

AGENDA
TRANSPORTATION ADVISORY COMMITTEE

To be held at Saanich Municipal Hall, Committee Room 2 and via MS Teams
Thursday March 27, 2025 at 5:30 PM

The District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the WSÁNEĆ peoples represented by the Tsartlip, Pauquachin, Tsawout, Tseycum and Malahat Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

A. ADOPTION OF MINUTES

1. February 27, 2025

B. COMMITTEE BUSINESS ITEMS

1. CHAIRS REMARKS

2. BIKE SIGNAGE IN SAANICH

- Chris Chastro, Engineering Student, University of Victoria
- Samuel Holland

3. TRAFFIC CALMING POLICY AND PROGRAM PRESENTATION

- Kathleen Gallagher, Senior Transportation Planner

C. ADJOURNMENT

Next Meeting: April 24, 2025 at 5:30 PM

In order to ensure a quorum, please contact Colton Whittaker at 250-475-5494 ext. 3642 or
colton.whittaker@saanich.ca if you are unable to attend.

**REVISED AGENDA –
Additional documents
related to item B.3
have been added to
the agenda package
for information.**

MINUTES
TRANSPORTATION ADVISORY COMMITTEE

Held at Saanich Municipal Hall, Committee Room 2 and via MS Teams
770 Vernon Avenue
February 27, 2025 at 5:30 PM

ROLL CALL

In Attendance: Councillor Zac de Vries (Chair), Trevor Barry, Rachel Corder, Janine Konkell, James Coates, Colin Stepney, Kelsea McLaughlin (5:36 p.m.), Dominick Ali

Regrets: None

Staff: Kathleen Gallagher, Senior Transportation Planner; Jason Hodgins, Manager of Infrastructure Design and Construction; Angela Hawkshaw, Committee Clerk

Guests: Chelsea Mossey, Senior Manager, Government Relations, BC Transit; Levi Megenbir, Senior Transit Planner Work Lead, BC Transit

ADOPTION OF MINUTES

MOVED by T. Barry and Seconded by R. Corder: "That the Minutes of the Transportation Advisory Committee meeting held November 28, 2024 be adopted as circulated."

RESULT: Carried 8 TO 0

IN FAVOUR: Ali, Barry, Corder, Konkell, de Vries, Coates, Stepney, McLaughlin

OPPOSED: None

MOVED by J. Konkell and Seconded by C. Stepney: "That the Minutes of the Transportation Advisory Committee meeting held January 23, 2025 be adopted as circulated."

RESULT: Carried 8 TO 0

IN FAVOUR: Ali, Barry, Corder, Konkell, de Vries, Coates, Stepney, McLaughlin

OPPOSED: None

COMMITTEE BUSINESS ITEMS

CHAIRS REMARKS

The Chair welcomed committee members, and the following was noted:

- Council recently provided direction to staff on the Quadra McKenzie Plan (QMP), specifically requesting further revisions to the draft land use framework.
- The focus of these revisions will be on scaling back proposed changes in the Quadra-North area.
- Any modifications to lanes on McKenzie Avenue have been deferred to a future process that will include consultation with BC Transit.
- The revised draft QMP will be presented to Council before proceeding to an additional round of public engagement.

BC TRANSIT VICTORIA FUTURE PLAN

The Senior Manager, Government Relations and Senior Transit Planner Work Lead presented on BC Transit Victoria Future Plan (PowerPoint on file). The following was noted in response to questions and during committee discussion:

- BC Transit ridership has now surpassed pre-COVID-19 levels.

- The conventional transit system operates over 900,000 service hours annually.
- 80 diesel double-decker buses are being purchased to address immediate transit needs in the Victoria region. Over the next five years, these buses will both replace retiring vehicles and expand the fleet.
- A new Saanich Transit Centre is in the planning phase.
- The Ministry of Transportation and Transit (MOTT) is making changes to position Uptown as a central transit hub.
- Park-and-ride facilities are distributed across the transit system, with potential for new locations in the Peninsula and Westshore to improve connectivity between suburban areas and the core.
- The Island Highway Transit Priority Project is a major step forward for regional rapid transit.
- Peak demand, particularly after school hours in high-traffic areas, remains a challenge due to limited bus availability. The expansion of BC Transit's double-decker fleet aims to help address this issue.
- All buses are equipped with bike racks.
- Current transit improvements do not rule out the possibility of future light rail, and peak travel data is being analyzed.
- Service expansion in the area north of McKenzie and west of Quadra is being considered as part of the Quadra Corridor Transit Plan, with feasibility discussions underway with MOTT.
- BC Transit recently presented to the Victoria Regional Transit Commission on improving access to Victoria International Airport (YYJ).
- A vehicle replacement program is in place to replace aging buses, separate from fleet expansion initiatives.
- Phase 1 of the Tillicum-McKenzie Corridor Transit Plan is scheduled for 2025–2026.
- BC Transit coordinates with school districts at least once per year. With fewer dedicated school buses, more students rely on public transit, creating ongoing capacity challenges.
- An analysis is underway to determine which routes will permanently operate with double-decker buses.
- Mode share discussions may be more effective when measured in kilometers traveled rather than trip counts.
- BC Transits Annual Service Plan will be completed next year.
- Alternative fare models, such as distance-based pricing or zone-based fares, may be worth exploring.
- Committee members are encouraged to provide feedback to the Victoria Regional Transit Commission.
- Initiatives like a discounted children's pass could help increase ridership among younger passengers.
- BC Transit collects general demographic data on ridership through student passes, though the data is not comprehensive.
- Effective transit planning requires alignment with land use and active transportation strategies.
- While affordability and fares are factors, riders prioritize frequent and reliable service.
- BC Transit offers a Community Travel Training program for individuals interested in learning how to use the bus system. More information is available through BC Transit offices.
- There are ongoing discussions about adding braille signage at bus stops, though no formal plans are in place.

