

2019

# Walk or Wheel Thunder Bay



ST THOMAS AQUINAS SCHOOL  
**KNIGHTS**

School Travel Plan

6/17/2019



## Edition Tracking

Edition #	Description	Date Finalized
1	Official launch of School Travel Plan including endorsement signature(s)	
2	Updated to include results of first round of follow-up data collection and implementation tracking to date	June 17, 2019
3	Updated to included second round of follow-up data, implementation tracking to date and revisions to the Action Plan	October 26, 2019

# Team & Endorsement

## Committee Members

### School STP Committee

- Frank Lacaria, Principal, St. Thomas Aquinas School
- Pam Sorel, Teacher, St. Thomas Aquinas School
- Nicole Sutherland, Teacher, St. Thomas Aquinas School
- John Kolic, Teacher, St. Thomas Aquinas
- Stasia Starr, Public Health Nurse, Thunder Bay District Health Unit
- St. Thomas Healthy Schools Club

### Regional STP Committee

- April Hadley, Health Promoter, Thunder Bay District Health Unit (co-facilitator)
- Caroline Cox, Program Coordinator, EcoSuperior Environmental Programs (co-facilitator)
- Maggie Rutter, Education Officer, Lakehead Public Schools
- Bruce Sauder, Administrative Services Supervisor, Lakehead Public Schools

- Brent Mandryk, Purchasing Officer, Thunder Bay Catholic District School Board
- Craig Murphy, Manager, Student Transportation Services of Thunder Bay
- Frank Tropea, Community Police Officer, Thunder Bay Police Services
- Jeff Saunders, Community Police Officer, Thunder Bay Police Services
- *Vacant*, Mobility Coordinator, Infrastructure and Operations Department, City of Thunder Bay
- Jillian Fazio, Planner, Planning Services Division, City of Thunder Bay
- Jonathan Paske, Acting Manager, Licensing and Enforcement Division, City of Thunder Bay
- Amy Coomes, Sustainability Coordinator, EarthCare, City of Thunder Bay
- Michelle Riemer, Crossing Guard Supervisor, City of Thunder Bay
- Silva Sawula, Manager, Healthy Living, Thunder Bay District Health Unit

## Endorsement

I endorse the contents of this School Travel Plan:

SCHOOL PRINCIPAL, ON BEHALF OF THE SCHOOL STP COMMITTEE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Frank Lacaria, Principal,  
St. Thomas Aquinas School

LEAD REPRESENTATIVE OF THE REGIONAL STP COMMITTEE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Silva Sawula, Manager, Healthy Living  
Thunder Bay District Health Unit

LEAD REPRESENTATIVE OF THE REGIONAL STP COMMITTEE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ellen Mortfield, Executive Director  
EcoSuperior Environmental Progra

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# Introduction

School Travel Planning (STP) is a community-based approach for increasing rates of active school travel. Active school travel refers to transportation using human-powered modes such as walking, cycling, scooting, skateboarding and rollerblading. Staff, parents and students at our school worked with stakeholders at the regional level to create this School Travel Plan document. We are working together to:

1. Increase the number of children using active modes of transportation to and from school;
2. Decrease traffic congestion at the school; and
3. Increase the proportion of ‘bus zone’ students who regularly ride the school bus.

We will revisit and update this document on a regular basis, adapting our Action Plan as necessary and tracking implementation and data collection results.

## The STP Process



Green Communities Canada maintains the STP Toolkit online at [www.ontarioactiveschooltravel.ca/school-travel-planning-toolkit](http://www.ontarioactiveschooltravel.ca/school-travel-planning-toolkit).

## Background

In 2011-2013, EcoSuperior and the Thunder Bay District Health Unit (TBDHU) delivered School Travel Planning programming as a means to make a positive change in the overall health of the City's children. The goal of the program was to increase children's physical activity levels and positively impact their health and well-being. A pilot project was completed following Active and Safe Routes to School's School Travel Planning model involving École Gron Morgan and Corpus Christi. In spite of the amount of effort dedicated to this project, it had limited sustainability after the conclusion of project funding.

This initial attempt at implementing School Travel Planning initiatives did not expand beyond the initial pilot schools. Parents were a significant barrier to having more children participate in active school travel. As such, the City's Public and Catholic School boards recommended engaging with parents to understand the barriers and facilitators they face with having their children engage in modes of active school travel.

In June of 2017, TBDHU developed a short survey to help identify parents' barriers and facilitators to active school travel in Thunder Bay. Results indicated that making walking and cycling routes safer through supervision and infrastructure improvements would encourage more parents to allow their children to engage in active school travel methods. Empirical evidence (Mammen, 2016), supports the findings of this local survey: "Approximately 35% of parents reported that infrastructure improvements and safety education were the most effective STP [School Travel Planning] strategies" (p.62).

In February, 2018, the Walk and Wheel Thunder Bay Municipal Stakeholder Committee was formed in order to apply for funding from Green Communities Canada and the Government of Ontario to implement active school travel initiatives in Thunder Bay. The Committee consists of stakeholders from the following organizations:

- Thunder Bay District Health Unit
- EcoSuperior Environmental Programs
- Lakehead Public Schools
- Thunder Bay Catholic District School Board
- Student Transportation Services of Thunder Bay
- Thunder Bay Police Services
- City of Thunder Bay Infrastructure and Operations Department
- City of Thunder Bay Planning Services Division
- City of Thunder Bay Licensing and Enforcement Division
- EarthCare, City of Thunder Bay

With EcoSuperior as the lead funding applicant, the Committee was successful in obtaining \$86,000 in funding over 26 months to deliver active school travel initiatives in Thunder Bay. To increase program sustainability, the Committee decided to require schools to apply to participate. In May of 2018, two schools, St. Thomas Aquinas and École Gron Morgan, were selected and two additional schools were selected in January 2019.

## St. Thomas Aquinas

In May of 2018, St. Thomas was successful in applying to participate in the WOW TBay program. Active School Travel initiatives will be delivered at St. Thomas from June 2018-June 2020. Located on the south side of Thunder Bay in a residential neighbourhood, St. Thomas Aquinas is one of 20 schools in the Thunder Bay Catholic District School Board. The school community is comprised of approximately 238 students in grades junior kindergarten through grade six. The catchment area for St. Thomas is large at 15.9 square kilometres, extending west beyond the immediate surrounding residential neighbourhood of Northwood into the Parkdale area.

Prior to joining the WOW TBay program, St. Thomas offered a regular Park and Stride program on Tuesdays and Thursdays in the fall and spring. Students are dropped off at the nearby Safeway and walk the rest of the way to school with school staff or a parent volunteer. The school also offers a cycling program called “Knight Rider.” Staff put a significant amount of effort into these existing programs, and St. Thomas identified parent leadership as one of the main gaps that is a barrier to further expanding program delivery.

## School Profile

**Last update:** March 6, 2019

School name	St. Thomas Aquinas Elementary School
School type	<input checked="" type="checkbox"/> Public (Catholic) <input type="checkbox"/> Separate <input type="checkbox"/> Private <input type="checkbox"/> Other
Year opened	Originally 1965 at a different location, opened in 2007 at current location
Name of school board	Thunder Bay Catholic District School Board
Total number of students	238
<ul style="list-style-type: none"><li>Students who receive bus service (i.e., who live in the ‘bus zone’)</li></ul>	[# of students who live in the ‘bus zone’: 156* ] divided by [total # of students: 238 ] = 65.5 % of students live in the ‘bus zone’  *18 students live outside the school zone and are not eligible for busing.

<ul style="list-style-type: none"> <li>Students who live in the 'walk zone'</li> </ul>	<p>[# of students who live in the 'walk zone': 57* ] divided by [total # of students: 238 ] = 23.9 % of students who live in the 'walk zone'</p> <p>* 25 of 57 students in the walk zone currently receive courtesy bussing. Therefore only 13.4% of the student population may currently walk to school.</p>
<p>Grades</p>	<p><input checked="" type="checkbox"/> Elementary (K-6)  <input type="checkbox"/> Elementary (K-8)  <input type="checkbox"/> Middle school (6-8 or 7-8)  <input type="checkbox"/> Secondary (7-12 or 9-12)  <input type="checkbox"/> All levels (K-12)</p>
<p>Bus policy</p>	<p>'Bus zone' definition: minimum # km between school and home for which grades?</p> <p>.4 km (for grades: JK/SK) .8 km (for grades: 1-3) 1.6 km (for grades: 4-12)</p>
<p>School bell times</p>	<p>Morning: 8:55 am Afternoon: 3:20 pm</p>
<p>Description of location</p>	<p><input checked="" type="checkbox"/> Urban (e.g., city or town centre)  <input type="checkbox"/> Suburban  <input type="checkbox"/> Rural  <input type="checkbox"/> Other: _____</p>
<p>Socio-economic description of families</p>	<p>% of students who live in lower-income households: St. Thomas Aquinas: 9.3%</p> <p>% of students whose parents have some university education: St. Thomas Aquinas: 20%</p>

<p>Special programs at this school that may impact choice of travel mode</p>	<p> <input type="checkbox"/> French immersion                      <input type="checkbox"/> Extended French  <input type="checkbox"/> Fine arts                                      <input type="checkbox"/> Special needs: _____  <input type="checkbox"/> Before and after school day care  <input checked="" type="checkbox"/> Other: NRP-City run program that takes place after school on Tuesdays/Wednesdays/Thursdays </p>
<p>Existing transportation facilities at school site</p>	<p> <input checked="" type="checkbox"/> Bike racks/storage (# bike spaces: _____)  <input checked="" type="checkbox"/> Car parking lot (# car spaces: _____)  <input checked="" type="checkbox"/> Kiss n ride  <input checked="" type="checkbox"/> School bus drop-off zone  <input checked="" type="checkbox"/> School crossing guards  <input type="checkbox"/> Adult or student safety patrol  <input type="checkbox"/> Public transit bus stops serving school  <input type="checkbox"/> Transportation arrangements to after school programs  <input checked="" type="checkbox"/> Crosswalks  <b>Locations within 5 minute walk zone:</b> Oakwood at Victoria Ave.  <input checked="" type="checkbox"/> Sidewalks  <input type="checkbox"/> Other: _____ </p>
<p>Existing safety education resources</p>	<p> <input type="checkbox"/> Traffic safety education—if so, who provides it, to what grades and how often? _____  _____  <input type="checkbox"/> Pedestrian safety education—if so, who provides it, to what grades and how often? _____  _____  <input checked="" type="checkbox"/> Bike safety education—if so, who provides it, to what grades and how often? Bike Rodeo, gr.4, Teacher, Police, Health Unit, Eco-Superior  <input checked="" type="checkbox"/> Police officer school liaison - Assigned officer: Frank Tropea </p>

