



MANAGEMENT REPORT

Date: August 12, 2024
To: Mayor and Members of Council
From: Audrey Pascual, Deputy Clerk
Report Number: COU24-083
Attachments: None

Title: Crossing Guard Services – Contract Extension

Objective: To seek Council authorization to extend the contract with Commissionaires Great Lakes (CGL) for the provision of crossing guard services for a one-year term until June 2025.

Background: The City of Stratford provides contracted crossing guard services at 18 locations. Seventeen of the locations have one crossing guard and one location has two crossing guards and the contract includes a supervisor. The purpose of this service is to provide the crossing of students, from JK to Grade 6, while they walk to and from school at specified intersections within the City as warranted by the *Highway Traffic Act*.

The last request for proposal (RFP) for crossing guard services was issued in 2019 for a three (3) year period, with an option to renew for an additional two (2) one-year terms. CGL was awarded the contract in 2019. The City exercised the two extensions with the final one ending in June 2024. CGL has provided crossing guard services for the City of Stratford since 2014. The company also currently provides contracted services to the City for parking enforcement.

Analysis: During the 2024-2025 school year, there was a staffing shortage due to crossing guard resignations and a lack of applicants to fill the positions. Staff and the contractor widely advertised the job postings however due to the hours of work (one hour in the morning, and one hour in the afternoon), the challenge with filling the vacant positions persisted.

Staff explored alternatives for the 2025-2026 school year including providing in-house crossing guard services. As an in-house service, City staff would coordinate the day-to-day activities and handle the recruitment and training of the crossing guards. The crossing guards would become City employees. Following this review, and in

consultation with the Human Resources Department, it was determined that moving to an in-house service would not be feasible for the upcoming school year due to the timelines as well as the staffing requirements.

Staff are recommending a one-year contract extension for the crossing guard services with CGL. CGL has committed that they will work with City staff to ensure that staffing levels for the 2025-2026 school year will meet the required level of service.

Staff have reached out to CGL requesting an extension of the contract for a one-year term for the 2024-2025 school year. CGL has confirmed that they are agreeable to the proposed extension. CGL has requested a 3% cost of living increase for the wages for the crossing guards and crossing guard supervisor but no further changes to the contract are being proposed.

Staff will continue to investigate options and will report back to Council regarding a recommended solution for the 2026-2027 school year and beyond.

Financial Implications:

Financial impact to current year operating budget:

In 2024, \$250,000 was budgeted for the crossing guard service, consistent with previous years. It is estimated that the total cost for 2024 will be within budget.

Financial impact on future year operating budget:

Based on the proposed wage increase, the 2025 cost for CGL would be \$156,855 [January to June 2025].

Alignment with Strategic Priorities:

Intentionally Change to Support the Future

This report aligns with this priority as crossing guard services enhances community safety reflecting the City's commitment to value and protect its residents. The City's proactive approach of addressing the evolving needs of the community further reinforces its commitment to adapting and leading through change.

Alignment with One Planet Principles:

Travel and Transport

By providing safe travel routes for parents and children, this service helps reduce the need to travel and it encourages walking, cycling and other low carbon transport.

Staff Recommendation: THAT a contract extension with Commissionaires Great Lakes for the provision of Crossing Guard Services in the City of Stratford, for a one-year term ending in June 2025 be authorized;

AND THAT the Mayor and Clerk, or their respective designates, be authorized to execute all necessary extension documents.

Prepared by:

Audrey Pascual, Deputy Clerk

Recommended by:

Karmen Krueger, CPA, CA, Director of Corporate Services

Joan Thomson, Chief Administrative Officer