

APPENDIX A-1

SUMMARY OF BIKE TOUR WITH CAMPUS COMMUNITY



MEETING NOTES



Subject: University of Victoria - Campus Cycling Plan Project Initiation Meeting
Date: September 11, 2017
Meeting Date: September 6, 2017
Location: University of Victoria – Michael Williams Building, Room 110
File: 4262.0001.01
Prepared By: Shaun Heffernan
Distribution: All

Attendees	Organization / Department	Email
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Item	Discussion
1.	<p>Project Management and Committee Establishment:</p> <ul style="list-style-type: none">- There was discussion about whether the plan should have one committee or two committees.- If there were two committees, they would include both an external technical advisory committee and a campus advisory committee to review content and provide feedback on materials and concepts before they are presented to the broader public. They can also help look for any show stoppers before going to the broad campus community.- These two committees should be kept separate, but informed of each other's respective feedback.- The external technical advisory committee would focus on external stakeholders. Key stakeholders in this category could include agencies such as BC transit, District of Saanich and the District of Oak Bay.- The internal campus advisory committee would be an internal group to provide more guidance. Potential committee members could include: Patrick Seward (Manager, Parking & Transportation, and Campus Security Services), Michelle Peterson (Assistant Director of the Vikes), Ron Crew (facilities), John Dower (facilities rep), a student representative, and the UVic Cycling Advisory Committee.- Two meetings with each committee during each phase.

Item	Discussion
	<ul style="list-style-type: none"> - MW to follow up following meeting to confirm direction for committees.
<p>2.</p>	<p>Project Background</p> <ul style="list-style-type: none"> - Review of project background materials is in progress. - Background from other consultants - Boulevard Transportation Study on Bicycle and Pedestrian Circulation on Campus, Pedestrian-Cyclist Interaction Study from McGill, Bicycle Parking Inventory, Cycling Advisory Committee ToR, UVic Transit Plan and Open House Boards. - McGill Study – reviews pros and cons of different management techniques - Bike parking – report and causal interview - 2017 Bike parking review – bike parking busiest September and October. - In addition to background reports circulated, the review will include relevant documents available on-line.
<p>3.</p>	<p>Community Engagement</p> <p>Branding and Communications</p> <ul style="list-style-type: none"> - Branding: USL to follow UVic’s Edge and campus planning branding. Edge brand guidelines are available on-line. - Website: UVic to develop project-specific webpage with short URL: www.Uvic.ca/cyclingplan. USL to provide content. - Need to manage potential backlash from neighbours and faculty that drive everyday coming out against this. This should be dealt with by taking a balanced approach and managing expectations. Avoid ‘war on car’ lingo – i.e. current #SharetheSpace tagline. <p>Social Media</p> <ul style="list-style-type: none"> - Snapchat and Instagram are key tools for engaging with students. Facebook and twitter also useful for broader communications: <ul style="list-style-type: none"> o UVic Instagram: https://www.instagram.com/universityofvictoria/?hl=en o UVic Facebook: https://www.facebook.com/universityofvictoria/ o UVic Twitter: https://twitter.com/uvic?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor - Access to Hootsuite for posting to the university’s social media channels. - Social media: USL to use the hashtag: #uvicbikes. - Jessica Scott – Social Media coordinator. - USL to review social media guidelines: http://www.uvic.ca/websites/assets/docs/Social%20Media%20Guidelines.pdf <p>Campus Wide Launch Event</p> <ul style="list-style-type: none"> - This could involve either a panel or speaker. - This should be an afternoon event – peak campus traffic around 3:30 pm, suggest 3:30 – 5:30 pm with free food.