	<input checked="" type="checkbox"/> Anti-bullying education—if so, who provides it, to what grades and how often? On-going throughout school year- all teachers all grades <input checked="" type="checkbox"/> Hydro safety education (power lines and hydro fields) —if so, who provides it, to what grades and how often? Usually gr.5- Thunder Bay Hydro presents <input type="checkbox"/> Other: _____ _____
Programs at this school that have goals similar to STP	<input type="checkbox"/> Ontario EcoSchools certification (level: _____) <input checked="" type="checkbox"/> Environmental program (specify: Have applied to EcoSchools this year) <input type="checkbox"/> Physical activity program (specify: _____) <input type="checkbox"/> Mental health program (specify: _____) <input checked="" type="checkbox"/> Other: Healthy Schools Certification (OPHEA)
Types of school/parent committee communications used/available (e.g., newsletter, website, Facebook page)	<input checked="" type="checkbox"/> School newsletter (electronic or paper) <input type="checkbox"/> School Council newsletter (electronic or paper) <input checked="" type="checkbox"/> Automated mass voicemail <input checked="" type="checkbox"/> Website <input type="checkbox"/> Twitter <input checked="" type="checkbox"/> Facebook <input checked="" type="checkbox"/> Other: email
Languages used in school communications	English
Languages that would aid communication with parents (if resources permit)	English
Is the school in a Neighbourhood Watch or Block Parent community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Other information	<p>On Tuesdays and Thursdays throughout the fall (October-November) St. Thomas offers a park and stride led by school staff. Students congregate at Safeway on Arthur St. and walk to school as a group. On Wednesday's, school staff offer Knight Rider Bike to School Program (October-November).</p> <p>Staff also offer an intramural program for Primary and Junior students during recess breaks.</p>
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## Map of School Catchment Area

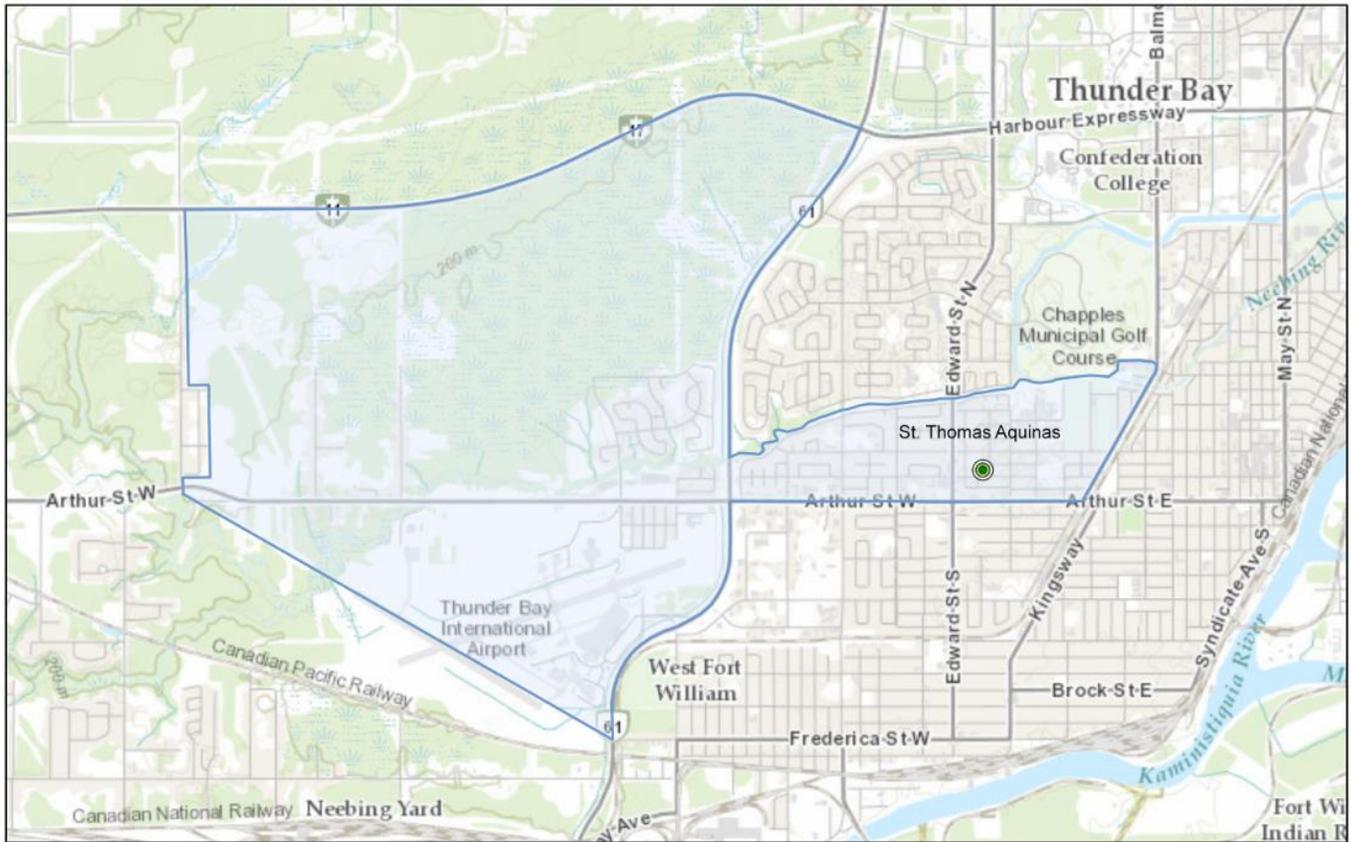


Figure 1 - St. Thomas Aquinas Catchment Area, © City of Thunder Bay, Ontario Base Map, ESRI Canada

## Overview of Timeline

	Plan	
Task	Start Date	End Date
Phase 1b: Set-up at school level	April 2018	November 2018
Phase 2: Assess conditions	September 2018	January 2019

Phase 3: Action planning	January 2019	July 2019
Phase 4: Implementation	June 2019	June 2020
Phase 5: Reassess conditions	Twice-annually in October and May	June 2020
Phase 6: Keep it going	May 2020	June 2020

## Vision & Targets

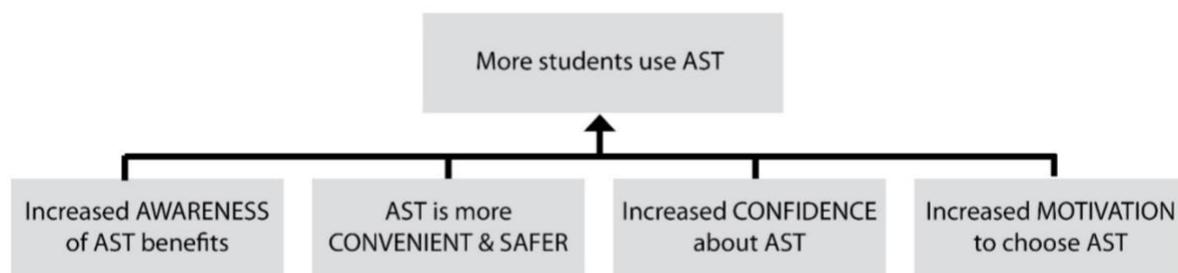
### Vision

To create a culture of walking and wheeling at St. Thomas that encourages students to use safe, convenient, and well-marked routes to bike, walk, or roll to school.

### High-Level School Travel Planning Goals

- Increase parents’ knowledge of the impacts of walking or wheeling on their child’s health and well-being.
- Improve the condition and safety of the routes that students are using to get to and from St. Thomas.
- Reduce traffic from private vehicles at drop off and pick up times. Reduced traffic will improve safety of students approaching the school grounds.

The main goal of School Travel Planning is to get more students to use active school travel (AST). One way to increase the number of students walking and wheeling is to reduce congestion and increase safety at the school site, so that is another key goal for the work. The diagram below shows how all the high-level goals of this work fit together. Our School Travel Plan has been created with these high-level goals in mind, i.e., it contains a comprehensive Action Plan that addresses engineering, education, enforcement, encouragement and evaluation so that all of these goals are supported.



### Key Targets for Our School

The table below shows our key baseline metrics as well as short- and long-term targets we have set.

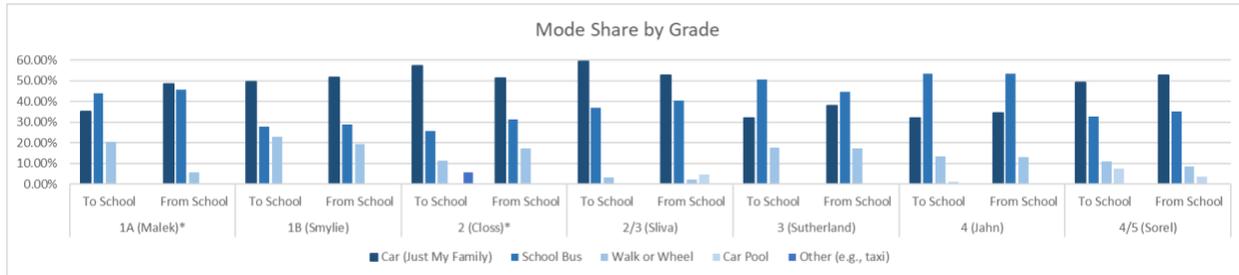
Metric	Baseline # (October 2018)	Target # (after 1 yr)	Target # (after 2 yrs)	Visionary Target # (after 10 yrs)
<b>Walking Metrics</b>				

% of trips taken by students in the 'walk zone' who walk TO school	11.8	14.3 (actual 10.56)	16.8	23.9
% of trips taken by students in the 'walk zone' who walk FROM school	10.69	13.19 (actual 13.11)	15.69	23.9
<b>Cycling Metrics</b>				
% of trips taken by students who cycle TO school	1.63	4.13 (actual 4.47; April, 2019)	6.63	16.63
% of trips taken by students who cycle FROM school	0.91	3.41 (actual 5.51; April, 2019)	5.91	15.63
# of bikes in the bike rack(s)				
<b>School Bus Metrics</b>				
% of trips taken by students in the 'bus zone' who ride the school bus TO school	39.93	42.43	44.93	54.93
% of trips taken by students in the 'bus zone' who ride the school bus FROM school	40.58	43.08	45.58	55.58
<b>Private Vehicle Usage Metrics</b>				
% of trips taken by students who get a ride TO school in a private vehicle	44.28	36.78	29.28	4.54
% of trips taken by students who get a ride FROM school in a private vehicle	46.2	38.7	31.2	4.89
# vehicles entering the school parking lot at start of school day				
# vehicles entering the school parking lot after school				
# of vehicles using the Kiss n Ride				

## Data Collection — Summary of Findings

Hands up surveys were administered by teachers in October of 2018 to determine the mode share of a variety of travel modes used by families on their school journeys. Among elementary school students, hands up surveys are considered a valid and reliable tool to identify modes of travel for the school journey (de Wit, Loman, Faithful, & Hinckson, 2012). Survey data was collected over 1 week (Monday-Friday) in October of 2018.

