

AGENDA
ACTIVE TRANSPORTATION ADVISORY COMMITTEE
Held at Gordon Head Recreation Centre – Teen Centre
Thursday May 26, 2022 at 3:30 p.m.

Due to Saanich's Communicable Disease Plan and to ensure social distancing, this meeting is closed to the public and can be viewed/heard via MS Teams. Please note that MS Teams callers are identified by their phone number which can be viewed on screen by all attendees at the meeting.

***** Territorial Acknowledgement & Inclusivity Statement *****

- 1. ADOPTION OF MINUTES** (attachment)
 - April 28, 2022
- 2. CHAIR'S REMARKS**
- 3. PETITION FOR VULNERABLE ROAD USERS**
 - Presented by Livable Roads for Rural Saanich
- 4. DRAFT SPEED LIMIT ESTABLISHMENT POLICY**
 - Presentation by David Williams, Acting Sr. Manager of Transportation & Development Services
- 5. ACTIVE TRANSPORTATION PLAN ENGAGEMENT STRATEGY**
 - Gathering additional feedback from Committee members
 - Staff lead Megan Squires, Sr. Transportation Planner
- 6. DISCUSSION: WHAT WOULD YOU LIKE TO SEE IN SAANICH'S ROAD SAFETY ACTION PLAN?**
 - Committee brainstorming session led by Chair Mersereau
- 7. ADJOURN FOR WALKING TOUR (5:30)**
 - Committee members are invited to participate in a walk (~45 minutes) to see some recently built active transportation infrastructure on and around Shelbourne Street.

* Adjournment *

Next Meeting: June 23, 2022 at 4:00 pm

In order to ensure a quorum, please contact Megan MacDonald at 250-475-5494 ext. 3430 or
Megan.MacDonald@saanich.ca if you are unable to attend.

MINUTES
ACTIVE TRANSPORTATION ADVISORY COMMITTEE
Held at Saanich Municipal Hall, Council Chambers
Thursday April 28, 2022, at 4:01 p.m.

Present: Councillor Rebecca Mersereau (Chair), Karen Laberee, Julia Cutt, Philip Marciniak, Reed Poynter, Janine Konkel, Alexandre Beaubien, Curran Crawford, Dave Marecek, and Trevor Barry.

Staff: Troy McKay, Manager, Transportation & Development Services; Megan Squires, Senior Transportation Planner; David Williams, Engineering Supervisor; and Austin Winters, Committee Clerk.

Regrets: Juliet Van Vliet.

MINUTES

MOVED by P. Marciniak and Seconded by D. Marecek: “That the Minutes of the Active Transportation Advisory Committee meeting held March 24, 2022 be adopted as circulated.”

CARRIED

INTRODUCTION TO THE MCKENZIE AVENUE CORRIDOR STUDY

The Engineering Supervisor presented on the McKenzie Avenue Rapid Transit Corridor Study. The following was noted:

- Saanich is currently working with BC Transit to improve transit service across the district in a variety of actions to support implementation.
- This study is related to the Active Transportation Plan, McKenzie is identified as a priority for improvements to the bicycle infrastructure and Rapid Transit.
- Rapid Transit is defined as a high-capacity bus every 15 minutes or less, operating 7:00 am – 10:00 pm. These routes typically span a longer distance than local routes, and there may be a reduced numbers of stops to improve efficiency. Busses are given dedicated space and/or traffic signal priority.
- Rapid bus stops are typically enhanced with benches, waste reciprocals and improved on street passenger/sidewalk stations. Stops are placed in areas of higher density.
- The engagement plan is being finalized. The next steps will include looking at current statistics and data to understand how to evaluate potential options that are developed.
- Considerations are being made for short-, medium- and long-term priorities to ensure the longevity of the plan. Short term priorities include cycling improvements, transit priority signals, property impacts, station locations, and costs.
- The consultant will develop long term concepts. The committee will be able to provide feedback during regular updates between now and the final implementation.

The following was noted during committee discussion:

- The Uptown Hub will likely be an area where transit users can transfer from the Westshore to go directly to UVIC. There is not dedicated parking planned for the hub.
- Considerations are being made by BC Transit for a route from the dock yard to UVIC.
- Currently there is limited transit from Saanich Road west toward Highway 1.
- Some stations along the corridor could be built to consider alternative modes of transportation, including the potential for a secure parking spaces for bikes or E-scooters.
- Large projects such as this should consider a vision zero approach. Safety considerations are made, but currently there is not a structure to address safety faults.
- Readiness for micro mobility should be a consideration for planning all facilities.
- There would be benefit in having BC Transit attend a future meeting to answer the transit related questions. The Chair will invite BC Transit staff to attend a future meeting.
- The study will include the locally and provincially owned sections of McKenzie.
- Having a physical barrier between traffic and bicycle lanes is important.
- Improvements are needed to improve safety for all users, especially in the area between Highway 1 and Highway 17. This portion of McKenzie is not part of this study.

