

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2005

Item 1, Report No. 3, of the Budget Committee, which was adopted, as amended, by the Council of the City of Vaughan on February 21, 2005, as follows:

By receiving the memorandum from the Fire Chief, dated February 18, 2005.

1 SUPPLEMENTARY REPORT ON FALSE FIRE ALARM CHARGES

The Budget Committee recommends:

- 1) That Clause 1 contained in the following report of the Fire Chief and the Director of Financial Services, dated February 16, 2005, be approved subject to adding the phrase “on the 3rd and successive malicious or nuisance alarms in the calendar year” immediately following the word “occurrence”;
- 2) That a full-time complement position be added in the Financial Services department, funded from approximately \$28,000 from the revenues generated from invoicing for false alarms and a reduction in part-time salaries in the Financial Services department of \$22,000;
- 3) That the program not reimburse if preventative measures have been taken;
- 4) That staff provide a report addressing the definition of “educational institutions” in relation to possible exemptions from this program; and
- 5) That staff report on a communication strategy to advise the public of this program.

Recommendation

The Fire Chief and the Director of Financial Services, in consultation with the City Manager, recommends:

1. That the VFRS 2005 Operating Budget includes authorization to implement a program, including appropriate by-law preparation or by-law amendments as required to enable the City to invoice property owners for VFRS response to all false or unnecessary automated fire alarm system activations on the basis of a cost recovery fee of \$350 per occurrence, effective May 1, 2005;
2. That a full-time complement position be added in the Financial Services department, funded by a combination of a reduction in part-time salaries and approximately \$28,000 from the revenues generated from invoicing for false alarms; and,
3. That the request for an increase to the VFRS staffing complement to include an administrative staff resource position to charge property owners for VFRS response to false fire alarms, as part of responsibilities for departmental financial and statistical administration and transactions, be deferred to the outcome of the current Operational Review of the VFRS;

Purpose

The purpose of this report is to respond to the Budget Committee’s direction January 31st, 2005 “to refer...for further review, including a review of the provision for “free” responses to false alarms, and that a report with recommendations be provided...”

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Background - Analysis and Options

This report reflects discussions that took place at the last Budget Committee meeting. The recommendations herein represent a program that will enable the VFRS to deter false fire alarm system activations and recover reasonable operating expense.

The VFRS currently charges a flat rate of \$700 for response to motor vehicle fires and accidents, where a service is performed. If the motor vehicle related-incident is very minor and no service is performed, an invoice is not sent.

In similar consideration, if a fire alarm activation causes the VFRS to dispatch two or more fire trucks and the first officer arrives to verify that it is a 'False Alarm' and thus cancels the other responding units—no service is provided in a like-manner as fighting a motor fire or extrication, etc., where the units would be committed and not available for other emergencies and a \$700 invoice would be issued. However, the first-arriving Fire Officer must verify the cause of the false fire alarm and ensure corrective measures are taken. Thus staff recommends a cost recovery fee of \$350 per occurrence.

At the January 31st, 2005 meeting, Committee requested the Fire Chief to provide more information to shed some light on why some municipalities charge for varying numbers of false alarms within varying periods of time.

Staff consulted with the individual municipalities listed on the attachment and they could not provide any documentation in support of the decisions with respect to the number of false alarms allowed before charging for false alarm responses over the given period of time. The information is based on the anecdotal verbal descriptions provided by various Municipal employees to explain their respective decision-making processes.

The common theme for determining the number of false alarms was expressed as "three strikes – you're out". More detailed explanation outlined that action following the first false alarm was notification about the program and an initial warning. Action following the second false alarm was a final warning and then action following the third false alarm was billing the property owner. The resetting of the annual false alarm count to zero seemed to be a reasonable thing to do, but not supported by any evidence with respect to the deterrence aspect of the program.

The municipalities that currently charge after the first false fire alarm did in fact use to charge after the second false fire alarm (three strikes – you're out). They changed however because they believed that the fire alarm problem should be rectified after the first false alarm and that allowing a second false alarm before charging did not serve their deterrence goal.

VFRS staff believes that invoicing for all false or nuisance fire alarm system activations is much simpler, from a logistics standpoint of tracking occurrences-over-time and initiates the 'deterrence' factor much sooner, while recovering reasonable operating costs for all such responses, which is estimated to be about \$233,450 from May 1st until year-end 2005 and about \$350,000 annually thereafter, based on the 2004 history of response statistics.

Finance Comments

Currently the Financial Services department invoices for all miscellaneous charges on behalf of all departments across the City, including vehicle accident call outs for the Fire department. In addition to invoicing, a significant amount of time is required for follow-up and collection. Centralizing these functions has proven to be effective.

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Currently the miscellaneous billing process in Financial Services is staffed by one part-time employee with external support as required. The more significant aspect of billing is the collection of the invoice, which is much more time consuming. Existing resources have had difficulty coping with current volumes and cannot accommodate the additional workload associated with invoicing and collecting for false alarms. Finance Staff recommends that a full-time complement position be added in the Financial Services department and the cost be offset by a combination of a reduction in part-time salaries and \$28,000 from the revenues generated from invoicing for false alarms.

Conclusion

Charging a fee-for-service for responding to all nuisance false fire alarms will have the affect of reducing the number of nuisance false fire alarms in the future and enhancing the City's cost recovery revenues.

Report Prepared By

John B. Sutton, Fire Chief, ext 8205

Glenn G. Duncan, Deputy Fire Chief – Support Services, ext 8206

Attachments

1. Budget Committee Agenda January 31, 2005 Item #3: REPORT ON FALSE FIRE ALARM CHARGES
2. Table: False Fire Alarm By-Law Comparisons

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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Item 2, Report No. 3, of the Budget Committee, which was adopted, as amended, by the Council of the City of Vaughan on February 21, 2005, as follows:

By receiving the memorandum from the Fire Chief, dated February 18, 2005.