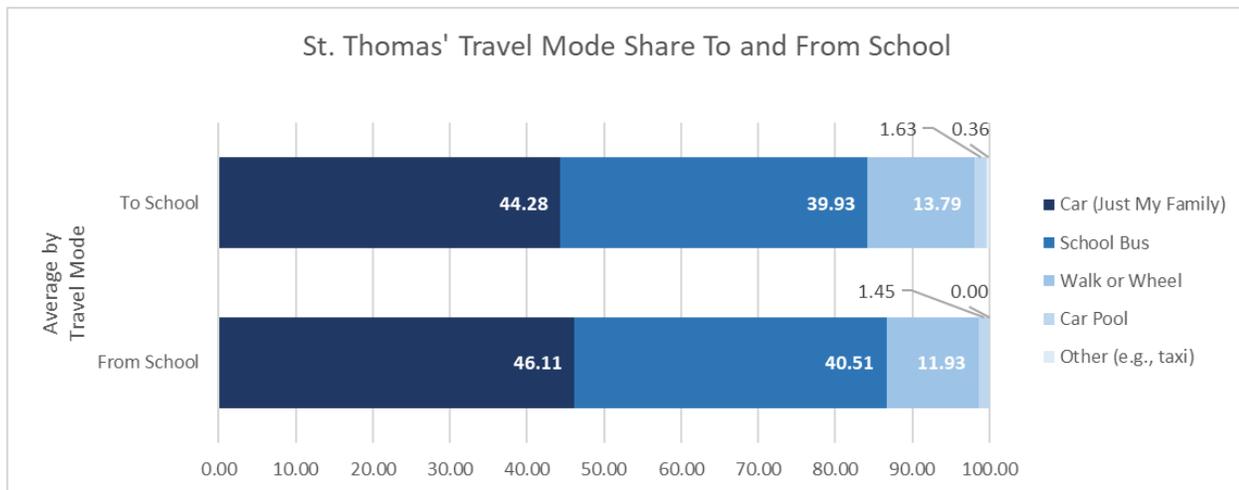
Mode share by grade:



**Figure 2 - Mode Share by Grade (October 2018; \* indicates incomplete data).**

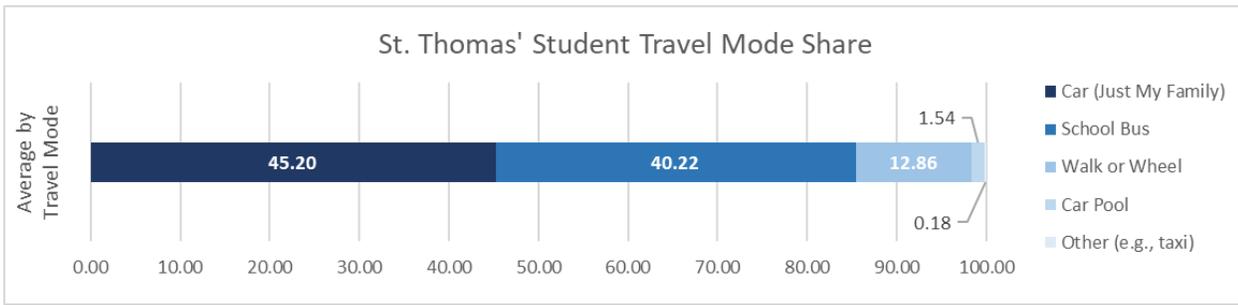
Surveys indicated that a private vehicle was the most frequent mode of travel to school. This number increases slightly after school when five of seven classes reported that a private vehicle was the most frequent mode of travel from school. Grades three and four reported the school bus as the most frequent mode of travel to and from school. Grade one had the highest reported engagement in walking and wheeling, while the grade 2/3 class had the lowest engagement in walking and wheeling.

How students at St. Thomas Aquinas get to and from school:



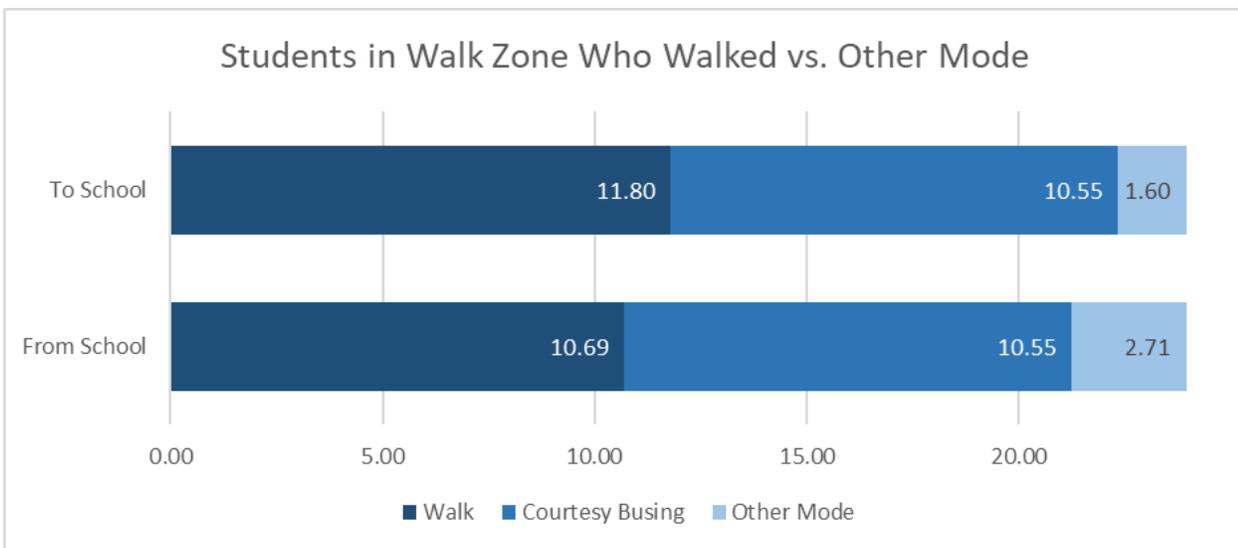
**Figure 3 - Mode Share to and from school (October 2018)**

Private vehicles make up the largest mode share used by St. Thomas students to travel to and from school. The data collected over the course of one week indicated that 84 percent of trips to school were by motor vehicle. This number increases to approximately 87 percent of trips from school.



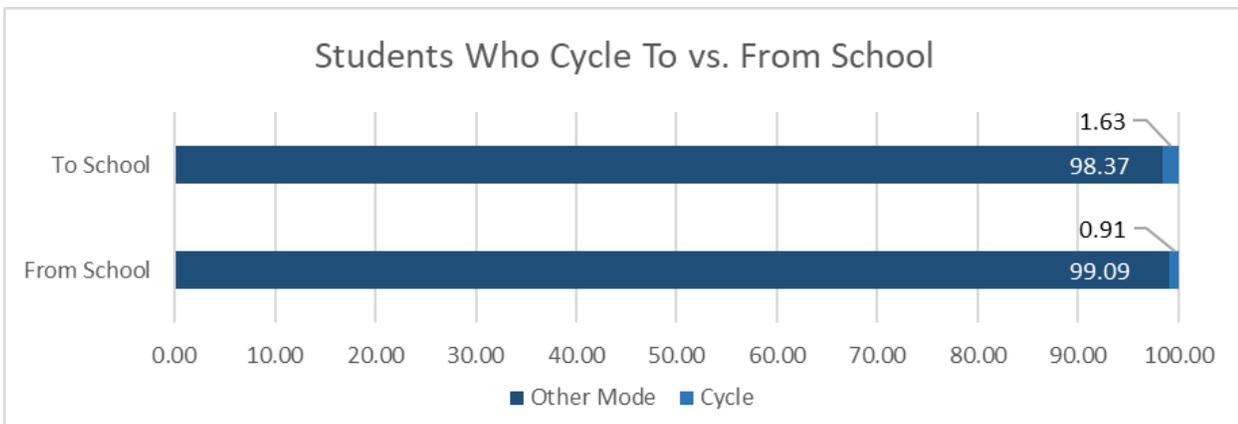
**Figure 4 - Average Trips by Travel Mode to and from school**

57 of the 238 students who attend St. Thomas are in the 'walk zone' which represents approximately 24% of the student population. However, 25 of those students receive courtesy busing. Therefore, only 13.4% of the student population is eligible to walk to school. Hands up survey data indicates that more students walk to school than home from school.

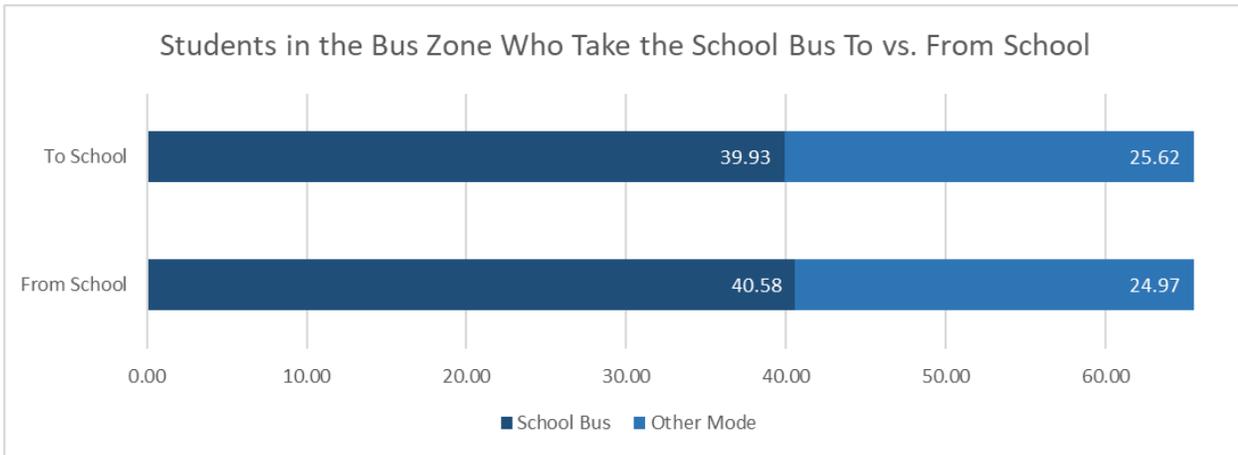


**Figure 5 - Students in the "Walk Zone" who Walk**

Few students reported using cycling as their primary mode of travel to and from school.

