

## **COMMITTEE OF THE WHOLE - WORKING SESSION - JUNE 12, 2007**

### **SCHOOL CROSSING GUARD ANNUAL LOCATION REVIEW**

#### **Recommendation**

The Commissioner of Engineering and Public Works, the Commissioner of Legal and Administrative Services, the Director of Human Resources and the Director of Engineering Services recommend:

1. That this report be received for information;
2. That the Proposed 'Procedures for NEW Schools – June 25, 2007' be approved;
3. That the REVISED 'City Guidelines/Criteria for Placement of a School Crossing Guard – June 25, 2007', be approved;
4. That the need for a crossing guard for St. Veronica Catholic Elementary School be reviewed in the Fall 2007;
5. That a Committee comprising appropriate staff from the City, the affected School Board, the School Principal, the Local Councillor and the School Trustee be established to review school crossing locations that from the annual staff review have low usage to consider the need for the crossing guard service.

#### **Economic Impact**

The school crossing guard at St. Veronica Elementary School will not have an impact to the 2007 Operating Budget. There will be an impact for each of the existing 82 crossing guards in the 2008 Operating Budget.

#### **Communication Plan**

Engineering Services staff met with the York Region District School Board in February 2007 to discuss various concerns regarding school crossing guards and to inform them of the planned 25 guard locations to be studied for this report. York Region Catholic School Board did not attend this meeting. Engineering Services staff will contact both school boards on Council direction of this report.

#### **Purpose**

To provide an annual review of 25 school crossing guard locations to determine the appropriateness of the crossing location and that it maintains an appropriate level of service. Also, to provide a report to Council with regard to the replacement of crossing guards due to absences.

This report will also address:

- A proposed procedure for NEW Schools
- A revised criteria for placing school crossing guards
- A specific approach for those new schools opening in Fall, 2007
- A means of addressing a current deficiency at an existing school

#### **Background - Analysis and Options**

At its meeting on June 27, 2005 Council approved;

**“That an annual program be established to conduct a review of 25 pre-selected school crossing guard locations in the field to determine the appropriateness of the crossing location for the subsequent school year.”**

The current annualized cost of one crossing guard is \$9,420. There are presently 82 guards approved within budget complement for the School Crossing Guards Program in 2007.

Engineering staff have undertaken further reviews of school crossing guard locations that may potentially be relocated/eliminated and/or the opportunity to cross more than one leg of an intersection. Schools were surveyed during the morning and afternoon arrival/departure times. Where possible, crossing studies were undertaken during normal weather conditions (i.e., surveys were not undertaken during heavy rain and snowfall days). In addition, staff attempted to survey schools on Tuesdays, Wednesdays or Thursdays, and accounted for specific holidays.

During the investigations, staff observed and recorded the following details:

- Number of students using the crossing;
- Vehicular operations including parent drop off/pick-up activities;
- Crossing guard activities; and
- Type of traffic control, where applicable.

Of the 25 school crossing guard locations reviewed in the City of Vaughan, 5 are at signalized intersections, 14 are at intersections under an all-way stop control, 2 are at a pedestrian signal, 1 is at an intersection with a traffic circle and 3 are at an intersections with only the side street under stop control. Staff conducted a pedestrian study at each location and the results are indicated in the chart on Attachment No. 1. As part of the review, staff requested from the respective School Board, the number of registered children that may use that particular crossing location. This information is also provided in the chart.

#### Review of the 25 Pre-Selected Crossing Guard Locations

A brief summary is provided from the pedestrian studies:

1. Generally, there were no problems with the use of the guard and/or vehicle/pedestrian conflicts noted.
2. There were concerns noted regarding traffic congestion near the school and/or the guard location. Engineering staff will follow up with these in the Fall 2007.
3. As shown in the accompanying chart (Attachment No. 1), the number of counted children compared to the registered number of children that may use a particular guard location is relatively low.