2 SUPPLEMENTARY REPORT ON PUBLIC ACCESS DEFIBRILLATION PROGRAM

The Budget Committee recommends approval of the recommendation contained in the following report of the Fire Chief and City Manager, dated February 16, 2005, subject to the addition of the phrase “as a priority” following the word “considered” in Clause 1:

Recommendation

The Fire Chief and City Manager, in consultation with the Director of Recreation & Culture, the Director of Buildings & Facilities, the Director of Reserves and Investments, the Director of Human Resources, the Manager of Health & Wellness Programs and the Manager of Special Projects, Licensing & Permits Insurance Risk Management, recommends:

1. That funding of \$110,000 required in excess of the existing \$40,000 allocated for Phase 1 of the Heart Alive Public Access Defibrillation Program, to allow implementation in up to 15 City of Vaughan facilities (Community Centres, Civic Centre, Annex/Temporary Offices and JOC), including the acquisition of up to 27 automatic defibrillators and direct and indirect training costs for up to 81 employees as Targeted Responders, be considered in the 2006 Budget Process;
2. That all future City-provided mandatory or voluntary Standard First Aid & CPR training courses for employees include the provision of automatic defibrillator training and recertification;
3. That the Heart Alive Public Access Defibrillation program will eventually provide publicly accessible defib units in major community facilities and the provision of trained Targeted Responders will be on a “best-efforts”, but not guaranteed availability basis;
4. That the Vaughan Fire & Rescue Service continues responsibility for the implementation of the Heart Alive Program in collaboration with the Community Services Department, Human Resource Services and other department representatives as deemed appropriate; and
5. That Council be kept informed of the implementation progress.

Purpose

The purpose of the report is to provide additional information as directed by Committee of the Whole (Budget) Meeting January 31, 2005, “for a further comprehensive report, including financial, legal and risk management implications”.

Background - Analysis and Options

The following will address the financial and legal and risk management implications, as well provide additional information regarding public access defib programs in our neighbouring Municipalities.

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Financial Implications:

The original report (attachment #1) identified full implementation costs of about \$148,000 of which there was previous budget approval for \$40,000 (\$20K each in Capital and Operating for the first phase of implementation). An additional \$15,000 has since been identified for staffing costs for some of the training time.

Committee requested an estimate of on-going Operating Budget impact for future years. The attached Heart Alive Program Cost Estimate 2005-2008 (attachment #2) indicates that about \$33,000 to \$35,000 would be required annually, as follows:

	2006	2007	2008
Annual Service Maintenance Agreement:	\$7,695	\$7,695	\$7,695
New Targeted Responder Training:	\$9,450	\$1,750	\$1,750
Targeted Responder Recertification:	\$2,700	\$8,100	\$8,100
Staff back-filling, paid training hours & overtime:	\$15,000	\$15,000	\$15,000
Total:	\$34,845	\$32,545	\$32,545

It is understood that a great deal of the training would be incorporated into the time that staff are already assigned to Standard First Aid and CPR training, whether voluntary or condition of their respective job descriptions or work assignments. Some special training sessions requiring after-hours or staff back-filling would impose additional wage costs, not previously quantified, but suggested in the original report's suggested recommendation: *"That staff further report on the indirect cost impact of the training requirements that creates back-filling situations, overtime obligations or additional un-budgeted hourly rated program staff time, as may be required for additional Targeted Responders;"*

The Director of Recreation & Culture and the Director of Buildings & Facilities have indicated that they require additional time to fully analyze the staffing-hours impact of upgrading existing or implementing additional standard first aid/CPR and defib training for their respective departments.

The City of Vaughan Human Resources Department currently funds a limited amount of Standard First Aid and CPR training courses, at no cost to the user-department (other than their respective staff regular wages). It is understood that the Health & Wellness-sponsored First Aid/CPR training is offered on a 'voluntary' basis for interested employees and those that have volunteered to be 'Designated First Aiders' at various facilities or workplaces, in addition to those employees who require first aid and CPR skills as part of their jobs, i.e. lifeguards and fitness instructors, etc. Whereas, fire fighter first aid/CPR/defib training is budgeted and provided within the VFRS departmental budget. About \$3,000 is spent each year by Health & Wellness for voluntary and non-fire fighter first aid/CPR training. To upgrade the course cost to include the Target Responder training and recertification would impact the funding for Health & Wellness-provided courses by about \$750 on the basis of 15 employees who voluntarily attended that kind of training in 2004 (\$125 cost per student would become \$175 when the defib component is added).

The replacement life-cycle of the defibrillation equipment is estimated to be at least six years, although there is an understanding that the manufacturer should support this type of equipment for up to 10 years. After about six years, the equipment would be carefully assessed annually for its continued reliability, suitability or obsolescence and replacement units would be requested as justified, through the normal Capital Budget deliberation process.

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Finance Comments:

Phase 1 of the Heart Alive Public Access Defibrillation Program was approved by Council during the 2003 Operating and Capital Budget deliberations in the amount of \$40,000 with taxation as the source of funding. To date, these funds are available and Phase 1 of the program can proceed. The balance of the Heart Alive program roll-out in existing facilities is estimated to cost about \$110,000.

The recommended appropriate source of funding for the second phase is taxation. There is currently no taxation funding identified or available in either the proposed 2005 Operating or Capital Budget for the funds requested in the amount of \$110,000.

Legal and Risk Management Implications:

Staff consulted with the Commissioner of Legal and Corporate Services and the Manager of Special Projects, Licensing and Permits Insurance Risk Management, who sought information from Frank Cowan Company, the City's insurers.

