

Appendix 8.4

Project Advisory Team Meeting Agendas and Minutes

Mount Douglas Park Access Study

Mount Douglas Park Access Study Project Advisory Team Meeting #1

Tuesday April 19, 2016

Parks & Recreation Annex Learning Centre 4:00-6:00pm

Agenda

4:00 Introductions and Meeting Goals

Project Advisory Team (PAT) - Terms of Reference

Proposed Project Timeline

Project Background

Issues

5:00 Short Break

Review and Discuss Consultant's Proposal

Next Steps / Next Meeting

Check-Out / Final Thoughts

6:00 Meeting Adjourned



Mount Douglas Park Access Study

Project Advisory Meeting # 1

Location: Recreation Annex - Learning Centre

Date: April 19, 2016

Attendance: Gary Darrah, Mike Goldsworthy, Paula Bronson, Frank McDonald, Robert Newell, Claude Maurice, Doug Nutting, Earl Hannan, Graham Shorthill, Barbara Tabata, Darrell Wick, Mark Hawkes, Alex Nagelbach,

Absent: Troy McKay - Saanich Engineering; Brock Henson - Saanich Fire

Meeting Goals

To introduce the team and the project.

To ensure we have captured all of the issues.

Review the Traffic Consultants (Urban Systems) project and methodology.

Round Table

Introductions and what do you hope to get out of this meeting?

Gary Darrah - Manager of Planning and Design. Project Sponsor.

Mike Goldsworthy - Park Planner + Designer. Project Manager

Frank McDonald, Deputy Fire Chief - Saanich sitting in for Brock Henson.

Robert Newell - Saanich Recreation/Walking Groups - Connectivity of the parks, digging deeper, data gaps.

Claude Maurice - Friends of Mount Douglas Society.

Doug Nutting - Recreation Integration Victoria - Better access to Parks.

Earl Hannan - Blenkinsop Valley Community Association - The influx of people to the Park, Glendenning.

Graham Shorthill - Cordova Bay Association for Community Affairs - Decent approach but not too expensive.

Barbara Tabata - Gordon Head Residents' Association - Traffic issues, Mount Doug represents a lot to the community would like a holistic approach- Wants to work on parking issues on Gordon Head streets.

Darrell Wick - Saanich BiPed Advisory Committee-Improving traffic (walking and cars).

Passed out Park Charter, which is an "important aspect" Excited about the access study. Car issues.

Mark Hawkes - Citizen Canine - Improved access on the south end.

Alex Nagelbach - Greater Victoria Cycling Coalition - interested also in the holistic approach

Role of the Project Advisory Team

Working together to come up with a comprehensive access plan that considers all modes of transportation.

Terms of Reference

Background

- Park Access Study for Mount Douglas Park - identify and recommend access options to the Park for Council in the fall.
- Public Engagement Plan - feedback from public.

Traffic Consultant

- Working behind the scenes, may not attend any meetings (to be confirmed)
- Will present their findings and recommendation to the PAT before project goes to council.

Mandate

- Project Advisory Team (PAT) - Act as an advisory team during the time the study is being conducted. Attend all meetings likely a total of 4 or 5.

Team Structure

- Made up of representatives from a wide spectrum of community groups.

Project Goals, Objectives and Key Issues

- A minority on Council wished for a 2-5 month time span but more time is required to do a complete study during peak periods of use in the park.
- Review access points. Need to see what is working and what is not. Desire to preserve park ambiance and character, no widening of trails, desire for no or minimal tree cutting.
- Comment from one member: "Should be more emphasis on cycling and public transit there is an over emphasis on cars."

Roles and Responsibilities

- PAT members are working in the best interest of the park.
- Need to make timely decisions.
- Parks staff will strive to pass on relevant information to members as quickly as possible.
- Working on developing a plan, interpreting user feedback. Hoping the PAT team will participate in the Public Engagement.
- Want collective ideas.
- Active participants.
- Just speak to the group, don't take it outside.
- Be respectful, Saanich is a respectful workplace. Request team members to exercise discretion and confidentiality outside of the meetings.