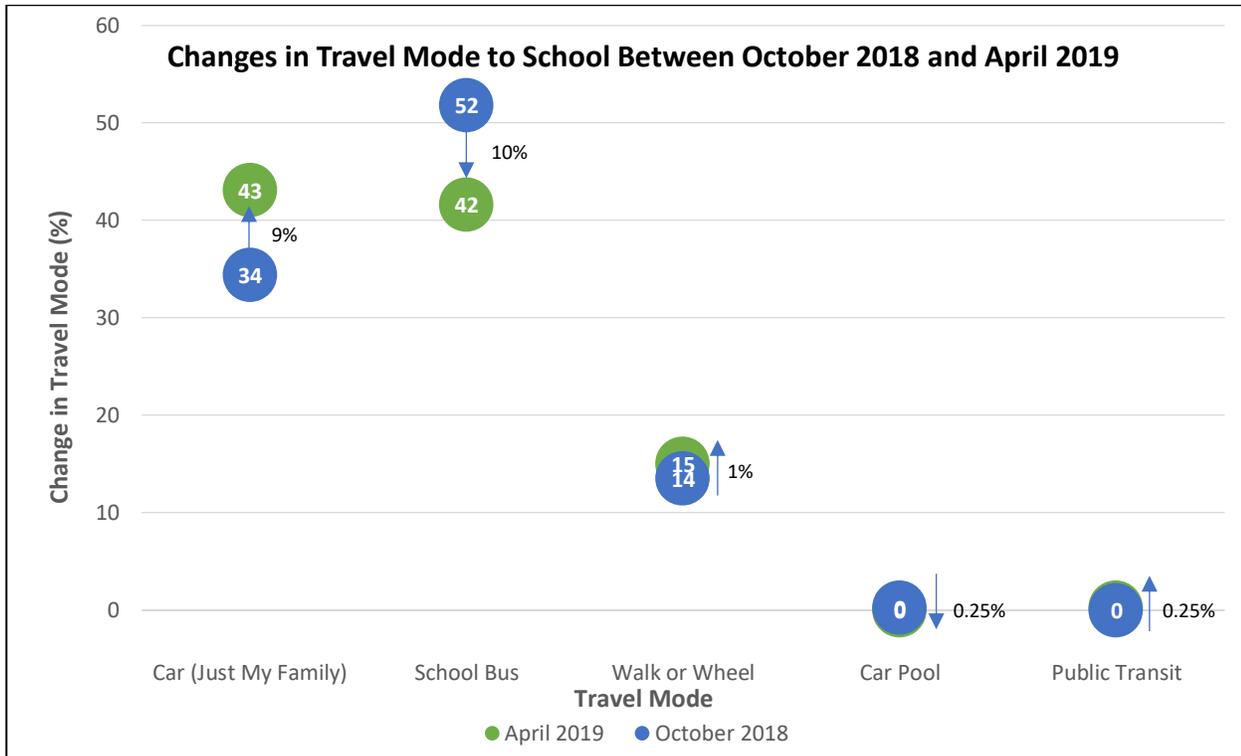


**Figure 6 - Students who Cycle to and from school**



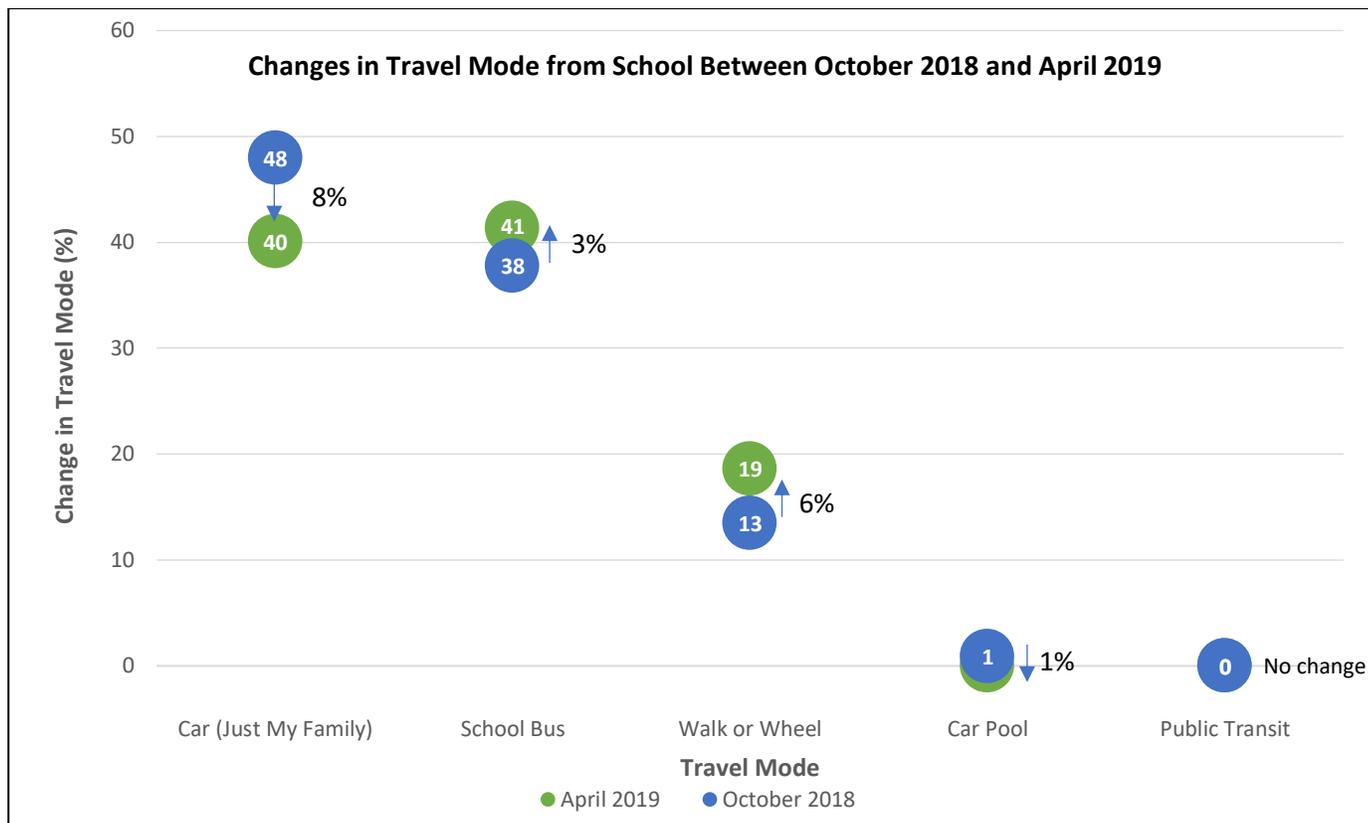
**Figure 7 - Students who take the bus to and from school**

After completing a second round of data collection, participation in the WOW TBay School Travel Planning program, St. Thomas increased the rate of walking and wheeling by an average of 3.33 percent.



**Figure 8 - Changes in travel mode to school after 8 months**

On the way to school private vehicle use increased approximately nine percent. This may correspond to a 10 percent decrease in reported trips to school via school bus. The rate of walking or wheeling to school did increase by approximately one percent between October and April.



**Figure 9 - Changes in travel mode from school after 8 months**

On the way from school private vehicle use decreased approximately eight percent. This may correspond to a 3 percent increase in reported trips to school via school bus. The rate of walking or wheeling to school did increase by approximately six percent between October and April, indicating that more families are choosing active travel for their trips home from school.

## Travel Challenges Summary

While 65.5 % ( $n = 156$ ) of students live beyond the 1.6 kilometre distance that would make them eligible to walk or wheel to school, approximately 40 percent are driven in a private vehicle to and from school. Private vehicles make up the largest mode share of transportation at St. Thomas (46%).

In contrast to the Student Travel Survey which indicated that personal vehicle was the most frequent mode of transport to and from school, Family survey results indicated that the school bus was the most frequent mode of transport to and from school.

St. Thomas has established that Donald Street is the preferred area for student drop off. This attempts to separate the school bus student drop off area on Oakwood Street from the private vehicle drop off in front of the school on Donald Street. It also has created a bottleneck of vehicles entering and exiting the kiss and ride, and an array of vehicles that may make crossing the street to arrive at school a challenge.

*The main travel challenges we face at the school are:*

1. Community support to build a culture of walking and wheeling. Finding parent volunteers to sit on the school travel planning committee was not successful. Finding volunteers from the community or neighbourhood who will support a walking school bus, is a great challenge.

2. A large percentage of students are driven to school in a private vehicle. Students who are eligible to walk or are within the bussing distance may be driven to or from school rather than using an active mode of transportation.
3. Distance to school is cited by parents who completed the family survey as the number one factor influencing mode of travel both to and from school. St. Thomas is a neighbourhood school but has a large catchment area that extends beyond a major highway that students may have to cross when commuting actively.
4. Timing of pedestrian signals crossing arterial roadways is not long enough for students to cross safely. (Arthur and Edward; Victoria and Edward)
5. Afternoon pick up data (both student travel survey and family survey) indicates a shift from either active transportation or school bus to private vehicles. Understanding the reasons for this trend may help promote active transportation for those eligible to walk or school bus usage for those who are within the bussing distance.
6. Families that participate enjoy the park and stride. Finding ways to encourage more members of the school community to volunteer and support this active school travel initiative could be a goal of this program.
7. Students that walk or wheel feel uncomfortable in certain locations along their routes when travelling alone. Promoting walking or cycling in groups on identified routes that are

Detailed findings from the Traffic Observation and Walkabout are included as appendices at the end of this document.

## Action Plan

This Action Plan describes our planned activities for the short, medium and long term (e.g., 3+ yrs). The plan was most recently updated on March 25, 2019.

