

## APPENDIX B

**From:** [admin@gvcga.com](mailto:admin@gvcga.com) <[admin@gvcga.com](mailto:admin@gvcga.com)>  
**Sent:** June 18, 2019 10:16 AM  
**To:** Sarah Webb  
**Subject:** Re: Council - Follow up - CoV Funding

Good Morning Sarah and Jennifer,

You have both emailed me regarding the grant request and the motion passed by council

*That Council direct staff to contact the crossing guard society to determine the potential impact of the proposed allocation and report back on a possible alternate amount funded from contingency for consideration at a future COTW meeting.*

I wanted to be sure you both had the same information for the work you will be doing regarding this.

The cost of services GVCGA will be providing through June 2019 is \$32078.60. We showed a credit from the extra-ordinary funding received in 2018 of \$6225.89 on December 31, 2018. That was due to a medical leave of one crossing guard and some unfilled posts we had hoped to fill. Which brings us to a net balance of \$25852.71 for January - June 2019.

If GVCGA receives grant funding of \$25000. We will not be able to provide any further services for September and beyond. We will in fact need to ask the management company to accept a reduced payment for their services.

If we receive the full request of \$69000 we will be able to confidently pursue hiring three more crossing guards to fill the vacancies we currently have at; Bay & Forbes, Hillside & Doncaster and Hillside & Shelbourne as well as maintain the services currently in place.

If the amount Sarah mentioned is the amount decided by the council, \$51740. We would maintain the level of service currently in place and stop looking to fill those positions listed above. This would nearly cover the difference in funding we would be able to manage the remaining difference.

We would welcome a full discussion with community members listed in Sarah's email below. A broad, multi-jurisdictional standardization of what criteria is used to determine when an adult crossing guard is required to instill confidence in the safety of pedestrian and other road users is what we seek. Safe, walkable routes or safe crossings from public transit stops is our hope as an association.

Sarah, the chart you included was nearly complete with the exception of the Bay & Forbes and Hillside & Shelbourne locations which I am told have been vacant for a while now but are still on the list I received from Beacon Community Services as crosswalks to staff in the future when we found a qualified candidate.

I hope this adequately addresses the questions you have both asked.  
Thank you for your efforts in this matter,

Audrey Smith  
President GVCGA  
250-744-1506

## APPENDIX B

**From:** admin@gvcga.com <admin@gvcga.com>

**Sent:** Tuesday, July 23, 2019 4:46 PM

**To:** Jennifer Lockhart <jlockhart@victoria.ca>; Sarah Webb <swebb@victoria.ca>

**Subject:** City of Victoria grant discussion

Hi Jennifer, Sarah and Jo-Ann

I would like to express my appreciation for your willingness to work with me as the representative for Greater Victoria Crossing Guards Association(GVCGA) as we sort through the our 2019 grant application and the confusion that has resulted.

We thank the grant committee and City Council for granting the \$25000.

Thank you for the continued conversation to help understand what has gone wrong to create the funding stress our new association has experienced.

Through our discussions it has been made clear some things have been missed:

- first thing that was missed is the grant application in 2018 for July 2018-June 2019. It was not applied for by any organization.
- When GVCGA requested council for extraordinary funding back in July 2018 it should have been for the whole school year and not for September to December 2018. We were granted \$27725 and used that to pay for the services through December 2018.
- I misunderstood the City of Victoria's grant time frame and believed applying for the 2019 costs of service was expected in the 2019 grant application.

Our conversation has cleared that up and, if we can get the mistakes corrected we will be in a better position to dependably serve the communities going forward.

Having missed the 2018 grant has put us in a catch up scramble of paying staff without sufficient funding approved or received all this first year. The 2019 grant of \$25000 is a perfect example of that. The grant and the savings from the original \$27725, due to sick days, has been used to pay for services from January to June 2019. There is no remaining funds to support service in the fall or through the school year of 2019/2020.

I now understand our grant application for 2019 should have been to cover costs for July 2019-June 2020. Here is a breakdown of what should have been requested:

- July 2019-June 2020 \$55730.64 taking into account the minimum wage increases on June 1, 2019 & 2020. That would maintain the current service with two intersections vacant(Bay & Forbes and Hillside & Doncaster).[I have been including Hillside & Shelbourne in error in the discussions. I have just recalled that was covered by Saanich when it was filled and is on their list of intersections.]
- The \$25000 already granted and received was used to cover Jan-Jun 2019 services.
- If we were to fill the 2 vacant positions it would require addition funds of \$6556.55 per intersection
- total overall request of \$68843.74 for 10.5 positions.

I apologize for my errors in my requests for grant funding from The City of Victoria. All of my errors are due to being new to this area of funding and coming in mid grant cycle with no prior knowledge or understanding of the process. Recovering from that missed grant of 2018 will go a long way to stabilize the association's position for us to continue the crossing guard service we provide. Victoria has been very supportive of our efforts to serve the communities and we look forward to continuing our work together getting kids to school safely via something other than a car.

## **APPENDIX B**

Thank you for taking the time to ask the questions to understand what went was happening and how we got here.

Regards,

Audrey Smith, GVC GA President