There are 3 locations that had a very low presence of children crossing activity:

- Clark Ave/York Hill Blvd (total children 4), Eltz Chaim Elementary School, existing traffic signal for assistance.
- Clarence St/Woburn Ave (total children 4), Our Lady of Fatima, existing all-way stop for assistance.
- Clark Ave/Hilda Ave (total children 6), York Hill Public School, existing traffic signal for assistance.

There are 16 other locations that do not fulfill the minimum number of 50 students crossing during the time periods as per the approved guidelines.

### Proposed Procedure for New Schools

Over the years, Engineering Services staff would be advised when a new school would open either by the School Board or by means of their website or written notification from staff. Traffic Engineering would request from Board staff the catchment area of registered children, specifically broken down into quadrants. This 'theoretical' number, along with a site visit to the school area would determine the most appropriate location(s) for a crossing guard. A recommendation would be provided for Council approval and when approved, the required signs/markings and notification would be completed. Human Resources Department would secure a crossing guard and arrange for appropriate training and deployment. Staff would revisit the approved locations during the initial school year with a pedestrian study to determine the 'actual' number of children crossing and that the location(s) is still then most suitable. With this approach, double the time staff is required to be on site to confirm crossing location.

Engineering Services is proposing a new procedure for establishing a crossing guard at a NEW school as noted below:

### Procedure for NEW Schools – June 25, 2007

1. The City of Vaughan's Engineering Services Department and Human Resources Department must be advised in writing of any new school by the appropriate School Board.
2. Once confirmation is received, Engineering Services staff will respond in writing on the timeline for the required studies.
3. Engineering Services staff will request from the particular School Board the catchment area of the registered children for the subject school.
4. After the completion of the traffic studies and comparison to the catchment area information, Engineering Services staff will prepare a report to Council on the implementation of a crossing guard, **if** it meets the Approved City Guidelines/Criteria for Placement of a School Crossing Guard. If the collected information does not meet the criteria, then the particular School Board will be advised in writing on the outcome of our findings.
5. On all correspondences, the Local Councillor and Human Resources Department will be copied on the outcome of the study findings.

### Revised City Criteria for Placement of a School Crossing Guard– June 25, 2007

A school crossing guard will be implemented when the following criteria are met:

1. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a local roadway exceeds 1,000 vehicles, which there are 50 or more (unassisted) school children crossing during the peak school time periods.
2. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a local feeder roadway exceeds 3,000 vehicles, which there are 50 or more (unassisted) school children crossing during the peak school time period.
3. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a collector roadway exceeds 8,000 vehicles, which there are 50 or more (unassisted) school children crossing during the peak school time periods.
4. At a side street only where the peak traffic volume rate exceeds 120 vehicles/hour.

5. At a location where the minimum sight distance is below 65 metres.
6. At an existing all-way stop controlled intersection where the total traffic volume exceeds 350 vehicles for local and feeder intersections.
7. At an existing all-way stop controlled intersection where the total traffic volume exceeds 500 vehicles for collector intersections.
8. At an existing traffic signalized intersection where the peak hour number of school children exceeds 50.
9. At a location where the operating speed for the street exceeds the existing speed limit by 10 km/h.

In addition, the following Guidelines shall be maintained in managing the School Crossing Guard Program:

10. That a school crossing guard be allowed to cross children on more than one leg of an intersection in an "L" type (adjacent) crossing configuration, only where required signage/pavement markings are in place.
11. That an annual review of 25 pre-selected school crossing guard locations in the field to determine the appropriateness of the crossing location for the subsequent school year.
12. That Engineering Services staff and Human Resources staff meet with the School Boards annually, in February of each year, to discuss school crossing guard matters.

#### New Schools Fall 2007

##### Teston Village Public School

The new Teston Village Public School is located on Murray Farm Lane and is scheduled to be opened for the 2007/2008 school year. Staff received the school's boundary map from the York Region District School Board to assist with the possible location of a guard. (Refer to Attachment No.2).

In accordance with the proposed 'Procedure for NEW Schools', the York Region District School Board will be informed to follow this procedure and Engineering Services staff will schedule a review in the Fall 2007, with a crossing guard recommendation report to follow.

