

# Memo

**To:** Mayor Burton and Members of Council

**From:** Jill Stephen, Director, Transportation and Engineering  
Darnell Lambert, Director, Roads and Works Operations

**Copy:** Jane Clohecy, CAO  
Phoebe Fu, Commissioner, Community Infrastructure

**Date:** June 6, 2022

**Subject:** **2022 Annual School Crossing Guard Program**

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This memo provides an update on the School Crossing Guard Program. The key points are:

- The procedure outlining the process for implementing and discontinuing school crossing guard locations was established in 2012, as part of the Municipal Roads Policy MS-CDV-002, and was last modified in 2019.
- The Halton District School Board and the Halton Catholic District School Board school boards have advised that there will be no new elementary schools opening in September 2022; therefore, no new crossing guard locations are recommended as a result of new schools opening
- A total of 3 new crossing guard locations are recommended for the 2022/23 school year (subject to 2023 Budget approval) as a result of staff analysis undertaken based on requests from the public.
- No existing crossing guard locations will be removed at this time.

## **Background**

This memo replaces the annual Council report that was historically prepared to:

- present the results of ongoing crossing guard location monitoring,
- identify any locations where warrant compliance values support the removal of existing school guard locations, and
- advise of any new locations supported by warrant assessment.

The Town's Identification of School Crossing Guard Locations Procedure (MS-CDV-002-002) outlines the process for implementing and discontinuing school crossing guard locations. This procedure was established in 2012 as part of the Municipal Roads Policy MS-CDV-002, and is regularly reviewed and updated. The Procedure was last updated in 2019.

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Regular review and monitoring of the existing approved crossing guard locations ensures data is reflective of any changes in school programming and/or walking boundaries. Staff review locations periodically and annually per the procedure. Locations that fall below the warrant threshold will be removed following the issuance of notice per the procedure.

## Review

The Town of Oakville currently has 95 approved crossing guard locations. During the 2021-2022 school year, staff undertook annual warrant compliance assessments for a total of twenty-seven (27) locations, including eight (8) new location requests. Based on the results of this assessment, three (3) locations require supplementary review as compliance level is below 30%, and one (1) location will require annual monitoring as compliance level is between 31% and 50%. Out of the 8 new location requests, three (3) meet the warrant compliance and will be supported in the 2022-23 school year if funding is provided in the 2023 Budget. The following summarizes

### New Guard Implementation (Subject to Budget approval)

- Threshing Mill Boulevard at Post Road
- Grand Ravine at Oakmead Boulevard
- Nottinghill Gate at Old Abbey Lane

### Annual Monitoring (Compliance falls between 31% and 50%)

- McCraney Street at Oxford Avenue

### Supplementary Review (Compliance falls below 30%)

- Bridge Road at Valley Drive (min. student threshold met)
- Sewell Drive at Queen's Avenue
- Wheat Boom Drive at Ernest Appelbe Boulevard

## Impacts

As the town grows and new schools are opened, additional crossing guard locations will require increases to the crossing guard complement at an average cost of \$15,000 per year per guard. In order to ensure fiscal sustainability, and as confirmed by Council adopted policy and procedure, it is prudent to review compliance regularly.

Funding for the addition of 3 new crossing guard locations will be requested through the budget process.

Locations listed under "Annual Monitoring" will be maintained and included in next year's assessment process. Locations listed under "Supplementary Review" will be maintained and scheduled for subsequent review; once in the spring of 2022 and twice in either the autumn of 2022 or spring of 2023.

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The Transportation and Engineering Department will continue to provide technical field reviews and computation of the warrant criteria to determine locations where guards are necessary and where guards are not. The Roads and Works Operations Department works to resource approved locations with trained guards. Both departments work closely with the local Boards of Education in an effort to ensure the School Crossing Guard Program remains optimal and effective.

The provision of crossing guards supports the Town's Climate Action Plan by encouraging and supporting non-automobile trips to and from school.

## **Appendices**

Appendix A: Warrant Calculation Summary 2021/2022

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### Warranted

- Fourth Line at Bridge Rd / Parkside Drive
- Lakeshore Road at Balsam Drive
- Monastery Drive at Monks Passage
- Pinery Crescent at Rockingham Drive
- Rebecca Street at Jones Street
- Westoak Trails Boulevard at Oakpoint Road / Ridge Landing
- Westview Terrace at Mother Teresa Catholic Elementary School
- Eighth Line at Lincoln Gate
- Heritage Way at Reeves Gate
- Leighland Avenue at Kent Avenue
- North Ridge Trail at Crosstown Heritage Trail
- Queen Mary Drive at Stewart Street / Forster Park Drive
- Wynten Way at Gable Drive
- Wheat Boom Drive at Post Road
- Post Road at Natalie Way
- Post Road at Threshing Mill Boulevard (New for 2022/2023)
- Grand Ravine at Oakmead Boulevard (New for 2022/2023)
- Nottinghill Gate at Old Abbey Lane (New for 2022/2023)

### Annual Monitor (31% - 50%)

- McCraney Street at Oxford Avenue

### Supplementary Review (30% or less)

- Bridge Road at Valley Drive (min student threshold met)
- Sewell Drive at Queen's Avenue
- Wheat Boom Drive at Ernest Appelbe Boulevard

### New Locations Requested – Not Warranted

- Threshing Mill Boulevard at Ernest Appelbe Boulevard
- Bronte Road at Rebecca Street
- Millbank Road at St. Andrew's School
- Morden Road at Rebecca Street
- Grovehill Road at Ambleside Drive