Item	Discussion
	<ul style="list-style-type: none"> - Staff would be able to attend at 4:00 pm and a main event could begin at 4:30 pm. - Speakers should be exciting and engaging. - Potential Speakers: <ul style="list-style-type: none"> - BikeTown video producer; - Sarah Webb (City of Victoria); - Chris and Melissa Bruntlett (Modacity); - Gordon Price (SFU City Program); and/or - Dale Bracewell (City of Vancouver). - Intent of event is to share current trends what modern day improvements look like. - Presentation should provide examples of cycling improvements in other areas - Brian to reach out to potential speakers - Potential venue - David Lam Lecture Hall (Check availability) - First Week of October is Bike to Campus Day (Tuesday October 3rd). This could be used to promote the Launch Event. - Tentative day for Launch Event = Wednesday October 11th. <p>MetroQuest:</p> <ul style="list-style-type: none"> - Focus the questions on the four topic areas that are described in the RFP. - Frame the purpose of the Campus Cycling Plan as a supporting document to further the Sustainability Action Plan goal of shifting the mode split toward more sustainable modes. - Staff knows which gateways are busiest based on the annual data collection program. The survey should instead focus on identifying which areas need the most improvements on campus and how these conditions might be improved. - Build questions to apply to people that currently don't cycle on campus. - Focus on conflicts, safety, connections with transit and other modes and end-of-trip facilities. - Screen 3 could have trade-off questions (i.e. improvements to Ring Road or connections between destinations). - Screen 3 trade-off question on how to keep campus friendly to cyclists and vehicles – talk about dollars to spend and expectations. - Draft content to be prepared by next week to be ready in time for Launch Event. <p>Pop-ups:</p> <ul style="list-style-type: none"> - Pop-ups to be held after the Launch Event. - Need to confirm days and times (late morning to early afternoon). - Need to confirm locations for pop-ups (i.e. inside SUB, University Centre foyer, next to Petch Fountain) <p>Engineering 110:</p> <ul style="list-style-type: none"> - Request to present to the Engineering 110 on September 26 at 2:00 pm. - The presentation is scheduled for 30-40 mins with a question and answer period to follow.

Item	Discussion
	<ul style="list-style-type: none"> - There are two classes (approx. 175 students each) back-to-back, so this should be done twice. - SH and BP to work with MW to prepare and present experience and current trends in transportation planning.
4.	<p>Technical Analysis</p> <ul style="list-style-type: none"> - GIS information required from UVic: road network, signage, building footprints, utilities/services, trees, lighting, trails, pathways, bus stops, and bike racks. - Data - Cycling vs. car and Cycling vs. pedestrian data
5.	<p>Campus Bike Tour</p> <p>A summary of the Campus Bike Tour is attached to this memorandum as Appendix A.</p>
6.	<p>Next Steps</p> <ul style="list-style-type: none"> - Engagement Strategy: First Draft to be provided for UVic review by September 15 - Campus Cycling Plan Advisory Team (1st Meeting): Week of October 2 (USL to confirm date /time confirm and provide agenda) - External Stakeholder Advisory Team (District of Saanich, District of Oak Bay, BC Transit) (1st Meeting): Week of October 2 (USL to confirm date /time and provide agenda) - Website: Prepare revised text and draft content by September 25th for UVic review. Updates to website to be completed by October 2nd. - Launch Event: Tentative date of Wednesday, October 11th. <ul style="list-style-type: none"> o Co-ordinate Keynote Speaker: Gordon Price / Modacity / Brent Toderian (Urban Systems) o Co-ordinate Booking Meeting Space – potentially David Lam Auditorium from 3:30-5:30 PM (UVic) o Co-ordinate Advertising and Engagement (Urban Systems) o Food (UVic) - Pop Up Engagement: USL to provide date/time information by September 13th. <ul style="list-style-type: none"> o Spaces: SUB, University Centre, Petch Fountain o Time : Late morning to early afternoon o UVic will supply tent, table, easels for outdoor event - Online Survey: Revised survey to be provided by September 8th. Revised version to be submitted to MetroQuest by the following week.

The preceding is the writer's interpretation of the proceedings and any discrepancies and/or omissions should be reported to the writer.

URBAN SYSTEMS LTD.