The following table describes Cowan's published risk management considerations in the left column and Staff's comments in the right column, to address how those specific considerations will be achieved:

<p align="center">The City's insurers suggest that the following risk management considerations be made prior to implementing a public access defibrillation program:</p>	<p align="center">Staff's comments address how those considerations will be achieved:</p>
<p>1. All legal requirements must be adhered to, and the Ministry of Health protocols or guidelines should be followed by the organization proposing implementation of the defibrillation program.</p>	<ul style="list-style-type: none"> • The York Region Health Service's, Heart Alive Program as administered by York Region EMS, ensures development of appropriate protocols and guidelines. • Provincial Base Hospital Guidelines for Public AED Providers will be utilized.
<p>2. Approval and cooperation from a Medical Director must be obtained prior to proceeding with this program.</p>	<ul style="list-style-type: none"> • Medical Direction will be provided through the Heart Alive Program Medical Director—Dr. David Austin who is also Chief of Emergency Medicine at Markham Stouffville Hospital and Medical Director of the York Region Base Hospital Program.
<p>3. Strict policies and procedures should be established regarding the administration of such a program, including certification training and retraining.</p>	<ul style="list-style-type: none"> • Appropriate budget approval to endorse the implementation of the Heart Save program and to provide the training on an on-going basis achieves this consideration. • Corporate written policy to be developed.

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<p>4. An appropriate communication program that clearly educates the public of the intent of this program should be conducted. For instance, this program does not replace the standard 911 emergency procedures, and there is no guarantee that there will always be certified staff on site to administer defibrillation.</p>	<ul style="list-style-type: none"> • Staff will seek the assistance of the Corporate Communications Department to prepare the appropriate 'media roll-out' • Appropriate signage will be provided at each defib installation. • Council endorsed 'best efforts' policy.
<p>5. This program should be integrated with the existing 911 emergency response system</p>	<ul style="list-style-type: none"> • Proposed defibrillator equipment will be fully-compatible with Vaughan Fire & Rescue Service and York-EMS defibrillator equipment. • Heart Alive training program teaches proper procedures for accessing emergency response services.
<p>6. All employee and union concerns should be considered prior to implementing this type of program (where the Insurer suggests specific existing collective agreement language may prevail in some jurisdictions)</p>	<ul style="list-style-type: none"> • Targeted Responders are provided the legal protection of the Good Samaritan Act. • Liability issues will be covered in the Heart Alive training program. • Concerns of employees and union representatives will be addressed. • Staff is not aware of any significant employee or union concerns being raised in other jurisdictions.
<p>7. A formalized system of inspection, maintenance and documentation should be established for the defibrillation equipment - in accordance with manufacturer's instructions.</p>	<ul style="list-style-type: none"> • As part of Heart Alive Program, designated targeted responders will regularly inspect and report on the condition of the equipment • A service maintenance agreement with the defib vendor will ensure proper functioning of defib equipment.
<p>8. All insurance coverage issues should be addressed, including property insurance on the equipment itself and notifying your insurer of your proposed program due to the potential malpractice and liability exposures.</p>	<ul style="list-style-type: none"> • Insurance agent has been advised of the proposed program and a list of assets will be sent accordingly. • Partnering with York Region's Heart Alive program provides assurance of appropriate program administration and practice.

Our insurers further suggest that if municipalities or organizations carefully consider all aspects of a public access defibrillation program, along with the previously mentioned risk management suggestions, the goal to save more lives can be achieved while minimizing the risk of liability!

Status of Other Public Access Defib Programs:

Further to the meeting on January 31st, staff has enquired with neighbouring Municipalities to determine the extent of their respective public access defibrillation programs, and can report as follows:

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Newmarket:

- Eight units in Arenas, Pool and Seniors building
- Not aware of formal training program
- Orientation training for a limited number of staff.

Georgina:

- Plan is to have EMS facilitate training in February
- Hope to have 5-8 units by end of 2005

Richmond Hill:

- Not aware of any units in Richmond Hill buildings

Markham:

- 14 of 28 facilities
- Budgeting about \$6,000 to \$8,000 in 2005 and 2006 for on-going defib training and equipment maintenance (no allowance for recapitalization reported)
- No apparent staffing or back-filling budgeting (assuming absorbed by departments)

Mississauga:

- All recreation facilities

Oshawa:

- 1 per location plus 1 per pool

Toronto:

- 34 community and public facilities

King Township:

- 4 locations/units

Whitby:

- 1 library

Program Responsibility:

Although the Fire Chief was previously directed by Council to bring the Heart Alive Program forward, as an extension of the original Fire Fighter Defibrillator Program in consultation with York Region EMS, it is acknowledged that the future equipment asset acquisition, maintenance and recapitalization, should become a responsibility of the Building & Facilities Department. Further, the majority of Targeted Responders to be trained and re-certified annually, will likely be employees of the Recreation & Culture and Buildings & Facilities Departments.

As part of the implementation of the program, the Vaughan Fire and Rescue Service will continue to play a coordinating role with departments until the Heart Alive Public Access Defibrillation Program has been implemented at all major city facilities. Once this is complete, staff believes that the Community Services Department could then assume responsibility for the Heart Alive Program. Should the Community Services Department assume program responsibility in the future, it is appropriate that Vaughan Fire & Rescue Service and Human Resource Services continue to provide budget-approved program support. VFRS could assist with such areas as post-defib-use-incident staff debriefing, defib 'expertise' and liaison with York Region Health Services, EMS, Base Hospital and Medical Director and potential to seek approval to allow fire

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service defib instructors to assist with Targeted Responder training and re-certification (which may require future course funding for train-the-trainer certification). H. R. Health & Wellness would continue to budget for the direct costs of standard first aid/CPR/defib training and recertification for all employees except fire fighters.