Meetings

- Parks staff will chair all meetings.
- Want to keep discussions informal but with open communication. Hope to make decisions through dialogue.
- Desire for consensus based decisions which means even if there are disagreements the collective decision will prevail.
- There will be at least four meetings, April 19, late May, mid August and early October. Others if needed to be determined by PAT.

Media - "might be some media interest"

- First point of contact for the media is Gary or Mike.
- Keep at a Saanich staff level as this is a Saanich driven initiative.

Proposed Time Line

- Feel that the time is too compressed.
- If the team thought it necessary then there could be support for going back to council to extend the timeline. However, council did seem very certain of the proposed timeline for November completion.

Project Background

- Traffic management has always been an ongoing concern.
- Cars on Blenkinsop at the Mercer Trail. Saanich purchased land to create a parking lot with 9 or 10 spaces but some still parking on the road.
- Cedar Hill trying to get off road but cars still end up on road or pushing into the ditch.
- Winchester road is missing, should have a look into it. Problems are just starting to develop.
- Churchill drive parking up on the curves.
- Access to the park by first responders, fire must not be forgotten.
- There is an emergency access at the old hotel, Churchill Drive, Beach Access and Whitaker Trail. The closest access has no relation to critical access.
- Hydrants offer no fire protection. 10,000 gallon cistern, filled in spring, empty in winter. Dry hydrant system on Cordova Bay road. Hydrants automatically fill up. Minimum 40 minutes from hitting the alarm and trucks being connected for fighting. Problems with cars parking around the cistern. Fire Prevention monitors and will call Police or Bylaw.
- Glendenning parking on the side. Recent Glendenning parking restrictions brought issue to the forefront. Reported in the press and went to council. Council supported a staff recommendation to undertake a study.
- The existing access and map needs to show more than just parking, need to show bike lanes, transit stops, pedestrian access points, where trails meet parking lots.
- Transit numbers reviewed – Mike to send numbers to the group Cordova Bay at Ash bus stop is mostly for people using the park. The Nature School uses this stop.
- The highest number of Southbound passengers is at Robinwood 24 on; 11 off. These are often park users.
- Mike to send out revised map.

Issues

- Park popularity is driving many other issues.
- Park configuration - Roads going through the park, not just in and out like Elk Beaver Lake.
- Want to preserve nature - don't want to clear cut two acres of park for a parking lot.
- Everybody wants "front door parking" to get as close to desired location as possible.
- Education about parking areas, want easy access to trails.
- Increasing parking would only increase numbers of people, does the park have the capacity to have unlimited amount of people?
- Improving an area that does not have much use may lead to more use of that area.
- Summer park visitors are different than the other ten months a year.
- Students are another potential user group but not in the summer.
- Dog owners come at different times of the year and vary in amount of users throughout the year. 60% summer, 40% winter / other groups more pronounced.
- Locals visit less in the summer although nothing to substantiate. Summer has more tourists.
- Nature School doesn't operate in the summer.
- Trail counters show spikes in numbers depending on time of year
- May need to expand # of trail markers.
- Bike racks should be provided where they will be used the most.
- Bus stops should be located where people have access to the park. Can the current ones be moved? Parks can work with Engineering to explore this.
- There is a need for good data.

Consultant's Access Study

- Need to collect data at all parking facilities - how many and how long.
- Consultant has only one weekend day and one week day in July as time for collection of data (9am- 1pm on a weekday, 10am- 3pm on weekend) not enough time allocated data will not show realistic results.
- Need to get extra data.
- Wondering if the consultant fully understands what is going on, is the methodology right, is it the right scope?
- How does it relate/pertain to Mount Doug?
- Need to know where people come from? Quality not quantity.
- A member of PAT felt that there would be more impact if "real people" did/gave the survey.
- Should do a survey on bike parking/usage as well.
- How do we reach out to people with disabilities?
- A member feels that "just parking spots not the issue"
- How are consultants going to deduce, lots of guessing at this point. For example, there was concern with roadside parking at the Mercer Trail trailhead, which was only partly mitigated with the development of the new parking area off Blenkinsop Road.

- Consultants need clearer focus - what issues, what problem, what is relevant and meaningful?
- Does not seem close to reality, needs to be attainable.
- Engineering feels that they captured what is needed for the study.

