

Municipality of Lakeshore – Report to Council

Growth & Sustainability

By-law Services



To: Mayor & Members of Council
From: Rob Sassine, Division Leader – By-law
Date: April 5, 2023
Subject: Crossing Guard Program

Recommendation

Approve an agreement with PROSTAFF Employment Services to provide services for the Crossing Guard Program and that the Mayor and Clerk be authorized to execute the agreement, as presented at the May 30, 2023 Council meeting.

Background

The Municipality of Lakeshore Crossing Guard program falls under the responsibility of the By-law Division. Crossing guards help to escort students across a roadway safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, the Occupational Health and Safety Act, and through the Municipality of Lakeshore guidelines.

The Municipality of Lakeshore has 8 full time crossing guards scheduled at designated corners in Belle River, Emeryville, Stoney Point and Comber. Each crossing guard is equipped with a high visibility winter coat, a high visibility vest and a lighted portable stop sign. The crossing guards are scheduled in the morning before school and in the early afternoon once school lets out. There are several crossing guards who are used to fill-in as replacements for the full time Crossing Guards when required.

Comments

PROSTAFF Employment Solutions has provided the Municipality with a proposal to assume day to day administration of the Crossing Guard program. PROSTAFF has been providing staffing solutions for the Greater Essex County District School Board and is currently proposing similar Crossing Guard solutions to other municipalities in Essex County.

PROSTAFF will ensure that all existing full time and alternate Crossing Guards will be offered a position within their organization at the existing rate of pay. Many of our Crossing Guards have been crossing for years and want to continue serving their

neighborhoods and school children. The Crossing Guards provide a valuable community service and are dedicated non-union employees of the Municipality.

Under the proposal, PROSTAFF will be responsible for any future recruiting, background checks and training which is included in the pricing model. The Municipality of Lakeshore will continue to provide safety equipment such as high visibility outerwear as well as lighted stop signs as needed. PROSTAFF will ensure that any new staff are properly trained and have proper Personal Protective Equipment.

The PROSTAFF pricing model is based on taking the actual wages paid to the Crossing Guards and multiplying by a predetermined factor. The predetermined factor used includes all payroll expenses including source deductions, Employee Health Tax (EHT) and WSIB.

The additional funds amounts being requested from Council have been prorated for the dates of September 2023 until December 2023 and are shown below.

Account	Prorated 2023 Approved Budget Amount	Prorated Proposed New Budget Amount
Wages (including source deductions, EHT, WSIB)	\$23,698.74	\$32,941.35
Increase	\$6095.31	

Several financial benefits have been identified with the use of PROSTAFF Employment Solutions. Workforce Development will no longer need to provide recruiting, background checks, WSIB claims and training as these services will be absorbed by PROSTAFF.

In the past, and currently, when alternative crossing guards are not available at short notice, sick and vacation requests were covered by Public Works staff and By-law Officers to fill any gaps. Providing coverage removes these employees from their regularly scheduled duties and often overtime was required. As an example, on average a By-law Officer was used once a week during the school year to cover any shortfalls in coverage. Under the proposal, any staffing shortages will be handled by PROSTAFF allowing Public Works and By-law Officers to continue their own responsibilities.

All correspondence with Crossing Guards is handled by Civic Affairs. Moving forward, all sick and vacations calls will be handled by PROSTAFF relieving our Civic Affairs staff of that responsibility.

The cost savings of no involvement of Workforce Development, Public Works, By-law officers and Civic Affairs staff is difficult to measure and is not reflected in the chart above.

Under the proposal, the By-law Division Leader would be responsible for negotiating and monitoring the service contract and ordering equipment such as safety vests.

It is recommended that the contract take effect in the new school year, September of 2023.

Others Consulted

PROSTAFF Employment Solutions

Financial Impacts

The 2023 approved budget for the Crossing Guard includes wages including source deductions, EHT and WSIB amounting to \$68,836. For the portion of the program from September 2023 until December 2023, the additional costs would be \$6095.31.

On average, one shift per week is covered by By-Law and public works staff. The annual cost to cover shifts a year can range between \$4,500 - \$10,000 and removes operational staff from service delivery of both By-law and Operations. It is expected that the change will save on Overtime costs and also allow resources to meet the service level expectations of Council.

Currently there is no other company in the Windsor-Essex region which provides this type of service. Section 3.9 of the Lakeshore Procurement Policy states that the requirement for a competitive bid may be waived if there is an absence of competition for technical or other reasons and no alternative exists. Further, a competitive bid can be waived where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidentiality matters. After reviewing the Procurement Policy, Administration has come to the conclusion that no Request for Proposal (RFP) is required, and therefore an RFP has not been issued.

Attachments

PROSTAFF - Municipality of Lakeshore 2023

Report Approval Details

Document Title:	Crossing Guard Program.docx
Attachments:	- PROSTAFF - Municipality of Lakeshore 2023.pdf
Final Approval Date:	May 24, 2023

This report and all of its attachments were approved and signed as outlined below:

Prepared by Rob Sassine

Submitted by Tammie Ryall

Approved by Justin Rousseau and Truper McBride