Staff has been verbally advised by York Region EMS that official correspondence from York EMS is 'in-the-mail' to the City of Vaughan, announcing the completion of the Heart Alive program implementation in 28 Regional worksites and that 300 York Region employees have been trained accordingly. York EMS is now in the position to offer the program administration and training services to the Local Municipalities; further indicating that they have been engaged to assist the Town of Georgina and the York Regional Police, in their respective Heart Alive programs.

Conclusion

Staff has brought forward recommendations as revised following Committee's discussion of the item on January 31, 2005 and further consultation with the City's insurers and other City Staff, however, it has not been determined what the full impact of staff hours and backfilling will be, to conduct all desired Targeted Responder training and an estimate is presented in the Heart Alive Program Cost Estimates 2005-2008 (attachment #2), subject to what future review may determine. Any such staffing cost implications encountered during Phase 1 implementation will be reported to Council accordingly.

Staff intends to proceed with the previously approved Phase 1 of the Heart Alive Program in 2005, now that York Region EMS has announced its long-awaited expansion of the Heart Alive program beyond Regional worksites. Staff will use the Phase 1 implementation process to elaborate on the multi-department collaboration and coordination required to implement Heart Alive across the City, in preparation of the second phase—especially the 2006 budget deliberations; and development of a life-saving program in consideration of sustainable funding and appropriate due diligence.

The balance of the roll-out to place sufficient defibrillators in all existing major City of Vaughan facilities, totaling \$110,000 should be deferred for consideration during the 2006 Budget deliberations.

Attachments

1. Budget Committee January 31, 2005 Item #3: Public Access Defibrillation Program
2. Heart Alive Program Cost Estimate 2005-2008

Report prepared by:

John B. Sutton, Fire Chief 905-832-8585 x8205

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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Item 3, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

3 ADDITIONAL VEHICLE REQUESTS – PUBLIC WORKS DEPARTMENT

The Budget Committee recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 16, 2005:

Recommendation

The Commissioner of Engineering and Public Works in consultation with the Director of Reserves and Investments, recommends:

1. That the proposed 2005 Capital Budget be amended to include the purchase of four additional service vehicles for the Water Wastewater & Drainage Division of the Public Works Department, at an estimated cost of \$150,000; and
2. The source of funding for two vehicles be from City-Wide Development Charges – Fleet \$135,000, from the Water Reserve \$7,500, and from the Sewer Reserve \$7,500.

Purpose

To seek approval to fund four additional vehicles to meet the needs of the approved staff complement in the Water, Wastewater & Drainage Division of the Public Works Department.

Background - Analysis and Options

Confirmation of the staffing complement in the Water, Wastewater & Drainage Division of the Public Works Department was again approved in the 2005 Budget processes and the recruitment process for these staff is underway.

A significant amount of the activities performed by these staff is a single person activity, and include scheduled and emergency appointments with residents, businesses and developers. As a result, operators require a vehicle to attend to these appointments, and take the necessary tools and equipment to respond to the problems. Currently, there are not enough vehicles for existing staff, and this has resulted in the City having to lease a vehicle. With the filling of the vacant positions, the lack of available equipment will only be compounded unless these additional vehicles are obtained. In order to meet the needs of the section, two full-size vans and two full-size pick-up trucks are being requested.

It is recognized that this funding request is being submitted after the deadline, but since the Budget Committee has again confirmed the staffing complement of the Water, Wastewater & Drainage Division of the Public Works Department, and the recruitment process to fill the vacancies is currently underway, it is appropriate to request funding for these 4 additional service vehicles. Accordingly, it is respectfully requested that Committee consider the Department's need to operate effectively and efficiently and approve the funding request accordingly.

This request has no impact on the tax rates. The source of funding for these vehicles would be 90% City-Wide Development Charges, with the remaining 10% coming from the Water and Sewer Reserve Accounts as appropriate.

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Relationship to Vaughan Vision 2007

This request is consistent with Vaughan Vision 2007, in that the provision of funding for the vehicles will enable the department to “Serve Our Citizens” (A), and, “Pursue Excellence in the Delivery of Core Services” (A-1).

This report recommends a change from the funding priorities previously set by Council and the necessary resources need to be allocated.

Conclusion

It is recommended that funding for 4 additional service vehicles, at an estimated cost of \$150,000, be included in the proposed 2005 Capital Budget.

Attachments

N/A

Report prepared by:

Robert Meek, C.E.T.
Manager of Environmental & Technical Services

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Item 4, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

4 PROPERTY TAX ASSISTANCE FOR LOW INCOME SENIORS

The Budget Committee recommends:

- 1) That the property tax rebate to qualifying seniors in the City of Vaughan be increased in 2005 by the amount equal to the 2005 property tax increase;**
- 2) That the public be informed of this increase; and**
- 3) That the following report of the Commissioner of Finance and Corporate Services, dated February 16, 2005, be received.**

Recommendation

The Commissioner of Finance & Corporate Services recommends:

That direction to increase the City of Vaughan property tax rebate to qualifying seniors from \$225 to \$250 in 2005 be considered.

Purpose

The purpose of this report is to bring forward to the Budget Committee for discussion the possibility of increasing the property tax assistance grant provided to qualifying seniors from \$225 to \$250 for 2005.

Background - Analysis and Options

Councillor Ferri has requested that staff provide a report on the implications of increasing the City of Vaughan grant to low income seniors by \$25.00.

Since the mid 1970's the City of Vaughan has provided a property tax grant to low-income seniors. The amount of the grant was fixed at \$100 from inception until 2001 when the grant was increased to \$200. The amount was increased again in 2004 to \$225.

