

University of Victoria Campus Cycling Plan - Terms of Reference

1.0 Project Description

The Campus Cycling Plan, a first for the University, will provide a comprehensive and coordinated approach to support cycling as a safe, enjoyable and convenient form of transport on campus for students, faculty, staff and visitors. The Plan will serve as a framework to guide the development of future cycling infrastructure, including bicycle parking, cycling paths and end of trip facilities on campus. The plan will also provide policy direction on strategies to mitigate potential cyclist-pedestrian and cyclist-vehicle conflicts.

2.0 Background

a) 2016 Campus Plan

In 2016 the University of Victoria renewed its Campus Plan. The plan sets out a vision for the physical development of the Campus over the next 10 years with longer term considerations given for the next 25 years. The Plan's direction is organized around a vision, open space framework, built form framework and mobility framework. In developing the plan, the university undertook broad public consultation with the campus community and neighbouring residents. Through the planning process, members of the campus community raised concerns with respect to bicycle-vehicle and bicycle-pedestrian conflicts. Cyclist-vehicle conflicts were primarily identified to be of concern on the main approach roads to campus and Ring Road, while concerns regarding cyclist-pedestrian conflicts were primarily identified in the academic core of campus which relates to the pedestrian oriented lands located within Ring Road. These conflicts also persist, particularly at peak travel times, on several multi-modal pathways that connect the university to adjoining neighborhoods.

Upon completion of the Campus Plan, the Campus Planning Committee established an implementation strategy which identified the development of a Campus Cycling Plan as a high priority.

b) Setting

As of the 2015/16 academic year, the Gordon Head Campus was host to over 21,000 students, and approximately 800 faculty, 1,700 sessional instructors and specialist/instructional staff, and 3,600 administrative, professional and support staff. The campus is divided between the two municipalities of Saanich and Oak Bay. The municipalities provide a range of physical services to the university. From a transportation planning perspective, both municipalities have a key role in the provision of transportation connections, including cycling facilities, to, from and through the campus. Cycling is a key, year round, form of transportation for students, faculty and staff that commute to the campus. According to the university's October 2016 Campus Travel Survey, a total of approximately 4,713 bicycle trips are made to and from campus each day. Cycling is also an important form of transportation for on-campus communities including students and families in residence.

The campus is defined by Ring Road, a two-lane, one-way circular road that provides access to many

buildings and surface parking lots. Ring Road serves as the boundary for the academic heart of the campus and the primary road network for personal vehicles, commercial vehicles, public transit and cyclists. The Campus Plan also identifies primary and secondary gateways from adjacent neighbourhoods. Each of the main road gateways serves as a multi-modal access point; however, each of these roadways is primarily designed to accommodate vehicle traffic.

The campus has a variety of bicycle parking including Class I and Class II facilities. End of trip facilities including showers and lockers are also available on campus; however they vary on a building-by-building basis. End of trip facilities are not present in all buildings on campus. The Campus Bike Centre opened in 2014 and offers 234 Class I bicycle parking spaces as well as bicycle lockers, clothing lockers and a bike kitchen. The Bike Centre is also home to the SPOKES program. Established in 2003, the program is a unique bicycle upcycling and loan program where volunteers give new life to and use of old bikes. Refurbished bikes are loaned to students, faculty and staff for a small fee.

3.0 Objectives

The Plan is intended to be comprehensive in form, with plans and recommendations that encompass the following objectives and as refined as part of the process of finalizing the project work plans.

1. The Plan will serve to support the University's Academic Mission.
2. The Plan will respect and build on the history, legacy, vision and principles that have shaped campus development over the last fifty years.
3. The Plan will serve the diverse academic, research and social needs and interests of the campus community.
4. The Plan will serve to establish a bicycle network that provides safe and convenient routes for all ages and abilities.
5. The Plan will serve as a framework for future decisions regarding the long range physical development cycling infrastructure on the Gordon Head campus.
6. The plan will provide policy recommendations regarding end of trip facilities to be developed with new development, major renovations or stand alone.
7. The Plan will accommodate future growth of the campus population and address specific key issues arising from the 2016 Campus Plan that relate to the cycling safety on campus.
8. The Plan process will provide for engagement with the campus and external community, along with key stakeholders and organizations with an interest and role with cycling on the campus.

4.0 Project Co-ordination

A Campus Cycling Plan Advisory Team that represents a cross section of the Campus Community will be established to guide the work related to the Plan process. In their role, the Advisory Team will:

- Review the plan progress and deliverables
- Assist in campus and external community engagement and communications
- Provide advice and direction to the Consultant Team
- Report to the Campus Planning Committee

The Committee will review and comment on the work of the Consultant Team through various stages of the plan process. These stages include finalizing the detailed work program and project scope, through to reviews of the engagement plans, draft reports and strategies and the completion of the final Campus Cycling Plan.