The representatives from BC Transit exited the meeting at 6:46 p.m.

POTENTIAL MOTOR VEHICLE ACT AMENDMENT RECOMMENDATIONS

The committee discussed a memo from Councillor De Vries (Memo on file), and the following was noted:

- Addressing systemic and cultural issues is necessary for effective change to take place for all road users.
- Recommendations 2 and 3, which address speed limits, may lead to confusion. A more practical approach could involve requesting the province to establish default speed limits for urban areas, with signage indicating the speed limit upon entering these zones. However, varying speed limits between municipalities may be impractical for road users.
- Maintaining the current system, where a sign is required whenever a road is not 50 km/h, may have greater tax implications.
- Red arrow traffic signals are not recognized under the *Motor Vehicle Act* (MVA).
- Eliminating right turns on red lights could impede traffic flow and increase idling. Right turns on red lights might be more suitable for rural settings than urban areas.
- "Elephant feet" markings, which consist of large dotted blocks along crosswalks, indicate that cyclists can ride through the crosswalk. Motorists must yield to cyclists in these marked areas, and further clarity could be provided through updates to the MVA's language.
- Consistency is essential to avoid driver confusion about when to expect cyclists riding through intersections from sidewalks, particularly at intersections without traffic lights.
- Tree overgrowth and shrubbery near areas where local trails cross roads can obstruct visibility and create hazards.
- The District actively works to maintain sightlines at these crossings to improve safety.
- Recommendation 4 in the memo clarifies that cyclists are responsible for riding as close to the right side of the rightmost through lane as possible.
- It is the responsibility of the road user to educate themselves on the MVA and road safety regulations.

MOVED by T. Barry and Seconded by J. Konkel: "That the Transportation Advisory Committee recommend that Council consider the recommendations outlined in the February 20, 2025, memo from Councillor De Vries regarding advocacy for changes to the Motor Vehicle Act (MVA) through letter writing and Union of British Columbia Municipalities (UBCM) Resolutions."

RESULT: Carried 8 TO 0

IN FAVOUR: Ali, Barry, Corder, Konkel, de Vries, Coates, Stepney, McLaughlin

OPPOSED: None

FUTURE COMMITTEE ITEMS

The committee discussed future committee items, and the following was noted:

- Sight line issues pose a safety risk and could be explored further.
- The District receives service requests related to sight lines. If the issue is on public property, District staff will address it. If it is on private property, the owner is consulted and given an opportunity to resolve the issue.
- Saanich has over 500 km of roadways. While staff work to address sight line concerns as they arise, they cannot proactively catch all issues. Residents are encouraged to report concerns to the Engineering Department.
- Delivery vehicles parking in bike lanes remains an ongoing issue. Upcoming work on off-street parking regulations may include provisions for requiring loading zones in new developments.
- While active transportation is important, the needs of loading zones, commercial vehicles, goods movement, and the business community should also be considered.
- Potential topics for future discussion could include parking demand management strategies on rights-of-way and Saanich-owned property, as well as the electrification of these areas.
- Paid street parking could be explored as a funding source to provide free bus passes for students and seniors.

- Sidewalk improvements and expansion could be explored further.
- Widening and lighting the Galloping Goose and Lochside Trail could enhance year-round active transportation and reduce conflicts between pedestrians and cyclists. The Capital Regional District (CRD) is actively working on this.
- It may be beneficial to invite the CRD to present to the committee on the topic of widening and lighting the Galloping Goose and Lochside Trail.
- The BC Government is prioritizing infrastructure upgrades and widening of the Galloping Goose Trail.
- The Active Transportation Plan (ATP) includes sidewalk improvements, which are outlined in the plan.

ADJOURNMENT

MOVED by R. Corder and Seconded by J. Coates: “That the meeting be adjourned at 7:38 p.m.”

RESULT: Carried 8 TO 0

IN FAVOUR: Ali, Barry, Corder, Konkell, de Vries, Coates, Stepney, McLaughlin

OPPOSED: None

CHAIR

I hereby certify these Minutes are accurate.

COMMITTEE CLERK

MEMO

To: Transportation Advisory Committee
From: Kathleen Gallagher, Senior Transportation Planner
Date: March 27, 2025
Subject: Draft Traffic Calming Policy



Reason for the Memo

Administration has developed a Communication and Engagement Plan for a draft Traffic Calming Policy and is looking to review it with the Transportation Advisory Committee. There have been minor changes made to the Traffic Calming Policy since it was last presented to the Transportation Advisory Committee (October 24, 2024) and as there is a new chair and new members of the Transportation Advisory Committee, administration is also seeking feedback and support.

Background

In 2022, Saanich Council directed staff to develop a Traffic Calming policy. Saanich's updated Active Transportation Plan includes an action to develop a policy to guide implementation of traffic calming in support of safe and comfortable conditions for active transportation users. Similarly, the Road Safety Action Plan, adopted by Council in October 2024, includes a primary action to develop a traffic calming policy and program.

Road Safety Action Plan is a 10-year plan to achieve Vision Zero, which is a philosophy that road fatalities and serious injuries can and should be eliminated while providing safe, healthy and equitable mobility for all road users. District policy prioritizes a multi-modal transportation network that is equitable and environmentally sustainable, and services increasingly compact and complete communities.

Purpose

The purpose of the policy is to provide direction on the administration and implementation of traffic calming in Saanich. It outlines a process for implementation of traffic calming for two types of projects:

1. Individual Residential roads and those non-Residential roads determined to be designed as Neighbourhood Bikeways, inside the Urban Containment Boundary.
2. Special Project Areas, which are projects that require more effort to identify issues and develop traffic calming approaches. Special Project Areas are for projects that:
 - are proposed for a Collector road or Major road;
 - include two or more roads; or
 - are Residential roads outside the Urban Containment boundary.