The current criteria for qualifying seniors is as follows:

- (a) Owner or spouse must occupy the property as their personal residence;**
- (b) Owner or spouse must be 65;**
- (c) Owner or spouse must receive the Guaranteed Income Supplement from the Federal Government; and**
- (d) The applicant must have owned for a minimum of one year.**

In 2003 there were approximately 680 approved applicants at a cost of \$136,000. In 2004, with the increased amount, there were 843 approved applicants at a cost of \$189,675. The increase in the number of applicants was due to a growing population and an extended deadline in 2004.

Based on the proposed 2005 Operating Budget the tax increase represents approximately \$50.00 for a home assessed \$320,000. Increasing the grant from \$225 to \$250 would have the following impact. Based on 850 qualifying applicants, and a grant amount of \$250, the cost of the program for 2005 would be approximately \$212,500, an increase of \$22,825.

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Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

The City has an existing assistance program. An increase in the amount of the property tax grant for qualifying low income seniors from \$225 to \$250 will increase the cost of the program by approximately \$22,825 for 2005.

Attachments

None

Report prepared by:

Grace L. Marsh, Ext 8268
Manager of Property Tax & Assessment

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Item 5, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

5 COMPREHENSIVE WASTE MANAGEMENT PLAN

The Budget Committee recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 16, 2005:

Recommendation

The Commissioner of Engineering and Public Works recommends that:

1. The comprehensive waste management plan be presented at the Committee of the Whole – Working Session of March 1, 2005; and,
2. This report be received for information,

Purpose

To advise Council as to the status of the comprehensive waste management plan, and to advise as to when it will be presented.

Background - Analysis and Options

At the Budget Committee meeting of December 14, 2004, Councillor Alan Shefman put forward a report entitled “Waste Diversion Improvements”. The focus of the report was to improve recycling in Vaughan, and to move from the current every other week collection of recyclable materials to a weekly collection of recyclable materials.

As a result of the discussion around Councillor Shefman’s report, staff were instructed to bring forth a comprehensive overall waste management plan that deals with all aspects of the City’s waste management programs, including the new Source Separated Organics collection program.

Staff have completed the overall waste management plan, and due to the large number of recommendations and the implications of the recommendations, it is appropriate to present this report at a Committee of the Whole – Working Session. As such, the comprehensive waste management plan will be presented at the March 1, 2005 Committee of the Whole – Working Session.

Relationship to Vaughan Vision 2007

The overall plan that will be presented on March 1, 2005, will meet Vaughan Vision A-3 “Safeguard Our Environment” and A-1 “Pursue Excellence in the Delivery of Core Services”.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

Due to the amount of discussion that the comprehensive waste management report is anticipated to generate, the overall waste management strategy for Vaughan will be presented at the Committee of the Whole - Working Session of March 1, 2005.

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Attachments

N/A

Report prepared by:

Brian T. Anthony, CRS-S, C. Tech

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Item 6, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

6 FILLING VACANT CLERICAL "C" POSITION – PUBLIC WORKS DEPARTMENT

The Budget Committee recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 16, 2005:

Recommendation

The Commissioner of Engineering and Public Works recommends that:

That the Permanent Part-time Clerk "C" position in the Public Works Department be temporarily filled.

Purpose

To seek approval to fill the Permanent Part-time Clerk "C" position in the Public Works Department, on a temporary basis to assume the duties of the permanent staff member who is temporarily covering for a maternity leave in another department.

Background - Analysis and Options

The position of Permanent Part-time Clerk "C" was created in Public Works through the budget process in 2004. This position was occupied for a period of four months and was vacated on a temporary basis when the staff member accepted a maternity leave position in the Clerk's Department. This vacancy has created the need to fill the position on a temporary basis until the permanent staff member returns later this year.

This position was created for the purpose of providing clerical services for the Public Works Department including customer service, facilitate and schedule operator training and examinations, maintain records of training, operator certifications and operator responsibilities, keyboarding utilizing the Department's computerized programs, assisting with water sampling, testing and adverse actions, hydrant meter records, filing, and various other clerical duties. The focus is on Water and Wastewater compliance issues as required by the Ministry of the Environment.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

This position tracks vital information regarding operator licensing, training and development and assists with water sampling, testing and adverse actions and metering issues. Failure to fill this position on a temporary basis may result in the City becoming noncompliant under the provisions of the Safe Drinking Water Act, 2002 and subsequent legislation.

Attachments

N/A

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Report prepared by:

Robert Meek, C.E.T.
Manager of Environmental & Technical Services

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Item 7, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

**7 FILLING VACANT TECHNICAL SENIOR ENGINEERING ASSISTANT POSITION -
DEVELOPMENT/TRANSPORTATION ENGINEERING**

The Budget Committee recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 16, 2005:

Recommendation

The Commissioner of Engineering and Public Works recommends that:

The Contract Full-time Senior Engineering Assistant Position in the Development/Transportation Engineering Department be temporarily filled for approximately seven months.

Purpose

To seek approval to fill the Contract Full-time Senior Engineering Assistant Position in the Development/Transportation Engineering Department for approximately seven months.

Background - Analysis and Options

In September of 2004, the position of Development Supervisor became vacant for year due to a parental leave of absence. A Senior Engineering Assistant (SEA) with the Planning & Studies Section of the Development/Transportation Engineering Department is filling the vacancy internally from September 2004 to September 2005. Therefore, this has created the need to back fill the SEA vacancy on a temporary basis until the permanent staff member, i.e. Development Supervisor, returns in September 2005.

The vacant Senior Engineering Assistant position was posted and recruiting started at the end of August 2004. The position was filled in November 2004; however, the person resigned at the beginning of January 2005, to pursue a permanent position with another municipality. This resulted in the SEA position being vacant for the next seven months.

