

Service Area:	<b>Community and Protective Services</b>	Policy No.:	
Department:	<b>Planning</b>	Approval Date:	<b>March 30, 2009</b>
Division:	Urban Design & Community Development	Approved By:	<b>CR107/2009</b>
		Effective Date:	<b>March 30, 2009</b>
Subject:	<b>Business Improvement Area [BIA] Capital Asset Maintenance Funding</b>	Procedure Ref.:	
Prepared By:	Rose MacLachlan	<i>Pages:</i>	Replaces:
			Date:

### 1. **POLICY**

A specified monetary amount, subject to annual approval by Council through regular budget deliberations, is provided in the City's operating budget for the purposes of capital asset maintenance in each BIA.

### 2. **PURPOSE**

- 2.1 Coordinate City funding for capital asset maintenance in BIAs based on life-cycle evaluation.
- 2.2 Provide a budgeting mechanism based on planned outcomes identified in annual capital asset audits, avoiding singular ad hoc requests.
- 2.3 Equitable distribution of City operating budget resources for capital asset maintenance in BIAs.
- 2.4 Harmonize BIA activities and streamline City administrative processes.
- 2.5 Reduce administrative time and expense in the approval process for BIA capital asset maintenance projects.

### 3. **SCOPE**

- 3.1 This policy only applies to City assisted funding for capital asset maintenance on public property in Windsor BIAs.
- 3.2 Applies only to City assisted funding for capital asset maintenance above the City standard in Windsor BIAs.

#### **4. RESPONSIBILITY**

- 4.1** City Council is responsible for:
  - 4.1.1** Approving funding for BIA capital asset maintenance on an annual basis; and
  - 4.1.2** Approving all changes proposed to this policy.
  
- 4.2** The Planning Department, working in consultation with the Public Works Operations Division, is responsible for:
  - 4.2.1** Establishing procedures or forms that may be adopted to implement this policy;
  - 4.2.2** Revising this policy as directed by City Council;
  - 4.2.3** Liaising with BIAs in their preparation of capital asset maintenance funding requests;
  - 4.2.4** Managing the process of receiving capital asset maintenance funding requests in BIAs and vetting them through City Administration;
  - 4.2.5** Establishing Project Review Teams composed of City Administration with the responsibility and expertise appropriate to each BIA capital asset maintenance funding request;
  - 4.2.6** Reviewing the effectiveness of this policy at least once during each City Council term and reporting to Council any recommended changes.
  
- 4.3** General Managers are responsible for ensuring their staff are:
  - 4.3.1** Participating in Project Review Teams and capital asset audits in a timely and effective manner to not unduly delay City Administration's vetting of capital asset maintenance in BIAs.
  - 4.3.2** Implementing approved BIA capital asset maintenance assigned to their service area, in accordance with normal accounting and processing of appropriate work order procedures.
  
- 4.4** The Windsor Business Improvement Area Advisory Committee is responsible for recommending to Council an appropriate formula for the equitable distribution of municipal maintenance funding to the City of Windsor BIAs.
  
- 4.5** Each BIA is responsible for preparing and submitting its requests to Administration for City assisted funding of capital asset maintenance that meet the Governing Rules and Regulations outlined in Section 5 below, on or before the specified policy and procedure deadlines.

## **5. GOVERNING RULES AND REGULATIONS**

- 5.1** The City's operating budget BIA capital asset maintenance funds shall only be used for maintenance beyond the standard level of municipal service on publicly owned capital assets located in BIAs. Maintenance refers to the delivery and/or general upkeep of a municipal service or capital asset that is monitored on an annual or otherwise ongoing basis by the City of Windsor.
- 5.2** Eligible funding shall include the following:
- 5.2.1** **General repair** of all permanent infrastructure beyond the City standard including sidewalk and roadway lighting fixtures, in-ground planters, trees, paving treatments, etc.
- 5.2.2** **Ongoing maintenance** costs associated with the above noted such as watering of plant materials and sidewalk cleaning.
- 5.3** Criteria for prioritizing BIA capital asset maintenance requests:
- 5.3.1** Priority is based on areas/items posing liability concerns and the level of deterioration of capital assets.
- 5.3.2** Priority projects for each BIA are reviewed and evaluated by both the respective BIA and the Project Review Team.
- 5.3.3** In cases that pose a liability concern, the Project Review Team may direct the BIA capital asset maintenance funds towards higher priority projects in the respective BIA.
- 5.4** The Fund must not be used in such a way that would supersede an existing policy or operating budget established by Council.
- 5.5** Maintenance is undertaken upon completion of a BIA Maintenance Request Form, a Capital Asset Audit Form, and upon approval by City Administration.
- 5.6** BIAs eligible for capital asset maintenance funding meet the following requirements:
- 5.6.1** BIA has been in existence for more than 3 years.
- 5.6.2** BIA Board of Management approved by Council.
- 5.6.3** A BIA Capital Asset Audit Form and BIA Capital Asset Maintenance Request Form are completed by the BIA in collaboration with City Administration and maintained/updated on an annual basis. The primary purpose of the Capital Asset Audit is to identify and prioritize capital asset items/areas in need of maintenance.
- 5.6.4** The BIA budget is discussed at a membership meeting in accordance with the provisions under the Ontario Municipal Act and approved by City Council for the year which the City assisted maintenance funding is to be provided.

- 5.6.5 BIA is compliant with City of Windsor administrative/financial requirements and is in good standing with the City of Windsor Finance Department including the annual preparation of audited financial statements.
- 5.6.6 BIA is compliant with application and evaluation timelines established by the BIA Capital Asset Maintenance Procedure.

**6. RECORDS, FORMS AND ATTACHMENTS**

- 6.1 Forms and files created as a result of funding under this program shall be retained in accordance with normal City of Windsor procedures for record retention.

Attachments<sup>1</sup>:           Capital Asset Audit Form  
                                  BIA Capital Asset Maintenance Request Form

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<sup>1</sup> Forms to be provided following policy approval.