Goals

The goals of the policy are to:

1. Improve livability in neighbourhoods
2. Increase active transportation

3. Improve safety and the perception of safety for people travelling by all modes
4. Establish an equitable and transparent approach to traffic calming
5. Align driver behaviour with surrounding land uses

Road design is a key element of the Safe System Approach and implementation of this policy will enable staff to modify road designs using a variety of proven measures to compel drivers to travel in ways that are appropriate for the surrounding context.

Evaluation

Included in the policy is background on how potential projects are identified, classified, assessed and prioritized.

Implementation

The policy includes information on how the projects will be implemented, for both types of projects. Staff will use guidance documents such as the *British Columbia Active Transportation Design Guide* and the Transportation Association of Canada's "*Canadian Guide to Traffic Calming*". The solutions to be implemented will be outlined in a technical memo and input will be sought from internal stakeholders, external agencies and the public. The effectiveness of the project will be evaluated using data collected before and after implementation. A project charter will be developed for Special Project Area projects, as these have a larger scope and involve higher classifications of roads, impacting more people.

Engagement

A schedule for engagement has been drafted, which includes internal review, external workshops, an online survey, pop up public engagement and a presentation to the Accessibility and Diversity, Equity and Inclusion Advisory Committee. Following the engagement, administration plans to return to the Transportation Advisory Committee to outline what was heard and recommended adjustments to the policy to reflect feedback.

For the engagement the following stakeholder groups have been identified:

GOVERNMENT	
Mayor and Council / Advisory Committees	<ul style="list-style-type: none"> • Mayor and Council • Transportation Advisory Committee • Diversity, Equity, and Inclusion Advisory Committee
Neighbouring Municipalities	<ul style="list-style-type: none"> • Victoria, Esquimalt, Oak Bay, View Royal, and Central Saanich
INTERNAL STAKEHOLDERS	
Saanich Departments	<ul style="list-style-type: none"> • Engineering: Transportation and Public Works • Planning • Parks, Recreation and Community Services • Corporate Services • Fire Services • Saanich Police Department – Integrated Road Safety Unit • Administrative Traffic Committee

EXTERNAL STAKEHOLDERS	
Community Associations	<ul style="list-style-type: none"> • Neighbourhood Community Associations • Saanich Community Association Network
Agencies	<ul style="list-style-type: none"> • BC Transit • Ministry of Transportation and Infrastructure • Capital Regional District • Vancouver Island Healthy Authority (Island Health) • Insurance Corporation of British Columbia (ICBC) • BC Emergency Health Services
School Districts	<ul style="list-style-type: none"> • Administration for School District 61 and 63 • Parent Advisory Committees
Accessibility	<ul style="list-style-type: none"> • Canadian National Institute for the Blind • Disability Alliance of BC • Access for Sight Impaired Consumers • Vision Loss Rehabilitation Canada
Development Industry	<ul style="list-style-type: none"> • Urban Development Institute (UDI) • UDI Saanich Liaison Committee
Advocacy Groups	<ul style="list-style-type: none"> • Capital Bike • Walk On Victoria • Greater Victoria Transit Alliance • Better Transit Alliance of Greater Victoria • Livable Roads for Rural Saanich
Seniors	<ul style="list-style-type: none"> • Goward House Society • Silver Threads Service Saanich • The Heights at Mt. View Long-term Care • Cordova Bay 55 Plus • Baptist Housing • Victoria Native Friendship Centre Elders

The following activities are planned:

Activity	Overview / Objectives	Timing
Website	To provide clear and up-to-date information about the Policy	Ongoing, beginning April 2025
Internal Consultation	To inform stakeholders about the Policy and to consult on the contents of the draft Policy	April 2025
External Workshops	To inform stakeholders about the Policy and to consult on the contents of the draft Policy	April 2025
Online Survey	To gather input on the draft Policy to inform and to consult on the contents of the draft Policy	April 27 to May 31, 2025

Pop Up Public Engagement	To inform the public about the Policy and consult on the contents of the draft Policy in a time efficient and informal setting	April 27 to May 24, 2025
Presentation to Accessibility and Diversity, Equity and Inclusion Advisory Committee	To inform the committee about the Policy and consult on the contents of the draft Policy	May 7, 2025
Final Check In with Transportation Advisory Committee	To advise the committee as to the feedback received through engagement activities and how the comments are being used. To advise the committee as to the contents of the version that will be before Council.	June 26, 2025

The policy is planned to be before Council in August, 2025.

Minor Adjustments to the Policy since October 2024

Minor Adjustments have been made to the Traffic Calming Policy since it was presented to the Transportation Advisory Committee in October of 2024 and they are summarized below:

- Clarified that Residential roads located outside the Urban Containment Boundary would be treated as Special Project Areas (page 2)
- Clarified that the following are criteria for prioritizing projects: locations close to a school, playground zone, seniors' facility, community service facility or hospital and those in an equity deserving area, rather than methods of identifying projects (pages 2 and 4)
- Clarified that the extents of the projects will be determined as the situation requires (page 2)
- Clarified that projects will be ranked and will proceed depending on available funding (page 3)
- Introduced a waiting period, whereby for any location not meeting the pre-screening thresholds for traffic calming, if another request is received from a stakeholder for the same location, it will only be eligible to be assessed again two years after the initial pre-screening (page 4)
- Added information about what to do should a potential project be identified for a project not under the jurisdiction of the District of Saanich (page 2)
- Added defined terms (starting on page 7)
- Some changes to headings, wording and structure of the document

Response Options

The Transportation Advisory Committee may consider passing one of the following motions:

"That the Transportation Advisory Committee supports the Traffic Calming Policy developed by administration as presented"; or

"That the Transportation Advisory Committee supports the Traffic Calming Policy developed by administration with the following comments provided for consideration [list]."

Conclusion

Thank you for your time and efforts in reviewing the draft Traffic Calming Policy. Your feedback and support are appreciated.