Shaun Heffernan

Appendix A – Campus Tour Summary Notes:

The following section provides a summary of the Campus Bike Tour conducted by Urban Systems, UVic Campus Planning and Sustainability Staff, and members of the UVic Cycling Advisory Committee. The Campus Cycling Tour Map (Map 1.0 –below) provides an overview of key destinations and stops on the tour. These stops have been numbered from 1 - 46 and correspond to the numbered descriptions of each stop provided below:

1. Part of east-west Grand Promenade identified in Campus Master Plan. Bicycles often travel quickly across crosswalk. Pathway is a very busy connection to Midgard Avenue and well used by people walking and cycling. Relatively narrow pathway creates potential conflicts between people walking and cycling.
2. West Campus Way is a short-cut route for vehicles and connects to McGill Road.
3. Difficult connection to Midgard Avenue. Currently there is a pedestrian activated crosswalk, but this requires eastbound bicycle users to make an awkward transition across the street to activate the pedestrian activated crosswalk. Gordon Head Road is very busy, particularly during school pick-up and drop-off times due to Campus View Elementary School to the north. Midgard Avenue is identified in Saanich's Active Transportation Plan as an important connection. There are jurisdictional issues at this location, as Gordon Head Road is divided between Saanich and Oak Bay at the centreline, and the University also owns some property.
4. West Campus Gate is an alternate east-west access route, although it provides limited connectivity beyond the campus so is not as well used as Midgard Avenue. This location has a pathway crossing with raised crosswalk, although the raised crosswalk design presents abrupt grade changes between the curb letdown and the raised crossing. There are also issues with speeding vehicles and poor sightlines with the 90 degree corner to the south of the crossing.
5. A key challenge with this connection is the need to travel through this parking lot.
6. Difficult to access destinations across Ring Road. If cyclists use the parking lot exit, they are stuck travelling on Ring Road with no crossing and cannot access the other side of Ring Road. Cyclists often travel the wrong way in the entrance to the parking lot to facilitate this connection instead.
7. Ring Road narrows from two-lanes to one-lane eastbound at the intersection.
8. No bicycle lanes southbound on University Drive. Two vehicle lanes.
9. Right turn slip lane. Heavy right turn movements. Potential conflict zone, especially with buses.
10. During the afternoon peak, there can often be a long line of people cycling waiting to cross the street, and it is unclear where to position themselves. The stop bar is set far back with a sign telling people cycling to stop there. Potential for bike box to place people cycling in advance of vehicles. Buses often travel in inside lane to avoid people cycling, and are able to do so because the far side bus stop is not a high activity bus stop so buses don't frequently need to make the transition to curbside after the intersection.
11. Second motor vehicle lane on far side drops to single lane, and southbound bicycle lane introduced north of Frederick Norris Road.
12. Difficult transition from curbside bicycle lane across travel lanes to left side bicycle lane.
13. Left side bicycle lane adjacent to two motor vehicle lanes.
14. Bus stop with recently installed crosswalk to direct pedestrians to sidewalk on the west side of the street. Some pedestrians may still use the east side of the street as the sidewalk continues north until start of Ring Road, and may cross University Drive but this is discouraged.

