

# Memo

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

**From:** Paul Cripps – Director, Transportation and Engineering

**CC:** Jane Clohecy, Chief Administrative Officer  
Phoebe Fu – Commissioner, Community Infrastructure  
Sam Inchasi –Director Roads and Works Operations

**Date:** June 23, 2025

**Subject:** Identification of School Crossing Guard Locations Procedure Review

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## Purpose

The purpose of this memo is to highlight the key differences between the old and revised Identification of School Crossing Guard Locations Procedure to provide clarity on the updates and their impact on policy implementation.

## Background

The School Crossing Guard Policy is reviewed and updated every five years to ensure it remains effective and aligned with current traffic safety needs. This latest revision reflects adjustments to procedural clarity, eligibility criteria, existing crossing guard location discontinuation guidelines, and collaboration with school boards to enhance crossing guard placement and management.

## Summary of Changes:

### 1. Process for Implementing New Crossing Guard Locations:

- The revised policy removes the 15,000 vehicles per day (VPD) traffic volume requirement, which was previously a factor in determining the eligibility for placement of crossing guards.

### 2. Process for Discontinuation of Existing Crossing Guard Locations:

- New compliance thresholds are defined:

- Previously, if a location was reviewed and found to have compliance at or below 30%, it was required to be studied for two consecutive years before a recommendation for discontinuation could be made. Under the revised policy, such locations will undergo a supplementary review within the same school year, and if compliance remains at or below 30%, a recommendation for removal will be made.

### **3. Crossing Guard Allocation for New Schools:**

- The previous policy did not include a process for crossing guard allocation at new schools. The revised policy states that when a new elementary school opens, the Halton Catholic District School Board (HCDSB), Halton District School Board (HDSB), Conseil scolaire catholique MonAvenir, Conseil scolaire Viamonde, or Town staff may recommend crossing guard locations. The specific locations and number of guards will be determined in coordination with the school board based on anticipated walking routes, and these locations will be monitored and adjusted during the first school year based on observed pedestrian traffic patterns. These locations will not be subjected to the above noted discontinuation process and criteria.

### **4. Inclement Weather Procedure:**

- Weather Thresholds:
  - Under the previous policy, crossing guard service during extreme weather depended on warnings from Environment Canada or Halton Region and whether schools remained open. Cold conditions could lead to delays, and hot weather might result in limited service, but cancellations were not automatic, and thresholds were ambiguous. In contrast, the new policy sets clear thresholds that are reviewed the day prior and are based on the coming 24-hour temperature forecasts issued at 4 PM by Environment Canada: guards will not be on duty if the forecasted temperature (including wind chill) is -30°C or colder, or if the humidex is 40°C or higher, regardless of school operations.
- Communication:
  - The previous policy involved informing schools and transportation services, with the Halton Catholic District School Board and Halton District School Board expected to post updates on their websites and in their parent communications. The new policy expands and formalizes communication, with efforts to notify all relevant parties, including crossing guards, both school boards, all affected publicly

funded elementary schools, HSTS, Senior Leadership Team, Councillors, Communications (social media), and Service Oakville, a day in advance, and no later than 5 PM, in order to allow appropriate communication to be issued by the respective school boards.

- Other Weather Events:
  - The previous policy acknowledged that major events like blizzards or ice storms could disrupt service. The new policy provides clearer guidance, explicitly listing flooding, hailstorms, tornadoes, blizzards, and ice storms as weather-related causes for potential service cancellations or interruptions.

#### **5. Clarification of Responsibilities:**

- The revised policy clearly assigns responsibilities to the department heads:
  - Director of Transportation and Engineering oversees compliance with crossing guard location procedures.
  - Director of Roads and Works Operations ensures compliance with the inclement weather procedure.

#### **Conclusion**

The revised School Crossing Guard Policy enhances procedural transparency, removes the 15,000 VPD requirement, simplifies the process for discontinuation of existing crossing guard locations, and introduces a structured inclement weather procedure. The new policy also clarifies the role of school boards in determining crossing guard locations. These updates ensure more effective management of school crossing guard locations in Oakville with the goal to provide safe and suitable crossing locations for the students.

Staff will continue to provide Annual Crossing Guard Program Update memo to Council summarizing the recommendations to add new warranted crossing guard locations and remove any existing crossing guard locations which fail to meet compliance thresholds.

Appendix A – 2024 Identification of School Crossing Guard Locations Procedure

# Identification of School Crossing Guard Locations

Procedure number: MS-CDV-002-002  
Parent policy number: MS-CDV-002  
Section: Municipal services  
Sub-section: Community development  
Author(s): Transportation and Engineering  
[ ]  
Authority: CAO  
Effective date: 2012-07-09  
Review by date: 2029  
Last modified: 2024-11-20

## Purpose statement

This procedure outlines the process for implementing and discontinuing school crossing guard locations within the Town of Oakville.

## Scope

This procedure applies to all municipal roadways and eligible elementary schools within the Town of Oakville (town).

## Procedure

### Introduction of New School Crossing Guard Locations

The town provides school crossing guards at locations along pedestrian routes to elementary schools in accordance with the Council approved criteria as contained in Appendix A.

