Minutes – Executive Policy Committee – July 8, 2015

REPORTS

Item No. 9 2015 City-wide Accessibility Grants and Delegation of Authority for Grants from the City-wide Accessibility Capital Program Budget

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

1. That grants from the 2015 City-wide Accessibility Capital Program ("Program") Budget be approved to the following organizations:

A.	West Kildonan Community Centre	$50,000
B.	Roblin Park Community Centre	$25,000
C.	Riverview Community Centre	$18,100
D.	Westdale Community Centre	$50,000
E.	Windsor Community Centre	$50,000.

2. That the City enter into funding agreements with the organizations set forth in Recommendation 1 to set out the terms and conditions of the grants, and that the Chief Financial Officer be authorized to negotiate and approve such terms and conditions in accordance with the content of this report and such other terms and conditions as the Director of Legal Services and City Solicitor deems necessary to protect the interests of the City.

3. That the Chief Administrative Officer be authorized to approve future grants from the City-wide Accessibility Capital Program Budget to External Organizations that have stewardship of City-owned facilities subject to the following conditions:

   A. The external organization and the purpose for which it is applying for funding meet the City-wide Accessibility Program eligibility criteria as laid out in Appendix 1;

   B. The Accessibility Program Administrative Selection Committee ("APASC") approves the external organization's application.

   C. The City enter into an agreement with the external organization that sets out the terms and conditions of the grant to be provided by the City.

D. The Director of Planning, Property and Development be authorized to negotiate and approve the final terms and conditions of the agreements referred to in Recommendation 3.C in accordance with criteria set forth in Appendix 1 and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

4. That the Proper Officers of the City be directed to do all things necessary to implement the intent of the foregoing.

DECISION MAKING HISTORY:

Moved by Councillor Orlikow,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Carried

ADMINISTRATIVE REPORT

Title: **2015 City-wide Accessibility Grants and Delegation of Authority for Grants from the City-wide Accessibility Capital Program Budget**

Critical Path: **Executive Policy Committee - Council**

AUTHORIZATION

Author	Department Head	CFO	CAO/COO
J. Kiernan	M. Pittet (Acting)	M. Ruta	M. Jack COO

RECOMMENDATIONS

1. That Council approves grants from the 2015 City-wide Accessibility Capital Program ("Program") Budget to the following organizations:

   A. West Kildonan Community Centre $50,000
   B. Roblin Park Community Centre $25,000
   C. Riverview Community Centre $18,100
   D. Westdale Community Centre $50,000
   E. Windsor Community Centre $50,000

2. That the City enter into funding agreements with the organizations set forth in Recommendation 1 to set out the terms and conditions of the grants, and that the Chief Financial Officer be authorized to negotiate and approve such terms and conditions in accordance with the content of this report and such other terms and conditions as the City Solicitor / Director of Legal Services deems necessary to protect the interests of the City.

3. That the Chief Administrative Officer be authorized to approve future grants from the City-wide Accessibility Capital Program Budget to External Organizations that have stewardship of City-owned facilities subject to the following conditions:

   A. The external organization and the purpose for which it is applying for funding meet the City-wide Accessibility Program eligibility criteria as laid out in Appendix 1;

   B. The Accessibility Program Administrative Selection Committee ("APASC") approves the external organization's application.

   C. The City enter into an agreement with the external organization that sets out the terms and conditions of the grant to be provided by the City.

   D. The Director of Planning, Property and Development be authorized to negotiate and approve the final terms and conditions of the agreements referred to in Recommendation 3 C in accordance with criteria set forth in Appendix 1 and such other terms and conditions deemed necessary by the City Solicitor/ Director of Legal Services to protect the interests of the City

4. That the Proper Officers of the City be directed to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required to for grants and to delegate authority to approve grants.

IMPLICATIONS OF THE RECOMMENDATIONS

The Chief Administrative Officer will have delegated authority to approve grants from the City-wide Accessibility Capital Program Budget to community groups who have stewardship of City-owned facilities.

HISTORY

On December 12, 2001, Council approved the Universal Design Policy, the key elements of which were to create an environment that responds to the needs of the range of the population to the greatest extent possible, with all new construction and/or major renovations to buildings, exterior environments, as well as purchases and new developments in services, products or systems adhering to Universal Design criteria.

On September 25, 2002, Council approved the Accessibility Program. Its purpose was, and continues to be, to remove barriers in existing City of Winnipeg owned, leased or occupied facilities. It is not meant to subsidize new capital project budgets with respect to accessible design as those capital budgets must include funds required to ensure the related asset is constructed in accordance with the City's Universal Design Policy. Council approved that the Universal Design Team assist in prioritizing the Accessibility Program projects and directed that the Accessibility Program include a Capital Estimates budget for the Public Works Department of $250,000 annually for the next three years, 2003, 2004 and 2005.

On December 11, 2002, Council approved that the CAO establish an inter-departmental Universal Design Steering Committee to support the work of the Universal Design Coordinator and to ensure that the on-going implementation of the Universal Design policy was conducted in an effective and efficient manner.

Discussion

Program funds are disbursed based on applications received. Applications are open to both internal (i.e. City departments) and external (i.e. arms-length organizations having stewardship of City-owned assets) parties. A selection committee, known as the Accessibility Program Administrative Selection Committee ("APASC"), was appointed to establish criteria for prioritizing use of these funds. This Committee is comprised of representatives from Corporate Support Services; Community Services; Planning, Property and Development ("PPD"), including Municipal Accommodations ("MA"); Public Works; and the Access Advisory Committee.