##### Carrville Mills Public School

The new Carrville Mills Public School is located on Apple Blossom Drive between Pleasant Ridge Drive and Thornhill Woods Drive and is scheduled to be opened for the 2007/2008 school year. (The area is shown in Attachment No. 4). Staff received the school's boundary map from York Region District School Board to assist with the possible location of a guard. (Refer to Attachment No. 3).

In accordance with the proposed 'Procedure for NEW Schools', the York Region District School Board will be informed to follow this procedure and Engineering Services staff will schedule a review in the Fall 2007, with a crossing guard recommendation report to follow.

##### St. Veronica Catholic Elementary School

St. Veronica Catholic Elementary School is located on the southwest corner of Maria Antonia Road and Fossil Hill Road. The crossing guard is proposed on the south side of the intersection of Fossil Hill Road and Maria Antonia Road. The area is shown in Attachment No. 4.

This matter was originally recommended for approval and subsequently referred to the Council/School Board Liaison Committee at the June 26, 2006 Council meeting. The intent was to transfer the existing guard from Melville Avenue and Cunningham Drive to this location for St. Veronica Catholic Elementary School. (Refer to Attachment No. 5). The guard at Melville Avenue and Cunningham Drive will now remain as per approval by Council approval at their meeting of May 7, 2007.

A field study was conducted in November, 2006 at the intersection of Fossil Hill Road and Maria Antonia Road to determine the number of children crossing. The results were as follows:

North Side	17 children
South Side	9 children
East Side	17 children
West Side	38 children

The above counts do not specifically meet the warrants, however, they do indicate the potential for a guard location to become warranted. It is recommended that a further study be conducted on this location and a further report be prepared in the Fall 2007 for consideration by Committee of the Whole.

#### School Crossing Guard Committee

In the past, City staff have submitted recommendations for the removal/relocation of school crossing guards where the warrants were not met. These recommendations have met significant resistance due to the emotional reaction of those affected by the proposed removal. In order to ensure that all aspects of any proposed revisions to school crossing guards are fully considered, it is recommended that when a field study shows low crossing guard usage, a Committee comprising staff from the City, the School Board the Local Councillor, the School Trustee and School Principal be convened to make observations and recommendations. In this way, if a guard is recommended for removal or relocation, the affected community will have been consulted and provided with opportunities for discussion and consideration of all concerns.

#### **Relationship to Vaughan Vision 2007**

This traffic study is consistent with Vaughan Vision 2007 which seeks to improve community safety through design, prevention, enforcement and education (1.1) through the review of the level of enforcement, compliance and monitoring of regulations relating to public safety (1.1.6).

#### **Regional Implications**

Not Applicable.

#### **Conclusion**

This report is consistent with the priorities previously set by Council. Staff reviewed the City Guidelines/Criteria for Placement of a School Crossing Guard.

#### **Attachments**

1. 2007 Crossing Guard Review List
2. Teston Village School Boundary Map
3. Carrville Mills School Boundary Map
4. St. Veronica Catholic Elementary School Location Map
5. Council Extract, Item 26, Report No. 37, Committee of the Whole, June 26, 2006