Prepared by

Kathleen Gallagher

Senior Transportation Planner

Attachments

- Attachment 1 – Minutes of the October 24, 2024 meeting of the Transportation Advisory Committee
- Attachment 2 – Draft Traffic Calming Policy

1.0 Introduction

The District of Saanich is a Vision Zero community and the safety and comfort of all people travelling on our roads is a top priority. District policy prioritizes a multi-modal transportation network that is equitable and environmentally sustainable, and services increasingly compact and complete communities.

Unsafe actions such as speeding and undesirable behaviours such as cutting through areas that are not designed for high traffic enroute to other destinations can have a negative impact on livability, as well as residents' motivation to use active travel modes, including walking, cycling, and rolling.

This traffic calming policy has been developed to articulate the process that Saanich staff will follow to address unsafe and undesirable vehicular conduct. Road design is a key element of the Safe System Approach and implementation of this policy will enable staff to modify road designs to compel drivers to travel in ways that are appropriate for the surrounding context.

2.0 Background

In 2022, Saanich Council directed staff to develop a traffic calming policy.

Saanich's updated Active Transportation Plan includes an action to develop a policy to guide implementation of traffic calming in support of safe and comfortable conditions for active transportation users. Similarly, the Road Safety Action Plan, adopted by Council in October 2024, includes a primary action to develop a traffic calming policy and program.

This policy responds to the actions of the Active Transportation Plan and Road Safety Action Plan. It replaces the "*Manual on Policies and Procedures for Traffic Calming in Saanich*" that was approved by Council in March 2000 and it builds on the following Neighbourhood Traffic Calming documents:

- Mount Tolmie Neighbourhood Traffic Management Study (1996)
- North Dairy/West Shelbourne/Camosun Neighbourhood Traffic Calming Plan (1999)
- North Dairy/West Shelbourne/Camosun Traffic Calming Review (2002)
- Tillicum-Gorge Neighbourhood Transportation Management Plan (2003)
- North Quadra Neighbourhood Transportation Management Plan (2005)

2.1 Road Classifications

Saanich has a large multi-modal transportation network that connects people to destinations within Saanich and throughout the region. This includes a road network that consists of different road classifications that perform different functions within the network. The road classifications provide the framework for this policy.

Roads in Saanich are classified in the Official Community Plan (OCP) as *Highway*, *Major*, *Collector*, and *Residential* (Map 8). Each classification has characteristics that reflect the intended role of the road within the transportation network. Major and Collector roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich. Residential roads provide access to neighbourhoods and are intended to

accommodate lower traffic volumes and speeds. Collector roads generally connect users between Residential roads and Major roads. The Ministry of Transportation and Transit has jurisdiction over Highways, which generally have the highest volumes and facilitate the longest trips, often between municipalities in the Capital Regional District.

3.0 Purpose

The purpose of this policy is to provide direction on the administration and implementation of traffic calming in Saanich. It outlines a process for implementation of traffic calming for two types of projects:

1. Individual Residential roads and those non-Residential roads determined to be designed as Neighbourhood Bikeways, inside the Urban Containment Boundary.
2. Special Project Areas, which are projects that require more effort to identify the issues and develop traffic calming approaches. Special Project Areas are for projects that:
 - are proposed for a Collector road or Major road;
 - include two or more roads; or
 - are Residential roads outside the Urban Containment boundary.

4.0 Goals

The goals of this policy are to:

1. Improve livability in neighbourhoods
2. Increase active transportation
3. Improve safety and the perception of safety for people travelling by all modes
4. Establish an equitable and transparent approach to traffic calming
5. Align driver behaviour with surrounding land uses

5.0 Evaluation

5.1 Identifying Projects

Staff will identify potential traffic calming project locations in the following ways:

- Through stakeholder inquiry
- In coordination with capital or development projects
- Through informal observation, in response to a data collection initiative, or based on the results of a safety review
- By referencing a Saanich plan

The extents of the identified location will be determined as the situation requires (for example: in some cases the problem area would be limited to only one block, whereas in others it may be kilometres of road that are an issue). Traffic calming projects will not be considered on dead-end roads that only access residential properties. Should a potential project be identified for a Highway (ie. for a location over which Saanich does not have authority), the project suggestion will be referred to the Ministry of Transportation and Transit.

5.2 Classifying Projects

Potential traffic calming projects will be classified into the two types outlined in section 3.0 *Purpose*. If the project is proposed for an individual Residential road it falls into the first type. If the project is proposed for a non-Residential road and it is determined by Saanich administration that the location would be suitable for a Neighbourhood Bikeway implementation, it would also fall into the first type.

If staff determine that measures implemented on one Residential road or Neighbourhood Bikeway will impact the traffic patterns on an adjacent road(s), then concurrent traffic calming projects may be prioritized. However, if staff decide that a more comprehensive process is needed to determine traffic calming for two or more roads that may also include Major and Collector roads, then a Special Project Area will be identified.

The proposed project would be a Special Project Area if it meets the criteria in section 3.0 *Purpose*, in that it is located on a Collector road or Major road, it includes two or more roads, or is a Residential road outside the Urban Containment boundary.

For the first type of project, the need for traffic calming is assessed as outlined in section 5.3. For Special Project Areas, they are added to the list of projects and prioritized as identified in section 5.4, without being subject to the preliminary screening.

5.3 Assessing the need for traffic calming - Preliminary screening

For each identified location of the first type, staff will conduct a preliminary screening. Quantitative thresholds have been established for a series of metrics and data will be collected for each metric identified in Table 1. Traffic calming will be considered in situations where any of these thresholds are exceeded.

