0	0	0
7:00 PM	1	0	0	0	0	0	0	0
8:00 PM	0	0	0	0	0	1	0	0

As shown by **Tables 6.1 – 6.3**, the number of bicycles parked in the park was fairly low, however, this did indicate a reasonable number of people did access the park by cycling. The Churchill Parking Lot was the most frequently utilized bicycle parking area, but it rarely approached maximum occupancy. The other bicycle parking areas saw substantially less demand.

Key Observations:

The following observations were supplemented by the results of a survey conducted by the District of Saanich in parallel with the vehicle and bicycle parking portion of the access study.

- Bike racks were never full;
- Safety improvements will encourage more riders;
- Cedar Hill is very narrow and difficult for bicycles to navigate;
- Bike racks could be added to other locations (e.g. the Cedar Hill Lot); and
- Bike lanes would improve cycling access to the Park.

Based on observations of the study and the results of the survey, the following recommendations have been developed:

- Provide additional bike racks at key trail entrances;
- Consider adding bike lanes on Cedar Hill Road between Shelbourne Street and Ash Road;
- Investigate creating a welcome sign to alert drivers about speed limits and pedestrian/cycling traffic on Churchill Drive;
- Review road speed of traffic on roads through the park and consider calming measures if warranted; and
- Ensure next printing of park maps include all bike rack locations.

6.2 Pedestrian (Walking, Running, etc.)

Over the course of the study several observations were made in regards to pedestrian access and mobility within and around the park. The following observations were supplemented by the results of a survey conducted by the District of Saanich, in parallel with the vehicle and bicycle parking portion of the access study.

Key Observations:

The following observations were supplemented by the results of a survey conducted by the District of Saanich in parallel with the vehicle and bicycle parking portion of the access study.

- Roads do not feel comfortable to walk on;
- Maintenance level of trails should be a higher standard;
- Add more refuse containers;
- Trim vegetation at road crossing and trail access points to improve pedestrian visibility;
- Add washrooms to high frequency areas; and
- Increasing accessibility for people with mobility issues.

Based on observations of the study and the results of the survey the following recommendations have been developed:

- Review traffic speed limits and consider adding calming measures if warranted;
- Upgrading the Douglas Trail from Ash Road to Shelbourne to a ‘Green’ or easy trail;
- Add washrooms to high frequency areas;

- Consider adding crosswalks connections on key pedestrian routes (e.g. Ash Road, Cordova Bay Road, Cedar Hill Road, etc.); and
- Increasing accessibility for people with mobility issues.

6.3 Transit

Over the course of the study several observations were made in regards to transit access and mobility within and around the park. The following observations were also supplemented by the results of a survey conducted by the District of Saanich, in parallel with the vehicle and bicycle parking portion of the access study.

Key Observations:

The following observations were supplemented by the results of a survey conducted by the District of Saanich in parallel with the vehicle and bicycle parking portion of the access study.