The Advisory Team will act as a resource to the Director of Campus Planning and Sustainability. The Director of Campus Planning and Sustainability will act as a liaison to the Consultant Team and will coordinate the provision of available information to the Consultant Team for the project. Current policies, maps, studies and plans and any other relevant information will be compiled for use in the Plan process.

A smaller Technical Advisory Team will also be established and consist of campus transportation partners including BC Transit, District of Oak Bay and District of Saanich.

5.0 Project Scope

The Campus Cycling Plan must consider the physical resources of the campus and is a response to the academic and research programs, student and faculty needs and the relationship to the environment and the community. The scope of the Cycling Plan will extend across a number of related topics. The Plan will need to consider the development of cycling infrastructure in relation to future infrastructure planning, other modes of transportation and parking, open space, landscaping, and urban design principles. Development of the plan will involve several major components:

i. Project Initiation

University staff and consultant team will meet to discuss project objectives, scope, timeline, deliverables and community engagement. The consultant team will also conduct regular meetings in person or by conference call to ensure continual communication on upcoming tasks, and to make sure the project remains on time and within budget.

ii. Engagement

As part of the Campus Cycling Plan, there is a need to engage campus and community stakeholders, including the District of Oak Bay and District of Saanich, to identify and address issues and to set new directions for the development of cycling infrastructure on campus and connections to municipal rights-of-way. The consultant will develop a detailed Community Engagement Plan outlining a process to gather community input at different stages of Plan development. The Consultant will actively develop relationships with on and off campus stakeholders who shall

remain informed and actively consulted with throughout the process. The Campus Planning Consultation Process approved by the Campus Planning Committee in 2005 sets out a number of principles and commitments to guide planning initiatives. It identifies different models of consultation for projects such as the Campus Cycling Plan.

A variety of community engagement techniques will be required to engage the community and receive feedback. In addition to traditional public open houses/workshops, community engagement activities may include: outreach at community events, community surveys, social media outreach, and small group meetings with on campus organizations, cycling advocacy groups and broader neighborhood groups.

iii. Policy Context & Analysis

The consultant shall inventory and review existing local policies including the UVic Campus Plan 2016, Sustainability Policy, Sustainability Action Plan Campus Operations: 2014-2019, Traffic and Parking Regulations, Campus Travel Surveys, Oak Bay Active Transportation Strategy, Oak Bay Official Community Plan, District of Saanich Official Community Plan, Saanich Active Transportation Plan (including Moving Saanich Forward), and CRD Pedestrian and Cycling Master Plan.

iv. Analysis of Existing Conditions

The consultant shall review and analyze existing inventory of road conditions and bicycle, pedestrian, and trail facilities. An inventory of existing bicycle parking and end of trip facilities will be provided by the university.

- v. Develop policy directions related to:
- Development of cycling infrastructure
 - End of trip facilities
 - Safety

As these topics were identified in the 2016 Campus Plan, they represent a starting point for review and development of new policies, along with other topics or issues that may be identified as part of the planning process.

- vi. Prepare a Cycling Network Plan, End of Trip Facility Policies and Policy Recommendations relating to safety.

Campus wide cycling network plan including location of new or improved cycling infrastructure. Policy recommendations for end of trip facilities (bicycle parking, change rooms and showers) to be provided with new development and major renovations as well as the potential for stand-alone facilities. New policy and/or program recommendations to increase cycling safety and minimize potential for conflict.

- vii. Complete a Final Campus Cycling Plan.

The Campus Cycling Plan will provide a comprehensive framework to guide all physical planning and development requirements of cycling infrastructure and end of trip facilities on campus for the next ten years and beyond.

6.0 Key Issues

It is anticipated that the Advisory Team in completing the final work plan for the project and in conjunction with the consultant team retained for the project, will be discussing the following key planning issues. The approach taken on the issues may impact the scope of the project work.

1. Enhancing cycling connections leading to/from the core of campus

The Campus Plan update process brought forward numerous concerns from members of the campus community for improved cycling facilities on the key approach roads to the core of campus, including but not limited to McGill Road, Finnerty Road, Henderson Road, Gabriola Road and the multi-modal pathway from Gordon Head Road at Midgard Avenue.

2. Ring Road

The 2016 Campus Plan sets out a long term vision for Ring Road and provides direction to complete a study to explore design options to help achieve the goals set out in Section 5.2.7. The Plan's consultation process brought forward numerous concerns with respect to cycling safety on Ring Road. The Campus Cycling Plan will need to contemplate the potential for near term improvements to Ring Road given the broader context of potential long term design changes as considered in the 2016 Campus Plan.

3. End of Trip Facilities

The university is seeking recommendations on the provision of end of trip facilities including but not limited to: bicycle parking (Class I and Class II), electric bicycle charging stations, showers and change facilities. Policy direction is to be developed for the provision of end of trip facilities to be included in new development, major renovations or stand alone.