Action/Initiative	Tasks	Person Responsible	Proposed Dates	Resources or Cost	Notes/Implementation Status
<b>Education</b>					
Parent education	Evening parent education session with information booths.	STP Facilitators with Police and PHN support	September 2020	Refreshments for parents	Short-term goal <b>Next steps: Plan an info session with TBPS for a parent council meeting</b>
	How to prepare your child to walk safely. 1. Parent Session 2. Promotion Video (Applewagon Films)	STP Facilitators with Police and PHN support, Applewagon Films	June or September 2020	1. Refreshments for parents 2. \$1800 budget for video production.	Short-term goal <b>1. Next steps: Plan an info session with TBPS for a parent council meeting</b> <b>2. Next steps: Identify parents</b>
	Poster campaign to increase knowledge of AST benefits	Healthy Schools Club with STP Facilitator support	Fall 2019	HSC time, poster supplies	Short-term goal <b>Next steps: In progress, finalize posters and share using social media.</b>

Action/Initiative	Tasks	Person Responsible	Proposed Dates	Resources or Cost	Notes/Implementation Status
	Poster campaign 'feeling safe' while walking to school	Healthy Schools Club with STP Facilitator support	Fall 2019	HSC time, poster supplies	a flyer or pamphlet, poster, podcast Short-term goal <b>Next steps: Investigate option of using PowToons for HSC to create their own animated video with the messages from the poster campaign</b>
<b>Encouragement</b>					
Best routes signage	Promote best routes through school newsletter and social media campaign.	Healthy Schools Club with STP Facilitator support	August 2019 through fall	\$100 to boost posts on social media	Medium-term goal <b>Next steps: Review routes produced by City Mapping Section with school community when ready in May.</b>
School Announcements	Create script promoting walking or wheeling for the announcements	Healthy Schools Club	On-going throughout 2019-2020 school year	HSC time	Short-term goal <b>Next steps: Continue to develop messages to promote walking and wheeling at St. Thomas.</b>

Action/Initiative	Tasks	Person Responsible	Proposed Dates	Resources or Cost	Notes/Implementation Status
North of 48° Walking Challenge	Implement staff and student walking challenge	St. Thomas and TBDHU	December 2018-June 2019	Minimal, TBDHU staff time	Complete Short-term goal <b>Next steps: Compile Evaluation Report</b>
Pilot Walking School Bus with STSTB support	<ol style="list-style-type: none"> <li>1. Identify route</li> <li>2. Find volunteers</li> <li>3. Educate parents</li> <li>4. Find students and families who want to participate</li> <li>5. Pilot route, refine</li> <li>6. Keep it going</li> </ol>	STP Facilitator, Healthy Schools Club	On-going through 2019-2020 school year	1. VS Record checks for volunteers	Medium-term goal <b>In progress, next steps: Develop Business case</b> <b>STP facilitators met with School, Board, and Student Transportation staff to examine feasibility of a walking school bus through STSTB.</b>
<b>Engineering</b>					
Paint temporary crosswalk @ Rankin and Oakwood	Permission from the City	STP Facilitator, City Crossing Guard Supervisor		Approximate cost \$2000 for paint (WOW Municipal Stakeholder Committee discussed fundraising for cost)	Medium-term goal <b>Next steps: City crossing guard supervisor is looking to pilot a location for a painted crosswalk where there is one existing. Advocate for the crossing at Victoria and Oakwood.</b>

Action/Initiative	Tasks	Person Responsible	Proposed Dates	Resources or Cost	Notes/Implementation Status
	Paint “crosswalk”	Healthy Schools Club with support from STP facilitators and City ENG, City Crossing Guard Supervisor	Spring 2020		Long-term goal  <b>Next steps: Await results of City pilot, if successful implement at Victoria and Oakwood.</b>
<b>Enforcement</b>					
Reduce idling	Add anti-idling signage in front of the school (Donald St.) and kiss and ride.	STP Facilitators	June 2019-September 2019	Cost of anti-idling signs	Medium-term goal  Next steps: Work with Caroline @ EcoSuperior to get anti-idling signage posted summer 2019.
<b>Evaluation</b>					
Best routes	Establish preferred walking and cycling routes	Led by April, with City and School Board support.	Mapping finalized by July, 2019	Budget for 40 wayfinding signs	Short-term goal  In progress. Organizing students at 'catch points' (i.e. bus stop pick-up point) so that students can meet up with other students. Short-term goal  <b>Next steps: Review routes produced by City Mapping Section with school community when ready in May.</b>

Action/Initiative	Tasks	Person Responsible	Proposed Dates	Resources or Cost	Notes/Implementation Status
<b>Other Actions</b>					
Additional bike racks	Install additional bike racks	School and Board staff	June-September 2019	City bike racks for business program	STP facilitator can acquire racks, dependent on bike racks for business program. Medium-term goal
Support park and stride	Promote park and stride in newsletters, social media	STP facilitators	Ongoing until June 2020	Minimal, STP Facilitator time	Potential to change location of existing park and stride (e.g., Tim Horton's on Waterloo or Chapples Park/Friendship Gardens entrance on Victoria Ave  Short-term goal  <b>Next Steps: Promote and support the park and stride at the new location @ the Board Office.</b>
Find additional volunteer support to lead walking school bus	Reach out to other volunteer pools to help support walking and wheeling initiatives	STP facilitators	Ongoing until June 2020	STP facilitator time, VSR checks for volunteers.	Medium-term goal  On-going  <b>Next steps: Continue to research volunteer pools in Thunder Bay and request support for St. Thomas' active school travel initiatives.</b>

Action/Initiative	Tasks	Person Responsible	Proposed Dates	Resources or Cost	Notes/Implementation Status
Create school program slogan	Student-led campaign to determine a slogan for the WOW program at St. Thomas	Health Schools Club	May, June 2019	HSC time	<p>Mr. Kolic suggested “Walking in Jesus' footsteps”</p> <p>Short-term goal</p> <p>On-going</p> <p><b>Next steps: HSC to finalize a slogan.</b></p>

## Implementation Highlights

Below are details about some of the action plan items we've successfully implemented so far. For information about the status of our progress on all Action Plan items, see the Implementation Status column in our Action Plan.

### Increase Park and Stride Support

WOW TBay worked with Shout! Media to create signs to highlight the new park and stride route. The new route begins at the Thunder Bay Catholic District School Board Office on Victoria Avenue and proceeds east to the crossing guard at Oakwood Street and then heads south toward St. Thomas Aquinas School on Oakwood Street. The new location launched May 21, 2019. The 5 signs marking the route will be posted in the summer of 2019, the start sign has already been posted at the Board Office.



Figure 10 - Park and Stride Sign Designs

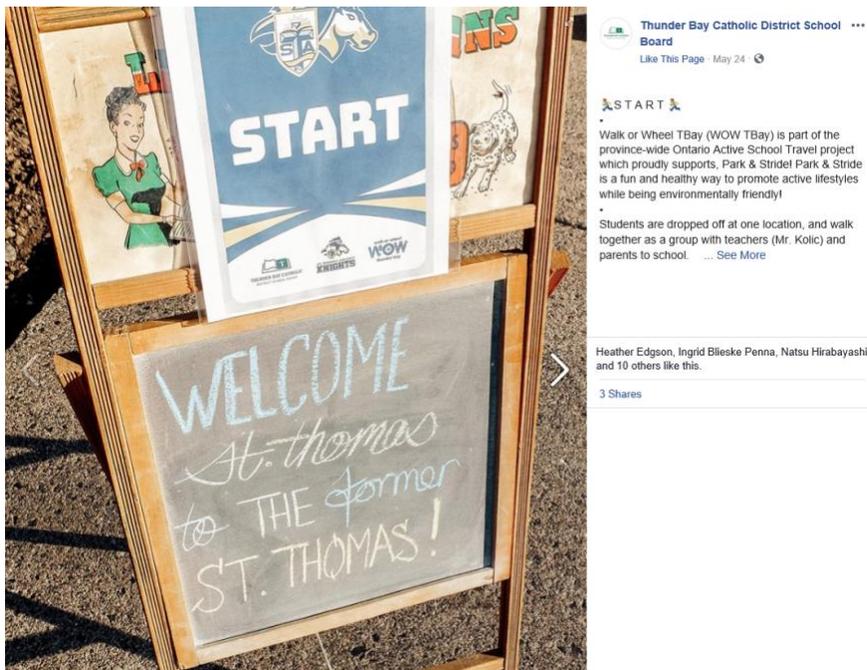


Figure 11 - TBCDSB Facebook Post New Park and Stride Location

## Build Business Case for Walking School Bus with Paid Leaders

St. Thomas' has a large catchment area that extends West beyond the Thunder Bay Expressway. Parents are reluctant to encourage their children to walk independently when crossing major arterial roadways and highways. Furthermore, parents suggested that having others to walk or wheel with, particularly a safe adult, would encourage their family to participate in active school travel. The St. Thomas WOW Committee has identified that having a walking school bus, with safe adult leaders that help transport their students to school, may be an effective way to increase rates of active transportation to school. The St. Thomas WOW TBay Facilitator is working to build a business case to move this initiative forward.

## New Bike Racks

St. Thomas' bike rack does not meet current City standards. Utilizing the City's Bike Racks for Business program will help the school acquire racks that are better suited to store youth bicycles.



Figure 12 - Current Bike Rack at St. Thomas (April, 2019)

## Best Routes Mapping

WOW TBay is working with the City of Thunder Bay to recommend best routes based on students living in the walk zone within the school's catchment area.



## Appendix 1: Detailed WOW TBay Program Timeline

Project Phase	Key Objectives	Tasks and Deliverables	Estimated Date of Completion	Resources Required (e.g., personnel, facilities, materials)
<b>Planning and Set-up for program</b> (May 2018-October 2018)	Sign stakeholder committee Terms of Reference	Sign Stakeholder Committee Terms of Reference	<b>October 2018</b>	Led by Facilitators in partnership with all stakeholders
	Policy scan	Complete an environmental policy scan: Identify existing policies and procedures that affect active school travel, and new policies and procedures that are needed	<b>July 2018</b>	Led by TBDHU Facilitator
	Progress Report 1	<ol style="list-style-type: none"> <li>1. Complete progress report 1</li> <li>2. Present to stakeholder committee</li> </ol>	<b>July 2018</b>	Led by EcoSuperior Facilitator
	Process evaluation	Process evaluation: stakeholder committee	<b>August 2018</b>	Led by TBDHU evaluator
	Send <b>three</b> representatives to attend the Ontario Active School Travel Summit	<ol style="list-style-type: none"> <li>1. Plan and book travel</li> <li>2. Attend summit</li> </ol>	<b>October 2018</b>	Led by Facilitators
<b>Planning and Set-up for four schools (two rounds of two schools each)</b> First round April 2018 – October 2018; second	Design school application process	<ol style="list-style-type: none"> <li>1. Create draft application</li> <li>2. Present to committee</li> <li>3. Update with changes</li> </ol>	<b>May 2018</b>	Led by Facilitators with input and approval from Municipal Stakeholder Committee
	Promote application to schools	<ol style="list-style-type: none"> <li>1. Create website and Facebook ads.</li> <li>2. Promote application through targeted emails</li> </ol>	<b>May 2018</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by School Board staff</li> </ol>

round January-February 2019)		to school staff and parent councils.		
	Select two schools	<ol style="list-style-type: none"> <li>1. Discuss priorities in school selection</li> <li>2. Evaluate applications</li> <li>3. Select schools</li> </ol>	<b>April 30, 2018 (first round);</b> <b>January 30 2019 (second round)</b>	Led by Municipal Stakeholder Committee
	Process evaluation	Process evaluation: application phase	<b>August 30, 2018 (first round);</b> <b>February 28, 2019 (second round)</b>	Led by TBDHU evaluator
	Policy scan	Incorporate schools' policies into environmental policy scan	<b>July 2018 (first round); February 28, 2019 (second round)</b>	Led by TBDHU Facilitator
	Policy scan	Provide updated policy scan for reports	<b>30 June 2018; 30 November 2018;</b> <b>30 May 2019; 30 November 2019;</b> <b>12 June 2020</b>	Led by TBDHU Facilitator
	Process evaluation	Process evaluation: policy scan	<b>November 2018 (first round);</b> <b>March 2019 (second round)</b>	Led by TBDHU evaluator
	Media release	Write media release announcing successful schools	<b>June 2018</b>	Led by EcoSuperior
	Media	All stakeholders will update website to include a page about active school travel	<b>October 2018</b>	Led by members of stakeholder committee