#### **Report prepared by:**

Mike Dokman, Supervisor, Traffic Engineering, Ext. 8031

Respectfully submitted,

Bill Robinson, P. Eng.  
Commissioner of Engineering and Public Works

Gary P. Carroll, P. Eng.  
Director of Engineering Services

Janice Atwood-Petkovski  
Commissioner of Legal and Administrative Services

Janet Ashfield  
Director of Human Resources

MD:mc

# ATTACHMENT NO. 1

## City of Vaughan 2007 Crossing Guard Reviews

School	Crossing Guard Location	# of Children Crossing	# of Registered Children	Date of Study
Blessed Trinity Catholic School	1. Melville Ave and Springside Rd, (south side)	AM - 7 children PM - 8 children	n/a	AM May 8, 2007 PM March 28, 2007
	2. Hawker Rd and Springside Rd, (west side)	AM - 34 children PM - 23 children		March 21, 2007
Charlton Public School	3. Joseph Aaron Blvd and Rimmington Dr, (north side)	AM - 26 children PM - 21 children	233	March 23, 2007
Eliz Chaim Elementary School	4. Clark Ave and York Hill Blvd, (east side)	AM - 2 children PM - 2 children	n/a	March 28, 2007
Father John Kelly School	5. Cromwell Rd and Empress Rd, (east side)	AM - 20 children PM - 23 children	n/a	May 25, 2007
Forest Run Public School	6. Forest Run Blvd and Vanguard Rd, (north side)	AM - 48 children PM - 41 children	176	May 22, 2007
Fossil Hill Public School	7. Fossil Hill Rd and Villa Royale Rd, (north side)	AM - 7 children PM - 7 children	135	AM May 8, 2007 PM April 11, 2007
Holy Jubilee Catholic School	8. Drummond Dr and Montleth Rd, (west side)	AM - 5 children PM - 19 children	n/a	April 23, 2007
Mackenzie Glen Public School	9. Drummond Dr and Cranston Park Dr, (south side)	AM - 37 children PM - 56 children	675	April 18, 2007
Our Lady of Fatima	10. Woburn Ave and Crofters Rd, (south side)	AM - 12 children PM - 11 children	n/a	May 2, 2007
St Andrews Catholic School	11. Clarence St and Woburn Ave, (south side)	AM - 0 children PM - 4 children		April 25, 2007
St Angela Merici	12. Forest Fountain Dr and Montebello Ave, (north side)	AM - 76 children PM - 44 children	n/a	May 2, 2007
St Clements Separate School	13. Martin Grove Rd (in front of the school)	AM - 7 children PM - 29 children	n/a	May 1, 2007
St David's Separate School	14. Bainbridge Ave and Forest Drive, (north side)	AM - 12 children PM - 13 children	n/a	May 1, 2007
	15. Killian Rd and Lamar Rd/Sterling Dr, (west side)	AM - 16 children	n/a	May 24, 2007