ACTIVE TRANSPORTATION PLAN: ENGAGEMENT PLANNING AND STAKEHOLDER CONFIRMATION

The Active Transportation Advisory Committee (ATAC) discussed the stakeholder list as part of March discussion on the Terms of Reference (TOR) for the update of the Active Transportation Plan (ATP). ATAC had recommended several groups that should be included, which were recently approved. The Senior Transportation Planner requested clarification about the additions. During discussion, the committee made the following comments:

- The Executive Director of the South Island Prosperity Project would be a good contact.
- Wilsons Transportation could be considered as a transportation service provider, as well as potentially taxi services.
- The accessibility community is a broad community, there are many groups such as the Victoria Disability Resource Centre which could be included. Committee members will submit additional contacts to staff.
- There are groups using SD 61 facilities for early childhood education, daycares or before and after school programs that would have valuable feedback.
- Economic development could include active transportation retailers.
- Senior's housing, long term care and Peddle Heads could be considered.

The Senior Transportation Planner provided the Draft Engagement Strategy and Communications Plan to the committee. A brief discussion on the Engagement Process Overview took place. The committee was asked to provide feedback on the proposed questions which will be asked of stakeholders. The following was noted during discussion:

- Stakeholders may not be familiar with the ATP, which makes it hard to answer the question of “what is working well with the ATP?”. There would be benefit to ask what active transportation projects they are aware of, and how those could be improved instead.
- There is benefit to catering the questions based on the level of knowledge each respondent has about the ATP. Those with no knowledge can answer simple questions, and those with a deeper understanding of the plan can answer more in-depth questions.

- Understanding how the world has changed since the last update in 2018 is important.
- Asking if respondents would support expediting the plan could be helpful.
- Identify which part of the ATP is most important to each respondent (pedestrians, cyclists, public transit etc) and cater the questions to their response. It is helpful to understand feedback from all categories of road users.

Committee members noted that the language used on page 4 of the Draft Engagement Strategy and Communications Plan document may need to be updated. The Key Messages for Communication notes under the first bullet: “Active transportation includes any form of human powered transportation.” This statement seems to exclude transit riders, E-Bikes and other forms of E-Mobility. A suggestion was made to update this to “sustainable transportation” or a more inclusive alternative.

LIABILITY FOR ACTIVE TRANSPORTATION USERS & ICBC’S NO FAULT POLICY

The new ICBC No Fault Policy means that pedestrians, cyclists or passengers may be considered partially responsible for an accident. If a party is assessed as partially responsible for a claim, they could be responsible for some of the damages to the vehicle. Recent news articles related to cyclists being hit by a car and then receiving an invoice for the damage to the car have brought this topic to light. ICBC has acknowledged this is an issue and are currently working on a policy update to ensure this is resolved. Members of the committee will explore options and wording for a potential motion that could be considered by Council and sent to ICBC.

DISCUSSION: WHAT WOULD YOU LIKE TO SEE IN SAANICH’S ROAD SAFETY ACTION PLAN?

Due to time constraints, this item will be postponed until the next meeting.

ADJOURNMENT

The meeting adjourned at 6:01 p.m.

NEXT MEETING

Next meeting is Thursday, June 26, 2022.

Councillor Mersereau, Chair

I hereby certify these Minutes are accurate.

Megan MacDonald, Committee Secretary

Saanich Council Speed Limit Establishment Policy

1.0 PURPOSE

This Council Policy sets guidelines for appropriate speed limits on all streets under the jurisdiction and control of the Municipality of Saanich. It will be used to guide staff's recommendation to Council for enacting amendments to speed limits, which are regulated through the Streets and Traffic Regulation Bylaw.

The Council Speed Limit Establishment Policy is informed by the National Association of City Transportation Officials (NACTO) and their guide *City Limits - Setting Safe Speed Limits on Urban Streets*. The NACTO guide is intended for use on urban streets, however given that there are both urban and rural streets in Saanich, the principles for establishing safe speed limits based on the guide will apply. In some cases, staff may seek additional input from the *BC Active Transportation Design Guidelines (BCATDG)*, Saanich Official Community Plan (OCP) and the District's Engineering Specifications. The Urban Containment Boundary (UCB) will be used to determine if a street is urban or rural.