Table 1: Metrics and thresholds to pre-screen projects on Residential roads and non-Residential roads determined to be a Neighbourhood Bikeway

Road Classification	Metric	Threshold
Residential Road or road determined to be designed as a Neighbourhood Bikeway	Traffic volume	>1000 vehicles per day
	Vehicle speed	85 th percentile speed is ≥ 40 km/h
	Crashes resulting in a serious injury or fatality, and/or involving a vulnerable road user	≥ 1

If one of the pre-screening criteria is met, staff will confirm that a project will proceed at the proposed location, depending on available funding. The project will be placed on the list of projects to be prioritized and ranked.

If a project does not meet one of the pre-screening thresholds for traffic calming, then the process ends, and if there was a stakeholder inquiry, any applicants are notified in writing that the project will not proceed. For any location not meeting the pre-screening thresholds for traffic calming, there will be a two year waiting period before staff consider a request for that location again.

5.4 Prioritization

A master list of potential traffic calming projects for both Residential road or Neighbourhood Boulevard projects that pass the preliminary screening and Special Area Projects will be created. The projects will be prioritized using criteria such as:

- Close proximity or along a route leading to, one or more of the following uses and/or land use designations: school, park, playground, seniors' facility, community centre, hospital, Centre or Village
- Location in an equity-deserving area
- Lack of existing walking and/or rolling and cycling infrastructure
- Timeframe for infrastructure improvements identified through the Active Transportation Plan
- Lack of existing traffic calming measures, or traffic calming measures have been implemented but are not effective
- Evidence of a recent crash resulting in a fatality or serious injury
- Evidence of a recent crash involving a vulnerable road user
- Opportunity to coordinate traffic calming measures with other capital and development projects.
- Vehicle speeds, vehicle volumes and vulnerable user volumes

Projects will be prioritized for implementation on an annual basis as part of the budget planning process. The projects to be completed in the next calendar year will be identified in a technical memo. Stakeholders will be notified about the traffic calming projects to be completed.

6.0 Implementation of Projects on Residential Roads and for roads determined to be Neighbourhood Bikeways

The steps for implementing projects on Residential Roads or for those determined to be designed as Neighbourhood Bikeways are outlined below.

6.1 Determine the types of traffic calming measures appropriate

Staff will review the issues and opportunities for each project location and use guidance documents including the most recent edition of the *British Columbia Active Transportation Design Guide* and the Transportation Association of Canada's *Canadian Guide to Traffic Calming* to determine the types of traffic calming measures to be implemented.

Traffic calming measures constructed using rapid implementation methods are typically less expensive and more efficient to install than measures constructed using traditional methods. Rapid implementation methods may be used exclusively or in combination with traditional methods. When selecting which methods to use, staff will consider the efficient use of available funds and opportunities to test and evaluate measures before making them permanent.

6.2 Develop a technical memo

Based on an analysis of data and a review of relevant guidance documents, staff will prepare a technical memo that summarizes the issues and outlines the rationale for traffic calming for each location. The memo will also identify the geographic area of the project and include a

concept plan that articulates the types and locations of traffic calming measures to be implemented.

6.3 Engage with community

In accordance with the District of Saanich Public Participation Policy, the technical memo will be referred to internal stakeholders and external agencies. Details from the technical memo, including the concept plan, will be shared with those who own property or reside on the subject road, as well as those who have requested the traffic calming (if applicable). Feedback received through engagement will be considered in development of the final technical memo.

6.4 Finalize the project and prepare for implementation

Staff will prepare the final technical memo. A summary of the comments received through engagement will be included. Any applicant(s) and those who own property or reside on the subject Residential road will be notified of the plan to implement traffic calming.

6.5 Implement, monitor, and evaluate performance

The traffic calming infrastructure is then implemented. Between year one and two of the project being implemented, monitoring will commence.

Data on vehicle volumes, vehicle speeds, and crashes will be collected in the project area and on adjacent roads, as needed, to determine if and how traffic patterns have been affected by the traffic calming measures. Data may also be collected on volumes of vulnerable road users and community experiences and perceptions.

The effectiveness of the project will be evaluated based on a review of the data collected before and after implementation. The evaluation results may lead to any of the following actions being taken:

- Modification or removal of any measures that are not leading to desired results
- Conversion of rapid implementation measures to permanent measures
- Installation of additional measures
- Consideration of new traffic calming projects on adjacent roads

If further action is deemed necessary, the project will be added back onto the master list of traffic calming projects, and it will be re-prioritized as per Section 5.4.

The technical memo for the project will be updated to include the results of the post-implementation evaluation.

7.0 Implementation of projects in Special Project Areas

Special Project Areas are situations that require more effort to identify issues and develop traffic calming approaches. The situations that would be considered Special Project Areas are described in section 3.0 *Purpose*.

The steps for implementing projects within Special Project Areas are outlined below.

7.1 Engage with community

Per the District of Saanich Public Participation Policy, staff will engage with internal stakeholders, external agencies, and the public as part of the process to develop the plan for traffic calming for Special Project Area projects. Staff will learn about issues and opportunities from the perspective of stakeholders during this step.

7.2 Determine the types of traffic calming measures appropriate

Based on an analysis of data, consideration of best practices, input received through engagement, and review of guidance documents including the *British Columbia Active Transportation Design Guide* and the *Canadian Guide to Traffic Calming*, Saanich staff will determine the appropriate traffic calming measures. The measures may be installed using rapid implementation methods, traditional construction methods, or a combination of both.

7.3 Develop a technical memo

Staff will prepare a technical memo summarizing the issues to be addressed through traffic calming, the geographic area of the project and a concept plan of the measures to be implemented. The memo will be circulated to stakeholders, external agencies, and the public (including those that own property on or reside on the subject roads) for review and comment. Final changes may be made to the memo based on the input received.

7.3 Develop a project charter

Drawing on the information in the technical memo, a project charter will be developed to document the scope of work, budget, opportunities for alignment with other projects, and a timeline for completion that may include phasing.