Next Steps

- Email comments/thoughts to Mike who will discuss them with Urban Systems.
- Consultant will revise and finalize scope of work soon.

Design Public Participation and Data Collection

- Should be two surveys parking & access - whenever and what trends.
- PAT should make up the questions. Urban systems could help with the type of questions.
- People on the ground to help collect data. People at park trail entrances.
- A few members thought they could assist with this. Can we hire summer students to administer a survey?
- Need to put up signs/posters in the park to inform people of the survey.
- Use social media.
- Windshield surveys.
- Different colour business cards - a colour for each different group, walkers, runners, cars, cyclists.
- Need to go around to all the parking lots to see how well one is used compared the others?
- Which spots are available, is there any way to find this information?
- What happens when all the lots are full?
- Need to count illegal parkers.
- Would people walk from Ash Rd if there was a proper sidewalk?
- We need to be mindful of budget but good data will be required to inform good decisions.

Next Meeting

- Can we come up with questions in the next few days and send them to Urban Systems for their review?
- Members of PAT to assist staff with designing public consultation program.
- Next meeting approximately mid-May with more discussion on public engagement

Mount Douglas Park Access Study

Mount Douglas Park Access Study Project Advisory Team Meeting #2

Tuesday May 10, 2016

Gordon Head Recreation Centre Feltham Room 4:00-6:00pm

Agenda

- 4:00 Meeting Goals
- 4:05 Engineering Consultant Update
- 4:15 Data Collection Training Opportunity
- 4:20 Review Draft Online Survey Questions
- 5:05 Short Break
- 5:15 Draft Public Engagement Plan
- 5:55 Next Steps / Next Meeting
Check-Out / Final Thoughts
- 6:00 Meeting Adjourned



Mount Douglas Park Access Study

Project Advisory Meeting # 2

Location: Gordon Head Recreation Centre-Feltham Room

Date: May 10, 2016

Attendance: Gary Darrah, Mike Goldsworthy, Paula Bronson, Robert Newell, Claude Maurice, Doug Nutting, Earl Hannan, Graham Shorthill, Barbara Tabata, Darrell Wick, Mark Hawkes, Alex Nagelbach, Troy McKay

Absent: Brock Henson- Saanich Fire

Meeting Goals: To go over and explain the Public Engagement model that the Municipality uses and review a draft of the online survey.

Engineering Consultants Update

- Update Traffic Consultants proposal, took feedback to Urban Systems asked them to respond by May 10th.
- It is felt they did not address all the concerns. More time needed for traffic counts.
- Urban Systems will be hiring students from UVIC and offer opportunities for training.
- Gary, Mike and Troy will continue to work with Urban Systems to refine the proposal.
- Darrell, Barbara, Graham and Robert volunteer to count.

Public Engagement

- IAP2 Spectrum of Public Engagement is the model that the Municipality uses for Public Participation.
- In Empower stakeholders make the decisions. PAT is somewhere between Inform and Collaborate. We are collaborating and using Citizen advisory committees with participatory decision making.
- The project staff report to council committed to using an engagement process. A project planning process can use varied techniques along the engagement spectrum .
- We are trying to find solutions to Public to access the park. "A public meeting could just be a repeat of what is going through Council."
- An Open House has individual preferences.
- There is not a lot of time to consult given the project timelines and summer coming soon. Summer is usually not a good time to hold consultation events. **Need to try and get the event in by mid -June. ????**
- Trying to hold more events in the parks. Need to try and capture the before and after dinner crowd.
- It is possible to host an event in Mount Doug. Need to think about what it would look like.