2.0 RATIONALE

The District of Saanich is committed to Vision Zero and a Safe Systems Approach to road safety. Managing motor vehicle speeds is an important way to reduce the number and severity of collisions to work towards zero traffic-related fatalities or serious injuries. Establishing appropriate speeds for motor vehicle drivers can improve safety for all users, especially pedestrians and cyclists, which can assist in the achievement of the District's target to increase the number of trips made by active transportation, as well as key priorities related to reducing greenhouse gas emissions and improving the livability in neighbourhoods.

3.0 SETTING SPEED LIMITS

Establishing speed limits for the safety of all users is an important piece in creating a safe and accessible transportation system. The speed limits on Saanich streets will be recommended by staff as follows:

3.1 Type A Street

3.1.1 Streets in this category are defined as:

- Streets without a continuous yellow centreline; and/or
- Streets where a Neighbourhood Bikeway¹ exists, or is proposed, in the Active Transportation Plan.

3.1.2 The maximum speed limit on Type A streets is 30km/h.

¹ A neighbourhood bikeway is defined in the *BC Active Transportation Design Guide (BCATDG)* as a street with low motor vehicle volumes and speeds that have been enhanced to varying degrees to prioritize bicycle traffic.

3.2 Type B Street

3.2.1 Streets in this category are defined as:

- Streets with a continuous yellow centreline; and/or
- Streets not captured in Street Type A.

3.2.2 The maximum speed limits on Type B streets shall be set in accordance with the Safe Speed Study process outlined in Section 4.0.

4.0 SAFE SPEED STUDIES

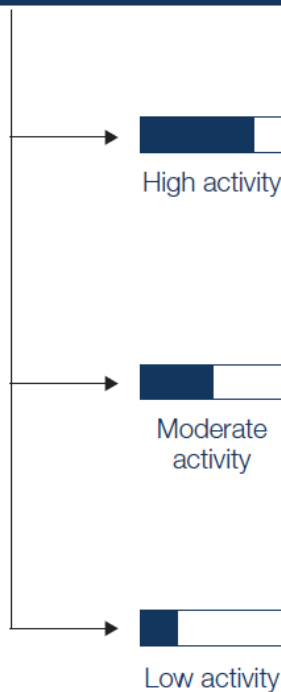
A safe speed study will be conducted for Type B streets. The study will take place along segments of a street corridor that have similar conditions and usage. A safe speed study will not be completed on individual blocks except inside a Major Centre or directly in front of a school or park. If a corridor changes significantly at a specific point, it will be divided into two or more segments. Where segments have different recommended speed limits, the lowest practicable speed limit for the longer segment will be chosen to manage both safety and legibility for street users. It is generally assumed that speed limits within the UCB will not increase once lowered since activity levels will increase over time with increased density. If the nature of a street has changed significantly modifications to a speed limit may be considered.

4.1 RISK ANALYSIS

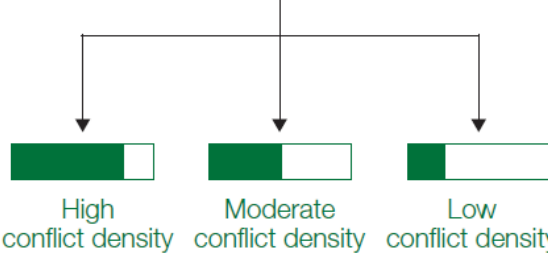
The framework described below summarizes Saanich's method for determining maximum safe speed limits. It is risk-based and depends on a number of factors including the amount of separation between road users, presence of vulnerable road users and density of potential points of conflict over a defined length of roadway. Conflict Densities and Activity Levels are evaluated using the matrix in Figure 1 to determine an appropriate maximum speed to manage the risk to all users on the street.

Speed Limit Determination Matrix

Based on the Activity Level Analysis, the street has...



Based on the Conflict Density Analysis, the street has...



Activity Level	High conflict density	Moderate conflict density	Low conflict density
High activity	MAXIMUM 30 km/h	MAXIMUM 40 km/h	MAXIMUM 40 km/h
Moderate activity	MAXIMUM 40 km/h	MAXIMUM 40 km/h	MAXIMUM 40 km/h
Low activity	MAXIMUM 40 km/h	MAXIMUM 40 km/h	MAXIMUM 50 km/h

Figure 1 – Speed Limit Determination Matrix

4.2 CONFLICT DENSITY

Two primary factors determine how frequently potential conflicts between motor vehicles, and cyclists and pedestrians occur: 1) Modal Mixing; and 2) Crossing Point Frequency.