The position facilitates the preparation of the Spine Servicing Agreements for the newly approved Block Plans and facilitates the review and approval of the municipal servicing construction drawings for the same. Developers are servicing the blocks and will be requesting subdivision agreements shortly in anticipation of house construction later this year.

The current workload requires that the position be filled as soon as possible for the remaining seven months.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

The position facilitates the preparation of the Spine Servicing Agreements for the newly approved Block Plans and facilitates the review and approval of the construction drawings for the same. Not filling the position will create a slowdown in the development process, keeping in mind that the Developers have already started selling homes.

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Report prepared by:

Mirella Doyle, Acting Development Supervisor, Planning & Studies

MD/fc

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Item 8, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

8

CONTRACT POSITIONS

The Budget Committee recommends that the confidential recommendation of the Budget Committee (Closed Session) of February 16, 2005, be approved.

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Item 9, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

9

2005 DRAFT OPERATING BUDGET

The Budget Committee recommends:

- 1) That the 2005 proposed Operating and Capital Budgets, incorporating the Budget Committee directives from today's meeting including the following, be forwarded to the Special Council meeting of February 21, 2005 for adoption:
 - (1) That the utilization of one-time subsidies to assist in the balancing of the 2005 Draft Operating Budget be approved;
 - (2) That the impact of the Budget Committee's direction on the use of one-time subsidies be incorporated into the Draft Operating Budget;
 - (3) That the following new complement requests be approved:
 - 1 Full-time Aquatic Coordinator (Chancellor CC) - Recreation
 - 1 Full-time Instructor Guard (Chancellor CC) - Recreation
 - 1 Full-time Clerk Assistant (Chancellor CC) - Recreation
 - 1 Full-time Area Recreation Supervisor (Chancellor CC) - Recreation
 - 2 Full-time Active Living Coordinators (Chancellor CC) - Recreation
 - 1 Part-time Clerical and 4 Part-time Community Clerks (Chancellor CC) - Recreation
 - 1 Full-time Clerk Assistant (Vellore CC) - Recreation
 - 1 Full-time Aquatic Coordinator (Vellore CC) - Recreation
 - 1 Full-time Instructor Guard (Vellore CC) - Recreation
 - 1 Full-time Area Recreation Supervisor (Vellore CC) - Recreation
 - 2 Full-time Active Living Coordinators (Vellore CC) - Recreation
 - 1 Part-time Clerical and 4 Part-time Community Clerks (Vellore CC)
 - 2 Full-time Facility Operator II (Chancellor CC) – Building and Facilities
 - 2 Full-time Facility Operator II (Vellore CC) – Building and Facilities
 - 2 Full-time Park Attendants - Parks
 - 1 Full-time Horticultural Supervisor - Parks
 - 1 Full-time Parks Coordinator – Parks
 - 1 Full-time Secretary – (Operational Audit)
 - 1 Full-time Project Manager – (Finance and Corporate Services)
 - 1 Temporary Full-time (Management) Secretary – (Budget and Financial Planning)
 - 1 Part-time Treasury Clerk – Accounts Receivable/Collections (Accounting Services)
 - 1 Part-time contract position for Communities in Bloom (Community Services);
 - (4) That the Administrative Assistant/Office Co-ordinator position in the City Manager's office continue for the remainder of 2005 on a contract basis, if required, and that consideration be given to making this a full-time position in 2006;
 - (5) That the Chancellor Community Centre expansion be opened no earlier than January 1, 2006;
 - (6) That staff provide by March 15, 2005 an updated vacancy list that details the nature of all vacant full-time positions as of March 1, 2005 and that the related job descriptions be provided;

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- (7) That funds not be allocated in the Commissioner of Economic/Technology Development and Communications budget for the Smart Vaughan Portal;
- 2) That a presentation with respect to a financial strategy for the 2006 budget be added to the agenda for the next Council/SMT Retreat;
- 3) That the memorandum from the Commissioner of Finance & Corporate Services, dated February 16, 2005, be received; and
- 4) That the following report of the City Manager, dated February 16, 2005, be received.

Recommendation

The City Manager, in consultation with the Senior Management Team, recommends:

That the following report updating the 2005 Operating Budget be approved and the updated 2005 Operating and Capital Budgets, be forwarded to the February 21, 2005 Council meeting for approval.

Purpose

The purpose of this report is to provide the Budget Committee with an update of the 2005 Operating Budget after complying with the Special Committee of the Whole (Budget) direction to further reduce the tax rate increase to 6.9%.

Background - Analysis and Options

At the January 18, 2005 Special Committee of the Whole (Budget), staff was directed to reduce the tax rate increase to 6.9%. The implication is approximately \$700,000 of further budget changes are required. Although the public meeting of January 24, 2005 presented a tax rate increase of 6.9%, time constraints in meeting that agenda deadline did not allow for the specific areas of budget changes to be identified by senior management.

In its deliberations over the last few months, the Budget Committee has approved numerous recommendations to reduce the tax rate increase from the original operating budget presented to the Committee. The list of recommendations to reduce the tax rate increase, included significantly reducing the new complement requests and reducing other controllable requests, increasing recreation user fees and planning application fees, increased by-law revenue and investment income, reduced vehicle reserve contributions, a reduction in the funds requested by the Vaughan Public Library Board, as well as many other changes throughout City departments.

The ability to identify a further \$700,000 in budget changes has proven to be difficult. However, senior management has now completed the task of identifying the \$700k of further budget changes required to reduce the tax rate percentage increase to 6.9%. The \$700,000 of further budget changes are incorporated in Attachment 1 of this report which is an update of the Draft 2005 Operating Budget.

A complete listing of the further \$700,000 in budgetary changes necessary to reduce the tax rate increase to 6.9% are included as Attachment 2 of this report. These budgetary changes do not directly impact service levels.

