

# Active Transportation Plan

## Terms of Reference

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(Final)



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## 1. PURPOSE

The purpose of the Active Transportation Plan is to provide a vision to guide the development, promotion and implementation of safe, attractive and convenient Active Transportation choices in Saanich to the year 2038.

The Plan will address policy, pedestrian and cycling networks, access to transit, environmental and health considerations, regional connectivity, amenities and design characteristics in order to deliver a successful Active Transportation program in Saanich.

What is Active Transportation?

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

## 2. SUPPORTING POLICY

Located on the southern tip of Vancouver Island, The District of Saanich has a population of approximately 110,000 and is the largest of the 13 municipalities that make up the Capital Regional District (CRD). The policies adopted by Saanich Council in the Official Community Plan (OCP) express the fundamental values and goals of the community and establish the direction for achieving a collective vision. The OCP embraces three themes that Council and the community identified as core focus areas for Saanich over the next 20 years: Environmental Integrity, Social Well-Being and Economic Vibrancy. To ensure that the strategic planning initiatives remain focused on these priorities, six corporate themes are aligned to the community themes - Sustainable Environment, Balanced Transportation, Healthy Community, Safe Community, Vibrant Connected Economy, and Service Excellence.

The OCP also includes a vision that “Saanich is a sustainable community where a healthy natural environment is recognized as paramount for ensuring social well-being and economic vibrancy, for current and future generations.” The vision further states that vibrant, distinct neighbourhoods provide a high quality of life for individuals and families; a variety of travel modes connect neighbourhoods and businesses, allowing for the effective, efficient, and safe movement of people, goods, and services; and walking, cycling, and transit are viable and popular travel options, resulting in less car dependence.

OCP Policy specifically states to “Encourage and support non-vehicular transportation by providing a safe, interconnected, accessible and visually appealing cycling and walking network.”

In addition the Capital Regional District has a number of supporting plans including the Regional Growth Strategy and a Regional Transportation Plan. The Pedestrian & Cycling Master Plan, a key component of the Regional Transportation Plan envisions achieving a regional mode share of 15% each for pedestrians and cyclists – with 25% cycling mode share in densely populated areas by 2038.

Working in tandem these policy documents provide the supporting framework for an Active Transportation Plan.

### 3. INFRASTRUCTURE PLANNING CONTEXT

Saanich has historically used a variety of guidelines and criteria to develop its infrastructure design guidelines and construction priorities. As more infrastructure is constructed more questions are raised around the background of project origins and merits. Saanich has made great progress over the last decade in the development of infrastructure that supports Active Transportation and the Active Transportation Plan provides an opportunity to revisit and update the policies and guidelines to provide direction on current trends, demands and priorities to assist in further enhancing the future of Active Transportation in Saanich.

Projects that directly or indirectly affect Active Transportation in Saanich are most often lead by the Engineering Department but can also be undertaken by Parks, Planning, Developers and other outside agencies including BC Transit, BC Hydro, CRD and MOTI. Currently no document exists to holistically lead and guide these projects so that all infrastructure created within Saanich has a common look, feel and operation regardless of its origin or funding source.

### 4. OBJECTIVES

The Active Transportation Plan will address all aspects of Active Transportation related to pedestrian and cycling networks, access to transit, environmental considerations, regional connectivity, amenities and design characteristics in order to deliver a successful Active Transportation program in Saanich to the year 2038.

The Plan will be developed in close consultation with other departments in order to consider other District priorities, objectives and resources.

Once completed the Plan will address the following desired outcomes:

#### **1. Provide a plan that has been developed through citizen and stakeholder engagement**

To be successful the plan will have been developed using a robust and transparent community engagement process, providing opportunities for all residents and stakeholders of Saanich, including those who are typically underrepresented, to increase their understanding of Active Transportation, gather input, and build excitement / support for the proposed strategies. Effective communication tools will have been used to garner interest and participation in engagement events and to let the community know their input has been heard and is valued.

#### **2. Review and update the policy framework for Active Transportation in Saanich**

A significant outcome of the Active Transportation Plan will be a detailed review of how current land use plans, infrastructure, programs, bylaws, and policies support or hinder Active Transportation in Saanich and the surrounding region. The review will be followed by recommendations for new municipal policy, bylaws, programs and practices to support and advance Active Transportation in Saanich and the surrounding region as well as potential legislation changes for Provincial consideration.