On a street, modal mixing refers to how separated different modes are and crossing point frequency refers to how closely spaced intersections and other crossing locations are. These factors are evaluated using the matrix in Figure 2 to determine the Conflict Density.

CONFLICT DENSITY		CROSSING POINT FREQUENCY		
		HIGH	MODERATE	LOW
MODAL MIXING	HIGH	High	High	Moderate
	MODERATE	High	Moderate	Low
	LOW	Moderate	Low	Low

Figure 2 – Conflict Density Matrix

4.2.1 Modal Mixing

The following conditions will be used to determine if a segment of street has high, moderate or low modal mixing. If a segment meets any of the conditions of more than one mixing level, the higher level of mixing will apply. Streets that run along or cross the UCB will be considered as being outside of the UCB.

High Modal Mixing (Little or no separation)

a. Streets located inside the UCB

- No Sidewalk or a sidewalk only on one side.
- Sidewalks (<2.0 m wide) on both sides of the street directly adjacent to a vehicle travel lane.
- Sidewalks (<1.8 m wide) on both sides of the street separated from a vehicle travel lane by a bike lane or on-street parking.
- No cycling facilities on a Major or Collector Street.
- Narrow on-street parking and loading (<2.4 m wide) that is short-term and occurs directly adjacent to a vehicle travel lane.

b. Streets located outside the UCB

- No sidewalk or paved shoulder.
- No cycling facility where one is recommended in the BC Active Transportation Design Guide.
- On-street parking occurs regularly during peak hours.

Moderate Modal Mixing

a. Streets located inside the UCB

- Sidewalks (≥2.0 m wide) on both sides of the street directly adjacent to vehicle travel lanes.
- Sidewalks (≥1.8 m wide) on both sides of the street separated from vehicle travel lanes by a bike lane or on-street parking.

- A cycling facility exists, but does not meet the recommended facility type established in the *BCATDG*.
- On-street parking and loading (≥ 2.4 m wide) that is short-term and occurs directly adjacent to the vehicle travel lane.

b. Streets located outside the UCB

- Narrow paved shoulder (≤ 1.2 m wide) on one or both sides of the street.
- A cycling facility exists, but it does not meet the recommendations in the *BCATDG*.
- On-street parking occurs infrequently during peak hours.

Low Model Mixing

a. Streets located inside the UCB

- Sidewalks (minimum 1.5 m wide) on both sides separated from vehicle travel lanes by a boulevard and/or parking bays.
- A cycling facility exists and it meets the recommendations in the *BCATDG*.
- Parking (≥ 2.5 m wide) directly adjacent to a vehicle travel lane.

b. Streets located outside the UCB

- Paved shoulder or sidewalk on one or both sides of the street (≥ 1.2 m wide).
- A cycling facility exists and it meets the recommendations in the *BCATDG*.
- On-street parking is prohibited.

4.2.2 Crossing Point Density

Intersections and driveways are areas where pedestrians, cyclists, and drivers can be expected to cross a street. They are also points where different users, even when separated, are likely to cross paths. For the purposes of this policy, private roads will be considered as driveways.

Driveways classified as Major Driveways are applicable to this policy. Major driveways provide access to 25 or more residential parking stalls and/or service mixed-use sites that generate more than 15 vehicle trips / peak hour.

It will be determined if a segment of street has high, moderate or low crossing point density based on the following thresholds:

High Density

- The average spacing between intersections and/or major driveways is ≤ 125 m.

Moderate Density

- The average spacing between intersections and/or major driveways is between 125 m and 200 m.

Low Density

- The average spacing between intersections and/or major driveways is > 200 m.

4.2.3 Activity Level

Crashes leading to fatalities or serious injuries are generally the result of conflicts happening at speeds that are too high for a human body to endure. Therefore, streets with a greater number of potentially serious conflicts and a higher level of activity will have lower speed limits.

Pedestrian and cyclist counts will be the primary method of determining the activity level on a street. Intersection-based counts are widely available throughout Saanich and will be used to establish activity levels. Recognizing the daily variability in traffic and that intersection-based counts are a snapshot in time of that particular day's traffic. The thresholds described below will be considered as a guide and volumes within 15% of those values may be considered to meet the intention of the guideline.