4. Separation of Cyclists and Pedestrians

The Campus Plan update process brought forward the issue of pedestrian and cyclists conflicts, specifically in the academic core area within Ring Road. With a growing population of students on Campus, congestion and conflict between pedestrians and cyclists has increased, particularly at class change times when pathways are busy. The university is seeking policy direction on the prioritization of pedestrians within Ring Road while accommodating for adequate cycling facilities in this area.

In addition, other issues may arise during the planning process as a result of the engagement activities or as identified through the work of the Advisory Team or the consultant team. The Cycling Plan is intended to recognize and address the various planning implications over the next ten years.

7.0 Project Schedule

The timeline for the various steps in the Plan process extends from the review of submissions to the Request for Proposals in July 2017 through to a targeted project completion date of November 2018. Key steps, subject to further review and confirmation with the consultant team, are set out below.

1. Review of proposals and consultant selection (July/August 2017)
2. Project update and finalization of detailed project scope (September 2017)
3. Project Initiation with the preparation of background supporting documents and the confirmation of the activities and schedule for the engagement part of the Plan (mid September 2017)
4. Plan launch and related communications and engagement activities (October 2017)
5. Review draft Cycling Network Plan, design options, draft policies (March 2018)
6. Draft Plan completion (September 2018)
7. Review and feedback on the Draft Plan (September 2018)
8. Recommendations for the Final Plan (October 2018)
9. Final Campus Cycling Plan approval (November 2018)

8.0 Engagement Processes

The university's engagement processes are guided by the Community Engagement Framework and the Campus Planning Consultation Process. The consultant team will develop and, together with the University, conduct a process that will provide for key stakeholder and campus and external community input to the Cycling Plan. In addition to an engagement plan for the project, a communication strategy will also need to be established by the consultant team in close consultation with the university. It will provide a framework for media relations and for communicating information on the planning processes through project websites, social media and or other methods, appropriate for the project. Engagement phases include:

Phase 1: Program and Ideas stage with notification and consultation at the start of the Plan process

Phase 2: Draft Plan with consultation on the initial draft plan and revisions.

Phase 3: Development of final Plan for consideration by Campus Planning Committee.

Plans for Open House meetings, stakeholder workshops and other engagement measures and techniques as appropriate will need to be specified by the Consultant Team to ensure that full engagement occurs at the key milestones in the Plan process.

The strength of the Plan will be impacted by the contributions provided as part of the engagement processes and the support and involvement of community members will be important to its long term success as a guiding document for cycling on campus.

9.0 Components of the Plan Development

The major components of the Plan process are subject to final review and confirmation by the Advisory Team in conjunction with discussions with the consultant. Key steps in the process are expected to encompass the following six items.

1. Establish Vision, Goals and Foundation Principles of the Plan.

Building on the policies within the 2016 Campus Plan, it is expected that the planning process, as a starting point, will establish the values, vision, goals and principles of the Cycling Plan, and accommodate any refinements to reflect current conditions and updated themes and directions.

2. Review university data and related plans, studies and reports

3. Assess the physical resources of the Campus

An assessment of current campus systems, in sufficient detail, to provide a baseline for planning is required. Standard systems include roads, pathways, bicycle parking, end of trip facilities, and signage.

4. Policy and context review

District of Saanich, District of Oak Bay and Capital Regional District policies and regulations that may impact bicycle network planning will need to be considered. In addition, BC Transit plans and other service provider plans or policies that may be related to campus planning and future campus development should be assessed.

5. Develop policy directions related to:

- Development of cycling infrastructure
- End of trip facilities
- Safety (minimize conflicts)

6. Prepare a Cycling Network Plan, End of Trip Facility Policies and Policy Recommendations relating to safety.

Campus wide cycling network plan including location of new or improved cycling infrastructure. Policy recommendations for end of trip facilities to be provided with new development, major renovations or stand alone. New policy and/or program recommendations to increase cycling safety and minimize potential for conflict.

7. Complete a Final Campus Cycling Plan

The Campus Cycling Plan will provide a comprehensive framework to guide all physical planning and development requirements of cycling infrastructure and end of trip facilities on campus for the next ten years and beyond.

Appendices:

A. Background Studies / Reports

Background information related to the Campus Cycling Plan is available in various plans, reports and studies undertaken between 2004 and 2016. They are available at www.uvic.ca/campusplanning

Campus Transportation Demand Management Plan (2004)

Campus Planning Consultation Process (2005)

Campus Development Guidelines (2006)

Campus Sustainability Guidelines (2006)

Natural Features Study (2007/08)

Traffic and Parking Management Study (2008)

Traffic and Parking Regulations (2011)

Campus Traffic Surveys (2004, 06, 08, 10, 12, 16)

Sustainability Policy (2017)

Sustainability Action Plan for Campus Operations (2009 – 2014 and 2014 - 2019)

Campus Wayfinding Strategy (2009)

Strategic Plan (2012)

Campus Transit Plan (2012)

Community Engagement Framework (2013)

University of Victoria Campus Plan (2016)