**City of Vaughan  
2007 Crossing Guard Reviews**

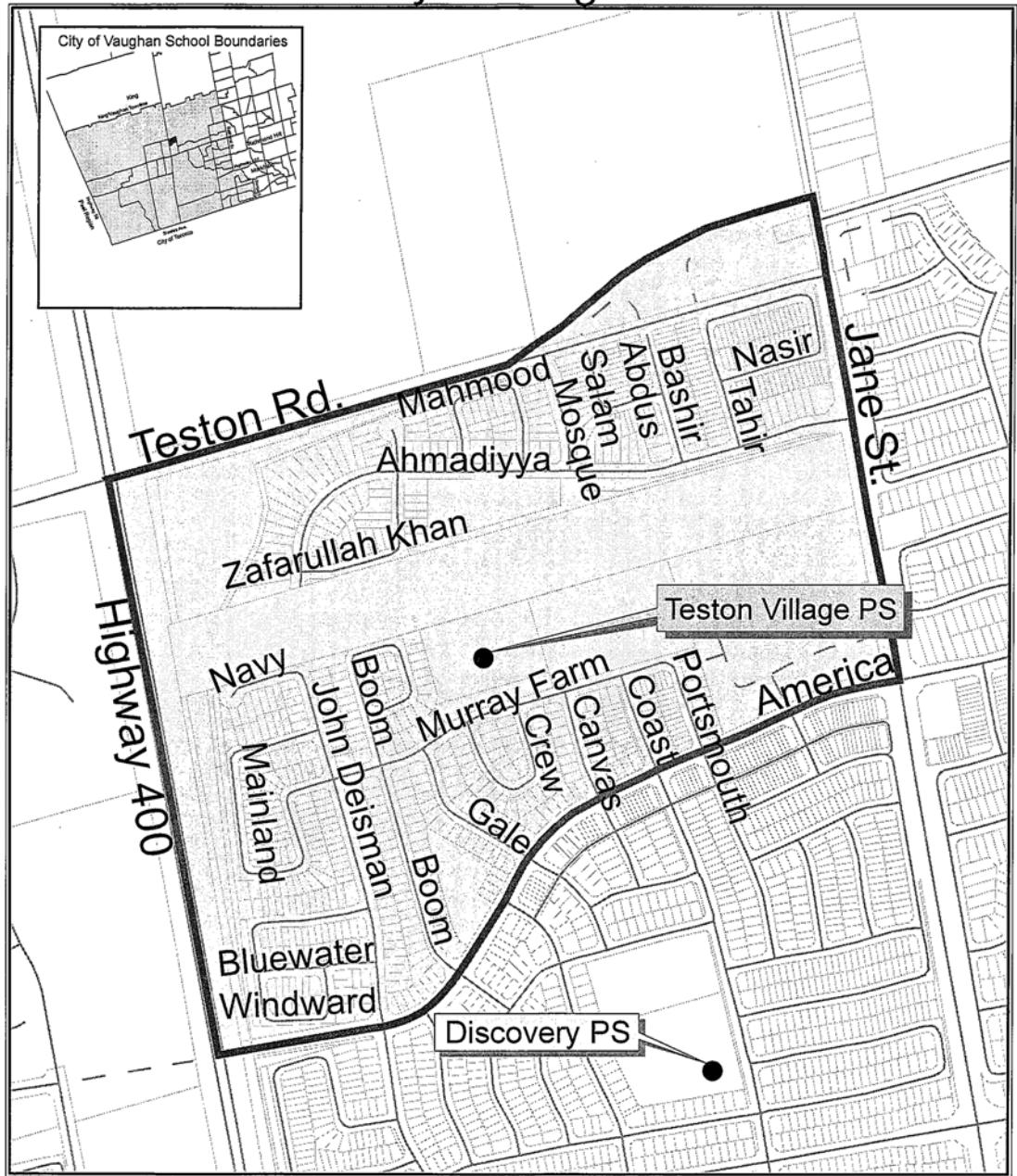
<u>School</u>	<u>Crossing Guard Location</u>	<u># of Children Crossing</u>	<u># of Registered Children</u>	<u>Date of Study</u>
St Gabriel the Archangel	16. Fiori Dr and Adrianno Ct, (south side)	PM - 40 children AM - 17 children	n/a	May 9, 2007
St Gregory the Great	17. Valeria Blvd and Greenpark Blvd, (north side)	AM - 24 children PM - 17 children	n/a	May 14, 2007
St James Catholic School	18. Mast Rd and Queen Isabella Cres, (south side)	AM - 11 children PM - 13 children	n/a	May 9, 2007
St Padre Pio Catholic School	19. Forest Fountain Dr and Napa Valley Ave, (north side)	AM - 13 children PM - 22 children	n/a	April 4, 2007
Ventura Park Public School	20. Worth Blvd and Rockwood Cres, (west side)	AM - 27 children PM - 18 children	394	
Wishire Public School	21. Beverly Glen Blvd and Worth Blvd, (north side)	AM - 34 children PM - 31 children	116	May 10, 2007
Woodbridge Public School	22. Kipling Ave and Burwick Ave, (north side)	AM - 19 children PM - 18 children	n/a	May 25, 2007
	23. Highway 7 and Kipling Ave, (east side)	AM - 6 children PM - 6 children		April 26, 2007
York Hill Public School	24. Hilda Ave and Clark Ave (west side)	AM - 2 children PM - 4 children	406	May 25, 2007
	25. Hilda Ave and York Hill Blvd, (west side)	AM - 23 children PM - 22 children		May 4, 2007



# ATTACHMENT NO. 2

## Teston Village PS

### City of Vaughan



Legend	
	School Boundary
	Lakes
	Parcels
	Elementary School
	Elementary French Immersion School
	Secondary School
	Roads
	Proposed Road
	Rivers/Creeks
	Railway Tracks