**3. Increase awareness of Active Transportation in Saanich through promotion, education and community outreach**

Act upon opportunities to increase awareness of, garner support for and encourage participation in Active Transportation as well as develop and recommend programs and strategies that will promote Active Transportation in Saanich.

**4. Improve the quality of Active Transportation in Saanich with safe innovative design principals**

The Active Transportation Plan will identify opportunities to improve the safety, connectivity, accessibility, and attractiveness of Active Transportation options. The plan will also provide design guidance to ensure that provided facilities and options are suitable for all users and will address design principles related to on and off-road facilities including place-making, rest areas, topography, travel distance, directness, street furniture and wayfinding.

**5. Develop a safe and integrated Active Transportation Network for Saanich**

A key outcome of the plan is to develop a safe and integrated Active Transportation Network (ATN) that is continuous and complimentary of the existing on and off road networks, addresses the needs for both recreational users and commuters within Saanich as well as to other parts of the region. The ATN should be well-connected, serve all ages and abilities, allow for the effective, efficient, and safe movement of people, goods, and services. The ATN should also ensure that walking, cycling, trail use, and transit are viable and popular travel options, resulting in less car dependence. Building intermodal connections are a strategic element of this objective.

**6. Set priorities for construction of Active Transportation Infrastructure**

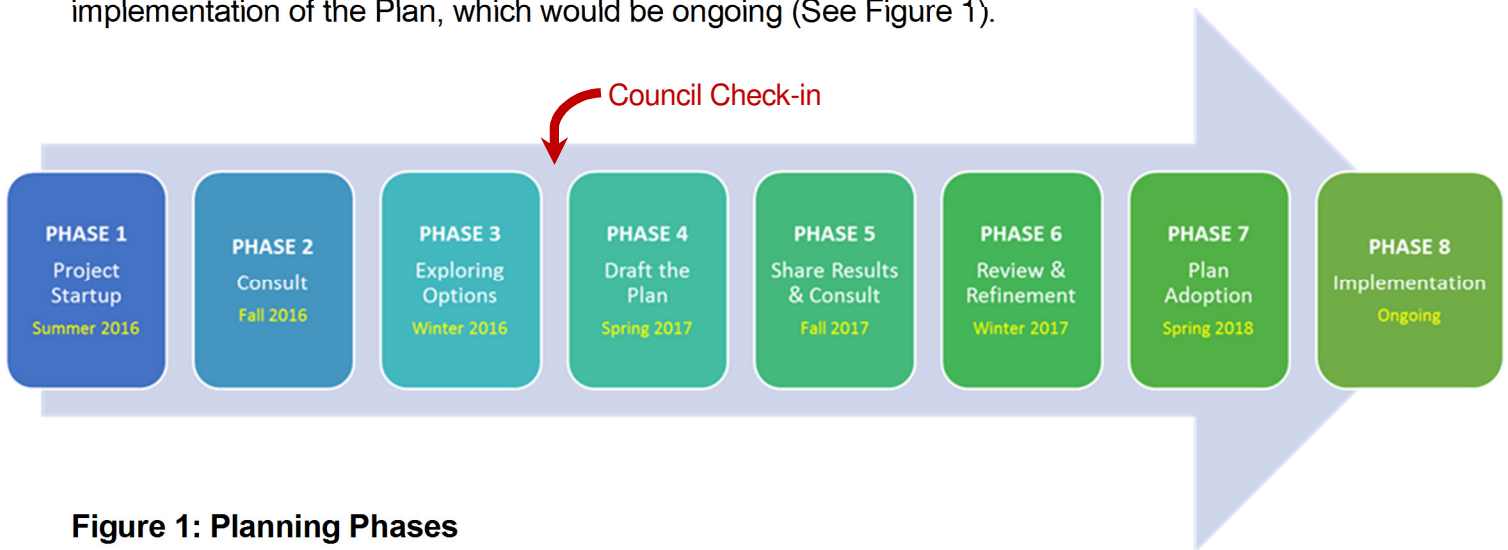
The Active Transportation Plan will establish an implementation plan that prioritizes short, medium and long term strategies; outlines the cost for the associated strategies; identifies potential partnerships; and possible options/methods for funding. A major component of this outcome is to develop an action plan for potential inclusion in the District's Strategic Plan and a prioritized list of projects for 4 years. This would be re-evaluated at regular intervals.

