

MINUTES
SAANICH BICYCLE ADVISORY COMMITTEE MEETING
COMMITTEE ROOM #2
WEDNESDAY, JANUARY 25, 2006, AT 4:00 P.M.

Present: Chair: Councillor Derman
Members: J. Gaylord, J. Grayson, A. Murdoch; N. Neate, D. DeShane, , P. Shatzko D. Wick.
Staff: Tim Wood, Municipal Administrator; Carrie MacPhee, Municipal Clerk; Colin Doyle, Director of Engineering; A. Topp, Manager of Community Planning, G. Fleming, Park Planning & Design Manager, Mike Lai, Manager of Transportation; Daryl Yuen, Engineering Technician; Steven Holroyd, Engineering Technician, Isobel Hoffmann, Sr. Committee Clerk.
Regrets: Constable Brajcich, Police Department

WELCOME AND INTRODUCTION TO NEW MEMBERS

The Chair welcomed new member Alastair Murdoch to the Committee and introductions were made.

MINUTES

Moved by Mr. Wick and Seconded by Mr. Neate: "That the Minutes of November 25, 2005 be adopted as circulated." Carried.

2006 – 2010 STRATEGIC PLAN

The Director of Engineering presented an overview of the Balanced Transportation Initiatives in the Strategic Plan, noting the following points:

- This year, Engineering hopes to do counts at three key intersections (not yet determined) and use these figures as a baseline for future assessments.
- The manual counts will be done during the summer, using students.
- Automatic counts do not record cyclists, pedestrians or public transit.
- Several intersections will be suggested; the Committee will be asked for feedback.
- Two of the initiatives (Enhance Transportation Alternatives and Foster Livable Neighbourhoods) have the same targets as 2005.
- It is intended to complete Phase I of the Centennial Trails Project this year.

Committee comments:

- Regarding base counts, the CRD should be involved and car pooling a factor.
- Three major intersections will not be representative of cyclists unless destination points are a consideration.
- The fact that cyclists do not use major intersections because they are using the trail network is a positive thing (eg: Shelbourne/McKenzie and McKenzie/Quadra).
- For cyclists, the better locations for counts would be Lochside Trail behind London Drugs and the new Blenkinsop Trail across the Blenkinsop Valley.

DRAFT TERMS OF REFERENCE

The Municipal Administrator reviewed the draft Terms of Reference with the Committee, noting they are similar to last year's, but have been reformatted to be systematic with all committees. Some of the key points include:

- A requirement that committees must meet a minimum of four times a year.
- The Committee should set a regular meeting schedule at the beginning of the year, but this is flexible and special meetings will be at the call of the Chair.
- Membership and staff support is unchanged.
- Effort should be made to schedule agenda items to use staff time efficiently.

Committee comments were noted as follows:

- The purpose of the BAC should be amended to include consideration of "trails" as well as cycling and road design.
- Under the Mandate, two changes were suggested:
 - Creating a safe cycling environment on dedicated routes, *including road and trail networks*
 - Facilitating commuter cycling as a personal *transportation* choice.
- Under the Guidelines, the following changes were suggested to section (a):
 - Liaison with other municipalities, the CRD, *Ministry of Transportation and other cycling organizations.*
 - *Promote transportation choices that both support and encourage Land Use Patterns that are consistent with the goals and objectives of the Regional Growth Study (RGS)*

Minutes and Meeting Schedule

- Discussion noted that sometimes the Minutes describe a lot of discussion, but no conclusion or decision. The Chair agreed and noted that it is the Chair's responsibility to ensure that, in most cases, discussions should lead to a conclusion or decision.
- In the past the Committee has met on a bi-weekly schedule and it is now proposed to meet monthly.
- The Chair suggested that at the present time the BAC meet monthly with additional meetings on an "as needed" basis.
- Another option is to form a "working group" to deal with specific issues.
- These groups may or may not involve the chair and could include non-BAC members; they would do the groundwork, bringing recommendations to the BAC.
- This is a more efficient process; the group could meet with staff on an informal basis.
- Finally, some topics could be discussed through electronic means prior to a formal committee meeting. The committee would then make a final decision based on the prior discussion.