Map updated on February 28, 2007  
 Date of Boundary Approval: April 26, 2007

**ATTACHMENT NO. 3**  
**Carrville Mills PS**  
**City of Vaughan**



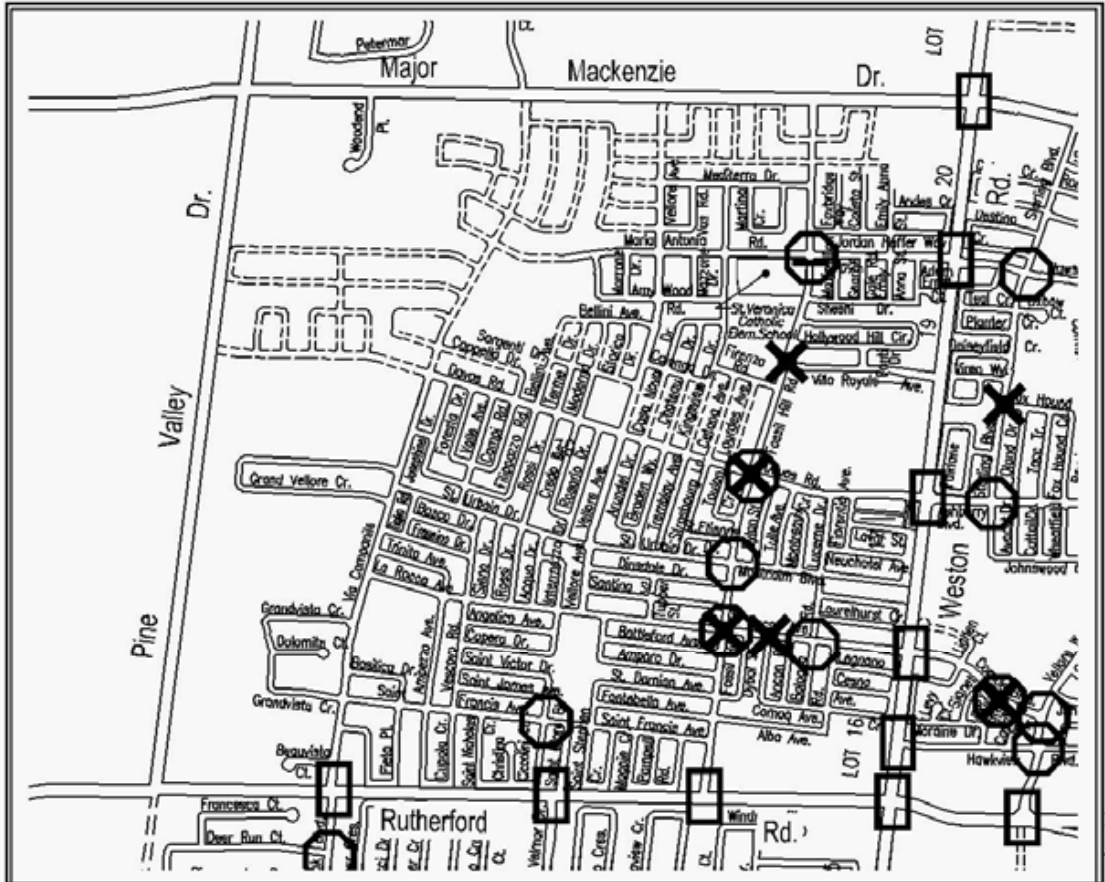
**Legend**

- School Boundary
- Roads
- Proposed Road
- Rivers/Creeks
- Lakes
- Elementary School
- Elementary French Immersion School
- Parcels
- Secondary School
- Railway Tracks







Map updated on January 30, 2007  
 Date of Boundary Approval: 2002

# ATTACHMENT No. 4



## ST.VERONICA CATHOLIC ELEMENTARY SCHOOL PROPOSED SCHOOL CROSSING GUARD

### LEGEND

-  PROPOSED CROSSING GUARD
-  EXISTING TRAFFIC SIGNALS
-  EXISTING ALL-WAY STOP CONTROL
-  EXISTING SUPERVISED SCHOOL CROSSING



NOT TO SCALE

Drawing name: R:\ENGINEERING\TRAFFIC\W\St.Vernonica Proposed Crossing Guard.dwg

# ATTACHMENT NO. 5

CITY OF VAUGHAN

## EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 26, 2006

Item 26, Report No. 37, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 26, 2006.