**7. Measure and track the implementation progress and success of Active Transportation**

The Active Transportation Plan will set out an evaluation strategy that identifies specific performance measures with which the District and other potential implementation partners can monitor progress and evaluate the success of the implementation plan.

## 5. PLAN DEVELOPMENT PROCESS

Development of the Active Transportation Plan will occur in seven phases, followed by implementation of the Plan, which would be ongoing (See Figure 1).



**Figure 1: Planning Phases**

The proposed timeframe consists of a 24 month period in which the public will be actively involved. Table 1 shown on the following pages outlines a more detailed planning process with project phases and key activities.

PHASE	ACTIVITIES	KEY DELIVERABLES	DURATION
<b>Phase 1: Project Startup</b>	<p><i>Research and Analysis:</i></p> <ul style="list-style-type: none"> <li>Prepare background information and baseline data</li> <li>Research and technical analysis of key issues</li> <li>Review of previous studies</li> <li>Gap Analysis</li> </ul> <p><i>Public Engagement:</i></p> <ul style="list-style-type: none"> <li>Refine Public Engagement Strategy and form Project Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>Baseline Conditions Report</li> <li>Public Engagement Strategy</li> <li>Establishment of Project Advisory Committee</li> <li>Draft list of issues or topics to address in plan</li> <li>Summary of relevant policies and studies influencing the plan</li> </ul>	Summer / Fall 2016
<b>Phase 2: Consult</b>	<ul style="list-style-type: none"> <li>Public consultation to assess priorities, identify issues and develop vision, principles and goals.</li> <li>Research and analysis (continued)</li> </ul>	<ul style="list-style-type: none"> <li>Summary of engagement process and outcomes (Ongoing)</li> <li>Refined list of priority issues to address in Plan</li> <li>Vision, Principles &amp; Goals</li> </ul>	Fall / Winter 2016

<b>Phase 3: Exploring Options</b>	Analysis of policy options Prepare conceptual networks and determine possible options Conduct technical reviews	Summary of engagement process and outcomes (Ongoing) Concepts & Conceptual Network Plan alternatives and Framework Report	Winter / Spring 2016
<b>COUNCIL CHECK IN</b>			
<b>Phase 4: Draft the Plan</b>	Development of Active Transportation Plan Internal review of Draft Plan	Draft Active Transportation Plan	Spring / Summer 2017
<b>Phase 5: Share Results &amp; Consult</b>	Public engagement to present the draft plan and obtain feedback	Summary compilation of feedback on Draft Plan	Fall 2017
<b>Phase 6: Review and Refinement</b>	Review Draft Plan with Advisory Committee's and major stakeholders	Revised Draft Active Transportation Plan	Winter 2017
<b>Phase 7: Plan Adoption</b>	Develop staff report Council meeting	Outreach and communications to inform staff and public on content and implementation  Adopted Active Transportation Plan	Winter / Spring 2018
<b>Phase 8: Implementation</b>	Implementation of the Active Transportation Plan  Updates of the implementation plan and construction priorities on a 4 year cycle	Ongoing monitoring and reporting of performance and implementation progress  Updated implementation plan and construction priorities plan on a 4 year cycle	Ongoing

**Table 1: Planning Process**





## 6. PUBLIC ENGAGEMENT

The key components of public engagement are outlined in the process section of this Terms of Reference. Based on the International Association of Public Participation (IAP2) spectrum of public participation, Table 2 identifies examples of the level of public engagement that could be used for the Active Transportation Plan. Based on feedback from the Project Advisory Committee and other area stakeholders, engagement techniques can be adapted to help ensure key stakeholders are engaged in the process.

	Inform	Consult	Involve	Collaborate
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternative and/or decision	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Examples of Techniques	Project website  Newsletters, email updates  Background research summaries	Public Survey  Stakeholder interviews  Open Houses	Workshops  Stakeholder meetings  Focus Groups	Project Advisory Committee

**Table 2: Proposed Engagement Activities - IAP2 Spectrum of Public Participation**

Initially over 50 stakeholder groups have been identified, ranging from Mayor and Council, to other local agencies to local business and special interest groups.

