Minutes – Executive Policy Committee – July 15, 2020

REPORTS

Item No. 18 Business Improvement Zones, Image Routes and Neighbourhood Main Streets Funding Grant Agreements

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

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

1. That funding from the 2020 BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program (capital project # 6351241520) be approved for Streetscaping Projects as follows:

A.	North End BIZ	$100,000.00
B.	St Norbert BIZ	$50,000.00
C.	Norwood Grove BIZ	$50,000.00
D.	Selkirk Avenue BIZ	$20,000.00

2. That the funding outlined in Recommendation 1 be approved, subject to the following conditions:

   A. Approval of final design, developed by a landscape architect, by the Director of Planning, Property and Development or delegate.
   B. The BIZ accepting full responsibility and liability for carrying out the work in accordance with the approved design.
   C. The BIZ accepting full responsibility and liability for maintenance of the project after the work has been completed.
   D. The BIZ submitting invoices for the work completed with the understanding that no funding will flow to the BIZ after two years have elapsed since the agreement was executed.
   E. The City being entitled to terminate the agreement upon the provision of notice to the BIZ.
   F. The City entering into, executing and delivering grant agreements with the BIZ for the above-noted Streetscaping Projects and such other agreements as determined necessary by the Director of Legal Services and City Solicitor to implement the intent of the foregoing (the "Ancillary Agreements").

3. That the authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of the grant agreements with the BIZ and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the Director of Legal Services and City Solicitor to protect the interests of the City.

EXECUTIVE POLICY COMMITTEE RECOMMENDATION (continued):

4. That the 2020 BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program be exempt from the 2% short-term financing charge and 1.25% corporate administration fee overheads.

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

DECISION MAKING HISTORY:

Moved by Councillor Allard,

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

Carried

ADMINISTRATIVE REPORT

Title: Business Improvement Zones, Image Routes and Neighbourhood Main Streets Funding Grant Agreements

Critical Path: Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
M. Pittet	J. Kiernan	P. Olafson, Interim CFO	M. Ruta, Interim CAO

EXECUTIVE SUMMARY

The Public Service is seeking Council approval to enter into grant agreements with the North End Business Improvement Zone (BIZ), the St Norbert BIZ, the Norwood Grove BIZ and the Selkirk Avenue BIZ to receive funding from the 2020 BIZ Zone, Image Routes and Neighbourhood Main Streets Capital Program budget.

The 2020-2025 Capital Budget includes $352,000.00 for the BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program in 2020. Approximately one third or $132,000 of the funding will be held for allocation in 2021.

RECOMMENDATIONS

1. That funding from the 2020 BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program (capital project # 6351241520) be approved for Streetscaping Projects as follows:

   A. North End BIZ $100,000.00
   B. St Norbert BIZ $50,000.00
   C. Norwood Grove BIZ $50,000.00
   D. Selkirk Avenue BIZ $20,000.00

2. That the funding outlined in Recommendation 1 be approved, subject to the following conditions:

   A. Approval of final design, developed by a landscape architect, by the Director of Planning, Property and Development or delegate;
   B. The BIZ accepting full responsibility and liability for carrying out the work in accordance with the approved design;
   C. The BIZ accepting full responsibility and liability for maintenance of the project after the work has been completed;

D. The BIZ submitting invoices for the work completed with the understanding that no funding will flow to the BIZ after two years have elapsed since the agreement was executed;
E. The City being entitled to terminate the agreement upon the provision of notice to the BIZ;
F. The City entering into, executing and delivering grant agreements with the BIZ for the above-noted Streetscaping Projects and such other agreements as determined necessary by the City Solicitor/ Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements");

3. That the authority be delegated to the Chief Financial Officer to negotiate and approve the terms and conditions of the grant agreements with the BIZ and the Ancillary Agreements, in accordance with this report 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 2020 BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program be exempt from the 2% short-term financing charge and 1.25% corporate administration fee overheads.