7.4 Finalize the project

The plan for traffic calming measures and project charter are finalized. Staff will notify stakeholders, external agencies, and the public of the plan for traffic calming.

7.5 Implement, monitor, and evaluate performance

The traffic calming infrastructure is then implemented. Between year one and two of the project being implemented, monitoring will commence.

Data on vehicle volumes, vehicle speeds, and crashes will be collected in the project area and on adjacent roads, as needed, to determine if and how traffic patterns have been affected by the traffic calming measures. Data may also be collected on volumes of vulnerable road users and community experiences and perceptions.

The effectiveness of the traffic calming project will be evaluated based on a review of the data collected before and after implementation. The results of the evaluation may lead to any of the following actions being taken:

- Modification or removal of any measures that are not leading to desired results
- Conversion of rapid implementation measures to permanent measures
- Installation of additional measures

- Consideration of new traffic calming projects on adjacent roads

If further action is deemed necessary, the project will be added back onto the master list of traffic calming projects, and it will be re-prioritized as per Section 5.4.

The technical memo for the project will be updated to include the results of the evaluation.

8.0 Defined Terms

85th percentile speed

The 85th percentile speed is the speed at or below which 85% of drivers are travelling. 15% of drivers are travelling above the 85th percentile speed. The 85th percentile speed tells us the speed at or below which most drivers perceive to be safe to drive, given the conditions.

Collector road

Collector roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich. Collector roads generally connect users between residential roads and Major roads.

Equity Deserving Areas

Equity Deserving Areas are areas in Saanich where there are higher concentrations of equity-deserving populations. An Equity Deserving Area is one that has a moderate to high equity score based on the equity analysis in the Road Safety Action Plan.

Highway

Highways in Saanich are maintained by the provincial government. The Ministry of Transportation and Infrastructure takes care of Highways 1, 17 and McKenzie Ave from Rainbow Street to Admirals Road.

Major road

Major roads have higher traffic volumes and speeds and are intended to facilitate longer distance trips throughout Saanich.

Neighbourhood Bikeway

Streets with low motor vehicle volumes and speeds that are suitable for motor vehicles and people cycling to share the road. Neighbourhood bikeways may include treatments such as signage, pavement markings, traffic calming, and traffic diversion to prioritize bicycles and make the facility comfortable for people of all ages and abilities (British Columbia Active Transportation Design Guide, page D5).

Recent Crash

A recent crash is a crash that has occurred within the last 5 years.

Residential road

Residential roads provide access to neighbourhoods and are intended to accommodate lower traffic volumes and speeds.

Serious Injury

An injury sustained by a road user that is reported by the Saanich Police Department and requires the road user to be admitted to hospital.

Short-cutting

Short-cutting (also called infiltration) occurs when drivers travel through a neighbourhood to bypass congestion or delay on an adjacent street to reach a destination outside the neighbourhood.

Special Project Area

Special Project Areas are projects that require more effort to identify issues and develop traffic calming approaches. Special Project Areas are for projects that:

- are proposed for a Collector road or Major road;
- include two or more roads; or
- are Residential roads outside the Urban Containment boundary.

Traffic Calming

Traffic calming refers to the range of approaches used to reinforce appropriate driver behaviour and support the creation of safer streets. References are most commonly to physical infrastructure designed to reduce vehicle speeds, reduce traffic volumes, or address traffic short-cutting. They may also include communications, enforcement and other non-infrastructure approaches (Active Transportation Plan, page 56).

Urban Containment Boundary

The regulatory boundary established within the Capital Regional District's Regional Growth Strategy and designated in the Official Community Plan that defines the boundary for urban and rural Saanich and the extent for urban growth and infrastructure and service standards. The Urban Containment Boundary protects rural and resource areas from urban development. The Regional Growth Strategy targets accommodating 95% of new dwelling units within the Urban Containment Boundary by 2038.