In the absence of recent data and in areas outside the UCB, land uses that generate pedestrian activity can be used to approximate the expected level of pedestrian activity.

A segment of street will be determined to have a high, moderate or low activity level based on the following thresholds. If a street meets criteria in two different activity levels the higher level will be selected.

High Activity

- Generally the busiest streets within Major Centres, Neighbourhood Centres, and Villages will be considered to have high activity.
- > 240 pedestrians or cyclists in either peak hour at an intersection or along a segment **AND** > 480/4hr period (This ensures there is consistently high activity throughout the day).
- > 60 pedestrians or cyclists on either side of a road segment per peak hour.

Moderate Activity

- Generally streets leading to recreation centres, and schools or along popular transit, walking and cycling routes will have moderate activity.
- > 120 pedestrians or cyclists in either peak hour at an intersection or along a segment **AND** > 240/4 hr period.
- > 30 pedestrians or cyclists on either side of a road within a segment per peak hour.
- For streets outside the UCB, segments of streets located within 750 m of a school, developed park access point or Village centre.

Low Activity

- Generally streets that access predominantly single family homes and rural neighbourhoods will have low activity.

5.0 SIGNAGE

Speed limits will be signed in accordance with the provisions of the *Motor Vehicle Act* [RSBC 1996] C. 318, as may be amended or replaced from time to time.

6.0 DISPUTE RESOLUTION

In the event that a stakeholder disagrees with the application of this policy such disputes will be referred to the Administrative Traffic Committee for final decision.

Draft Engagement Strategy and Communications Plan

Active Transportation Plan Update

Created by:
Megan Squires



ENGAGEMENT STRATEGY AND COMMUNICATION PLAN

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ENGAGEMENT STRATEGY AND COMMUNICATION PLAN

1.0 Project Purpose

The District’s first active transportation plan, *Moving Saanich Forward* was adopted by Council in June 2018 as a guide for investment in active transportation improvements for the next 30 years. The award-winning plan establishes a vision, goals and targets. It also outlines strategies and actions to ensure progress on the District’s policies, standards, infrastructure and programs for active transportation.

Saanich is committed to monitoring and updating the Active Transportation Plan (ATP) on an on-going basis and in 2023, five years of implementation will have occurred. The purpose of the ATP update is to provide a current framework to support implementation of active transportation policies and actions. The updated Plan will guide investment and decision-making for active transportation in the next five years, and beyond.

Fundamental to this plan update will be to ensure alignment with current policy documents, including recent strategies and plans for climate change, active transportation, and road safety. Progress towards achieving the vision, goals and targets of the ATP will be reviewed, as will select strategies and actions, and the implementation plan. Current demographic and travel data, as well as collision data will form the basis for this update and will provide the evidence to support revised and/or new targets and actions.

2.0 Engagement and Communication Objectives

The purpose of this document is to articulate an approach to engagement and communications for the update to the ATP that will generate awareness, as well as public and stakeholder participation in the planning process. Key objectives for engagement and communications in this project include:

- To develop a strategy, based on the principles of the International Association for Public Participation (IAP2) to effectively engage and communicate with stakeholders and the public throughout the planning process;
- To follow the objectives for engagement at each phase of the project; and
- To apply the techniques at each phase of the planning process.

3.0 Vulnerabilities/Potential Issues

This project could face a number of engagement and communication challenges that could have an impact on the overall success. Potential issues and strategies to address them are outlined in the table below.

Potential Issue	Strategy
Stakeholders may want to broaden the scope of the project, which could require more time and make it more complex and costly to achieve completion	<ul style="list-style-type: none"> • Spend the time in the planning stages of the project reviewing and revising the scope to ensure it captures the necessary updates. • Prepare key messages and FAQ to communicate the scope to stakeholders and the public.
Challenges managing expectations of various stakeholders	<ul style="list-style-type: none"> • Anticipate ahead of time what stakeholder expectations might be and prepare responses (e.g. project FAQ) • Ensure regular communications between the PM and PS to ensure any issues are shared and a response is prepare, if necessary.



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	<ul style="list-style-type: none"> • Ensure transparency and clarity when communicating with stakeholders. • Revise or expand communications if needed to ensure stakeholders have the information they need, when they need it
Stakeholders may respond negatively to the project, based on misinformation circulating in the community	<ul style="list-style-type: none"> • Prepare a communications plan that identifies what will be communicated, to whom and how (e.g. methods). • Strive for timely communications that are clear and accessible • Address incorrect information immediately

4.0 Key Messages for Communication

The following is a list of key messages for this project:

- Active Transportation is any active trip you make to get yourself, or others, from one place to another, whether it is to work, school, shops, or to visit with friends and family. Active transportation includes any form of human powered transportation.