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15. Connection to multi-use pathway crosses over crosswalk. Bicycle users yield to cross traffic at crosswalk. This can be unclear to motor vehicles who has right-of-way. There is no stop sign in advance of the crosswalk, but there is a stop sign after the crosswalk. This connection has limited lighting.
16. Busy area for pedestrians and cyclists, as pedestrians from bus stop are directed to the west side sidewalk. Very high activity pedestrian and cycling corridor. There are few constraints in this area, so there may be an opportunity to create separate bicycle and pedestrian pathways.
17. The character changes here from a desire for shared pathways to the south to potential shared space as people enter the inner campus. There is a transition towards a more undefined space to travel within.
18. Potential east-west connection, but people cycling must travel through parking lot
19. MacLauren Building acts as an east-west barrier and could be permeable, but there are stairs with no ramp which prevents bicycle access
20. Grand Promenade identified in Campus Master Plan. Very high pedestrian activity. Shared space likely to be preferred option.
21. Important north-south desire line across campus for people cycling. Busy shared use path, and also a frequently used corridor for service vehicles as this provides access to loading areas, including main loading dock for University Centre
22. Bike Centre is an important hub for cycling on campus. Signage could be improved, including signage on the pathway and better eye-level signage.
23. Intersection is busy and not well designed for people walking or cycling. Boulevard Transportation previously prepared a memo summarizing potential improvements at this crossing location. Campus Master Plan includes possible considerations to close Gabriola Road south of CARSA, as it has limited vehicular function. Could be converted to pathway.
24. Very well used bus stops on Ring Road. Note that only southernmost bus stop serves the #15 express bus to downtown.
25. McGill Road is two-lane road with no cycling infrastructure and not currently comfortable for cycling. Many cyclists prefer to use the adjacent pathway, which requires making a left turn into the parking lot and crossing the parking lot. Most cyclists prefer entering campus via McGill Road and leaving campus via the pathway due to the challenges turning left from McGill Road onto Mackenzie Avenue.
26. Cyclists travelling to pathway must travel through a busy parking lot.
27. Existing pathway providing direct access to McGill Road and Mackenzie Avenue intersection, but it is narrow, windy and in poor condition. Popular for people leaving campus in particular as it is easier to turn left onto Mackenzie Avenue with the traffic signal.
28. No intersection control makes it challenging for bicycles to turn left. There are also lots of vehicles lined up in the afternoon peak period waiting to exit campus and turn left here.
29. Buffered bicycle lanes and multi-use pathway on Mackenzie Avenue. Opportunity for Saanich to consider adding physical protection (responsibility of Saanich). Lack of signage or wayfinding on multi-use pathway.
30. Pathway provides access to campus for many students living in Gordon Head via Phoenix Road and through intersection to Vikes Way.

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31. Pathway provides access to campus for many students living in Gordon Head via McCoy Road and through intersection to Vikes Way.
32. Challenging connection into campus. Many cyclists entering campus come straight through and proceed to the Alumni Chip Trail between CARSA and the athletic fields. Gabriola Road would be a preferred connection, but is less direct.
33. Alumni Chip Trail is challenging area with limited space between CARSA and athletic fields, and lots of pedestrian activity between CARSA change rooms and the fields, with lots of commuter cyclists. Temporary 'cyclists yield to pedestrians' signs have been provided.
34. Lack of bike parking at entrance to CARSA. Some indoor bike parking facilities present in this area.
35. Gabriola Road has single file shared use lanes.
36. Intersection can be challenging to exit campus, with only marked crosswalk on west side. Challenging turning left.
37. Pathway on north side to access parking lot.
38. Roundabout. Cyclists can either take the lane or enter shared pathway. This is an important connection to residences and other residential areas where students live.
39. Bicycle lanes end at Finnerty Road. UVic has a desire for these to be extended on Sinclair Road and down the hill to Cadboro Bay Village.
40. Very busy pedestrian area, with old bus loop on west side and new bus loop on east side and pedestrian crosswalk in between. Important pedestrian area with key destinations, including the Book Store, Student Union Building, and Transit Exchange. Desire lines throughout.
41. Very busy pedestrian area. Rainbow crosswalk is one of busiest crossings of the Ring Road. High volumes of pedestrian crossings can have significant impacts on traffic and transit flow on Ring Road.
42. Opportunity for potential additional Bike Centre location.
43. All the buildings here create a continuous north-south barrier. The breezeway through the Petch Building is one of the only options for north-south connections, but it gets very busy and is poorly lit. Significant covered bike parking located in the breezeway, which is very well-used.
44. Very busy east-west corridor. Campus Master Plan identifies this as potential additional east-west promenade.
45. Opportunity for potential additional Bike Centre location if boiler facilities are discontinued.
46. Less formal unpaved trail through Cunningham Woods. Important east-west connection as part of the east-west promenade, but does not provide a good utility function currently. There could be challenges formalizing this pathway due to strong desire to protect Cunningham Woods. This unpaved trail was also identified as a safety concern through the Campus Master Plan process.
47. Challenges with access to and around David Turpin Building due to one-way ring road. Comment applicable to most of Ring Road.
48. Potential for new gateway connection to the east.

Map 1.0 – Campus Cycling Tour MAP.