Most Committee members did not support the monthly schedule:

- The Committee has not met in two months, there is a lot of catch-up to do.
- Typically there is a full agenda for each meeting.
- In some cases, staff requires input on a particular project in a timely manner; monthly meetings could be a stumbling block.
- Often the Committee has to carry forward items to the next meeting.
 - ▶ **It was agreed to defer this decision until the end of the meeting.**

COMMITTEE ORIENTATION MANUAL

The Municipal Clerk distributed orientation manuals to the Committee, explaining that some of the documents are not available yet but will eventually be provided.

- Each advisory committee will have a similar manual, which contains the Terms of Reference and has a place where members can keep minutes and agendas.
- The Terms of Reference and the Strategic Plan will be officially adopted by Council in March.
 - ▶ **Members asked that copies of the Bicycle Network be included in the Manual (Engineering will provide copies). They also requested draft copies of the Strategic Plan when available (Secretary to arrange).**

The Administrator and the Municipal Clerk left the meeting.

CONCEPT PLANS

The Manager of Transportation stated the concept plans for Admirals Road, Cordova Bay Road and West Saanich Road have been included in Engineering's Budget this year, which still has to be approved. A cost-share grant application is being prepared for the Ministry of Transportation and comments from the Committee are requested on the projects.

Cordova Bay Road – section between Rambler and Walema

- This is the second phase of a two phase project, and it is proposed to provide bike lanes on both sides of the road.
- Phase I is still under construction to the south.
- The road has a 4.8 m pavement width with 1.5 m bike lanes on each side, providing a travel lane of 3.3 m.
- The width of the gutter pan has been reduced from about 30 cm to 20 cm.

Comments noted:

- A link is needed from the asphalt pavement to the pedestrian trail at Mattick's Wood Lane Farm, which could also provide a continuous link for cyclists.
- The width of the bike lanes was questioned, noting that the area at the edge of the gutter pan is unusable for cyclists because it is dangerous to ride on.
- There was a previous agreement to measure 1.5 metres from the edge of the gutter pan – not the curb, which actually reduces "usable" width of the bike lane.
- Parking in front of Cordova Bay School was a concern, noting elimination of existing parking would not be welcomed by parents.

Staff advised parking bays are provided on the school side of the street, allowing for 5 or 6 cars in each bay. Parking is available on the north side of the street, where there is no curb and gutter planned. Consideration will be given to amending the standard drawings to reflect the suggested change to bike lane widths.

Admirals Road – between Cowper and Colquitz

- The proposed works are part of a long-term streetscape for this section of Admirals, and include curb and gutter, bike lanes on the south side with a sidewalk - separated where possible.
- The north side of the street will be addressed in the longer term.

- Cyclists can still use the north side of the road, but there will be no designated lane.
- Property acquisition will be required to continue improvements on the north side.

The Committee had similar comments regarding measuring the bike lane width from the curb rather than the edge of the gutter pan. Staff noted that the standard drawings may have to be amended to reflect this. Also noted that with the installation of separated sidewalks, there may be an opportunity to address run-off issues. When completed, there will be a long awaited and good pedestrian and cyclist connection to Cuthbert Holmes Park.

West Saanich Road (Viewmont/Elk Lake, and Royal Oak Shopping Centre)

- The proposed works are in conjunction with the Centennial Trails Project work.
- The trail comes through Byrdon Park to West Saanich Road at the south end (near McDonalds and the existing pedestrian signals), then to the underpass connecting to Chatterton Way.
- As part of the Centennial Trails Project, it is proposed to remove the rails through the underpass and upgrade the road on the west side in conjunction with the work that Engineering has been doing.