	Establish school STP committee at two schools (first round)	<ol style="list-style-type: none"> <li>1. Recruit members, focusing on champions who applied and recruiting additional members as required</li> <li>2. Initiate bi-monthly meetings</li> </ol>	<b>October 30, 2018 (first round)</b> Cancelled for second round	<ol style="list-style-type: none"> <li>1. Led by Facilitators and school administration</li> <li>2. Led by Facilitators</li> </ol>
	Determine school STP leaders at two schools (in lieu of school STP community for second-round schools)	<ol style="list-style-type: none"> <li>1. Recruit members of the school community, primarily school staff, who will provide email and in-person input into school travel plan.</li> <li>2. Engage parents, students, and other members of school community as volunteers to help with initiatives in the School Travel Plan.</li> </ol>	February 2019-June 2020	Led by Facilitators in consultation with school community
<b>Delivery Year 1</b> (September 2018 – August 2019)	Manage project costs	Manage and track all expenditures	September 2018-August 2019	Led by EcoSuperior Facilitator
	Deliver Bike Week	<ol style="list-style-type: none"> <li>1. Deliver Bike Rodeos and Commuter Cycling Skills Courses to schools in Lakehead District School Board and Thunder Bay Catholic District School Board</li> <li>2. Plan media launch and write media release</li> </ol>	<b>May-June 2018</b>	Safe Cycling Thunder Bay program coordinator

		3. Award highest participating schools in each board		
	Organize a media launch event (school assembly) in which the School Agreement is signed by the principal. A Walkabout will follow the media event.	<ol style="list-style-type: none"> <li>1. Plan event &amp; prepare School Agreement for signing</li> <li>2. Invite stakeholders &amp; City Councilors</li> <li>3. Coordinate speakers</li> <li>4. Create media invitation and media release</li> <li>5. Deliver media event and Walkabout</li> <li>6. Sign School Agreement</li> </ol>	<b>November 5, 2018</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators in consultation with stakeholder and school committees</li> <li>2. Led by Facilitators in consultation with stakeholder and school committees</li> <li>3. Led by Facilitators in consultation with stakeholder and school committees</li> <li>4. Led by EcoSuperior facilitator with feedback from TBDHU and funders</li> <li>5. Led by Facilitators with all stakeholders in attendance</li> <li>6. School principal</li> </ol>
	Organize school assembly and Walkabouts at remaining three schools. School Agreement will be signed during school assembly.	<ol style="list-style-type: none"> <li>1. Plan event &amp; prepare School Agreement for signing</li> <li>2. Invite stakeholders &amp; City Councilors</li> <li>3. Coordinate speakers</li> <li>4. Deliver Walkabout</li> <li>5. Sign School Agreement</li> </ol>	<b>November 12, 2018 (first round)</b>  <b>April 17, 2019 (second round assemblies)</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators in consultation with stakeholder and school committees</li> <li>2. Led by Facilitators in consultation with stakeholder and school committees</li> <li>3. Led by Facilitators in consultation with stakeholder and school committees</li> </ol>

			<b>May 30, 2019 (second round Walkabouts)</b>	<ol style="list-style-type: none"> <li>4. Led by Facilitators with all stakeholders in attendance</li> <li>5. School principal</li> </ol>
	Offer information session for staff at St. Thomas Aquinas about Walk Or Wheel Thunder Bay	Set up date with principal	<b>November 5, 2018</b>	Organized by Facilitators and principal. Wallace Beaton, Manager for Community Engagement and Capacity, Ontario Active School Travel Program, Green Communities Canada helped answer questions.
	Deliver Inspiration and Networking Café for stakeholders	<ol style="list-style-type: none"> <li>1. Set up meeting</li> <li>2. Deliver presentations</li> </ol>	<b>November 6, 2018</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by Facilitators and Wallace Beaton</li> </ol>
	Conduct traffic count	Conduct traffic count	<b>October 2018 (first round); March 2019 (second round)</b>	City of Thunder Bay Infrastructure and Operations Department
	Conduct baseline Classroom Travel Surveys	<ol style="list-style-type: none"> <li>1. Customize surveys and deliver to schools</li> <li>2. Conduct surveys</li> <li>3. Collect and input data</li> </ol>	<b>November 2018 (first round); May 2019 (second round)</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by school staff (principals and teachers)</li> <li>3. Led by Facilitators</li> </ol>
	Conduct baseline Family Surveys	<ol style="list-style-type: none"> <li>1. Develop education materials</li> <li>2. Customize surveys and distribute to families</li> <li>3. Collect and input data</li> </ol>	<b>November 2018 (first round); May 2019 (second round)</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by Facilitators and school staff</li> <li>3. Led by Facilitators</li> </ol>
	Deliver Walk to School Month	<ol style="list-style-type: none"> <li>1. Create and distribute materials promoting walk to school month</li> </ol>	<b>November 2018</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by teachers of participating classes</li> <li>3. Led by Facilitators</li> </ol>

		<ol style="list-style-type: none"> <li>Track participation of children at <b>six</b> schools through Student Travel Surveys</li> <li>Collect and input data</li> <li>Award prizes for schools and classes with highest participation</li> </ol>		<ol style="list-style-type: none"> <li>Led by Facilitators</li> </ol>
	Deliver Walk to School Month Media Launch	<ol style="list-style-type: none"> <li>Create media invitation to St. Thomas Aquinas Elementary School's Park and Stride</li> <li>Invite media and stakeholders</li> <li>Deliver launch</li> <li>Distribute media release</li> </ol>	<b>October 4, 2018</b>	<ol style="list-style-type: none"> <li>Led by EcoSuperior Facilitator</li> <li>Led by Facilitators</li> <li>Led by TBDHU Facilitator</li> <li>Led by EcoSuperior Facilitator</li> </ol>
	Compile historical data (collisions, road statistics, violations); crime and/or traffic statistics; and areas of concern	<ol style="list-style-type: none"> <li>Design input process</li> <li>Provide data</li> <li>Compile data</li> </ol>	<b>October-December 2018 (first round); March-May 2019 (second round)</b>	<ol style="list-style-type: none"> <li>Led by Facilitators in consultation with stakeholder and school committees</li> <li>Led by stakeholder and school committee members</li> <li>Led by Facilitators</li> </ol>
	Create dot maps of students' homes, where data is available	<ol style="list-style-type: none"> <li>Design map</li> <li>Provide data</li> <li>Plot data</li> </ol>	<b>March-June 2019 (first and second round)</b>	<ol style="list-style-type: none"> <li>Led by City of Thunder Bay Planning Services Department</li> <li>Led by school staff</li> <li>Led by City of Thunder Bay Planning Services Department</li> </ol>
	Prepare progress report 2	<ol style="list-style-type: none"> <li>Prepare progress report # 2</li> </ol>	<b>December 2018</b>	Led by EcoSuperior Facilitator

		2. Present to stakeholder and school committees		
Analyze data to create school profile	1. Compile data 2. Analyze data 3. Complete school profile		<b>December 2018-January 2019 (first round);</b> June-August 2019 (second round)	Led by Facilitators
Present school profile to stakeholder and school committees.	1. Prepare PowerPoint 2. Present school profile		<b>January 2019 (first round)</b>	Led by Facilitators  St. Thomas' school profile has been shared with the principal, determined not necessary to share with school committee as it is mostly students.
Develop school travel plan: in consultation with stakeholder and school committees, determine interventions regarding enforcement, encouragement, and evaluation	1. Brainstorm initiatives 2. Create draft school travel plan 3. Present to stakeholder and school committees 4. Revise based on feedback 5. School travel plan finalized and signed by all stakeholders.		<b>January-May 2019 (first round)</b>  <b>St. Thomas' travel plan is complete but not yet signed (June 5, 2019)</b>	Led by Facilitators
Deliver Winter Walk Day	1. Create and distribute materials promoting Winter Walk Day 2. Track participation of children at four schools using Student Travel Surveys		<b>February 2019</b>	1. Led by Facilitators 2. Led by teachers 3. Led by Facilitators 4. Led by Facilitators

		<ol style="list-style-type: none"> <li>3. Compile results</li> <li>4. Award prizes for classes and schools with highest participation.</li> </ol>		
	Active School Travel presentation developed for teacher training.	Presentation developed	March 1, 2019	EcoSuperior Facilitator
	Deliver Active School Travel presentation for teachers at Kingsway, Odgen, and McKellar Park Public Schools	Presentation delivered	March 1, 2019	EcoSuperior Facilitator
	Participate in launch for new walking program at Kingsway Public School	Attend launch	April 1, 2019	TBDHU Facilitator
	Design pedestrian education presentation for elementary students. There is a need for this presentation to cover basic pedestrian safety education and to be customizable based on the school neighbourhood. For instance, teachers at Ogden and McKellar Park Public Schools have requested that the presentation address concerns about students walking in a higher-crime neighbourhood.	<ol style="list-style-type: none"> <li>1. Partner with Thunder Bay Police and Evergreen A United Neighbourhood (community group in Ogden and McKellar Park's school neighbourhood) to design an appropriate presentation</li> <li>2. Presentation delivered by police</li> </ol>	<ol style="list-style-type: none"> <li>1. June-August 2019</li> <li>2. September-October 2019</li> </ol>	Facilitators bring partners to the table; police design and deliver presentation with input from Evergreen A United Neighbourhood and schools.