5. That the proper officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required to enter into grant agreements with the respective BIZs and to waive the short-term financing charges overhead.

IMPLICATIONS OF THE RECOMMENDATIONS

Funding will be approved for Streetscaping projects as outlined from the 2020 BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program Budget. Short-term financing charges (2%) and corporate administration fees (1.25%) will not be applied resulting in an additional $6,925 being available to the BIZs rather than be recovered in the operating budget.

A standard agreement which has been employed for similar grants to BIZs in the past, will again be utilized and will include standard provisions that protect the City. The agreements will provide for:

- Design approval by the Director of Planning, Property and Development or delegate;
- The BIZ accepting full responsibility and liability for carrying out the work in accordance with the approved design;
- The BIZ accepting full responsibility and liability for maintenance of the project after the work has been completed;
- Funding to flow as invoices are submitted to the City and the termination of funding after two years have elapsed since the agreement was executed;
- Termination by the City upon the provision of notice to the BIZ.

The City of Winnipeg insures the BIZs within the City. Any issues of liability for these streetscape elements are covered through the Risk Management Division and therefore there is coverage for replacement value if damage is caused by a third party.

HISTORY/DISCUSSION

The City of Winnipeg Charter provides for City Council to create a Business Improvement Zone (B.I.Z.) by by-law.

Business Improvement Zones are governed by a set of procedures and required processes which are outlined in the Business Improvement Zone Procedures By-law No. 8111/2002 (the "By-law"). The By-law provides for the following:

Objects of a board

5(2) The objects of a board are

(a) to beautify, improve and maintain real property of the City in the zone subject to the authorization by Council, and

(b) to promote improvements and economic development in the zone.

BIZs are funded by a BIZ Levy (collected through the Business Tax) which are included in BIZ budgets adopted by the BIZ membership and then submitted to City Council for approval. In addition, BIZs apply for other grants, complementary funding and sponsorships dollars to deliver their programs and capital projects. A number of BIZs are ready to commence with Streetscape Enhancement Strategy projects, which require legal agreements between the BIZs and the City to allow grant monies to flow.

Projects are selected based on community readiness and partnership opportunities. The BIZs utilize grants received from the City to leverage additional funding to undertake projects. Project funding is delivered as a grant to the BIZ through legally executed agreements.

The criteria and parameters utilized to determine grant allocations were agreed to by the Winnipeg BIZ Alliance at a meeting in May of 2019. The North End BIZ is expanding its decorative banner poles project, which may utilize a hanging flower basket initiative within the project. The St Norbert BIZ is expanding its decorative light pole project as a gateway feature into Winnipeg. The Norwood Grove BIZ is creating a gateway feature and sign at the south end of the BIZ along St Mary's Road. Finally, the Selkirk Avenue BIZ is continuing with its enhancement of decorative spheres on existing decorative banner poles.

It should be noted that no one criterion is more important than another and that a balanced approach is taken when considering which BIZs will receive capital funding allocations in any particular year. Allocation of grants to BIZs is determined using the following criteria:

- Rotation of funding – Consideration of time elapsed since a given BIZ has received a funding allocation (this does not mean that a BIZ is automatically in line to get a grant, even if that BIZ has not received one for a long time).
- Connection with other (City of Winnipeg) works - Opportunities for partnering with other planned work (e.g. street renewal, hydro light replacements, etc.) makes better use of this limited capital funding.

- Part of a plan - Proposed streetscape project is part of a Streetscape Enhancement Strategic Master Plan, Vision Plan, (local area plan), public realm strategy, place making, etc.
- Missing piece - Proposed project is a final phase or subsequent phase to previous works completed.
- Matching funds – Availability of matching funding (war chest) from BIZ, partnerships (other sources) or sponsors.
- Long-term care – Availability/capacity of the BIZ having a continual (line item) budget for on-going maintenance of elements installed.
- Need - Proposed project addresses an identified need (e.g. more lighting, more bike parking, etc.).
- Project readiness - Project is designed or fully scoped out ("shovel ready") so it can be completed in a timely manner. For design/consultant assignments, there is a clear objective with BIZ buy-in.