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Conclusion

This report and the attachment provide the Budget Committee with an update of the Draft 2005 Operating Budget. The 2005 Operating Budget will be forwarded to the February 21, 2005 Council meeting for final approval.

Attachments

Attachment 1 – Draft 2005 Operating Budget – Revenue and Expenditure Summary
Attachment 2 – Details of Further \$700,000 in Budgetary Changes

Report prepared by:

Clayton D. Harris, CA, ext. 8475
Commissioner of Finance & Corporate Services

John Hrajnik, CMA, ext. 8401
Director of Budgeting and Financial Planning

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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Item 10, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

**10 FILLING VACANT GIS TECHNICIAN-INFORMATION PROCESSOR POSITION –
ENGINEERING SERVICES DEPARTMENT**

The Budget Committee recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 16, 2005:

Recommendation

The Commissioner of Engineering and Public Works recommends that:

The Full-time GIS Technician-Information Processor Position in the Engineering Services Department be temporarily filled for approximately eleven months.

Purpose

To seek approval to fill the GIS Technician-Information Processor Position in the Infrastructure Management Systems (IMS) section of the Engineering Services Department for approximately eleven months.

Background - Analysis and Options

In June of 2005, the position of GIS Technician-Information Processor will become vacant for approximately eleven months due to a parental leave of absence. This will create the need to fill this vacancy on a temporary basis until the permanent staff member returns in May 2006.

The position is responsible for IMS and related computer support for the Engineering Services Department. Researches, designs and maintains departmental data models, standards, data flows, databases, databases structures, etc.; performs and writes ad hoc and custom queries using Structured Query Language (SQL); modifies and customizes GIS application software; performs data quality control checks; provides end user computer support; assists with report formats and generation of hardcopy map products.

The current workload including regular duties and currently approved and active Capital Projects requires that the position be filled upon vacancy. Sufficient funding is included in the draft 2005 Operating Budget for this position.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated, but not approved.

Conclusion

The position coordinates and facilitates the preparation of numerous infrastructure and data related activities that directly affect daily operations and activities for currently active Capital Projects. Failure to fill the position can cause fragmented project work flow resulting in scheduling and financial overruns and significant delay in the implementation of our Infrastructure Management System.

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Item 10, BC Report No. 3 – Page 2

Report Prepared by:

Denny S. Boskovski, C.E.T., Infrastructure Management Systems Supervisor, ext. 3105

DB:mc

CITY OF VAUGHAN

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Item 11, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

**11 FILLING VACANT CO-OP ENGINEERING POSITIONS -
ENGINEERING SERVICES DEPARTMENT**

The Budget Committee recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 16, 2005:

Recommendation

The Commissioner of Engineering and Public Works recommends that:

That the 3 Contract Co-op Engineering Positions; 2 in the summer semester, 1 in the fall semester, be filled.

Purpose

To seek approval to fill the 3 Contract Co-op Engineering Positions, 2 in the summer semester, 1 in fall semester.

Background - Analysis and Options

The Contract Co-op Engineering Position was created as a means to assist the Engineering Services Department with various tasks during our busiest times of the year and also provide students studying in the field of civil engineering, meaningful experience and credit towards their diploma.

The following outlines the duties and responsibilities of the Student Engineering Position:

- Assist with the collection, compilation, updating and review of infrastructure data;
- Assist in the design and preparation of tender documents for municipal projects;
- Assists in the field inspection and preparation of site records and progress payment certificates for construction projects, and;
- Assists the survey crew in collecting field information for municipal engineering projects;

With the Co-op Engineering Position, we are effectively multiplying our service effectiveness with respect to various services such as Engineering, Infrastructure Management and Contract Administration.

To date, the Engineering Services Department has been very successful in working together with area Universities with programs in Civil Engineering, to attract ideal candidates to support our mutual goals and objectives. Sufficient funding is included in the draft 2005 Operating Budget for these positions.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated, but not approved.

CITY OF VAUGHAN

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Conclusion

As the City continues its residential and commercial growth, this position was created as a means to assist the Engineering Services Department with various tasks during our busiest times of the year and also provide students studying in the field of civil engineering, meaningful experience and credit towards their diploma. Failure to fill this position will reduce our ability to sustain our level of service to the community in areas of Engineering, Infrastructure Management and Contract Administration.

Attachments

N/A

Report prepared by:

Denny S. Boskovski, C.E.T., Infrastructure Management Systems Supervisor, ext. 3105

DB:mc

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 21, 2005

Item 12, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

12

**FILLING VACANT POSITION
TRAFFIC ENGINEERING SUMMER/FALL SEMESTER COOP STUDENTS
ENGINEERING SERVICES SECTION – ENGINEERING DEPARTMENT**

The Budget Committee recommends approval of the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 16, 2005:

Recommendation

The Commissioner of Engineering and Public Works recommends that:

The Contract Traffic Engineering Summer/Fall Semester Coop Student Positions in the Engineering Services Section of the Engineering Department be temporarily filled for a four-month term each starting in May 2005 and ending in August 2005 and starting September 2005 and ending December 2005.

Purpose

To seek approval to fill the Contract Traffic Engineering Summer/Fall Semester Coop Student Positions in the Engineering Services Section of the Engineering Department for a four-month term each.

Background - Analysis and Options

The Contract Traffic Engineering Coop Student position was created for the 2004 year for a compliment of three four-month terms. The Traffic Engineering Division has been successful in filling all three four-month terms in 2004. This position was again filled for the four-month term starting January 2005 and end in April 2005, however, for personal reasons, that student resigned and the position is currently vacant.