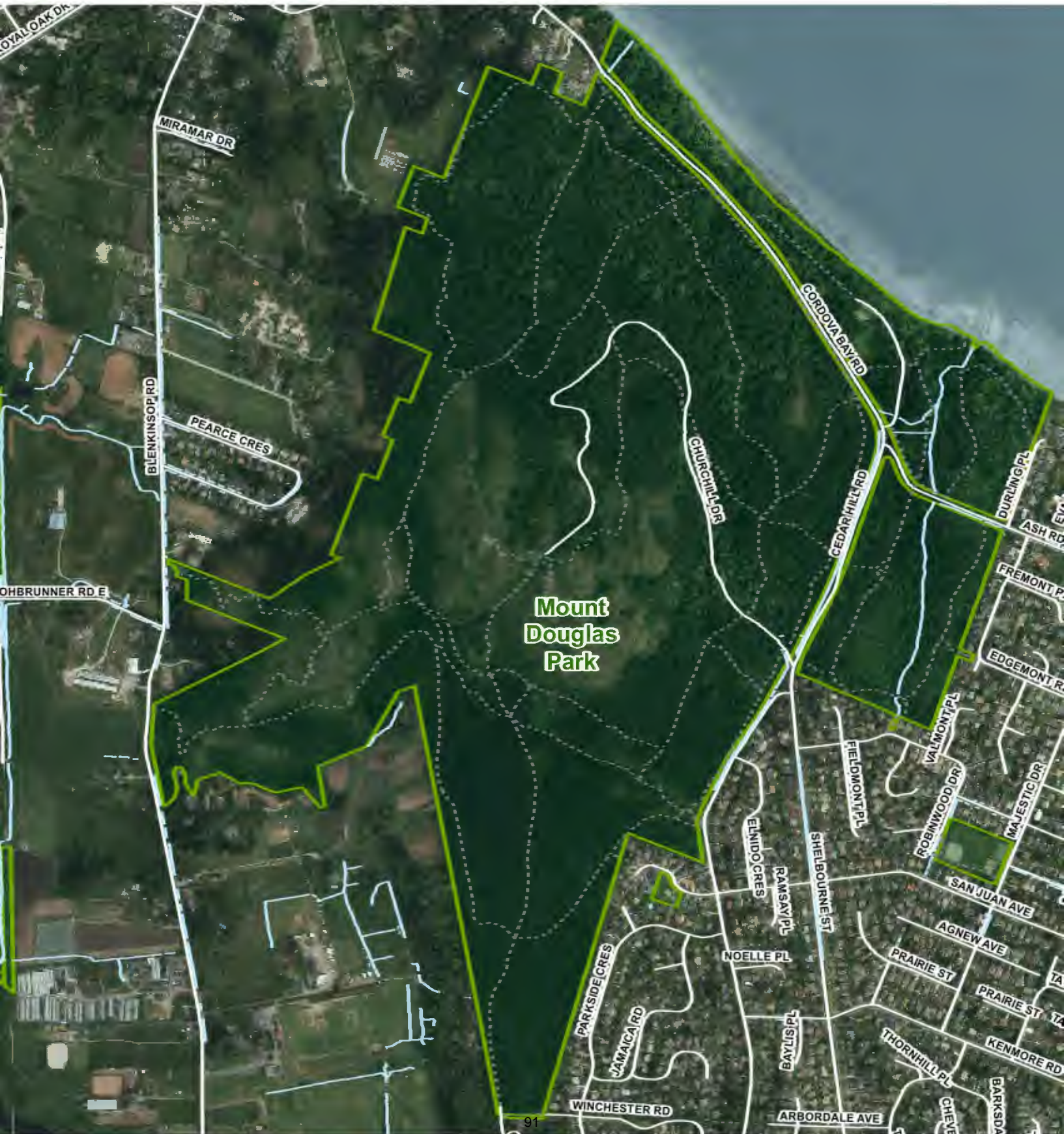
- Poor service to Mount Douglas Park;
- Dogs not allowed on bus;
- Takes too long to get to the park by bus;
- Location of bus stops; and
- Would like better facilities.

Based on observations of the study and the results of the survey the following recommendations have been developed:

