

DATE: May 3, 2023
TO: Brian Hackwood, Nanaimo-Ladysmith School District (SD68)
CC: Alannah Rodgers, Urban Systems
FROM: Beth Hurford, Urban Systems
FILE: 4649.0003.02
SUBJECT: Phase 2, Randerson Ridge School Travel Planning Support Tasks

1.0 PROJECT CONTINUATION UNDERSTANDING

The following workplan outline has been informed by work completed between January and March, 2023 as described in the *Randerson Ridge – School Travel Planning Support Work Plan* dated December 23, 2022 which included two phases of work. In January, 2023 Phase 1 work began and was completed with a report provided to the School District on March 8, 2023.

On April 24, 2023 the School District expressed interest in pursuing a second phase of work based on the findings of Phase 1. The potential second phase of work identified below reflects the input received, observations made, and understanding that the School District, along with the City of Nanaimo, continues to support Active School Travel which is identified in the 2021 Long Range Facilities Plan and the City's 2014 Transportation Master Plan.

2.0 APPROACH, NEXT STEPS TASK OPTIONS

Phase 1 work included 'next steps' that were informed by the activities undertaken and input received during this phase of work. It should be noted that Phase 1 work was focused on gathering information and understanding the current conditions at Randerson Ridge Elementary through various perspectives and observations.

Key considerations identified through this process have been included below. These key considerations are focused on encouraging active travel to and from school for either the entire school journey, or partial journey to minimize congestion and safety concerns on the school site and fronting Randerson Road along Nelson Road.

Each task below includes one round of revisions unless otherwise stated.

Task 1: Paint marking concepts to update paint and signage in the school parking lot to define no parking zones, travel lanes, pedestrian crossing improvements and install stop signs at parking lot exit to align with best practices. This task includes parking lot line painting concepts to support installation on site and does not include the installation itself.

Task 1 Budget: \$1,000

Task 2: Identify new Drive to Five + locations in closer proximity to the school and provide concepts for preserving space for this purpose during peak pick up and drop off periods and signage design (sign face identifying location with AST branding).

The existing Drive to Five + locations are further than a five-minute walking distance and therefore do not provide realistic alternative drop off locations.

Note: Collaboration with City of Nanaimo will be required as part of this task. In some locations engagement with residents may be advised and has not been included within this scope of work. This work will use the City of Nanaimo's [Drive to Five toolkit](#).

Task 2 Fees: \$2,500

Task 3: Explore opportunity/interest in a walking school bus program at Randerson Elementary.

There may be potential to celebrate the groups currently walking (identified as group departing from Parkwood Drive) and build momentum from there. Outreach and discussions with the individuals currently leading informal groups will be required alongside promotion through available communications channels. Timing may be better advised for the 2023/2024 school year.

Note: TransLink, in Metro Vancouver, has recently launched a walking school bus pilot program which may offer valuable reference materials should the school community be interested in pursuing this. This program is in partnership with Dedicated Action for School Health (DASH). Engagement with this program facilitator is advised as part of this task.

Task 3 Fees: \$2,000

Task 4: Update the existing AST Plan to reflect current areas of concern as noted throughout Phase 1 to raise awareness and adapt to new facilities within the neighborhoods (roundabouts, RRFB's, etc and update the Best Routes to School map to reflect new Drive to 5+ locations). The Best Routes map will be updated for inclusion in all back to school messaging and ongoing promotion through newsletters and the school website.

This task will include an update to both the written planning document, and the best routes to school map and assumes the document will be provided in a word format, and data will be made available to inform the existing conditions shown on the updated best routes map.

No further engagement has been included as part of this AST Plan update.

Task 4 Fees: \$5,000

Task 5: Collaborate with City of Nanaimo to explore potential to extend school zone area and add bollards at pedestrian crossings on Nelson Road, and understand/provide recommendations for improving frontage treatments at the upcoming development site to best accommodate continued student travel and drop off activities along Nelson Road (6033 and 6053 Nelson Road).

Task 5 Fees: \$2,000

OPTIONAL Task 6: Parent Advisory Council Meeting presentation for Back to School promotion of Best Routes Map, and any potential programming for Walking School Bus.

Task 6 Fees: No budget has been allocated to this optional task.

Task 7: Summary Report of works undertaken

This task includes a summary report of work completed as part of the tasks selected for this second phase of work. This report will be beneficial for future reference and record keeping purposes and may be shared with groups engaged through the Phase 2 process should the School District wish to share more broadly.

Task 7 Fees: \$2,000

3.0 FEES AND SCHEDULE

Please know that the above tasks are flexible and are not required to be completed together (except for Task 7, Summary Report) as it is understood that that the School District may wish to select tasks from this list. In summary the tasks and fees associated with each are shown below. **These fees do not include 8% disbursements or applicable taxes.** All tasks assume work will be undertaken virtually due to our teams knowledge and familiarity with the school area. Should photos or a site visit be required we will request support from the School District team or would be happy to complete the task at an hourly rate.

Task	Fees
Task 1: Parking Lot Painting Concepts	\$1,000
Task 2: Identify New Drive to 5+ Locations	\$2,500
Task 3: Explore opportunity/interest in a walking school bus program at Randerson Elementary	\$2,000
Task 4: Update Existing AST Plan	\$5,000

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Task 5: Collaborate with City of Nanaimo	\$2,000
OPTIONAL PAC Meeting	No budget allocated to this optional task
Task 7: Summary Report	\$2,000

The approach outlined above is flexible and we would be happy to adapt to best suite the School Districts needs. We look forward to hearing from you and thank you for the opportunity to continue this work with you.

Sincerely,

URBAN SYSTEMS LTD.

Beth Hurford, Transportation Planner and Project Lead

cc: Alannah Rodgers, Transportation Planner and Program Facilitator

/bh
Enclosure

[Document4](#)