Walking and cycling are the most popular and well-known forms of active transportation. However, the definition extends much further than that – as long as it’s active, you choose the mode. This can include skateboarding, wheeling, riding a horse, in-line skating, using a mobility aid, or riding the bus.

- The Active Transportation Plan (ATP) is an approved plan that is currently guiding investment in active transportation improvements in Saanich. It is a 30-year plan.
- Saanich is committed to monitoring implementation of the ATP. Five years have passed since the plan was adopted and it is time to update the policy framework and travel data, as well as revisit key priorities and develop new actions to address the District’s target for zero traffic-related fatalities and/or serious injuries. A primary goal of the update is to ensure that the ATP continues to be relevant and actionable for the next five years, and beyond.
- The process to update the ATP will be completed five phases. We will be seeking input from stakeholders and the public, and there will be several opportunities throughout the process to inform the updated plan.
- Information about the plan update will be made available on the project webpage and through email notification. Stakeholders and the public can sign-up to receive updates and advanced notifications of opportunities to engage in the project and provide input.
- The update to the ATP will begin in April 2022. Government and stakeholder engagement will take place in June, and again in November, 2022, if needed. Public engagement will take place between January and March, 2023. It is expected that the final draft update to the ATP will go to Council in June 2023.
- Information about the update to the ATP is available online.



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- If you are interested the latest information about this project, you can sign up to receive updates.

5.0 Engagement Process Overview

The first step in updating the ATP, which is a community-wide policy document, is to ensure that stakeholders and residents are aware of the project and understand its purpose and timelines. A website will be created to provide access to information regarding the process, timelines and deliverables. In addition, individuals will have the option to register (via the website) to receive email notifications about the project. Using an email notification system is an efficient and potentially, far-reaching way for staff to share updates and information about upcoming engagement opportunities.

The following is a breakdown of engagement in phases 2, 3 and 4. Information in these sections, and throughout the document may be updated based on discussions with the ATAC and based on the outcomes of previous engagement.

Phase 2

The first round of engagement will take place in June 2022 during Phase 2 of the project. This round is an opportunity to raise awareness of the project and check-in on the proposed scope of the update. It is also an opportunity to learn from governments and stakeholders about their priorities, experiences, concerns and ideas for the updated plan.

Engagement activities in Phase 2 will include the District sending a letter with discussion questions to all governments and stakeholders. They will be asked to respond to the questions in writing and, if desired, they will also have the opportunity to meet with Engineering staff to share their input in person. The following is a general list of discussion questions that will be modified to suite the different stakeholder groups. The ATAC reviewed these general questions prior to engagement in Phase 2.

1. What has changed or what new information has emerged within your organization since Saanich's ATP was approved in 2018 that should be considered in the updated plan?
2. What is working well with active transportation in Saanich?
3. What do you think could be improved?
4. What role do you see your organization playing in the process to update the ATP?
5. What role, if any, do you see your organization having in implementation of the ATP?

Council will be notified when Phase 2 engagement activities begin. Staff will meet with Council Committees individually to discuss the plan update and seek input on discussion questions similar to the ones listed above.

Saanich staff will engage with the First Nations through the planning process.

Phase 3

If required, engagement in Phase 3 will take place in November 2022 and it will build on the input provided in Phase 2. This additional round of engagement will allow staff to further the conversation with key stakeholders about priorities, issues and opportunities to be highlighted in the updated plan. Additional engagement at this stage will ensure awareness of the project continues and it will allow staff to check in on



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the direction of the updated plan. If needed, key discussion questions will be developed based on input and findings that emerge through Phase 2 and 3.

Phase 4

Engagement in Phase 4 will take place between January and March, 2023. The purpose will be to seek feedback from stakeholders and the public, and assess support for the draft updated ATP. Specific engagement activities to be undertaken in this phase include a survey, presentations, displays, and events such as open houses. Staff will work with the ATAC to design engagement in Phase 4.

Staff will meet with Council Committees individually to seek input on the final draft plan.