	C.D. Howe public school staff requested input about enhancing cycling	<ol style="list-style-type: none"> <li>1. Referrals made to the Bike Racks for Business and Safe Cycling Thunder Bay programs.</li> <li>2. Teacher is presenting bike rack recommendations to parent council to request funds.</li> <li>3. Bike Rodeo is being booked for June</li> </ol>	<b>May 7, 2019</b>	Led by C.D. Howe staff
	Organize school assemblies for two new schools. School Agreement will be signed during school assembly. (second round)	<ol style="list-style-type: none"> <li>1. Plan event &amp; prepare School Agreement for signing</li> <li>2. Deliver assembly</li> <li>3. Sign School Agreement</li> </ol>	<b>April 30 2019</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by Facilitators, in consultation with principal</li> <li>3. Led by Principal</li> </ol>
	Conduct media to announce two new schools	Write and distribute media release	<b>April 30, 2019</b>	Led by EcoSuperior facilitator and Thunder Bay Catholic School Board staff
	Process evaluation	Process evaluation: baseline data collection	<b>May 3, 2019</b>	Led by TBDHU evaluator
	Process evaluation	Process evaluation: school committee set-up	<b>School committee process has changed, therefore process evaluation not completed.</b>	Led by TBDHU evaluator
	Organize Walkabouts for two new schools	Plan and deliver Walkabouts	<b>May 2019</b>	Led by Facilitators

	Deliver Active April (local name for Spring into Spring)	<ol style="list-style-type: none"> <li>1. Create &amp; distribute materials promoting Active April</li> <li>2. Track participation of children at four schools using Student Travel Surveys</li> <li>3. Compile results</li> <li>4. Award prizes for classes and schools with highest participation.</li> </ol>	<b>April 2019</b> <ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Complete</li> <li>3. In progress</li> <li>4. June, 2019</li> </ol>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by teachers</li> <li>3. Led by Facilitators</li> <li>4. Led by Facilitators</li> </ol>
	Conduct follow-up travel surveys	<ol style="list-style-type: none"> <li>1. Customize surveys and deliver to schools</li> <li>2. Conduct surveys</li> <li>3. Collect and input data</li> </ol>	<b>May 2019 (first round)</b>	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by school staff (principals and teachers)</li> <li>3. Led by Facilitators</li> </ol>
	Prepare Progress Report #3	<ol style="list-style-type: none"> <li>1. Prepare progress report #3</li> <li>2. Present to stakeholder and school committees</li> </ol>	<b>June 7 2019</b>	Led by EcoSuperior Facilitator
	Deliver Bike Week	<ol style="list-style-type: none"> <li>1. Promote, plan, and deliver Bike Rodeos for grades 3-8 classes upon request</li> <li>2. Deliver bike and helmet safety presentations to younger classes</li> <li>3. Create materials promoting biking to school</li> <li>4. Encourage children at four schools to bike to school during Bike Week</li> </ol>	<b>May-June 2019</b>	Led by Safe Cycling Thunder Bay program coordinator

	Implement changes to built environment	Following recommendations in school travel plan, make minor infrastructure changes to school grounds and surrounding areas, as budgets allow and where feasible. The WOW Tbay stakeholder committee anticipates that interventions will include: on-road signage to complement best walking/biking route maps, bike racks, and signage on school grounds.	July-August 2019 (first round)	Led by board, school administration, and City of Thunder Bay Infrastructure and Operations Department
	Implement changes to policies	Following recommendations in school travel plan, consider modifying By-laws and policy; for example, changing parking, changing speeds, adding school zones, putting in authorized traffic calming	July-August 2019 (first round)	Led by City of Thunder Bay Infrastructure and Operations Department and City of Thunder Bay Licensing and Enforcement Division
	Purchase supplies	Purchase supplies to deliver initiatives recommended in school travel plan. The WOW Tbay stakeholder committee anticipates that these will include: safety vests for school safety committees, vulnerable sector records checks for	<b>July-August 2019</b>	Led by EcoSuperior Facilitator

		volunteers to assist with interventions (walking school bus, events, etc.)		
	Develop materials	Develop materials for students, teachers, and caregivers to deliver initiatives recommended in school travel plan. The WOW Tbay stakeholder committee anticipates that these will include: best walking/biking route maps and infographics.	July-August 2019 (first round)	Led by Facilitators
<b>Delivery Year 2</b> (September 2019 – June 2020)	Implement changes to built environment	Following recommendations in school travel plan, make minor infrastructure changes to school grounds and surrounding areas, as budgets allow and where feasible. The WOW Tbay stakeholder committee anticipates that interventions will include: on-road signage to complement best walking/biking route maps, bike racks, and signage on school grounds.	September 2019-June 2020 (first round); January-June 2020 (second round)	Led by board, school administration, and City of Thunder Bay Infrastructure and Operations Department
	Implement changes to policies	Following recommendations in school travel plan, consider modifying By-laws	September 2019-June 2020 (first round); January-	Led by City of Thunder Bay Infrastructure and Operations Department and City of Thunder

		and policy; for example, changing parking, changing speeds, adding school zones, putting in authorized traffic calming	June 2020 (second round)	Bay Licensing and Enforcement Division
	Purchase supplies	Purchase supplies to deliver initiatives recommended in school travel plan. The WOW Tbay stakeholder committee anticipates that these will include: safety vests for school safety committees, vulnerable sector records checks for volunteers to assist with interventions (walking school bus, events, etc.)	September 2019-June 2020 (first round); January-June 2020 (second round)	Led by EcoSuperior Facilitator
	Develop materials	Develop materials for students, teachers, and caregivers to deliver initiatives recommended in school travel plan. The WOW Tbay stakeholder committee anticipates that these will include: best walking/biking route maps, info graphics.	September 2019-June 2020 (first round); January-June 2020 (second round)	Led by Facilitators
	Deliver education campaign	Distribute print info graphics to teachers, students, and caregivers; use info graphics in a	September 2019-June 2020	Led by TBDHU Facilitator

		targeted Facebook advertising campaign		
	Manage project costs	Manage and track all expenditures	September 2019- June 2020	Led by EcoSuperior Facilitator
	Organize a media launch event (school assembly)	<ol style="list-style-type: none"> <li>1. Plan event</li> <li>2. Invite stakeholders &amp; City Councilors</li> <li>3. Create media invitation and media release</li> <li>4. Deliver media event</li> </ol>	October 2019	Led by Facilitators
	Organize school assemblies at three remaining schools	<ol style="list-style-type: none"> <li>1. Plan event</li> <li>2. Invite stakeholders</li> <li>3. Deliver assembly</li> </ol>	October 2019	Led by Facilitators
	Present school profile to stakeholder and school committees	<ol style="list-style-type: none"> <li>1. Prepare PowerPoint</li> <li>2. Present school profile</li> </ol>	October 2019 (second round)	Led by Facilitators
	Process evaluation	Process evaluation: baseline	October 2019 (second round)	Led by TBDHU evaluator
	Process evaluation	Process evaluation: engaging stakeholders & school in action plan	October 2019 (first round)	Led by TBDHU evaluator
	Deliver Walk to School Month	<ol style="list-style-type: none"> <li>1. Create &amp; distribute materials promoting Walk to School month</li> <li>2. Track participation of children at four schools using Student Travel Surveys</li> <li>3. Compile results</li> </ol>	October 2019	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by teachers</li> <li>3. Led by Facilitators</li> <li>4. Led by Facilitators</li> </ol>

		4. Award prizes for classes and schools with highest participation.		
	Conduct follow-up travel surveys	<ol style="list-style-type: none"> <li>1. Customize surveys and deliver to schools</li> <li>2. Conduct surveys</li> <li>3. Collect and input data</li> </ol>	October 2019 and May 2020 (both rounds)	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by school staff (principals and teachers)</li> <li>3. Led by Facilitators</li> </ol>
	Deliver Winter Walk Day	<ol style="list-style-type: none"> <li>1. Create &amp; distribute materials promoting Winter Walk Day</li> <li>2. Track participation of children at four schools using Student Travel Surveys</li> <li>3. Compile results</li> <li>4. Award prizes for classes and schools with highest participation.</li> </ol>	October 2020	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by teachers</li> <li>3. Led by facilitators</li> <li>4. Led by facilitators</li> </ol>
	Develop school travel plan: in consultation with stakeholder and school committees, determine interventions regarding enforcement, encouragement, and evaluation	<ol style="list-style-type: none"> <li>1. Brainstorm initiatives</li> <li>2. Create draft school travel plan</li> <li>3. Present to stakeholder and school committees</li> <li>4. Revise based on feedback</li> <li>5. School travel plan finalized and signed by all stakeholders</li> </ol>	October-December 2019 (second round)	Led by Facilitators
	Prepare Progress Report 4	<ol style="list-style-type: none"> <li>1. Prepare progress report 4</li> <li>2. Present to stakeholder and school committees</li> </ol>	November 2019	Led by EcoSuperior Facilitator

	Process evaluation	Process evaluation: engaging stakeholders & school in action plan	February 2020	Led by TBDHU evaluator
	Deliver Active April (local name for Spring Into Spring)	<ol style="list-style-type: none"> <li>1. Create &amp; distribute materials promoting Active April</li> <li>2. Track participation of children at four schools using Student Travel Surveys</li> <li>3. Compile results</li> <li>4. Award prizes for classes and schools with highest participation.</li> </ol>	April 2020	<ol style="list-style-type: none"> <li>1. Led by Facilitators</li> <li>2. Led by teachers</li> <li>3. Led by Facilitators</li> <li>4. Led by Facilitators</li> </ol>
	Process evaluation	Process evaluation: implementation phase	April-May 2020	Led by TBDHU evaluator
	Process evaluation	Process evaluation: policy scan	April-May 2020	Led by TBDHU evaluator
	Process evaluation	Process evaluation: focus groups for selected members of stakeholder and school committees	March-May 2020	Led by TBDHU evaluator
	Process evaluation	Final report	May 2020	Led by TBDHU evaluator
	Deliver Bike Week	<ol style="list-style-type: none"> <li>1. Promote, plan, and deliver Bike Rodeos for grades 3-8 classes upon request</li> <li>2. Deliver bike and helmet safety presentations to younger classes</li> </ol>	June 2020	Led by Safe Cycling Thunder Bay program coordinator

		<ol style="list-style-type: none"> <li>3. Create materials promoting biking to school</li> <li>4. Encourage children at four schools to bike to school during Bike Week</li> </ol>		
	Sign School Travel Charter	Considering progress made during pilot and next steps, create a School Travel Charter as a legacy piece that marks stakeholders' commitment to Active School Travel following the conclusion of program funding.	June 2020	Led by Facilitators in consultation with Municipal Stakeholder Committee.
	Create sustainability recommendations report	Use consultant's final report from process evaluation and other input provided by stakeholders to create a report of sustainability recommendations	June 2020	Led by Facilitators
	Prepare progress report 5	<ol style="list-style-type: none"> <li>1. Prepare progress report 5</li> <li>2. Present report to stakeholder and school committees</li> </ol>	June 2020	Led by EcoSuperior Facilitator
<b>Final Evaluation</b> (May 2020 - June 2020)	Update environmental policy scan; identify progress towards creating new policies and procedures previously identified	Update environmental policy scan; identify progress towards creating new policies and procedures previously identified	June 2020	Led by Facilitators

# Appendix 2: Detailed Traffic Observations



## Traffic Observation

### Traffic Observation Form

School Name: St. Thomas Aquinas

Date: October <sup>31</sup> 22, 2018

Start time: 8:30

End Time: 9:00

Location: Donald & Oakwood

Observer: April

### Traffic Observation Notes

(See Instructions page for details about the types of behaviour to watch for. Record what you see here; use additional pages as needed.)

