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MEMORANDUM

Date: October 13, 2023
To: Lisa Beck, Easter Seals BC/Yukon
Cc: Mark Holland, Westplan Consulting Group
From: Tim Shah, WATT Consulting Group
Mallory Lowes, WATT Consulting Group
Our File No: 3563.B01
Subject: Easter Seals Shawnigan Lake Camp Redevelopment – Parking Demand Scenarios

1.0 INTRODUCTION

Watt Consulting Group (WATT) was retained by Easter Seals BC/Yukon to conduct a parking assessment for the proposed redevelopment of the Easter Seals camp in Shawnigan Lake. The purpose of this study is to provide Easter Seals with a range of potential parking demand scenarios, based on typical day-to-day parking needs (i.e., permanent parking) and occasional programs that are anticipated to happen on a less frequent basis (i.e., more temporary parking).

1.1 Subject Site & Proposed Redevelopment

Easter Seals Shawnigan Lake comprises 8 parcels of land with a total size of 15.29 acres. The main functions of the camp take place on two parcels at 2180 & 2162 Shawnigan Lake Road (approximately 5 acres), which will be redeveloped first as part of Phase 1 redevelopment, and therefore will be the focus for this study.

The subject site is located at the base of Mount Baldy in the Cowichan Valley Regional District on the shore of Shawnigan Lake and is currently zoned as Parks and Institutional and Residential. The proposed redevelopment of the site involves incorporating the following uses in addition to its regular summer camp programming:

- Childcare and daycare
- Retreats and group meetings
- Special events (festivals / performances / weddings)
- Recreation and sporting events

See **Figure 1** for the proposed site plan.

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2.0 EXPECTED PARKING DEMAND

To calculate the expected parking demand ratios for each of the proposed uses for the site, a range of methodologies were used to collect the most accurate parking data.

Table 1 below summarizes the data collection method used for each proposed use or activity.

Table 1. Summary of Proposed Uses and Parking Demand Approach

Proposed Use / Activity	Data Collection Method
Summer Camp	Outreach to representative overnight camps on Vancouver Island and the existing parking demand for Easter Seals Shawnigan Lake.
Retreats/Group Meetings	Outreach to representative summer camps on Vancouver Island that also host group meetings and retreats.
Special Events (Festivals/Performances/Weddings)	Outreach to representative venues on Vancouver Island was conducted; however, only a few venues responded and therefore the data are drawn

Proposed Use / Activity	Data Collection Method
	from small sample size. Additional research into rural / small community special event and wedding ratios was conducted.
Recreation/Sports	Parking counts (observations) at sporting and recreational events in the Cowichan Valley occurred in August.
Childcare / Daycare	Child-to-staff ratios based on licensed childcare guidelines applied to the proposed number of child care spaces, in addition to previous transportation studies conducted by WATT for childcare and daycare facilities.

3.0 PARKING DEMAND SCENARIOS

The intent of developing parking demand scenarios is to determine the peak number of **permanent** and **temporary** parking spaces that are required for the site to meet the estimated demand.

Permanent parking is to be constructed according to bylaw standards and is intended for on-site staff and day-to-day uses (e.g., daycare and summer camp). Temporary parking can be made available on the north and/or south fields adjacent to the site and is intended as “overflow” parking for occasional program use (e.g., special events, group retreats, recreation / sports, etc.).

3.1 Parking Demand for All Uses

Table 2 below outlines the parking demand for each of the proposed uses for the site, based on the developed parking demand ratios. The information is used to create the following parking demand scenarios in **Sections 3.2 – 3.5**.

Table 2. Summary of Parking Demand for Proposed Uses

Proposed Use / Activity	User Type	Parking Demand Ratio / Assumption	Quantity	Parking Demand
Summer Camp	Camper	1.0 space per camper	20 campers at drop-off	20 spaces
	Staff	0.67 spaces per staff member	40 staff members	27 spaces
Childcare / Daycare	Parents / Guardians	36 daycare spaces, and approx. 15% of parents/guardians will drop-off and pick-up more than one child: 31 will require parking. This assumes drop-off and pick-up is staggered in 30-minute increments	31 parents/guardians	10 spaces