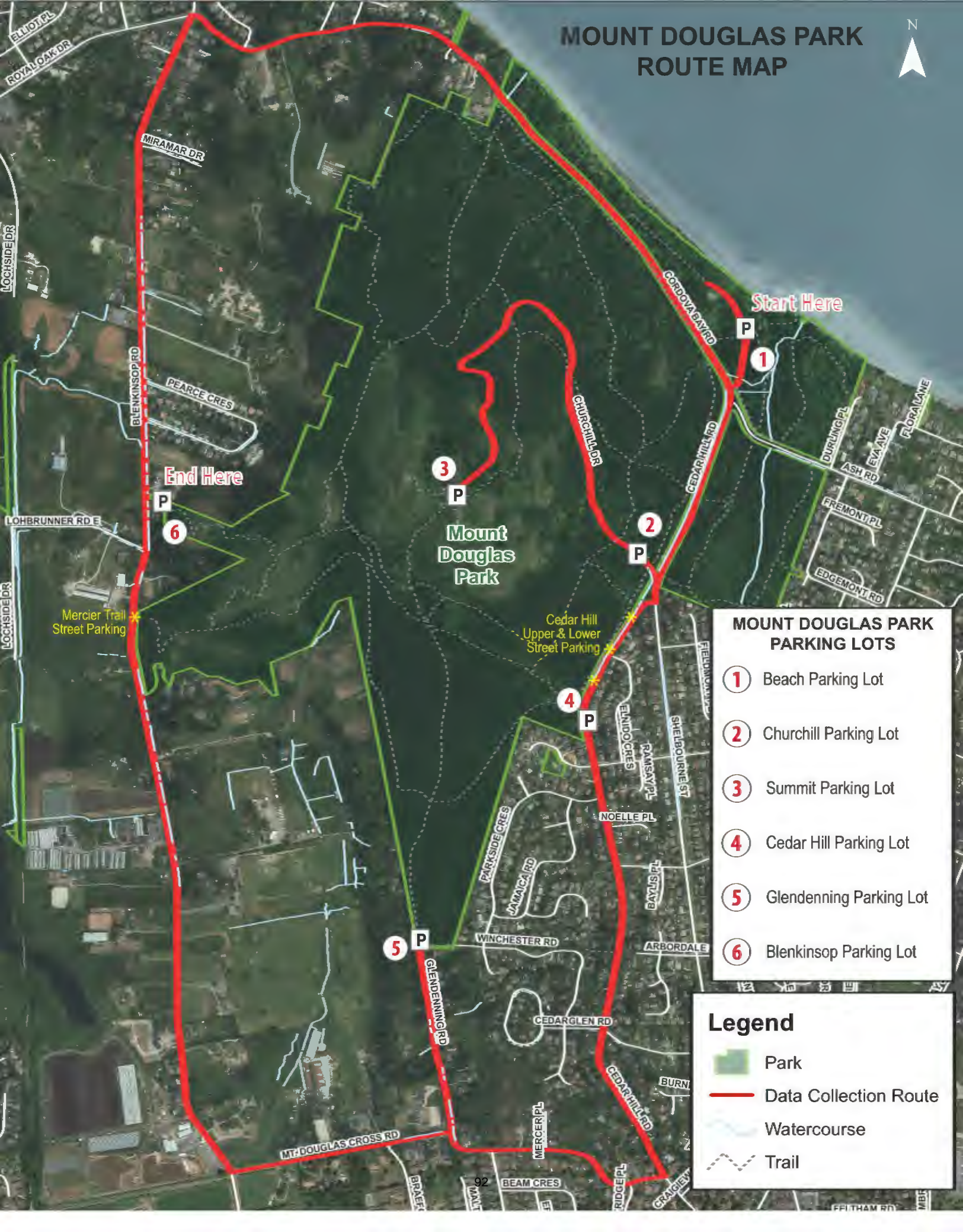
- Saanich Engineering to relay concerns to BC Transit;
- Move transit stops closer to the park;
- Provide shelters where possible; and
- Improve park trails to transit stops.

APPENDIX A

Mount Douglas Park Parking Data Collection Package



MOUNT DOUGLAS PARK ROUTE MAP



Start Here

End Here

Mount Douglas Park

MOUNT DOUGLAS PARK PARKING LOTS

- ① Beach Parking Lot
- ② Churchill Parking Lot
- ③ Summit Parking Lot
- ④ Cedar Hill Parking Lot
- ⑤ Glendenning Parking Lot
- ⑥ Blenkinsop Parking Lot

Legend

- Park
- Data Collection Route
- Watercourse
- Trail

Mercier Trail Street Parking

Cedar Hill Upper & Lower Street Parking

Mount Douglas Park Parking Data Collection Overview

OVERVIEW

The purpose of this assignment is to collect parking utilization data at all six parking facilities at Mount Douglas Park. The data collection effort will be based on the number of parking stalls within each parking lot and also collecting bicycles and undesignated or illegal parking. The six parking lots that will have parking data collected include:

- 1) Beach
- 2) Churchill
- 3) Summit
- 4) Cedar Hill
- 5) Glendenning
- 6) Blenkinsop



There are two areas of street parking that will also be included in the inventory. These areas include:

- 1) Cedar Hill Road between Churchill Drive and the Cedar Hill Parking Lot
- 2) Blenkinsop Road (east and west side) by the Mercier Trail Access

A map and data collection form has been provided for each of the six parking lots and the two street parking areas to capture Morning and Afternoon peak times. The data collector should follow the order shown on the Mount Douglas Park Route Map, starting at the Beach Parking Lot and ending at Blenkinsop Parking Lot. Before starting data collection, recorder should fill out the weather, recorder's name and date.

Data should only be collected on Tuesdays, Wednesdays or Thursdays during the weekdays and Saturdays or Sundays on weekends. Data **should not** be collected on long weekends, holidays, special events and rainy days.

There are four types of data being collected: designated parking, undesignated parking, illegal parking and bikes.

Designated parking requires only the first **three** digits of the car's license plate occupying the parking space. Undesignated, illegal and bikes will be captured by counting the number of cars or bikes that are there at that time and recording the number on the data sheet.

DEFINITIONS

Route: Direction to follow when driving between parking lots.

Beach ➡ Churchill ➡ Summit ➡ Cedar Hill Road ➡ Cedar Hill ➡ Glendenning ➡ Blenkinsop Road (Mercier Trail) ➡ Blenkinsop

Designated parking: Parking in defined parking areas, often paved with painted lines.