Since the establishment of the Program budget in 2003, funding has been allocated to City-run projects in which an existing City-owned asset has been upgraded to address accessibility issues. Examples include the installation of automatic door operators, tread on pool steps, hand rails, and wheel chair lifts. In these instances, the work is overseen by a Project Officer from the MA Division of PPD, works are procured in accordance with the City's Materials Management Policy and invoices are remitted to, and paid by, the City.

In other cases, funding has been allocated to external parties, typically a community group such as the board of a City of Winnipeg community centre. In this scenario, a Project Officer from MA is appointed to oversee the work undertaken by the community group to ensure it is completed in accordance with City standards. Typically, the community group would obtain, where possible, a minimum of three quotes from suppliers and, in consultation with MA, select the supplier to be awarded the work. Upon

completion, the community group would pay the supplier and submit a claim to the City for reimbursement or alternatively, the invoice would be remitted to the City for direct payment to the supplier on behalf of the community group.

Upon review, Program funds allocated to external parties are, in fact, grants. Further, while the APASC has been given authority to establish the criteria for use of Program funds and to prioritize applications for those funds, it has never been formally delegated authority to approve such grants.

In order to address the current funding commitments, the Public Service is requesting Council approval of five grants from the 2015 Program and the formal delegation of authority to the CAO to approve grants from the Program budget on a go-forward basis. Future approvals will be contingent upon the external party meeting certain criteria; approval of its application by the APASC; and execution of a grant agreement between the City and the recipient organization.

2015 City-wide Accessibility Grants

Community Group	**Purpose of Grant**	**Amount**
West Kildonan Community Centre	Contribution toward cost of wider entrance doors, automatic door openers and two universal toilet rooms	$50,000
Roblin Park Community Centre	Contribution toward cost of renovating two sets of washrooms to current standards	$25,000
Riverview Community Centre	Contribution toward cost to renovate service counter to current wheelchair accessible standards including a new shutter	$18,100
Westdale Community Centre	Contribution toward cost of main entrance widening and two universal toilet rooms	$50,000
Windsor Community Centre	Contribution toward cost of universal toilet room, wider front entrance doors, automatic door openers and a wheelchair lift	$50,000
Total		$**193,100**

The grants noted in the table above represent contributions by the City toward a portion of the cost of larger capital projects being undertaken by the community groups charged with stewardship of City-owned community centres. In accordance with past practice, funding has been approved by the APASC based on applications submitted by the Greater Council of Winnipeg Community Centres on behalf of these community groups. Currently the project scopes have been established; bids issued on all but one (West Kildonan C.C.), and work undertaken on Roblin Park and Riverview C.C's.

Note: Works are inspected and reviewed at key project stages including: design and specifications; tender and cost reviews; and substantial/total performance of the works.

FINANCIAL IMPACT

Financial Impact Statement

Date: June 23, 2015

Project Name:

2015 City-wide Accessibility Program and Delegation of Authority for Grants from the City-wide Accessibility Program Capital Program Budget

First Year of Program **2015**

	2015	2016	2017	2018	2019
Capital					
Capital Expenditures Required	$ 199,376	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	199,376	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ -	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	6,276	-	-	-	-
Net Cost/(Benefit)	$ (6,276)	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	(6,276)	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Capital expenditures consist of $193,100 in grants + short-term financing and corporate admin fees of $6,276. The latter amount is offset by equal recoveries in the current budget of the Corporate Finance Department.

"Original signed by"
Mike McGinn, CA
Manager of Finance

CONSULTATION

In preparing this report there was consultation with:

General Council of Winnipeg Community Centres

SUBMITTED BY

Department: Planning, Property and Development
Division: Urban Design
Prepared by: Judy Redmond
Date: June 24, 2015
File No.

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UD2015-060

APPENDIX 1



City of Winnipeg
Accessibility Program

The Accessibility Program was established by City Council on recommendation of the Access Advisory Committee in December 2002. This is a responsive funding source put in place to address unexpected, existing and reported accessibility concerns in City of Winnipeg facilities and outside environments. There are limited dollars and several access issues that need to be addressed. The Accessibility Program is **not** meant to supplement current or planned capital projects as they are expected to follow the Universal Design Policy and the City of Winnipeg Accessibility Design Standards. Any department or Councillor can apply for these dollars. External applicants charged with running a city owned asset such as a Community Centre may also apply.

The following criteria should be considered before applying to the Accessibility Program.

I. Please circle the number(s) beside the applicable criteria for your project

II. Include this completed form along with your application

1. This is an accessibility issue, which has been reported to me by a citizen, visitor or staff to the City of Winnipeg in the past year.

2. This accessibility issue may be considered a safety issue.

3. This is an accessibility issue that is not in any existing capital renewal plan.

4. My department does not have a budget or any other funding source identified for addressing accessibility issues.

5. This project is related to assessing accessibility status and improvements in my civic department, building or environment (i.e. an audit or a feasibility study)?

6. There are no major changes including moves, major renovations, demolitions, and sales or slated closures for this building or environment in the next 5 years.

7. I have a project plan, a set of drawings (if applicable) and a time line completed to submit with the application. I will adhere to all Materials Management Procurement directives. * External applicants must identify a Public Service Project Manager who will be responsible for the City's procurement process.

8. I have detailed cost estimates to include with the submission for this project.