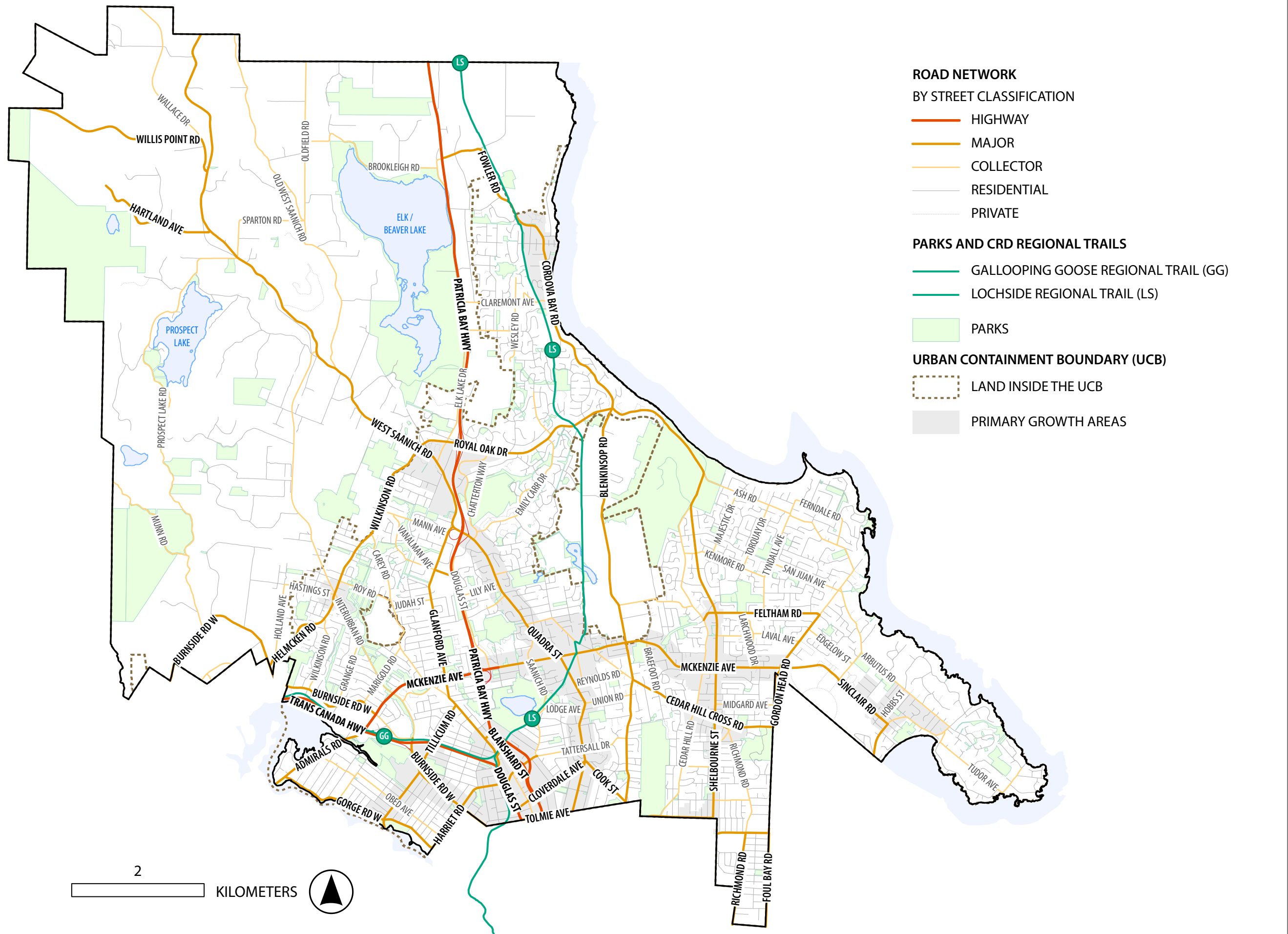
Vulnerable Road User

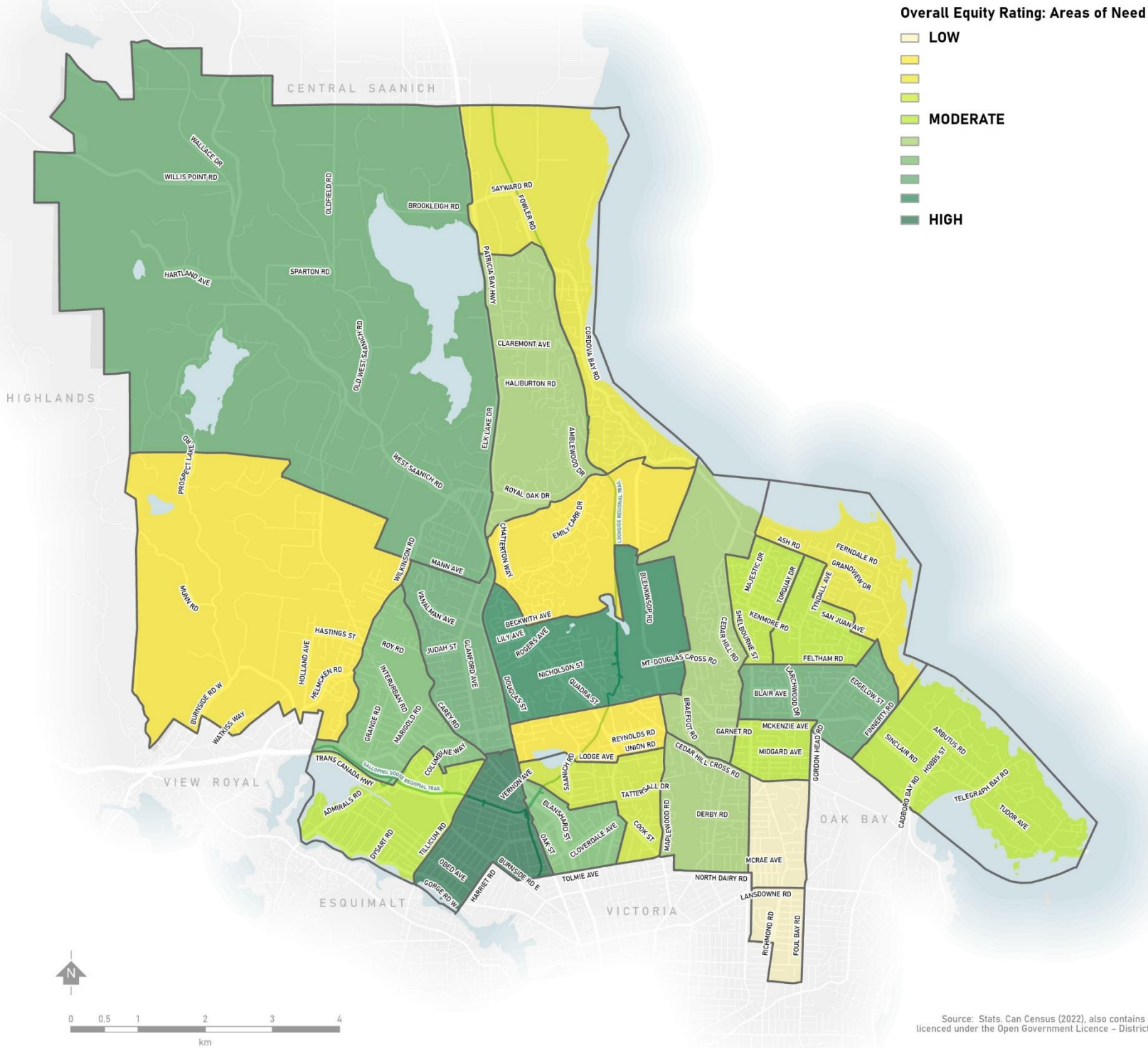
Vulnerable road users include pedestrians, cyclists, users of mobility devices, and motorcyclists. They are less protected from the impacts of a crash than those travelling within a motor vehicle.