- Data could be crunched to present at an Open House.
- Remember at this point we are only gathering baseline data.
- Use Churchill Drive study as an example for gathering data.
- Story board can be used to gather ideas: one way is “Dot Democracy” images are placed on a board, dots are placed on the images that are liked best. Can also write a sentence, point or question about what you would like to see and stick it on the board.
- A member felt that there may not be a good representation of data if not done at the park.
- A problem also could arise with a possible large number of morning visitors that do not speak English.
- A mail out could be done for those people who live in a close proximity to the park to first let them know what is going on in the park as well as including a survey for them to fill out. Neighbors tend to take questions more seriously.
- Residents around the park are important because of the impact. Is there anything that the neighbors would like to see addressed? It can be designed tested then redesign if necessary then implemented.
- Signage should be placed at each entrance informing about the survey and how to partake in it.
- A suggestion re holding an Open House was made but it should be after we have gathered all our information from the consultant.
- Students should be hired to gather information as they enter and leave the park.
- Would have been nice if some information could have been gathered in the fall and winter. Time from of the study does not allow for this.
- Key entrances to the park to focus on are: Churchill, Cedar Hill, possibly the beach parking lot. Rotate a half day at one spot then a half day at another.
- Focus on areas that are problematic.
- Surveys- separate vs general?
- Is there an opportunity for more open ended questions?
- Are there two different survey groups’ residents and park users?
- A member felt that the group is having difficulty seeing how to lead to a solution. There is are not a wide range of things that we can do to change parking in and around the park. The survey is not going to be able to do that.
- Need to find who the users are and where they come from.
- There is a need to understand the current situation better.
- Survey will be open June through September.
- Gordon Head residents are keen on getting involved. People want to volunteer, they can man a table.
- Once we gather all of the data where do we go? Seems like there is an assumption that we already know what the problems are.
- By answering questions we can find themes, then gather the themes and build on that.
- What are the problems we are trying to fix? Gather information from the people having the problems. Suggest solutions.
- Have an open house with the engineers. “Proposed changes, what do you think?”

- Should we use social media? Someone in Langford using the park vs someone in Gordon Head.

Timing

- Survey will take place in the summer, July and August.
- Traffic counts are underway, static count vehicles, "random snapshots in time"
- August looking at baseline data
- Giving feedback in the fall, should have time to fine tune.
- Final draft will be web based due to time. Here is the plan, email your feedback to...
- Add a comments box.

Questions

- A draft set of questions was given out. A review of the questions was started with the group giving their opinions on them. Mike made notes on which questions should be kept, deleted or improved on. Unfortunately due to time not all questions were gone through.

Mount Douglas Park Access Study Project Advisory Team Meeting #3

Wednesday September 28, 2016

Gordon Head Recreation Centre Feltham Room 4:00-6:00pm

Mount Douglas Park Access Study

Agenda

- 4:00 Meeting Goals
- 4:05 Engineering Consultant (Urban Systems) Presentation and Q&A
- 5:15 Short Break
- 5:25 Public Engagement Event
- 6:00 Meeting Adjourned



Mount Douglas Park Access Study

Project Advisory Meeting # 3

Location: Gordon Head Recreation Centre-Feltham Room **Date:** September 29, 2016

Attendance: Gary Darrah, Mike Goldsworthy, Paula Bronson, Troy McKay, Brock Henson, Robert Newell, Doug Nutting, Earl Hannan, , Barbara Tabata, Darrell Wick, , Alex Nagelbach,

Absent: Claude Maurice, Graham Shorthill, Mark Hawkes

Meeting Goals:

- Introduce Dan Wong-Senior Planner, Transportation Consultant from Urban Systems.
- Go over findings from the access study performed by Urban Systems in June, July and August.
- Discuss how the Public Engagement Process should be done.

Presentation:

- Dan presented the findings from the occupancy study that was done by Urban Systems in regards to the parking and access to Mount Douglas.
- Presentation divided into six areas: Study Purpose, Study Area, Key Study Considerations; Study Results, Key Findings and Recommendations.
- Each PAT member received a copy of the presentation to follow and review along with.
- There were some common themes, works as a great a baseline.
- Great baseline information for the Park Management Strategy being done in 2018

Public Engagement:

- How are we going to do the event?
- Possibilities: Open House, Urban Café, Stand Up Process, Formal Meeting? Leaning towards Open House. A drawback with a formal meetings or presentations is that it creates opportunities for the event to be sidetracked easily.
- Open Houses also allow people to come away with feeling they have actively participated
- Scheduled for October 12 at Gordon Head Middle School 5pm-8pm.
- Would it be beneficial to have story boards? If yes people could use :
 - Dot Democracy- place dots on points you like/agree with. Allows you to see results in "Real Time"
 - Place sticky notes where you have a question about something you see.

Information gathered from this will be used for the presentation to Council in November.