Undesignated parking: Parking in undefined parking areas (i.e. road shoulder, pull-out area, paved area without painted lines (beach)).

Illegal parking: Parking in 'no parking' zones, loading zones, anything blocking the roadway from normal use (i.e. on or over a sidewalk, in front of a driveway entrance, within 5 metres of a fire hydrant, on a crosswalk, on or over a bicycle lane).

Bicycle parking: Bikes stored in bike racks.

PARKING LOT DETAILS



Beach Parking Lot:

This parking lot holds 52 designated parking spaces. The first stall starts near the entrance and is noted as the first painted stall on the Beach Parking Lot Map. There is not a bike rack at this location.

Churchill Parking Lot:

There are 28 parking spaces and one bike rack at this parking lot.

Summit Parking Lot:

There are 13 designated parking spaces and one bike rack at this parking lot. Data collection will start at 12:00pm for this lot when the gate opens.

Cedar Hill Parking Lot:

There are 17 designated parking spaces at this location. There are no parking stall lines. 13 of the designated parking stalls are vertical and start closest to the park entrance and the remaining 4 are parallel parking spaces.

Glendenning Parking Lot:

There are 5 designated parking spaces and one bike rack at this parking lot.




Blenkinsop Parking Lot:

There are 9 designated parking spaces and one bike rack at this parking lot.

BEACH PARKING LOT



Legend

-  Designated Parking
(Record the first 3 digits of license plate)
-  Undesignated Parking
(Count # of cars)
-  Illegal Parking
(Count # of cars)



Beach Parking Lot (Morning)




Date: _____

Recorder: _____

Weather: _____

Designated Parking Stalls (Start at tall cedar tree and first painted line)					NOTES
	7am	8am	12pm	1pm	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
No Parking Area					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
No Parking Area					
32					
33					
No Parking Area					

Legend

-  Designated Parking
(Record the first 3 digits of license plate)
-  Undesignated Parking
(Count # of cars)
-  Illegal Parking
(Count # of cars)



{48-52}

{34-47}

{32-33}

{18-31}




{1-17}

Start Here



34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
No Parking Area					
48					
49					
50					
51					
52					
Unorganized Parking (# of Cars)					
Illegal Parking (# of Cars)					
NOTES:					

Legend

-  Designated Parking
(Record the first 3 digits of license plate)
-  Undesignated Parking
(Count # of cars)
-  Illegal Parking
(Count # of cars)



{48-52}

{34-47}

{32-33}

{18-31}

{1-17}

Start Here

GORMAN RD



Beach Parking Lot (Afternoon)

Date: _____




Recorder: _____

Weather: _____

Designated Parking Stalls (Start at tall cedar tree and first painted line)					NOTES
	4pm	5pm	7pm	8pm	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
No Parking Area					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
No Parking Area					
32					
33					
No Parking Area					



Legend


-  Designated Parking
(Record the first 3 digits of license plate)
-  Undesignated Parking
(Count # of cars)
-  Illegal Parking
(Count # of cars)




34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
No Parking Area					
48					
49					
50					
51					
52					
Unorganized Parking (# of Cars)					
Illegal Parking (# of Cars)					
NOTES:					


CHURCHILL PARKING LOT

Legend

 Designated Parking
(Record the first 3 digits of license plate)

 Undesignated Parking
(Count # of cars)

 Illegal Parking
(Count # of cars)

 Bike Rack
(Count # of bikes)



Churchill Drive Parking Lot (Morning)

Date: _____


Recorder: _____

Weather: _____


Designated Parking Stalls					NOTES
	7am	8am	12pm	1pm	
1					
2					
3					
4					
5					
6					
7					
No Parking Area					
8					
9					
10					
11					
12					
13					
No Parking Area					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
Bike Rack (# of Bikes)					
Unpermitted Parking (# of Cars)					
Illegal Parking (# of Cars)					


NOTES:

Legend

 Designated Parking
(Record the first 3 digits of license plate)

 Undesignated Parking
(Count # of cars)

 Illegal Parking
(Count # of cars)

 Bike Rack
(Count # of bikes)



Churchill Drive Parking Lot (Afternoon)

Date: _____

Recorder: _____





Weather: _____

Designated Parking Stalls					NOTES
	4pm	5pm	7pm	8pm	
1					
2					
3					
4					
5					
6					
7					
No Parking Area					
8					
9					
10					
11					
12					
13					
No Parking Area					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
Bike Rack (# of Bikes)					
Unpermitted Parking (# of Cars)					
Illegal Parking (# of Cars)					

NOTES:

SUMMIT PARKING LOT

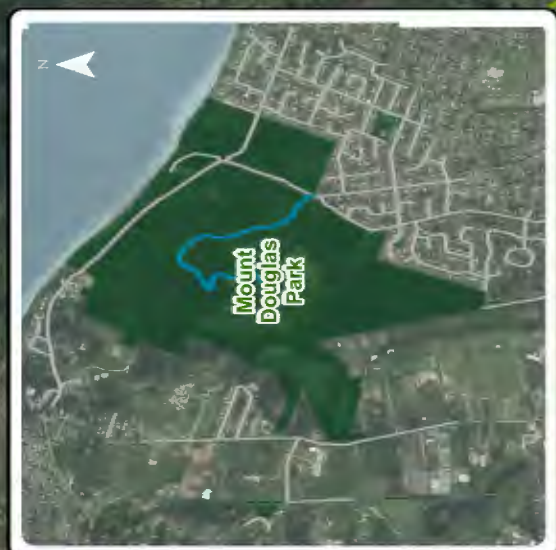
Legend

-  Designated Parking
(Record the first 3 digits of license plate)
-  Undesignated Parking
(Count # of cars)
-  Illegal Parking
(Count # of cars)
-  Bike Rack
(Count # of bikes)



1000000000

Start Here



Summit Parking Lot (Morning)

Date: _____





Recorder: _____

Weather: _____

Designated Parking Stalls			12pm	1pm	NOTES
	1				
2					
3					
No Parking Area					
4					
5					
6					
7					
8					
9					
10					
No Parking Area					
11 (Accessible Parking)					
12					
13 (Accessible Parking)					
Bike Rack (# of Bikes)					
Undesignated Parking (# of Cars)					
Illegal Parking (# of Cars)					
NOTES:					



Legend

-  Designated Parking
(Record the first 3 digits of license plate)
-  Undesignated Parking
(Count # of cars)
-  Illegal Parking
(Count # of cars)
-  Bike Rack
(Count # of bikes)



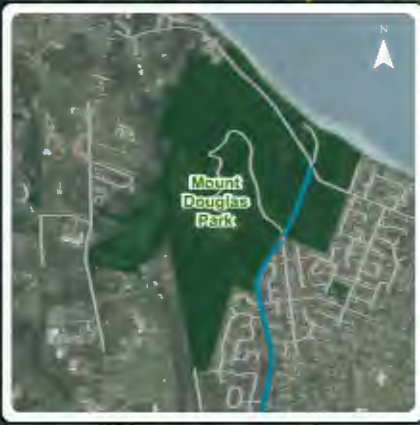
Summit Parking Lot (Afternoon)

Date: _____ Recorder: _____ Weather: _____

Designated Parking Stalls					NOTES
	4pm	5pm	7pm	8pm	
1					
2					
3					
No Parking Area					
4					
5					
6					
7					
8					
9					
10					
No Parking Area					
11 (Accessible Parking)					
12					
13 (Accessible Parking)					
Bike Rack (# of Bikes)					
Undesignated Parking (# of Cars)					
Illegal Parking (# of Cars)					

NOTES:

CEDAR HILL STREET PARKING
AND
PARKING LOT



Legend

- 1 Designated Parking
(Record the first 3 digits of license plate)
- Undesignated Parking
(Count # of cars)

Cedar Hill Street Parking (Morning)					
Date: _____		Recorder: _____		Weather: _____	
	UPPER CEDAR HILL				NOTES
CHURCHILL DRIVE PARKING LOT TO ELNIDO CRES	7am	8am	12pm	1pm	
Undesignated Parking (# of Cars)					
	LOWER CEDAR HILL				NOTES
ELNIDO CRES TO CEDAR HILL PARKING LOT	7am	8am	12pm	1pm	
Undesignated Parking (# of Cars)					
NOTES:					



Legend

- 1 Designated Parking
(Record the first 3 digits of license plate)
- Undesignated Parking
(Count # of cars)

Cedar Hill Street Parking (Afternoon)					
Date: _____		Recorder: _____		Weather: _____	
	UPPER CEDAR HILL				NOTES
CHURCHILL DRIVE PARKING LOT TO ELNIDO CRES	4pm	5pm	7pm	8pm	
Undesignated Parking (# of Cars)					
	LOWER CEDAR HILL				NOTES
ELNIDO CRES TO CEDAR HILL PARKING LOT	4pm	5pm	7pm	8pm	
Undesignated Parking (# of Cars)					
NOTES:					

Legend



Designated Parking
(Record the first 3 digits of license plate)