Appendices

Appendix 1 – Saanich road network map

Appendix 2 – Equity map





MINUTES
TRANSPORTATION ADVISORY COMMITTEE

Held at Saanich Municipal Hall, Committee Room 2 and via MS Teams
770 Vernon Avenue
Thursday, October 24, 2024 at 4:07 p.m.

Present: Councillor Teale Phelps-Bondaroff (Chair), Alexandre Beaubien, Janine Konkell, Rachel Corder (via Teams), Trevor Barry

Staff: Troy McKay, Senior Manager of Transportation and Development Services; Megan Squires, Senior Transportation Planner; and Colton Whittaker, Committee Clerk

Regrets: Colin Stepney, Liam Peta, Parker Little, Will Bowen

ADOPTION OF THE MINUTES

MOVED by J. Konkell and Seconded by A. Beaubien: “That the Minutes of the Transportation Advisory Committee meeting held September 26, 2024 be adopted as circulated.”

CARRIED

CHAIRS REMARKS

The Chair welcomed committee members, and the following was noted:

- The Road Safety Action Plan (RSAP) was recently adopted by Council.
- The deadline for applying to the committee has been extended to October 30, 2024, at 9 a.m. Committee members were encouraged to re-apply.

TRAFFIC CALMING POLICY

The Senior Transportation Planner presented on the Traffic Calming Policy (TCP) (PowerPoint on file). The following was noted in response to questions and during committee discussion:

- Various traffic-calming measures are being considered as part of the plan.
- Input from BC Transit is essential to assess the impact on bus services.
- Transparency and awareness around the prioritization of projects within the TCP could provide clarity to residents.
- A list of upcoming and current projects across the District is distributed to Community Associations. Publishing this list online, like building permits, could enhance accessibility for residents.
- Designs with longer sightlines and a wide gap between pedestrians and cars could further create a sense of safety.
- Residents can use the complaint process on the Saanich website to submit a “Report a Problem” form for various issues, including those related to road safety.
- A drop-down menu for roads and intersections on the “Report a Problem” form could

- reduce spelling errors and increase accuracy.
- Equity is a key focus when determining project prioritization.
- The Speed Limit Establishment Policy is connected to the TCP through the Road Safety Action Plan (RSAP), with road designs reviewed to align with speed reductions and discourage speeding.
- Projects along the same road are not always scheduled simultaneously, as doing so does not always result in cost savings.
- Although historical trends are an important factor, decisions should not be exclusively reactionary.
- Streets identified by staff as potential candidates for traffic calming measures are evaluated against a matrix to confirm suitability.
- A visual map displaying identified projects overlaid with an equity map could be an engaging tool for residents.
- Speed board meters function as dual-purpose tools, providing both traffic calming and data collection.
- No changes to road classifications are currently planned.
- Saanich cannot modify intersections that belong to the Ministry of Transportation and Infrastructure (MOTI).
- Modifying collector roads presents challenges due to their central role in the road network and high usage.

***The Senior Manager of Transportation and Development Services exited the meeting at 5:06 p.m.

ROAD SAFETY EDUCATION INCENTIVES

The committee discussed the working group on road safety education incentives, and the following was noted:

- The working group has not yet met.
- This topic is referenced in the RSAP.
- The working group would like to convene to discuss ideas, including a potential cost reduction on insurance for participants who attend a safety webinar as an educational incentive.
- The working group plans to meet in the near future.

BC TRANSIT FLEET STATUS

The committee discussed the status of BC Transit's fleet, and the following was noted:

- The high costs of buses and existing supply chain issues were discussed.
- There is interest in understanding the reasons behind BC Transit's decision not to purchase additional buses.
- More information about BC Transit's procurement process would be appreciated.
- The Victoria Regional Transit Commission consists of Mayors and Councillors representing various municipalities.

MOVED by T. Barry and Seconded by J. Konkel: "That the committee postpone further discussion on this topic until the November 28, 2024 meeting."

CARRIED

***R. Corder exited the meeting at 5:36 p.m.

ACTION LIST

The committee reviewed the Action List and removed items that have been completed or are no longer relevant. The following was noted:

- The topic of right turns on red lights is addressed in the RSAP and was removed from the list.
- The Provincial Government may review Idaho stops in future engagement sessions to consider amendments to the *Motor Vehicle Act* (MVA).
- The future of curb plunking is covered in the RSAP.
- The road classification system item was removed, as staff have indicated it will not be explored at this time.
- Parking demand management will remain an ongoing conversation.
- The topic of parking minimums and maximums was removed, as Council has already adopted a motion abolishing parking minimums for buildings with more than 12 units.
- School safety regarding drop-offs continues to be an ongoing discussion.
- The topic of wheelchairs and mobility scooters on AAA bike and roll routes was removed, as it is addressed in the RSAP.
- The item regarding the creation of an accident report platform was removed from the list, as it is addressed in the RSAP.
- Crosswalk education was removed from the list, as it has already been addressed.
- Public awareness of existing reporting and feedback mechanisms, as well as the problem area reporting dashboard, was removed, as it is addressed in the TCP.
- The topic of poles in sidewalks could be a discussion point for the Accessibility and Diversity, Equity, and Inclusion Advisory Committee.
- The topic of "carrot and stick" traffic fines was removed from the list.
- A review of bylaw enforcement was previously presented to the committee and has been removed from the list.

***The Senior Transportation Planner exited the meeting at 5:47 p.m.

ADJOURNMENT

The meeting adjourned at 6:01 p.m.

NEXT MEETING

The next meeting date will be on November 28, 2024 at 4:00 p.m.

Councillor Teale Phelps Bondaroff, Chair

I hereby certify these Minutes are accurate.

Colton Whittaker, Committee Clerk