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Proposed Use / Activity	User Type	Parking Demand Ratio / Assumption	Quantity	Parking Demand
	Staff	1 space per staff member Per 9-12 children (assumes 36 daycare spaces): 3 Infant Toddler Educators, 3 Early Childhood Educators and 3 Early Childhood Educator Assistants	9 staff members	9 spaces
Special Events (Festivals / Performances / Weddings)	Attendees	0.50 spaces per attendee	100 attendees (max)	50 spaces
	Staff	0.92 spaces per attendee	14 staff members	13 spaces
Retreats / Group Meetings	Attendees	0.80 spaces per attendee	100 attendees (max)	80 spaces
	Staff	0.92 spaces per staff member	14 staff members	13 spaces
Recreation / Sports	Attendees	0.50 spaces per attendee	100 attendees (max)	50 spaces
	Staff	0.92 spaces per staff member	14 staff members	13 spaces

3.2 Scenario 1: Day-to-day Basis (Peak Summer)

Scenario 1 involves an estimate of the parking demand on a daily basis during the peak summer months when the overnight summer camp is in operation, as well as the childcare / daycare facility. See **Table 3** below.

The peak parking demand on a day-to-day basis in the peak summer is anticipated to require **56 spaces**. It is recommended that these spaces are constructed as permanent spaces to accommodate daily parking demand.

Table 3. Summary of Parking Demand for Scenario 1

Proposed Use / Activity	User Type	Parking Demand Ratio	Quantity	Parking Demand
Summer Camp	Camper	1.0 space per camper	60 campers staggered over three drop-off increments	20 spaces
	Staff	0.67 spaces per staff member	40 staff members	27 spaces
Childcare / Daycare:	Parents / Guardians	36 daycare spaces, and approx. 15% of parents/guardians will drop-off and pick-up more than one child: 31 will require parking	31 parents / guardians over 30-minute increments	10 spaces
	Staff	Per 9-12 children: 1 Infant Toddler Educator, 1 Early Childhood Educator and 1 Early Childhood Educator Assistant	3 Infant Toddler Educators, 3 Early Childhood Educators and 3 Early Childhood Assistants	9 spaces
Total				66 spaces
Total Permanent Parking (day-to-day and staff) assuming shared parking*				56
Total Temporary Parking (occasional programs)				0
Total Parking Spaces Required (permanent + temporary)				56 spaces (56 permanent + 0 temporary)

*See Section 3.2.1 for discussion of shared parking and related assumptions.

3.2.1 Shared Parking & Assumptions

Scenario 1 assumes that both the summer camp and childcare / daycare facility will be operating simultaneously on a general day-to-day basis in the summer months. It also assumes that drop-offs and pick-ups for both uses will occur in increments and at different times.

There is opportunity for certain uses to share parking spaces based on their peak time of use. For instance, some uses only require parking at certain times, and for short durations, throughout the day. In the case of the childcare / daycare facility, parent / guardian drop-offs are assumed to occur in the early morning (before 10:00 AM), whereas summer camp drop-offs are assumed to occur after 10:00 AM. Thus, parking spaces can be shared for both uses as the spaces will be utilized at different times.

Therefore, in Scenario 1, the total permanent parking required is 56 spaces comprising 20 spaces to be shared between the camp and daycare / childcare facility and 36 spaces for staff. No temporary parking spaces are required in this scenario.

3.3 Scenario 2: Day-to-day Basis + Occasional Programs (Peak Summer)

Scenario 2 considers parking demand on a daily basis in the peak summer months, in addition to occasional programs that are anticipated to occur at the same time on a less frequent basis (e.g., special events). See **Table 4**.

The peak parking demand for Scenario 2, which considers parking on a daily basis in addition to special events, is anticipated to require **119 spaces**. It is recommended that 50 of these spaces be temporary parking spaces for those who are attending the occasional programs; the remaining 69 spaces should be constructed as permanent parking spaces to accommodate day-to-day uses and staff.

Table 4. Summary of Parking Demand for Scenario 2

Proposed Use / Activity	User Type	Parking Demand Ratio	Quantity	Parking Demand
Summer Camp	Camper	1.0 space per camper	60 campers staggered over three drop-off increments	20 spaces
	Staff	0.67 spaces per staff member	40 staff members	27 spaces
Childcare / Daycare:	Parents / Guardians	36 daycare spaces, and approx. 15% of parents/guardians will drop-off and pick-up more than one child: 31 will require parking	31 parents / guardians over 30-minute increments	10 spaces
	Staff	Per 9-12 children: 1 Infant Toddler Educator, 1 Early Childhood Educator and 1 Early Childhood Educator Assistant	3 Infant Toddler Educators, 3 Early Childhood Educators and 3 Early Childhood Assistants	9 spaces
Special Events (Festivals / Performances / Weddings)	Attendees	0.50 spaces per attendee	100 (maximum based on sleeping rooms)	50 spaces
	Staff	0.92 spaces per staff member	14 staff members	13 spaces
Total				129 spaces
Total Permanent Parking (day-to-day and staff) assuming shared parking*				69 spaces
Total Temporary Parking (occasional programs)				50 spaces
Total Parking Spaces Required (permanent + temporary)				119 spaces (69 permanent + 50 temporary)

*See Section 3.3.1 for discussion of shared parking and related assumptions.