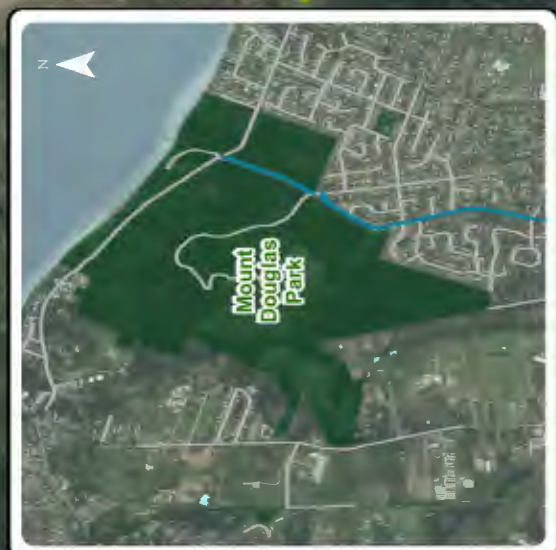
Illegal Parking
(Count # of cars)



Start Here

CEDAR HILL RD

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17



Cedar Hill Parking Lot (Morning)

Date: _____

Recorder: _____

Weather: _____

Designated Parking Stalls					NOTES
	7am	8am	12pm	1pm	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Illegal Parking (# of Cars)					

NOTES:

Legend



Designated Parking
(Record the first 3 digits of license plate)



Illegal Parking
(Count # of cars)



Start Here

- 1 *
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17



Cedar Hill Parking Lot (Afternoon)

Date: _____

Recorder: _____

Weather: _____

Designated Parking Stalls					NOTES
	4pm	5pm	7pm	8pm	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Illegal Parking (# of Cars)					


NOTES:

GLENDENNING PARKING LOT

Legend

 Designated Parking
(Record the first 3 digits of license plate)

 Illegal Parking
(Count # of cars)

 Bike Rack
(Count # of bikes)



Start Here

5
4
3
2
1*

GLEDENNING RD



Glendenning Parking Lot (Morning)

Date: _____

Recorder: _____

Weather: _____


Designated Parking Stalls					NOTES
	7am	8am	12pm	1pm	
1					
2					
3					
4					
5					
Bike Rack (# of Bikes)					
Illegal Parking (# of Cars)					

NOTES:

Legend

 Designated Parking
(Record the first 3 digits of license plate)

 Illegal Parking
(Count # of cars)

 Bike Rack
(Count # of bikes)



Start Here

5
4
3
2
1 *

GLEDENNING RD



Glendenning Parking Lot (Afternoon)

Date: _____

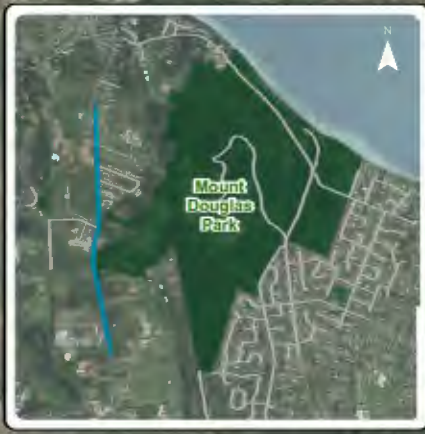
Recorder: _____

Weather: _____

Designated Parking Stalls					NOTES
	4pm	5pm	7pm	8pm	
1					
2					
3					
4					
5					
Bike Rack (# of Bikes)					
Illegal Parking (# of Cars)					

NOTES:

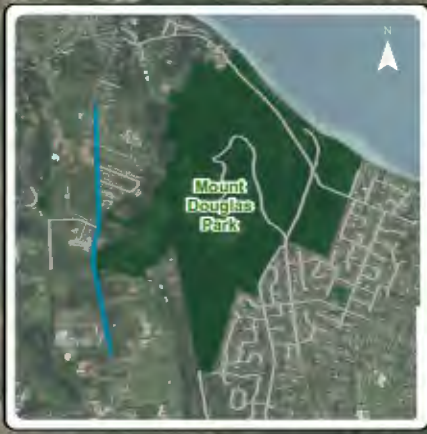
BLENKINSOP STREET PARKING AND PARKING LOT



Legend

- Undesignated Parking (Count # of cars)
- Illegal Parking (Count # of cars)

Blenkinsop Road by Mercer Trail Street Parking (Morning)					
Date: _____		Recorder: _____		Weather: _____	
	7am	8am	12pm	1pm	NOTES
East Side of Road (Undesignated) (# of Cars)					
West Side of Road (Illegal) (# of Cars)					
NOTES:					