### 26 **SCHOOL CROSSING GUARD ANNUAL LOCATION REVIEW**

The Committee of the Whole recommends that this matter be referred to the Council/School Board Liaison Committee.

#### Recommendation

The Commissioner of Engineering and Public Works, the Commissioner of Legal and Administrative Services, the Director of Human Resources and the Director of Engineering Services recommend:

1. That a school crossing guard be approved on the south side of the intersection of Fossil Hill Road and Maria Antonia Road (St. Veronica Catholic Elementary School);
2. That the school crossing guard to be removed from the intersection of Melville Avenue and Cunningham Drive be relocated to the intersection of Fossil Hill Road and Maria Antonia Road;
3. That the following three school crossing guards be removed: New Westminster Drive/Conley Street, Melville Avenue/Avro Road and Martin Grove Road/Forest Drive; and
4. That the 82 guard complement be retained and the above three guard removals in recommendation #3 be utilized at a future school or an additional approved request.

#### Economic Impact

Not Applicable.

#### Purpose

To provide an annual review of 25 school crossing guard locations to determine the appropriateness of the crossing location and that it maintains an appropriate level of service.

#### Background - Analysis and Options

*At its meeting on June 27, 2005 Council approved;*

***"That an annual program be established to conduct a review of 25 pre-selected school crossing guard locations in the field to determine the appropriateness of the crossing location for the subsequent school year."***

The annualized cost of one crossing guard is \$8,100. The cost for September to December is \$3,300 per guard (based on the current rate of pay as approved by Council). There are currently 82 guards approved within budget complement for the School Crossing Guards Program in 2006.

Engineering staff have undertaken further reviews of school crossing guard locations that may potentially be eliminated/relocated and/or the opportunity to cross more than one leg of an intersection. Schools were surveyed during the morning and afternoon arrival/departure times. Where possible, crossing studies were undertaken during normal weather conditions (i.e., surveys were not undertaken during heavy rain and snowfall days). In addition, staff attempted to survey schools on Tuesdays, Wednesdays or Thursdays, and accounted for specific holidays.

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CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 26, 2006

Item 26. CW Report No. 37 – Page 2

During the investigations, staff observed and recorded the following details:

- Number of students using the crossing;
- Vehicular operations including parent drop off/pick-up activities;
- Crossing guard activities; and
- Type of traffic control, where applicable.

Of the 25 school crossing guard locations reviewed in the City of Vaughan, 6 are at signalized intersections, 18 are at intersections under an all-way stop control, 1 is at tee-type intersection location with only the side street with the stop control and 1 is located at an intersection that is controlled by a traffic circle. Staff conducted a pedestrian study at each location and the results are indicated in the chart on Attachment No. 1. As part of the review, staff requested from the respective School Board, the number of registered children that may use that particular crossing location. This information is also provided in the chart.

New School for 2006

York District Catholic School Board

There is 1 new school opening for September 2006. St. Veronica Catholic Elementary School is located on the southwest corner of the intersection of Fossil Hill Road and Maria Antonia Road. Based on the location of the school in comparison to number of households, it is proposed that a school crossing guard be provided on the south side of the Fossil Hill Road and Maria Antonia Road intersection. There is an existing all-way stop control at the intersection Fossil Hill Road and Maria Antonia Road. Refer to Attachment #1. The registered number of children that would cross Fossil Hill Road is 84. This guard will assist children arriving east of Fossil Hill Road. Staff will monitor this location in September 2006 to ensure this is the most appropriate location. The complement position for this crossing guard will be obtained by relocating the guard position from Melville Avenue and Cunningham Drive to this new location. The existing guard at Melville Avenue and Cunningham Drive (south side) will be removed once the Melville Pedestrian Signal is installed prior to the new school year in September 2006. A child wishing to cross Melville Avenue may do so at the new mid-block Pedestrian Signal.