3.3.1 Assumptions and Shared Parking

As with Scenario 1, Scenario 2 assumes that both the summer camp and childcare / daycare facility will be operating simultaneously on a general day-to-day basis in the summer months, and that drop-offs and pick-ups for both uses will occur in increments and at different times. In addition, Scenario 2 assumes that special events will **not** occur at the same time as group retreats or recreational / sporting events over the summer.

The total parking demand for Scenario 2 can also be applied if an overnight or short-term recreational / sporting event were to occur in place of a special event, as both uses have the same attendee and staff parking demand.

As described in for Scenario 1, there is opportunity for certain uses to share parking spaces based on their peak time of use. For instance, some uses only require parking at certain times, and for short durations, throughout the day. In the case of the childcare / daycare facility, parent / guardian drop-offs are assumed to occur in the early morning (before 10:00 AM), whereas summer camp drop-offs are assumed to occur after 10:00 AM. Thus, parking spaces can be shared for both uses as the spaces will be utilized at different times. Therefore, only 20 spaces are required for these shareable uses, in addition to the 99 spaces for staff and occasional program parking, which results in 119 total spaces.

Therefore, in Scenario 2, the total permanent parking required is 69 spaces comprising 20 spaces to be shared between the camp and daycare / childcare facility and 42 spaces for staff. The total temporary parking required is 50 spaces for occasional program attendees.

3.4 Scenario 3: Day-to-day Basis + Occasional Programs 1 (Off-peak Months)

Scenario 3 considers parking demand on a day-to-day basis during the off-peak months (when the overnight summer camp is not in operation), in addition to occasional programs that may occur simultaneously (group meetings / retreats and recreation / sports). See **Table 5**.

The peak parking demand during the off-peak months for a day-to-day basis and occasional programs is anticipated to require **152 spaces**. Of these spaces, 32 should be permanent spaces to accommodate for the childcare / daycare and staff, with 120 temporary parking spaces for occasional program attendees.

Table 5. Summary of Parking Demand for Scenario 3

Proposed Use / Activity	User Type	Parking Demand Ratio	Quantity	Parking Demand
Childcare / Daycare	Parents / Guardians	36 daycare spaces, and approx. 15% of parents/guardians will drop-off and pick-up more than one child: 31 will require parking	31 parents / guardians over 30-minute increments	10 spaces
	Staff	Per 9-12 children: 1 Infant Toddler Educator, 1 Early Childhood Educator and 1 Early Childhood Educator Assistant	3 Infant Toddler Educators, 3 Early Childhood Educators and 3 Early Childhood Assistants	9 spaces
Retreats / Group Meetings	Attendees	0.80 spaces per attendee	100 (maximum based on sleeping rooms)	80 spaces
	Staff	0.92 spaces per staff member	14 staff members	13 spaces
Recreation / Sports	Attendees	0.50 spaces per attendee	100 attendees	50 spaces
	Staff	0.92 spaces per staff member	Assume same staff members as group retreat	-
Total				162 spaces
Total Permanent Parking (day-to-day and staff) assuming shared parking*				32 spaces
Total Temporary Parking (occasional program attendees) assuming shared parking*				120 spaces
Total Parking Spaces Required (permanent + temporary)				152 spaces (32 permanent + 120 temporary)

See Section 3.4.1 for discussion of shared parking and related assumptions.

3.4.1 Assumptions and Shared Parking

Scenario 3 assumes that the off-peak camp season (spring, fall and winter) will not have any overnight camps. It assumes that the childcare / daycare facility will operate year-round at the same capacity as in the summertime, and that group retreats will only take place in the off-peak season while camp is not in session. Scenario 3 also assumes that recreation / sports may occur simultaneously with group retreats in the off-peak season

for short-term activities that do not require overnight accommodations and will utilize the same staff on site. In this case, it is assumed that the recreation / sport activity will not take place at the same time as childcare / daycare drop-offs and pick-ups.

As with the other scenarios, there is opportunity for certain uses to share parking spaces based on their peak time of use. In this scenario, the childcare / daycare drop-offs and pick-ups are assumed to occur at different times than when recreational / sporting activities may occur. As such, the 10 parking spaces utilized for childcare / daycare drop-offs and pick-ups can also be used for the recreational / sporting activity as the spaces will be utilized at different times.