Legend

- Undesignated Parking (Count # of cars)
- Illegal Parking (Count # of cars)


Blenkinsop Road by Mercer Trail Street Parking (Afternoon)


Date: _____ Recorder: _____ Weather: _____

					NOTES
	4pm	5pm	7pm	8pm	
East Side of Road (Undesignated) (# of Cars)					
West Side of Road (Illegal) (# of Cars)					

NOTES:

Legend

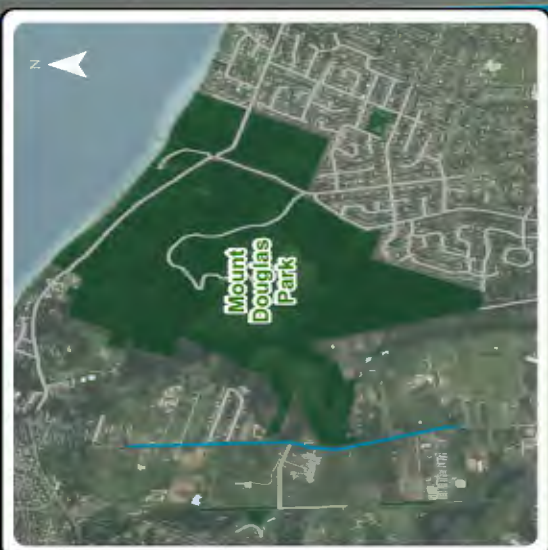
 Designated Parking
(Record the first 3 digits of license plate)

 Bike Rack
(Count # of bikes)



Start Here

BLENKINSOP RD



Blenkinsop Parking Lot (Morning)

Date: _____

Recorder: _____


Weather: _____

Designated Parking Stalls					NOTES
	7am	8am	12pm	1pm	
1					
2					
3					
4					
5					
6					
7					
8					
9					
Bike Rack (# of Bikes)					

NOTES:

Legend

 Designated Parking
(Record the first 3 digits of license plate)

 Bike Rack
(Count # of bikes)

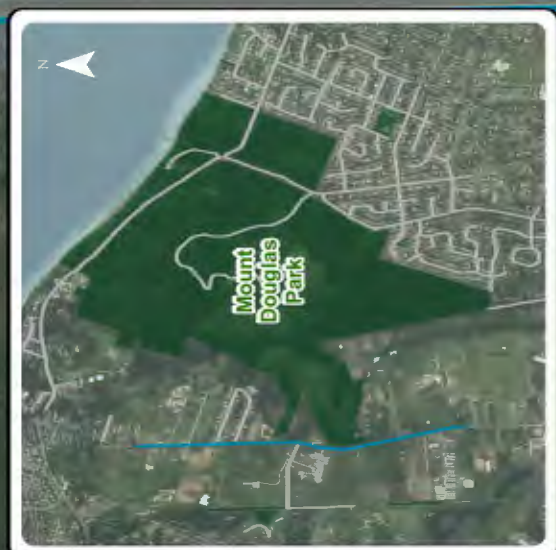


9	8	7	6	
1	2	3	4	5



Start Here

BLENKINSOP RD



Blenkinsop Parking Lot (Afternoon)

Date: _____

Recorder: _____

Weather: _____

Designated Parking Stalls					NOTES
	4pm	5pm	7pm	8pm	
1					
2					
3					
4					
5					
6					
7					
8					
9					
Bike Rack (# of Bikes)					

NOTES:

Clerksec - from Lois Mesner: Nov. 16. 2016

POST TO	POSTED
COPY TO	
INFORMATION	<input type="checkbox"/>
REPLY TO WRITER	<input type="checkbox"/>
COPY RESPONSE TO LEGISLATIVE DIVISION	<input type="checkbox"/>
REPORT FOR	
ACKNOWLEDGED:	

From: Lois & Phil Mesner [redacted]
To: <clerksec@saanich.ca>
Date: 11/23/2016 8:11 AM
Subject: from Lois Mesner: Nov. 16. 2016

RECEIVED
 NOV 23 2016
 LEGISLATIVE DIVISION
 DISTRICT OF SAANICH

Dear Saanich Mayor and Council:

I have been a resident of Glendenning Road for [redacted] I am a member of the Friends of Mt. Douglas, the Outdoor Club of Victoria, and the Sunshine Hiking Club, all of which are very involved and well informed in environmental issues. Personally, I cherish my Garry Oak meadow and Douglas firs, and I work dilligently to maintain these valuable resources.