6.0 Governments and Stakeholders

The following governments and stakeholders are identified as having an interest in active transportation in Saanich, and whose input will be valuable to the update of the ATP. The interests and roles for government and stakeholders are outlined below.

a. Government and Internal Stakeholders

Government	Interest/Role
Mayor and Council	<ul style="list-style-type: none"> • To be informed engagement activities and project status • To provide input at key decision points in the project process • To receive updates and the final draft updated plan
Planning, Transportation and Economic Development Advisory Committee	<ul style="list-style-type: none"> • To be informed about the project and its progress • To provide input on specific aspects of the plan related to the committee’s experience and purpose • To review the draft updated plan
Healthy Saanich Advisory Committee	
Parks, Trails and Recreation Advisory Committee	
First Nations	<ul style="list-style-type: none"> • To be informed about the project and its progress • To provide input on specific aspects of the plan related to their unique lived experience • To review the draft updated plan
Neighbouring Municipalities	<ul style="list-style-type: none"> • To be informed about the project and its progress • To provide input on specific aspects of the plan related to their municipal priorities, interests and specialized knowledge • To review the draft updated plan



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Saanich Departments	Interest/Role
Engineering	<ul style="list-style-type: none"> To be informed about the project and its progress To share departmental priorities, and provide insights based on experience with the current plan, as well as recommendations/suggestions to inform the updated plan To review the draft updated plan
Planning (Current, Community, Sustainability and Environment)	
Parks, Recreation and Community Services	
Finance	
Administration Department	
Building, Bylaw, Licensing and Legal Services	
Fire	
Police	

b. External Stakeholders

Community Associations	General Interest/Role
Neighbourhood Community Associations	<ul style="list-style-type: none"> To be informed about the project and its progress To provide input on specific aspects of the plan related to the specific context of the local neighbourhood To review the draft updated plan
Saanich Community Association Network (SCAN)	
Agencies	General Interest/Role
BC Transit	<ul style="list-style-type: none"> To be informed about the project and its progress To provide input on specific aspects of the plan related to their agency priorities, specific interests and specialized knowledge To review the draft updated plan
Ministry of Transportation and Infrastructure	
Capital Regional District	
ICBC	
BC Emergency Health Services	
BC Paraplegic Association	
School Districts, Universities and Colleges	General Interest/Role
SD 61 and 63	<ul style="list-style-type: none"> To be informed about the project and its progress To provide input on specific aspects of the plan related to their priorities and experiences To review the draft updated plan
Individual public school administrations and Parent Advisory Committees (PACs)	
Private schools	



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University of Victoria and Camosun College	
Health Agencies	General Interest/Role
Vancouver Island Health Authority – Public Health	<ul style="list-style-type: none"> • To be informed about the project and its progress • To provide input on specific aspects of the plan related to their agency’s priorities and concerns • To review the draft updated plan
BC Lung Association	
Heart and Stroke Foundation	
Canadian National Institute for the Blind	
Institute of Aging and Lifelong Health	
Economic Development	General Interest/Role
South Island Prosperity Project	<ul style="list-style-type: none"> • To be informed about the project and its progress • To provide input on specific aspects of the plan related to their organization’s priorities and experiences • To review the draft updated plan
Greater Victoria Chamber of Commerce	
Tourism BC	
Transportation Service Providers	
Urban Development Institute	
Advocacy Groups	General Interest/Role
Capital Bike	<ul style="list-style-type: none"> • To be informed about the project and its progress • To provide input on specific aspects of the plan related to their groups priorities and experiences • To review the draft updated plan
Walk On Victoria	
Greater Victoria Transit Alliance	
Victoria Placemaking Network	
Capital Region Equestrians	
Accessibility	
Livable Roads for Rural Saanich	
Better Mobility Saanich	
Southern Vancouver Island Nature Trails Society	
Elk-Beaver Lake Equestrian Society	

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7.0 Engagement Objectives, Outcomes, Techniques and Deliverables by Phase

For each phase of the project, engagement objectives, based on the IAP2 Spectrum of Public Participation, describe the purpose and intensity of engagement, as well as the audience whom they are directed. In addition, desired outcomes, techniques and deliverables are also identified in the table below.

