

**AGENDA**  
**ACTIVE TRANSPORTATION ADVISORY COMMITTEE**  
**Saanich Municipal Hall, Committee Room No. 2**  
**Thursday, January 17, 2019 from 4:00 pm – 6:00 pm**

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**1. CHAIR'S COMMENTS**

**2. MEMBER INTRODUCTIONS**

- All members

**3. ADOPTION OF MINUTES**

- June 21, 2018 meeting (attachment)

**4. MEETING SCHEDULE**

- Memo dated January 17, 2019 from the Senior Committee Clerk (attachment)

**5. ENGINEERING/TRANSPORTATION INTRODUCTION**

- Manager of Transportation and Development Services

**6. ACTIVE TRANSPORTATION PLAN OVERVIEW**

- Manager of Transportation and Development Services

**7. REVIEW TERMS OF REFERENCE**

- Discussion (attachment)

**8. ROUND TABLE ON FUTURE TOPICS**

- Discussion

**\* ADJOURNMENT \***

**Next meeting: Thursday, February 7, 2019 at noon**

Please email [Tania.Douglas@saanich.ca](mailto:Tania.Douglas@saanich.ca) or call at 475-1775 ext. 3505 if you cannot attend.

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

**MINUTES**  
**BICYCLE AND PEDESTRIAN MOBILITY ADVISORY COMMITTEE**  
**Held at Saanich Municipal Hall, Committee Room No. 2**  
**Thursday, June 21, 2018 at 4:00 p.m.**

**Present:** Councillor Karen Harper (Chair), Judy Gaylord, James Grayson, Alex Nagelbach, Anne Topp, and Darrell Wick

**Staff:** Tania Douglas, Senior Committee Clerk

**Regrets:** Brian Collier, Rebecca Mersereau, Barb Sharpe

**Guest:** Jonathan Eades, Chair, Please Upgrade Sinclair Hill (PUSH)

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**Minutes**

**MOVED by J. Grayson and Seconded by J. Gaylord: "That the Minutes of the Bicycle and Pedestrian Mobility Advisory Committee meeting held May 17, 2018, be adopted as circulated."**

**CARRIED**

**CHAIR'S REMARKS**

The Chair stated that the Active Transportation Plan has been adopted by Council. A brief conversation ensued and it was noted that the challenge will be to ensure that there is not disconnect between the Plan and zoning rules. The Local Area Plan reviews will be important as well.

The Chair also spoke to a presentation regarding sustainability at the University of Victoria called "One Planet" and she encouraged committee members to see the presentation if they have time.

**SINCLAIR ROAD IMPROVEMENTS**

J. Eades presented information about concerns about pedestrian/cyclist safety on the Sinclair Road hill between the Cadboro Bay Village and University of Victoria (UVic). A number of photographs were circulated that demonstrates the need for improvements. It was noted that a number of people have fallen along part of the bank, and residents have taken it upon themselves to place plastic stones along the bank to assist walkers.

Concern was expressed that UVic plans to add a new residence that will accommodate 600 more students and that the amount of foot and cyclist traffic will increase. The University has said they have put aside \$1.5 M for upgrades to Sinclair Road.

The Shelbourne Street development has impacted the timeline for the Sinclair improvements and the members of PUSH would like Sinclair Road to be a priority. In addition to local and tourist traffic, Sinclair Road is also used for commercial vehicles.

Committee members discussed the issue with Mr. Eades and expressed support that Sinclair Road improvements are important. The question was raised whether the Local Area Plan review will include improvements to the road, and it was also noted that it would be useful in knowing what the overall plan is for the area.

**Motion: MOVED by A. Topp and Seconded by D. Wick, “That the presentation from ‘Please Upgrade Sinclair Hill’ regarding the need for improvements on Sinclair Road be received.”**

**CARRIED**

**Motion: MOVED by A. Topp and Seconded by A. Nagelbach, “That the Bicycle and Pedestrian Mobility Advisory Committee requests that Engineering provide this committee with a copy of the 5-year Capital Plan for roads, bikeways and sidewalks.”**

**CARRIED**

#### **ROUNDTABLE**

It was noted that the life expectancy of both the Brett and Swan Lake trestles is about 5-10 years. The Chair stated she will speak with Councillor Brownoff about the trestles and ask if someone from the Capital Regional District can attend a future meeting to provide information regarding the trestles.

#### **ADJOURNMENT**

The meeting adjourned at 5:22 pm. The next meeting is scheduled for Thursday, September 20, 2018.

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Councillor Harper, Chair

I hereby certify these Minutes are accurate.

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Committee Secretary

# Memo

**To:** Active Transportation Advisory Committee  
**From:** Tania Douglas, Senior Committee Clerk  
**Date:** January 17, 2019  
**Subject:** 2019 Meeting Dates for Active Transportation Advisory Committee

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

The meeting rooms have been tentatively booked for the **first Thursday of the month from 12:00 pm to 2:00 pm** for the year, excluding July, August and December. The proposed 2019 dates for your calendars are as follows:

February 7  
March 7  
April 4  
May 2  
June 6  
September 5  
October 3  
November 7

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



Tania Douglas  
Senior Committee Clerk  
Secretary to Active Transportation Advisory Committee

# District of Saanich Active Transportation Advisory Committee

## Terms of Reference

### Purpose

The purpose of the Active Transportation Advisory Committee (ATAC) is to provide advice and recommendations to District of Saanich Council. Topics will include those related to policy, pedestrian and cycling networks, access to transit, environmental and health considerations, regional connectivity, safety and infrastructure. Discussion will focus on achieving the District's goal of working towards zero traffic related fatalities and suggest amenities and design specifications to deliver a successful Active Transportation program in Saanich. The committee will also help identify and implement programs to influence individual decisions to get active with day to day mobility.

### Definition of Active Transportation

Active Transportation is any form of human-powered transportation, including walking, cycling, roller-blading, skateboarding and moving with mobility devices.

### Mandate

The Active Transportation Advisory Committee will, consistent with the purpose described above, undertake the following:

- Identify strategies for promoting a shift to Active Transportation modes
- Increase awareness of Active Transportation in Saanich through promotion, education and community outreach
- Provide advice and leadership on citizen and stakeholder engagement related to Active Transportation
- Raise awareness of active transportation as a healthy and environmentally sustainable activity
- Improve the quality of Active Transportation in Saanich with recommendations and support of safe, innovative, and cost effective design principles
- Encourage land use patterns that support active modes of transportation
- Promote integrated and connected Active Transportation Policy and networks across the Greater Victoria Region
- Periodically report to Council on the progress and success of Active Transportation in Saanich
- Respond to Council requests for advice and information on Active Transportation in Saanich
- Review and provide feedback on the Strategic Plan and annual Capital Plan

### Meetings

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

## Membership

The Committee will consist of nine (9) members generally representing the community with preference given to some specific areas:

- A member of Council to serve as Chair, appointed by the Mayor
- A member of a Parent Advisory Group, preferably with experience in safe route to school programming
- A member with expertise in mobility of people with disabilities
- A member with transit experience
- A member from University of Victoria or Camosun College staff related to Active Transportation
- A member from a cycling advocacy group
- A member from a pedestrian advocacy group
- Liaison member from Island Health Authority

## Staff Support

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