I am opposed to the creation of additional parking and also to any potential alteration of Glendenning Road, which could damage the area. These trees involve over a century of growth and are a valuable and priceless resource, and a natural legacy to us, our children, and grandchildren, and those to come. We have been given a wonderful gift of this inheritance, and need to treasure it as stewards of the environment.

To increase parking would be totally irresponsible and a tragedy reflecting only self investment and a quick fix for those who want instant and easy access to Mt. Douglas Park, without looking at the consequences of altering the environment.

I support alternative methods of managing automobiles by utilizing existing parking infrastructure. Vehicular traffic is already very heavy on Glendenning Road.

I support leaving the Glendenning Road, boulevards, and trails in their present location without alteration.

Recommendation from Park staff for additional parking does not seem to take into consideration that there are multiple users of the road: walkers, bicycle riders, and horse riders among others.

Even more increased vehicle traffic will certainly impact these other road users.

The unique nature of Glendenning Road, a narrow winding road with many large trees is mentioned by the staff report. Increased vehicle usage will change the nature of this unique road.

The present boulevard damage on Glendenning is significant and will continue to increase with more vehicle traffic.

A major point to be made is spending \$80,000 of our taxpayers' money for increased parking on Glendenning Road, when there seems to be a failure to look at possible nearby parking solutions.

I also feel the current parking ban on Glendenning Road, should be maintained for safety reasons, as well as environmental purposes, as many Glendenning residential properties are

reflecting erosion issues due to our involuntary hosting the general public's parking on these areas, even to the point of blocking the park entrance and impeding emergency vehicles including use of the fire hydrant.

The general public has appeared to be very self invested and unimaginative in their abuse of parking, and in fact, they are breaking the law, and creating huge safety issues.

Personally, my driveway is showing signs of erosion as my property borders on Glendenning, and is also involuntarily hosting the general public, which leads them to turn around in my driveway, without care for the area which I maintain.

Mt. Douglas Park has other entrances with more parking access, which can be easily utilized by everyone, including the handicapped.

The other entrances gain access to the same hiking trails as the Glendenning Road trailhead. These entrances are clearly marked on maps.

If the parking lot at the end of Glendenning is full, then the participants can take responsibility to make a mature choice to use another access to Mt. Douglas Park, or park a short distance away, or they can choose to go elsewhere in Saanich which has numerous other parks. These are far more responsible choices than enlarging the parking lot, which would increase traffic on Glendenning Road.

As a health professional and responsible citizen, I am also personally a strong advocate of walking and hiking to maintain good health, and walking from another area to the Glendenning entrance, would only serve to increase fitness and health. Perhaps those wanting increased and closer parking should examine their own health issues and motivation, and take responsibility as to what they can do to increase their mental and physical fitness, instead of a quick fix solution to get out of their vehicles and be steps away from the trail head.

Handicapped individuals can easily be accommodated at other entrances to Mt. Douglas Park, and they have enjoyed this provision on many occasions. Or perhaps, there could be a few designated parking areas in the present lot, @ the Glendenning entrance, for those who display handicap parking permits.

Thank you for your consideration.

Lois A. Mesner, BSN, RN

1220-20 Bulaw.
parking Mt Doug

From: Jim Cliff [redacted]
To: <council@saanich.ca>
Date: 10/14/2016 9:31 PM
Subject: Mt Doug Park

Just read the article in the Saanich News concerning the survey for Mt Doug Park. I am still saddened to see no parking along Glendenning and hope a few spaces could be created along the road allowance.

The article noted that the parking lot at the picnic area / beach access is rarely full. My wife and I have started using this parking lot when walking our dogs on Mt Doug trails. Some road crossings are well marked and highly visible for on coming traffic; however there is a road crossing on Ash Street that is unmarked and in the deep shade of the trees. This crossing is on the west side of the bridge, further west Ash Street curves before the intersection. I would encourage Saanich to install a pedestrian activated flashing light similar to those at other pedestrian crossings in Saanich. Safe crossing is hampered at this location by the dark shade, curve of the road, and the speed of on coming traffic.

Regards
Jim Cliff
[redacted]

POST TO	General	POSTED	<input checked="" type="checkbox"/>
COPY TO	SS		
INFORMATION	<input checked="" type="checkbox"/>		
REPLY TO WRITER	<input type="checkbox"/>		
COPY RESPONSE TO LEGISLATIVE DIVISION			
REPORT	<input type="checkbox"/>		
FOR			
ACKNOWLEDGED	BIM.		