Truck parked in front of no parking sign  
 - idling + 5 mins  
 - Parking in "2 min" parking more than 2mins and in front of school  
 1<sup>st</sup> bus @ 8:32

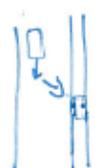
1 ~~HT~~ ~~HT~~ cars @  
~~HT~~ ~~HT~~ K&R

- K&R super busy

- Cyclist - Donald

- stopping in bus drop off

Pedestrian ||



- both parents separate vehicles @ drop off



- w. parents

- pulled and parked wrong way  
 Cars Oakwood → Donald to K&R → lots!

Cars Donald → Oakwood  
 parking across no infrastructure

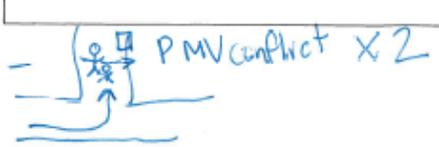
- Parking opposite K&R  
 - walking children across no crosswalk / crossing guard!!!

- Bus drop off (HS)  
 - older students coming (reds) down Oakwood crossing St.

- Exiting vehicles onto Donald.

- U turn @ stop sign on Oakwood

- lots of traffic on Donald



→ group P/U for HS @ Donald + Grey



# Traffic Observation

Date  
Mrs starts  
3-4

## Traffic Observation Form

School Name: École Gr. Notgar St. Thomas

Date: October 22, 2018

Start time: 8:33

End Time: \_\_\_\_\_

Location: Oakwood @ Rankin Observer: Caroline

Jay walking Oakwood !!  
Cars in bus zone !!

### Traffic Observation Notes

(See Instructions page for details about the types of behaviour to watch for. Record what you see here; use additional pages as needed.)

Ped Oakwood  
Pass

Kids  
||||

also via  
Rankin

Crossing guard at Victor is in action before 8:33  
8:40, couple of kids arriving (peds & cyclists)

Cyclist via Donald

Peds via Rankin, Oakwood, alley b/w Vic & Donald

Peds = mostly pairs of kids w/ adult + No problems w/ staff parking observed

Car drop-off Oakwood

Buses Oakwood 8:40, 8:48

Oakwood N of Victoria, couple kids walking w/ sidewalks. Construction, kids in middle of road

→ 1 SUV stopped in bus lane

Traffic volumes low

Buses via Rankin

Cyclist via Sidewalk, Vic

Cars cut & turn into bike lane

Transit on Victoria, stop nearby (#2?)

Crossing guard says sometimes

problems w/ turning vehicles. Note observed 21-5 am

Oakwood & Rankin  
Side walks well used,  
facilitate safe crossings

# Appendix 3: Walkabout Observations

## St. Thomas Walkabout Observations – November 13, 2018

Themed by Joanna Carastathis, Health Promotion Planner

Route 1 (Park and Stride) Key Themes

### Sidewalks

1. Lacking/discontinuous/obstructed/damaged/narrow sidewalks (12)
  - Sidewalks on school side only
  - Discontinuous sidewalk on bus detour
  - some of the sidewalks are obstructed by plants (i.e. Donald St there are over grown hedges)
  - Lots of branches poking
  - Some of the sidewalks are smaller, no boulevard between them and the road
  - Actually make the sidewalk bigger by Safeway, seriously
  - High sidewalk
  - Sidewalks are kind of small
  - High tripping sidewalk
  - Broken or unsafe sidewalks
  - Far away from the road [would be safer]
  - Not shovelled, broken, bumpy, dripping
  
2. Icy sidewalks and surfaces (10)
  - Ice, school has gravel next to sidewalk
  - Icy spots at parking entrance
  - Very icy side walks along Edward and no boulevard
  - Icy parking lots.
  - Icy sidewalks
  - Icy, sand is down
  - Very icy
  - Very slippery
  - No crosswalk, icy when crossing
  - Adults pointed out areas that flood, children pointed out some icy areas

### Safety

1. Crosswalk signals (7)
  - Fix the walking signal (Edward)
  - Arthur and Edward only 5 seconds for crossing
  - 4 seconds to cross intersection
  - Lights at Arthur and Edward 4 second to cross
  - Crosswalks: lights are not long enough – approx. 30s or less to cross (at Edward) Button for the crosswalk sometimes don't register (ie sensor) or get tuck (ie button).
  - Crosswalk [timing] not long
  - It's very bad the little [crossing signal] stays on or like 5 seconds.

2. Need for more crosswalks/safe crossing locations (6)
  - It could get dangerous when cars are coming maybe add more crosswalks
  - No crosswalk lots of traffic on Donald st
  - 4 way cross on Edward and Donald unsafe
  - Only one crossing guard location
  - Needs crossing at Edward and Donald
  - Add more crosswalks
  
3. Speed of traffic (6)
  - Cars felt too fast on Edward – and to close when no boulevard
  - Cars may be going too fast near the bus loading zone
  - Cars speeding and no crosswalk take a while be safe
  - Cars speeding or going to fast
  - I don't like how I'm walking right past fast cars. Too many cars.
  - I feel much safer walking on Maplewood rather than on Victoria, Edward, & Donald
  
4. Signage (2)
  - There are good signs
  - Need more walking signs
  
5. Conflict with vehicles during pick-up (7)
  - Cars turning from Donald onto Oakwood and parked/stopped on the curve itself and then later moved forward to go behind another car on Donald with back end sticking out very far
  - Double parked at Kiss and Ride
  - Kiss and ride: street and kiss and ride gets congested. Please consider 2<sup>nd</sup> lane for kiss and ride so vehicles who have their children can leave and not get stuck
  - Bussing: my youngest child was still able to take the bus last year and my biggest concern was vehicles going through the stop sign on the bus. Would love to see dash cams put on the bus as you need video or pic of licence plate in order to legally have recourse (personally witnessed at least 10 vehicles go through the stop sign in about 4 months.)
  - Other families crossing their cars to the side of street – mid block crossing
  - Walking past a lot of parked cars
  - Smelly and lots of pollution- cars stopping so we have to wait for a bit

#### **Accessibility**

- Some curb cuts/slopes (3)
- It will be scary in the dark
- Adam pointed out difficulty with little snow
- Uneven side walk no good for wheelchair

#### **Cycling Facilities (3)**

- Bike lanes on Victoria – children mostly said they don't ride
- Slippery for cyclists
- There is a cycling path on Victoria St

## Other

- Wish there was a school program in place where older kids could volunteer to pick up younger students along their walks to school. Would encourage younger children to walk and give their parents the confidence and security to let them do so

## Route 2 (School Block) Key Themes

### Sidewalks

#### 1. Lack sidewalks (11)

- No sidewalk after Ford to Lilly
- No sidewalk after Ford
- No sidewalks on Ford or Maplewood
- Walkability concentrated along Victoria, North side of Donald
- Sidewalk on Oakwood washes out, city keeps up sidewalk pretty well
- To add sidewalks and more signs
- No sidewalk
- Lots of houses and no sidewalks
- Lots of house and no sidewalks
- Walking down Donald no sidewalks towards Lillie
- Smaller sidewalks

#### 2. Icy/bumpy surfaces (7)

- Icy
- Slippery
- Icy on Lillie
- Icy by stormwater drain
- Potholes
- Very slippery and bumpy, pot holes and no crossing guards
- Bumpy

#### 3. Signs (13)

- Pedestrians signs
- More signs on the sidewalk
- No speed limit
- 2 minute parking signs at the kiss and ride
- Blocking stop signs
- no “no idling” signs
- Can’t see speed limit posted on Victoria
- 40 zone on Donald
- No school zone signs
- No “no idling” signs
- Draw lines on the road
- Signs
- I think if we could post signage on Ford/notes home to drive down ford and Maplewood to avoid Oakwood altogether

## **Safety**

1. Crossings – Only one crossing guard location/need for more safe crossings (13)
  - Crossing guard at Victoria and Oakland only
  - Good crossing guard
  - Bus area and cross walk for pedestrian
  - Paint on road for crosswalk
  - Nice crossing (at the crossing guard)
  - Make a crosswalk across from the bus loading area
  - Crosswalks
  - No crossing guard
  - No crosswalks observed anywhere except where crossing guard corner
  - Crossing guard on Oakwood great positioning,
  - No crossing guards, and no side walks, not any lines on the road, busy
  - There are no crossing guards
  - I found that it was not that safe and there was only one crossing guard
  
2. Conflict with vehicles (6)
  - Lots of parking lots [driveways] along Victoria
  - Kindergarteners are picked up at the gate by parents – walk across the bus parking area
  - Darting across the roads
  - Parents with children walking at corners and in between cars – not looking for vehicles
  - Teachers guiding kids to bus
  - Increase visibility (with less cars )
  
3. Traffic speed/volume (5)
  - Lots of cars
  - Lots of cars on all streets
  - Reduce traffic
  - Cars parked on either sides of busses
  - Cars are fast on Edward
  - Air quality concerns

## **Accessibility (3)**

- Curb cuts present at all sidewalks
- Accessible for wheelchairs
- Curbs are cut in the turning lanes

## **Cycling Facilities (3)**

- No marked bike lanes except on Victoria
- Was a crossing, not bumpy, was lines, no speed limit posted, lots of parking lots [driveways]
- Cycling route [on Ford] does not have lines or signs

Other

- Park and stride route is awesome, skipping Edward/Donald and crossing at the lights at Edward and Victoria