This position was created to assist Traffic Staff during the busiest times of the year upon receiving various requests from City Council and the residents. To respond to the high volume of requests this position would assist in conducting: traffic movement counts, radar studies, assist with the set up of 24-hour traffic volume equipment, school crossing guard studies, assist with the annual radar message board program and day-to-day general traffic work. To meet and respond to City Council and the residents in timely fashion, the additions of summer/fall coop student positions is essential.

The current workload in the Traffic Engineering Division requires that the position be filled for the four-month summer/fall terms starting in May 2005 and ending in August 2005 and starting September 2005 and ending December 2005. Sufficient funding is included in the draft 2005 Operating Budget for these positions.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated, but not approved.

CITY OF VAUGHAN

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Conclusion

As the City continues its residential and commercial growth, this position was created to assist Traffic Staff during the busiest times of the year. To meet and respond to City Council and the residents in a timely fashion the additions of a summer/fall semester coop student positions is essential.

Report prepared by:

Mike Dokman, Supervisor Traffic Engineering

MD/

CITY OF VAUGHAN

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Item 13, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

13 VELLORE VILLAGE COMMUNITY CENTRE CAPITAL BUDGET 2005

The Budget Committee recommends:

- 1) That Clause 2 of the recommendation contained in the following report of the Commissioner of Community Services, dated February 16, 2005, be approved; and
- 2) That \$440,000 be allocated as a deferred item from the 2004 Capital Budget to the proposed 2005 Capital Budget for Vellore Village Community Centre.

Recommendation

The Commissioner of Community Services, in consultation with the Director of Recreation and Culture, and the Director of Reserves and Investments recommends:

1. That \$440,000 be added to the proposed 2005 Capital Budget for Vellore Village Community Centre; and,
2. That the funding source be obtained from City-Wide Development Charges - Recreation in the amount of \$396,000 and \$44,000 from taxation.

Purpose

The purpose of this report is to add the Vellore Village Community Centre recreation equipment to the 2005 Capital Budget.

Background - Analysis and Options

In 2004, the Building and Facilities Department requested and received approval in the capital budget for building and facility furniture and equipment for the Vellore Village Community Centre. At that time a request was not submitted from the Recreation and Culture Department for furnishings and recreation equipment. The equipment was not requested because the opening of Vellore Village Community Centre was delayed until late spring, early summer of 2005. The Recreation and Culture Department is now requesting \$440,000 to be approved for recreation furniture and equipment in the 2005 Capital Budget. The funding source in the amount of \$396,000 would come from City-Wide Development Charges – Recreation and \$44,000 from taxation.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council. The necessary resources have not been allocated in the 2005 Capital Budget.

Conclusion

The Vellore Village Community Centre is scheduled to open in the spring of 2005. The Recreation and Culture Department are requesting that \$440,000 be allocated for recreation equipment and furnishings for the various facilities within the new complex. (Aquatic centre, gymnasiums, etc.) The funding source for the 2005 Capital Budget request would come from City-Wide Development Charges - Recreation in the amount of \$396,000 and \$44,000 from taxation.

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Attachments

None

Report Prepared By

Diane LaPointe-Kay, Director of Recreation and Culture, ext. 8117

CITY OF VAUGHAN

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Item 14, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

14 GREATER TORONTO AREA POOLING SOCIAL SERVICE COSTS

The Budget Committee recommendation was dealt with and adopted at the Special Council Meeting of February 16, 2005, under Minute No. 42.

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Item 15, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

15

SCHOOL CROSSING GUARDS

The Budget Committee recommends:

- 1) That the School Crossing Guard Policy be reviewed in consultation with the School Boards, with special attention being given to crossing guards that have the opportunity to do more than one leg of the intersection; and
- 2) That the following report of Regional Councillor Jackson, dated February 16, 2005, be received.

Recommendation

Local and Regional Councillor Linda Jackson recommends:

THAT staff be directed to conduct studies of pedestrian crossings to determine if additional crossing guards are warranted, and

THAT the studies be conducted for St. Clare school at Santa Barbara Place and Velmar Drive, for Divine Mercy school at Melville Avenue and Cunningham Drive, for Blessed Trinity school at Hawker Road and Springside Road, for Holy Family school at Conley Street and New Westminster Drive, for St. John Bosco school at Belview Avenue and Stan Gate, and for St. Gregory the Great school at Valeria Boulevard and Greenpark Boulevard, and

THAT funds be allocated to the budget for additional crossing guards if warranted at these locations.

Purpose

To provide supervised pedestrian crossings for students accessing schools within the City of Vaughan.

Background - Analysis and Options

Presently, in accordance to the HTA, a school crossing guard will cross children at a designated location where there are school crossing signs and markings present. It has come to the councillor's attention that several crossing guards within the City of Vaughan are under pressure from parents to cross the children at unmarked sides of the intersection.

Staff is not aware of any other municipality that allows a school crossing guard to cross two sides of an intersection.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council.

Conclusion

The foregoing will provide safe pedestrian access to school within the City of Vaughan.

Report prepared by:

Mirella Compagno, Council Administrative Assistant

CITY OF VAUGHAN

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Item 16, Report No. 3, of the Budget Committee, which was adopted without amendment by the Council of the City of Vaughan on February 21, 2005.

**16 NEW BUSINESS - REMOVAL OF WALL IN THE SENIORS' ROOM
 AT FATHER ERMANNO BULFON COMMUNITY CENTRE**

The Budget Committee recommends:

- 1) That funds be included in the 2005 proposed budget for the removal of a wall in the Seniors' room at Father Ermanno Bulfon Community Centre; and**
- 2) That staff provide a report to the Special Council meeting of February 21, 2005 with respect to the funding source and any other implications regarding this matter.**

The foregoing matter was brought to the attention of the Committee by Mayor Di Biase.