Therefore, in Scenario 3, the total permanent parking required is 32 spaces comprising 10 spaces for the daycare / childcare facility and 22 spaces for staff. The total temporary parking required is 120 spaces for occasional program attendees.

3.5 Scenario 4: Day-to-day Basis + Occasional Programs 2 (Off-peak Months)

Similar to Scenario 3, Scenario 4 considers parking demand on a day-to-day basis with occasional programming during the off-peak months. However, Scenario 4 includes special events in place of group meetings / retreats. See **Table 6**.

The peak parking demand in Scenario 4 is estimated to require 122 spaces. Of these spaces, 32 should be permanent spaces to accommodate for day-to-day use and staff, with 90 temporary parking spaces for occasional program attendees.

Table 6. Summary of Parking Demand for Scenario 4

Proposed Use / Activity	User Type	Parking Demand Ratio	Quantity	Parking Demand
Childcare / Daycare	Parents / Guardians	36 daycare spaces, and approx. 15% of parents/guardians will drop-off and pick-up more than one child: 31 will require parking	31 parents / guardians over 30-minute increments	10 spaces
	Staff	Per 9-12 children: 1 Infant Toddler Educator, 1 Early Childhood Educator and 1 Early Childhood Educator Assistant	3 Infant Toddler Educators, 3 Early Childhood Educators and 3 Early Childhood Assistants	9 spaces
Special Events (Festivals / Performances / Weddings)	Attendees	0.50 spaces per attendee	100 (maximum based on sleeping rooms)	50 spaces
	Staff	0.92 spaces per staff member	14 staff members	13 spaces
Recreation / Sports	Attendees	0.50 spaces per attendee	100 attendees	50 spaces
	Staff	0.92 spaces per staff member	Assume same staff members as group retreat	-
Total				132 spaces
Total Permanent Parking (day-to-day and staff) assuming shared parking*				32
Total Temporary Parking (occasional program attendees) assuming shared parking*				90
Total Parking Spaces Required (permanent + temporary)				122 spaces (32 permanent + 90 temporary)

*See Section 3.5.1 for discussion of shared parking and related assumptions.

3.5.1 Assumptions and Shared Parking

Scenario 4 assumes that a special event may occur on site simultaneously with short-term recreational / sporting activities in the off-peak camp season. It is assumed that both uses would utilize the same staff present on site.

In this scenario, it is also assumed that the recreational / sporting activity will not occur at the same time as the childcare / daycare drop-offs and pick-ups.

As with the other scenarios, there is opportunity for certain uses to share parking spaces based on their peak time of use. In this scenario, the childcare / daycare drop-offs and pick-ups are assumed to occur at different times than when recreational / sporting activities may occur. As such, the 10 parking spaces utilized for childcare / daycare drop-offs and pick-ups can also be used for the recreational / sporting activity as the spaces will be utilized at different times.

Therefore, in Scenario 4, the total permanent parking required is 32 spaces comprising 10 spaces for the daycare / childcare facility and 22 spaces for staff. The total temporary parking required is 90 spaces for occasional program attendees.

4.0 SCENARIO SUMMARY

Table 7 summarizes the estimated parking demand for each scenario, and the recommended number of permanent parking spaces for each.

Table 7. Summary of Scenario Parking Demand and Permanent Parking Spaces

Scenario	Total Parking Demand	Number of Permanent Parking Spaces Required	Number of Temporary Parking Spaces Required
Scenario 1: Day-to-day Basis (Peak Summer)	56 spaces	56 spaces	0 spaces
Scenario 2: Day-to-day Basis + Occasional Programs (Peak Summer)	119 spaces	69 spaces	50 spaces
Scenario 3: Day-to-day Basis + Occasional Programs 1 (Off-peak Months)	152 spaces	32 spaces	120 spaces
Scenario 4: Day-to-day Basis + Occasional Programs 2 (Off-peak Months)	122 spaces	32 spaces	90 spaces
Peak Parking Spaces Required		Permanent = 69 spaces	Temporary = 120 spaces

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The peak parking demand for permanent parking spaces occurs in Scenario 2, with 69 permanent parking spaces required for a day-to-day basis and staff. The peak parking demand for temporary parking spaces occurs in Scenario 3, with 120 spaces required for occasional program attendees.

5.0 CONCLUSION

Based on the peak permanent parking demand and peak temporary parking demand out of all scenarios explored, it is recommended that the applicant designate 69 permanent parking spaces for day-to-day use and staff, with room for at least 120 temporary parking spaces for occasional program attendees who are on site for weddings, retreats, sporting events, or other activities.

Sincerely,

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