

# Memo

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

**From:** Jill Stephen, Director, Transportation and Engineering  
Sam Inchasi, Acting Director, Roads and Works Operations

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

**Date:** July 7<sup>th</sup>, 2023

**Subject:** **2023 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 have advised that there will be no new elementary schools opening in September 2023; therefore, no new crossing guard locations are recommended as a result of new schools opening.
- A total of four (4) new crossing guard locations are recommended for the 2023/24 school year (subject to 2024 Budget approval) as a result of staff analysis undertaken based on requests from stakeholders.
- At this time, two (2) existing crossing guard locations will be removed because they have failed to meet the minimum warrant compliance for two consecutive school years and/or are no longer eligible as per the Town of Oakville Crossing Guard Policy (i.e., posted speed limit on roadway changed to 60 km/h).

## **Background**

The purpose of the memo is 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.

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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, and the next review is planned for 2024.

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 Council approved procedure. Locations that fall below the warrant threshold will be removed following the issuance of notice to identified stakeholders per the Council approved procedure.

## Review

The Town of Oakville currently has 98 approved crossing guard locations.

During the 2022-2023 school year, staff undertook annual warrant compliance assessments for a total of three (3) existing and six (6) requested new crossing guard locations. Based on the results of this assessment, four (4) of the six (6) requested new guard locations meet the warrant compliance and will be supported in the 2023-24 school year if funding is provided in the 2024 Budget. Two (2) of the six (6) requested new crossing guard locations do not meet the warrant compliance and will not be supported in the 2023-24 school year. One (1) of the three (3) existing crossing guard locations will require annual monitoring as the compliance level is between 31% and 50%. Two (2) of the three (3) existing crossing guard locations reviewed will be removed because they have failed to meet the minimum warrant compliance for two consecutive school years and/or are no longer eligible as per the Town of Oakville Crossing Guard Policy (i.e., posted speed limit on roadway changed to 60 km/h).

### New Requests Reviewed – Warranted for Guard Implementation (Subject to Budget approval)

- Grand Oak Trail and West Oak Trails
- Glenashton Drive and Caldwell Drive
- Post Road and Fowley Park Trail
- Oakhaven Drive and Ashwood Terrace (near Ecole Forest Trail)

### New Requests Reviewed - Not Warranted

- Post Road and Fowley Drive
- Oakhaven Drive and Pine Glen Road

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

- McCraney Street and Oxford Avenue

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## Existing Crossing Guards to be Removed (Subject to Council approval and notice per procedure)

- Bridge Road at Valley Drive
- Dorval Drive and Mary Street

## 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 four (4) 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. Any locations identified for Supplementary Review are kept in place for the upcoming school year and are monitored through additional assessments in the spring and fall to determine if the crossing guard location continues to be warranted.

The Transportation and Engineering Department will continue to provide technical field reviews and computation of the warrant criteria to determine locations where crossing guards are warranted. 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 2022/2023

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