Comments noted:

- There is currently a local connector from the Royal Oak Overpass, to Viewmont and down to Mann, but the Viewmont intersection can be difficult to cross. Staff noted that changes were completed at the intersection a few years ago in accordance with the West Saanich Road Streetscape Plan. No other improvements are planned at this section other than repaving.
- Currently no pavement markings to delineate cyclist routes where Elk Lake Drive connects to West Saanich Road; Engineering agreed to consider this as part of their standard maintenance work.
- Separate sidewalks are desirable – but in some cases very small strips are left between the curb and the sidewalk and the value of this was questioned. An example is the separated sidewalk on Shelbourne in front of Home Depot. Sometimes the additional space is better used for road width. A minimum standard should be decided upon – and perhaps this is something for Parks to consider.

The Manager of Planning Services noted that separated sidewalks are desirable, particularly at major centres, because we want to encourage the public the walk to these areas. As an alternative, trees (with grates) can be used to provide an overhead canopy of vegetation, improving the pedestrian environment while maintaining a full sidewalk width. *The Chair noted this was an issue for the Planning & Transportation Advisory Committee to address.*

MOTION: Moved by Pam Shatzko and Seconded by James Grayson: "That the Bicycle Advisory Committee approved in principle the concept plans for Admirals Road, Cordova Bay Road, and West Saanich Road, as modified."

Carried.

The Manager of Transportation stated:

- In terms of budget, Engineering has not counted on the funding from the Ministry.
- If funding applications are approved, it will be a bonus and because construction costs have been increasing, the additional funding would be very beneficial.

Mr. Wick suggested that in future the BAC members should be given specific locations of proposed works so they would be able to visit the areas before the meeting and therefore gain a better understanding of the issues.

The Engineering staff left the meeting.

PROJECT UPDATES – Carry to Next Meeting when Engineering staff available.

ELECTRIC BICYCLES & SCOOTERS ON GALLOPING GOOSE TRAIL

At a previous meeting, a Motion was passed requesting the CRD review its policy regarding the use of motorized bicycles on the regional trail system. Because the BAC is an advisory committee, the Motion needs to be endorsed by Council.

- Since the initial discussion, the Chair has received additional comments from members regarding the safety of other trail users and the speed that some of the electric scooters can travel, including electric bikes for young children.
- The use of pedal-assisted devices for handicapped people is a different issue and is supported as sometimes this is their only mode of independent transportation.
- The issue is more speed – not type of device used – because even cyclists on regular bikes can travel at very fast speeds.
- Important that the guidelines are not too rigid but ultimately it is a CRD decision.

MOTION: Moved by Mr. Wick and Seconded by Mr. Grayson: “That the Motion be amended to refer to “*electric pedal-assisted bicycles*”, deleting the reference to scooters, and the amended Motion be forwarded to Council for endorsement.”

Carried.

ON-GOING PROJECTS – FOLLOW UP REPORT

Last year, a follow-up report format listing outstanding issues was initiated in order to keep track and ensure that action is taken and items are finalized, whether more committee input is required, or staff reports needed, or whether the item is still relevant.

- ▶ The Committee discussed the format used and it was recommended that a revised format be prepared and reviewed at the next regular meeting.

Inventory of Candidate Conversion Projects (re-striping for bike lanes)

- Agreed it is important for roads to be striped, or at least have signage for local connectors so cyclists have some direction.
- In reviewing the list of projects, there is insufficient funding to redesign all the roads but they must be prioritized and reviewed on an annual basis.

- The Committee agreed this issue is still something they wish to consider and it was deferred to the next meeting for Engineering provide an update.
- Noted that the Committee could assist with making a prioritized list.

