



Statement of Policy and Procedure			
Department:	Financial Services	Policy No.	95
Section:	Financial Services	Issued:	December 10, 2018
Subject:	Downtown Improvement Reserve Policy	Effective:	December 10, 2018
Council Resolution # and Date:	Council Resolution No. 0528 of December 10, 2018		
		Replaces:	
Issued by:	Cheryl Tkachuk, Director of Financial Services	Dated:	
Approved by:	Cheryl Tkachuk, Director of Financial Services		

1 POLICY

- 1.01 The Prince Albert Downtown Business Improvement District shall exclusively use the Downtown Improvement Reserve as a source of funding for projects or programs as approved by City Council.
- 1.02 An annual amount of \$40,000 shall be allocated to the Downtown Improvement Reserve.

2 PURPOSE

- 2.01 The Downtown Improvement Reserve Policy is:
- a) to establish a reserve that is used exclusively for the Prince Albert Downtown Business Improvement District for projects or programs as approved by City Council; and,
 - b) to assist the Prince Albert Downtown Business Improvement District in their mission to facilitate the continuing development of a vibrant and prosperous downtown.

3 SCOPE

- 3.01 That the Downtown Improvement Reserve be available to the Prince Albert Downtown Business Improvement District exclusively for projects or programs as approved by City Council.

4 RESPONSIBILITY

4.01 The Director of Financial Services or his/her designate is responsible to:

- a) ensure compliance with the policy;
- b) maintain the reserve at a positive balance;
- c) assess reserve needs during annual budget deliberation;
- d) assess effectiveness of the policy and associated Prince Albert Downtown Business Improvement District projects or programs;
- e) bring forward amendments of the policy to City Council for consideration.
- f) direct an annual amount of \$40,000 from general revenue to the reserve as approved during budget deliberations; and,
- g) distribute funds as approved by City Council.

4.02 The Director of Planning and Development services or his/her designate is responsible for:

- a) Provide advice and recommendations on proposed projects and programs;
- b) Liaise between the Business Improvement District and City of Prince Albert;
- c) Bring forward final project requests to City Council for consideration;

4.03 The Planning Advisory Committee and Community Services Advisory Committee is responsible for:

- a) Preliminary review and consideration of proposed projects and programs;
- b) Provide recommendations to City Council on proposed projects and programs;

- 4.04 City Council is responsible to:
- a) consider recommended amendments of the policy;
 - b) consider recommended projects or programs; and,
 - c) consider funding of the reserve during budget deliberation.

5 DEFINITIONS

5.01 “Prince Albert Downtown Business Improvement District” is the municipal corporation established pursuant to *The Cities Act*. The boundaries of the business improvement district are defined in the City of Prince Albert BYLAW NO. 4 OF 2005.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 City of Prince Albert, Bylaw No. 4 of 2005, Establishes a Downtown Improvement District
- 6.02 City of Prince Albert, Bylaw No. 20 of 2018, Downtown Business Improvement District Levy.
- 6.03 Official Community Plan, Bylaw No. 21 of 2015

7 PROCEDURE

7.01 The process to access reserve funding is as follows:

- Step one: The Executive Director of the Prince Albert Downtown Business Improvement District will discuss proposed project with the Director of Planning and Development Services for a preliminary review.
- Step two: The Executive Director of the Prince Albert Downtown Business Improvement District will provide a signed motion from the Board describing the request to use the Downtown Improvement Reserve.
- Step three: The Directors of Financial Services and Planning and Development Services will review the project funding request for completeness and ensure all criteria are met.

Step four: The Directors of Financial Services and Planning and Development Services may forward the project to the Planning Advisory Committee or the Community Services Advisory Committee for preliminary review and consideration.

Step five: The Directors of Financial Services and Planning and Development Services will forward the request to City Council for their consideration.

Step six: The Director of Financial Services will forward communication to the Prince Albert Downtown Business Improvement District, informing them of Council's decision.