The town may receive requests for new school crossing guard locations from a school board (due to the planned opening of a new school or expansion to an existing school), or from an interested party (due to an existing condition).

Locations with a posted speed limit of 60 km/h or more, or school bus drop-off/pick-up locations are not eligible.

Requests for school crossing guard locations shall be reviewed by staff as follows:

- 1) Investigate the proposed location to determine if it is a safe and suitable crossing location for students.
- 2) Perform a warrant assessment based on projected (for future) or observed (for existing) school children pedestrian activity and other pertinent factors.
- 3) The following minimum student thresholds shall be met for each control type
  - a) Side-street or Mid-block Stop - 5 students
  - b) All-way Stop - 10 students
  - c) Traffic or Pedestrian Signal - 15 students
- 4) If the criteria are met, the new school crossing guard location is supported and staff shall:
  - a) request funding approval for staffing the new crossing guard location through the annual budget process.
  - b) notify the school board and/or interested party of the assessment result
- 5) If the criteria are not met, staff shall notify the school board and/or the interested party that the request for the new school crossing guard location has been denied.

### **Discontinuation of an Existing School Crossing Guard Locations**

- 1) Staff shall perform periodic monitoring of locations with school crossing guards, approximately every 5 years or as deemed necessary based on discretion. The percentage compliance with the warrant criteria shall be documented during these evaluations.
- 2) A location whose warrant compliance value falls in the range of 31% to 50% shall be placed in a watch list, monitored annually and assessed for ongoing trends.
- 3) A location whose warrant compliance value is at or below 30% of the criteria and/or the minimum student volume is not met shall undergo a supplementary review within the same school year. If the warrant compliance remains at or below 30% in the next review, a recommendation for removal will be made for the forthcoming school year.
- 4) If the recommendation for removal is made, the location shall be recommended for removal through a Council report. Upon Council approval, staff will notify the affected school, school board, and local ward Councillors of the crossing guard location removal within the current year.
- 5) Additionally, upon receipt of notification from a school board that a school crossing guard location is no longer required, due to a school closure or boundary change, the school crossing guard location shall be removed.

## **Crossing Guard Allocation for New Elementary Schools**

When a new elementary school opens, the Halton Catholic District School Board (HCDSB), Halton District School Board (HDSB), Conseil scolaire catholique MonAvenir, Conseil scolaire Viamonde or staff may recommend the establishment of crossing guard locations. The precise locations and number will be determined in coordination with the school board based on the anticipated walking routes. These locations will be monitored and, if necessary, adjusted during the first school year to align with the actual pedestrian traffic patterns observed.

## **Inclement Weather Procedure**

This procedure defines the parameters for crossing guard duties during extreme cold and heat weather conditions. When extreme heat or cold weather conditions are forecasted during scheduled crossing guard shift times, guards will not be on duty, regardless of the actual temperatures at the time. Specifically, crossing guards will not be on duty if:

- The temperature, including windchill, is forecasted to be -30°C or colder
- The temperature or humidex is forecasted to reach or exceed 40°C

Additionally, service disruptions may occur due to unforeseeable or actual extreme events such as flooding, hailstorms, tornadoes, blizzards, or ice storms.

## **Inclement Weather Notification Process**

Every effort will be made to communicate cancellation prior day in advance. However, there may be unforeseen circumstances when a cancellation is necessary with little or no notice. All groups listed—Crossing Guards, School Boards, Schools Individually, Halton School Transportation Service (HSTS), Senior Leadership Team, Councillors, Communication Department (Social Media Outlets), and Service Oakville—will be notified of the cancellation. Schools will be asked to include this Inclement Weather Procedure in their parent newsletters at the beginning of the school year.

## **References and related documents**

Municipal Roads Policy  
Province of Ontario Highway Traffic Act  
Oct 7, 2002 Staff Report- Proposed Adult School Crossing Guard Warrant  
October 21, 2002 Council Minutes Item 5- Approval of Adult School Crossing Guard Warrant  
Environment Canada – Public Alerting Criteria  
Halton Region Health Department – Cold Alert  
Halton Student Transportation Services  
Ontario Traffic Council Guidelines  
Halton District School Board – Inclement Weather Procedures – Administrative Procedure  
Halton Catholic District School Board – Inclement Weather

## **Definitions**

School Crossing Guard: refers to a person sixteen years of age or older who is directing the movement of persons across a highway and who is employed by the town.

School children pedestrian: includes school children from Kindergarten to grade 6.

Eligible Elementary School: a publicly funded school with children in Kindergarten to grade 6.

Interested Party: Mayor, Council or Ward Councillor, a school board, a school administration, the Director of Roads and Works Operations, the Director of Transportation and Engineering or parent council of an eligible elementary school.

## **Responsibilities**

The Director of Transportation and Engineering: Responsible for ensuring compliance, maintenance, and interpretation of the procedure for the School Crossing Guard Introduction and Discontinuation sections.

The Director of Roads and Works Operations: Responsible for ensuring compliance, maintenance, and interpretation of the procedure for the Inclement Weather section.

## **Appendices**

Appendix A - School Crossing Guard Warrant