Review of the 25 pre-selected guard locations

A brief summary is provided from the pedestrian studies:

1. Generally, there were no problems with the use of the guard and/or vehicle/pedestrian conflicts noted.
2. The following guard locations were noted to assist on additional legs of the intersection: Brownridge Dr/Draper Blvd, Melville Ave/Springside Rd, Melville Ave/Avro Rd, Melville Ave/Roseheath Dr, Discovery Tr/Equator Cres, New Westminster Dr/Mullen Dr, Fossil Hill Blvd/Davos Rd and Ten Oaks Blvd/Forest Run Blvd. Staff advised Human Resources of these concerns. Based on the studies, no additional 'L' type crossings are warranted at any of the above locations.
3. As shown in the accompanying chart (Attachment No. 2), the number of counted children compared to the registered number of children that may use a particular guard location is relatively low.

There are three guard locations that had a low presence of children crossing activity:

- New Westminster Dr/Conley St (total children 19), existing traffic signal for assistance.
- Melville Ave/Avro Rd (total children 5), existing traffic signal for assistance.
- Martin Grove Rd/Forest Dr (total children 4), existing all-way stop control.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 26, 2006

Item 26. CW Report No. 37 – Page 3

It is recommended, that the three guards be removed but not eliminated from the 82 guard complement. These guards can be kept as part of the complement that will allow staff to utilize them at a future school location, as an additional approved request or as spares in the event of absenteeism or illness. Staff note that the existing crossing guard from Melville Avenue and Roseheath Drive is to be relocated to a New crossing on Thornhill Woods Drive, south of Coltrane Drive.

Approved City Guidelines/Criteria for Placement of a School Crossing Guard– June 28, 2004

A school crossing guard will be implemented when the following criteria are met:

1. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a local roadway exceeds 1,000 vehicles, which there are 50 or more (unassisted) school children crossing during the highest peak school time period.
2. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a local feeder roadway exceeds 3,000 vehicles, which there are 50 or more (unassisted) school children crossing during the highest peak school time period.
3. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a collector roadway exceeds 8,000 vehicles, which there are 50 or more (unassisted) school children crossing during the highest peak school time period.
4. At a side street only where the peak traffic volume rate exceeds 120 vehicles/hour.
5. At a location where the minimum sight distance is below 65 metres.
6. At an existing all-way stop controlled intersection where the total traffic volume exceeds 350 vehicles for local and feeder intersections.
7. At an existing all-way stop controlled intersection where the total traffic volume exceeds 500 vehicles for collector intersections.
8. At an existing traffic signalized intersection where the peak hour number of school children exceeds 50.
9. At a location where the operating speed for the street exceeds the existing speed limit by 10 km/h.

Relationship to Vaughan Vision 2007

This traffic study is consistent with Vaughan Vision 2007 which seeks to improve community safety through design, prevention, enforcement and education (1.1) through the review of the level of enforcement, compliance and monitoring of regulations relating to public safety (1.1.6).

Conclusion

This report is consistent with the priorities previously set by Council. Staff reviewed the City Guidelines/Criteria for Placement of a School Crossing Guard and recommend that the following three guard locations be removed: New Westminster Dr/Conley St, Melville Ave/Avro and Martin Grove Rd/Forest Dr. Staff recommends that the approved compliment of 82 guards be retained and the above three guard removals be utilized at a future school location or an additional approved request.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 26, 2006

Item 26, CW Report No. 37 – Page 4

Staff also recommends that a school crossing guard be approved on the south side of the Fossil Hill Road and Maria Antonia Road intersection for the new school St. Veronica Catholic Elementary School.

Attachments

1. St. Veronica Catholic Elementary School Location Map
2. 2006 Crossing Guard Review List

Report prepared by:

Mike Dokman, Supervisor, Traffic Engineering, Ext. 8031

:MD

(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.)