Identified stakeholders include, but are not limited to:

### Mayor and Council / Advisory Committees

- Mayor and Council
- Bicycle and Pedestrian Mobility Advisory Committee
- Parks, Trails and Recreation Advisory Committee
- Planning, Transportation and Economic Development Advisory Committee
- Healthy Saanich Advisory Committee

### Saanich Internal Departments

- Saanich Engineering and Public Works
- Saanich Planning
- Saanich Parks and Rec
- Saanich Finance
- Saanich Corporate and Legislative Services
- Saanich Fire
- Saanich Police

### Associations

- Community Associations
- SCAN (Saanich Community Association Network)
- BC Paraplegic Association

### Other Government and Local Agencies

- BC Transit
- Local municipalities
- Ministry of Transportation and Infrastructure
- Capital Regional District
- First Nations
- ICBC
- Tourism BC

### Education Institutions and Organizations

- School District 61 and 63
- School PAC's
- Private Schools
- University of Victoria
- Camosun College

### Health Agencies

- Island Health
- BC Lung Association
- Heart and Stroke Foundation
- Canadian National Institute for the Blind
- Institute of Aging and Lifelong Health

### Business

- Local Businesses
- Greater Victoria Chamber of Commerce
- Urban Development Institute
- Vancouver Island Technology Park

### Special Interest Groups

- Walking Advocacy Groups (e.g. Walk on Victoria)
- Cycling Advocacy Groups (e.g. Greater Victoria Cycling Coalition, WE Bike)
- Other Groups
  - Greater Victoria skateboard association
  - Sole Sisters

As stakeholders are identified the above list will be amended to include new stakeholders.

## 7. PROJECT ADVISORY COMMITTEE

A Project Advisory Committee will be established in the Project Initiation phase. The Committee will be comprised of approximately 12 individuals that broadly represent stakeholder interests and would include members from:

- Educational Institutions
- Associations
- Health Agencies
- Public Safety Institutions
- Business Community
- Special Interest Groups
- Local Agencies & other Government

Committee members would be recruited through an open application process in the pre-planning stage. Staff would select members based on the membership criteria identified above.

Key roles of the advisory committee would be to:

- Advise on public engagement techniques to ensure outreach is effectively undertaken in the community;
- Promote the project and public engagement opportunities within the community; and
- Provide feedback to staff on plan elements and content

In addition to the core Project Advisory Committee, smaller technical resource groups may be assembled on an ad hoc basis to address specific issues as they arise. These technical working groups could include representatives from the following organizations:

- Saanich internal departments
- BC Transit
- Ministry of Transportation and Infrastructure
- CRD
- Local municipalities

## 8. BUDGET AND RESOURCES

The development of the Active Transportation Plan will require significant staff resources, consultants, as well as resources from other departments.

The budget for the Active Transportation Plan is \$325,000 over the plan development period, beginning with the 2015 Capital Budget. Typical components included in this figure include costs for consulting work, background studies, advertising, venues, facilitator, supplies, printing and graphic design work.

## 8. RELATIONSHIP TO OTHER INITIATIVES

A key element of the Active Transportation Plan will be to ensure the plan is well-integrated with other Saanich and regional initiatives. Key policies and plans expected to inform this work include:

- Saanich Official Community Plan (2008)
- Saanich Uptown Douglas Corridor Plan (in development)
- Saanich Shelbourne Valley Action Plan (in development)
- Saanich Local Area Plans
- Saanich Youth Development Strategy (2015)
- Saanich Older Adult Strategy (in development)
- Saanich Parks and Recreation Master Plan (2013)
- Saanich Pedestrian Priorities Implementation Plan (2011)
- Saanich Age Friendly Cities Plan (2008)
- Saanich Access to Transit Study (2008)
- Saanich Parks Trail Guidelines (2007)
- Saanich Active and Safe Routes to School Plans (in development)
- BC Transit Future Plan (2010)
- CRD Pedestrian and Cycling Master Plan (2011)
- CRD Regional Transportation Plan (2014)
- City of Victoria Biketoria Plan (in development)