Inasmuch as no capital funding was allocated to the BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program for 2021 in the 2020-2025 Capital Budget, $132,000 of the $352,000 for 2020 (approximately a third) will be held back for allocation next year in order to sustain the Program.

Short-term Financing and Corporate Administrative Overheads

Council approved a motion on October 3, 1979, that overhead is included in capital costs as part of City Policy. Council approved interest charges of 2% only on the City's share of funding, including cash-to-capital, reserves and debt, and not on external funding such as grants, sponsorship and donations. Interest is charged as a means of reimbursing the operating budget for the cost of funding advanced in the year of expenditure. Administrative charges of 1.25% are applied to all expenditures including those financed by Provincial & Federal grants. This overhead is charged as a means of recouping the costs incurred for preparing such things as contracts, tender awards, legal documents, etc.

While the Chief Financial Officer has the authority to waive the corporate administration fee overhead, this is being referred to Council so that both overhead charges may be considered together.

Making the 2020 BIZ Zones, Image Routes and Neighbourhood Main Streets Capital Program exempt from short-term financing charges and corporate administration fees will enable more funding to flow to the various BIZs than would otherwise be the case while having a negligible impact on the operating budget.

FINANCIAL IMPACT

Financial Impact Statement

Date: July 7, 2020

Project Name:

First Year of Program **2020**

Business Improvement Zones (BIZs), Image Routes and Neighbourhood Main Streets Funding Grant Agreements

	2020	2021	2022	2023	2024
Capital					
Capital Expenditures Required	$ 220,000	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	220,000	-	-	-	-
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	(6,925)	(4,155)	-	-	-
Net Cost/(Benefit)	$ 6,925	$ 4,155	$ -	$ -	$ -
Less: Existing Budget Amounts	6,925	4,155	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Capital expenditures represent grants totaling $220,000. The financial impact of making this capital program exempt from short-term financing charges and corporate administration fees overheads is that an additional $11,080 (i.e. $6,925 applicable to the $220,000 in 2020 grants and $4,155 applicable to the $132,000 to be held over for allocation in 2021) is available to fund grants to BIZs rather than be recovered in the operating budget. Foregoing this recovery will not have a significant impact on the financial results of the City.

Mike McGinn July 7, 2020

Mike McGinn, CPA, CA
Manager of Finance

CONSULTATION

This Report has been prepared in consultation with:

- Winnipeg BIZ Alliance

OURWINNIPEG POLICY ALIGNMENT

01-A City that Works (Direction 4): Collaborate with all public, private and community economic development agencies to advance economic advantages.
To help improve the image and attraction for a Business Improvement Zone, will in turn support a thriving and vibrant Neighbourhood Mainstreet as a Community and citywide destination.

02-A City that Works (Direction 8): Encourage Activities Beneficial to the Winnipeg Economy.
Supporting the improvement of a BIZ Zone (as a Neighbourhood Mainstreet) supports economic growth both within the community and city overall.

03-A Sustainable City (Direction 6) Plan for the sustainable development of healthy neighbourhoods based on their particular historic identity and character.
Support streetscape enhancement developments within the Business Improvement Zones, allows for the development of active, distinct, sustainable and vibrant districts.

04-Quality of Life (Direction 6): Promote cleanliness and beautification.
Reinvestment in partnered projects in Business Improvement Zone will enhance support for distinct identity, design and programs that enhance and promote the aesthetic appeal of public spaces and districts.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

n/a

SUBMITTED BY

Department: Planning, Property and Development
Division: Urban Planning and Design
Prepared by: Martin Pasieczka, Neighbourhood Economic Development Officer & BIZ Liaison
Date: July 7, 2020
File No: N/A