PHASE 1 – April-May 2022 – PROJECT INITIATION			
Objectives	Outcomes	Techniques	Deliverables
To inform stakeholders and the public of the process to update the ATP plan	<ul style="list-style-type: none"> Awareness of the process; Motivation to become involved 	<ul style="list-style-type: none"> Project website Communications materials (e.g. backgrounder) 	<ul style="list-style-type: none"> Website Confirmed list of stakeholders
To collaborate with the ATAC to finalize the engagement strategy and phase 2 engagement	<ul style="list-style-type: none"> Clarity on the plan for engagement throughout the project and specifically in phase 2 	<ul style="list-style-type: none"> Online or in-person meetings 	<ul style="list-style-type: none"> Engagement strategy and details on engagement in phase 2

PHASE 2 – June 2022 – GOVERNMENT AND STAKEHOLDER ENGAGEMENT			
Objectives	Outcomes	Techniques	Deliverables
To inform First Nations about the project	<ul style="list-style-type: none"> Awareness of opportunities for involvement 	<ul style="list-style-type: none"> Email Letter 	<ul style="list-style-type: none"> Confirmation of involvement
To collaborate with First Nations on the scope of the review and their unique issues and concerns	<ul style="list-style-type: none"> Clarity on the scope of the plan update 	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> TBD
To inform stakeholders of opportunities for input	<ul style="list-style-type: none"> Awareness of opportunities for participation 	<ul style="list-style-type: none"> Email Letter with discussion questions 	Written feedback and participation in meetings, if desired
To consult with stakeholders to confirm the scope of the review and identify issues and priorities	<ul style="list-style-type: none"> Clarity on the scope of the plan update 	<ul style="list-style-type: none"> Written feedback on discussion questions Online or in-person meetings 	Written feedback and participation in meetings, if desired Finalized scope for the plan update



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To inform stakeholders about input received through engagement	<ul style="list-style-type: none"> Engagement results are shared with stakeholders 	<ul style="list-style-type: none"> Engagement summary Email notification 	Engagement summary
To collaborate with the ATAC to design engagement in phase 4	<ul style="list-style-type: none"> Input on planned engagement 	<ul style="list-style-type: none"> Online or in-person meetings Email 	Updated Engagement Strategy that includes engagement in phase 4

PHASE 3 – July to December 2022 – PREPARATION OF THE DRAFT UPDATE TO THE PLAN			
Objectives	Outcomes	Techniques	Deliverables
To collaborate with staff to prepare the draft update of the ATP	<ul style="list-style-type: none"> Staff input and advice to support preparation of the draft update of the ATP 	<ul style="list-style-type: none"> Meetings and workshops (online or in person) Email 	Draft update of the ATP
To involve the ATAC in preparation of the draft update of the ATP	<ul style="list-style-type: none"> Input from the ATAC to inform the draft update of the ATP 	<ul style="list-style-type: none"> Meetings and workshops (online or in person) Email 	Draft update of the ATP
To involve governments and stakeholders again, if needed	<ul style="list-style-type: none"> Additional input on updates to the ATP Engagement results are shared with stakeholders 	<ul style="list-style-type: none"> Meetings (online or in person) Email 	Draft update of the ATP Engagement Communications materials Engagement summary report
To inform stakeholders about input received through engagement	<ul style="list-style-type: none"> Engagement results are shared with stakeholders 	<ul style="list-style-type: none"> Engagement summary Email notification 	Engagement summary

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PHASE 4 – January to March 2023 – REVIEW OF THE DRAFT UPDATED ATP			
Objectives	Outcomes	Techniques	Deliverables
To involve government, stakeholders and the public in a review of the draft plan update	<ul style="list-style-type: none"> Input on the draft updated ATP 	<ul style="list-style-type: none"> Workshops and open houses (online or in-person) Pop-up displays (staffed or unstaffed) Survey Meetings and presentations (online or in-person) 	<p>Input on the Draft Updated ATP to inform the final Draft Plan</p> <p>Engagement summary</p>
To consult ATAC on the review of the draft plan update	<ul style="list-style-type: none"> Input and advice on the draft update of the ATP 	<ul style="list-style-type: none"> Meetings (online or in-person) Email 	<p>Input on the Draft Updated ATP to inform the final Draft Plan</p>

PHASE 5 – April to June 2023 – FINALIZE DRAFT UPDATED ATP			
Objectives	Outcomes	Techniques	Deliverables
To inform the public, government and stakeholders of when the updated ATP will go to Council	<ul style="list-style-type: none"> Awareness of the changes to the ATP and the content of the final draft update of the ATP 	<ul style="list-style-type: none"> Website Email notification (campaigner) Social media Print media 	<p>Final draft updated ATP for Council's consideration</p>

8.0 Key Communication Vehicles

The key communication methods that will be used in this project include:

- Website with short URL
- Email notification through Campaigner
- Social media (Facebook and Twitter)
- Print media - newspaper articles and ads
- Written materials – press releases, backgrounders, FAQs, handouts, reports
- Presentation display boards
- Powerpoint presentations