Draft TAC Traffic Pavement Marking Guidelines

- Memo from Manager of Transportation dated November 25, 2005 requesting input from the Committee.
- Unfortunately, the BAC did not meet in December and the deadline for comments on the Draft Guidelines passed on January 8, 2006.
- An informal meeting was held with some BAC members and John Luton (CBWS) and a response drafted suggesting some changes to the guidelines.
- Agreed that Mr. Wick could submit the letter – but not as an official response from the BAC, although it was noted that some BAC members had input.

PARTICIPATION ON THE CRD LOCHSIDE TRAIL STEERING COMMITTEE

- Some Members had concerns about the Steering committee as follows:
 - the CRD ignores the BAC by not taking its comments into consideration;
 - some of the people on the Steering Committee have no understanding of cycling issues or the nature of the trails;
 - items are dealt with in isolation;
 - maps and signage at the intersections needs improvement;
 - Saanich has an agreement with the CRD regarding maintenance and management of the trail and as Saanich does a better job than the CRD, why do we continue with this contract?
 - Saanich should be able to maintain its own sections as the trail is too valuable a resource.
- Gerald Fleming sits on the Committee and he noted they haven't met recently.
- Councillor Derman is a member of the CRD Parks Committee and will bring these issues to their attention; he asked members to send him any other comments regarding the Lochside Trail.

CENTENNIAL TRAILS UPDATE

Mr. Fleming stated:

- The section of the Blenkinsop Greenway through the Valley to Mt. Douglas X Road may be paved by the end of March subject to the testing of base material; it has been delayed in order to assess the amount of settlement that occurs as there is a lot of bog through this area.
- Other sections under consideration at the present time include:
 - W. Saanich Road from Viewmont to Mann Avenue;
 - Glendenning through the Vancouver Island Technology Park and the Horticulture Centre of the Pacific
 - Interurban Rail Trail, Stage II, from Hartland Avenue to Wallace Drive
- The public will be asked for their input on the Interurban Rail Trail in early March.
- The Interurban and Blenkinsop trails are being constructed using funds from an infrastructure grant. Completion of the projects has been extended to 2006, although it is anticipated the work will be completed by July of 2006.

- A public art competition a location(s) along the trails is underway; 16 submissions have been received. A committee will reduce these submissions to 3, and models will then be prepared.
- Staff are working with a consultant regarding a sign plan and he hopes to bring something back to the next meeting.
 - ▶ **Mr. Fleming advised he will need about an hour at the next meeting for the Centennial Trails update.**

Brief discussion ensued regarding the appearance of a wooden fence adjacent to the trail at Mt. Douglas X Road; Mr. Fleming advised that the Parks Department did construct the fence, which was built by the resident. Before the official trail construction, there was a natural buffer between the trail and the property and the resident wished to maintain their privacy.

BLENKINSOP TRAIL CONNECTOR

Email from Michel Poplawski, December 29, 2005, regarding the steel posts at the trail entrances. He notes that although these posts are intended to stop vehicles on the trail, they are a hazard for anyone traveling at 10 km/h or more. He suggests they should not be used where bicycles could collide, and certainly not with a third post in the centre.

Mr. Fleming advised:

- Staff have met with the contractor, the consultant and the construction manager and it has been agreed to remove the centre posts.
- The posts were installed to prevent cars from driving on the trail and Engineering was just trying to be cautious.
- However, some areas have a definite need for 3 posts to prevent vehicle use.

Items for Future Discussion

- ▶ Recent cyclist fatality on Richmond Road (request Police rep. to be in attendance)
- ▶ Road sweeping schedule

Next Meeting: A special BAC meeting will be held on **Wednesday, February 8, 2006** at 4:00 p.m. to discuss items tabled at this meeting. The next regular BAC meeting will be held on **WEDNESDAY, FEBRUARY 22, 2006** at 4:00 p.m. in Committee Room No. 2.

Adjournment: The meeting adjourned at 6:05 p.m.

Councillor Vic Derman, Chair

I hereby certify these Minutes are a true and accurate recording of the meeting.

Recording Secretary