



Application

## BIA Streetscape Master Plan Funding Program

### Deadline: {Date}

Note: This program is offered subject to funding availability

Please submit application to:     {Advisor Name}  
   Economic Partnership Advisor  
   Business Growth Services – BIA Office  
   77 Elizabeth Street, Second Floor  
   Toronto, ON, M5G 1P4  
   Tel: {Phone number}   Fax: 416-392-1380  
   [{Email address}](#)

This program is available to Business Improvement Areas (BIAs) to undertake comprehensive streetscape plans to guide future streetscape improvements. The goal of the program is to help BIAs to identify a long term vision for streetscape improvements which can be implemented with support from the BIA Capital Cost-Share Program and other funding sources.

Capital Plans provide a framework for the goals and aspirations of the BIA and a reference for other City Divisions and Agencies when other works are planned for the area. It is the intention of the BIA Office that all Streetscape Master Plans developed under this program will be submitted to the Community Council for information purposes.

Financial support provided to BIAs under this program is equal to one-half of the costs of eligible consulting services to a maximum of \$25,000.

### Applicant Information

Name of BIA:	
Contact Name (First, Last):	Position/ Title
Mailing Address (Street Number, Street Name, Suite/Unit, Number, City/Town, Province, Postal Code):	Telephone Number:
	Fax Number:
	Email:
Signature of Chair:	Date:

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### Program Guidelines

Please read the Guidelines below carefully and direct any questions to the Economic Partnership Advisor responsible for your BIA. Decisions regarding eligible work and grant amounts, and other program considerations, are subject to final decision by the Manager, BIA Office.

- 1) The BIA Streetscape Master Plan Funding Program is available to assist BIAs to obtain professional consulting services to develop a plan for future streetscape improvements within the BIA.
- 2) In accordance with subsection 19-25C of the Toronto Municipal Code, BIAs must adopt policies pertaining to the purchase of goods and services. Consulting services funded through the BIA Streetscape Master Plan Funding Program must be secured through a Request for Proposals process in accordance with the BIA's Purchasing Policy.
- 3) To obtain funding under this program, the BIA must include in its application a draft Request for Proposals for the consulting services.
- 4) The consulting services described in the Request for Proposals must include:
  - a) The development of an aesthetic vision for the BIA;
  - b) Opportunities for short, medium and long term capital improvements;
  - c) Preliminary design concepts;
  - d) Inventory of existing and planned street elements, including bike rings, waste receptacles, transit shelters, trees, etc.
  - e) Mapping of existing conditions with associated written text identifying opportunities and constraints;
  - f) Review of preliminary design concepts and subsequent revisions with BIA sub-committee;
  - g) Presentation drawings and other visual materials shall be provided for meetings with the BIA sub-committee, BIA Board of Management, Annual General Meeting and community consultation meetings;
  - h) Prioritization and timing of proposed improvements;
  - i) Estimated cost of proposed improvements;
  - j) Identification of potential funding opportunities or opportunities to undertake work in partnership with City Divisions, Agencies or others;
  - k) Identify scheduled road or sidewalk reconstruction, road resurfacing or other planned City works that may provide an opportunity implement proposed improvements;
  - l) Identify potential or approved development sites;
  - m) Maintenance cost implications of proposed improvements;
  - n) Identify which proposed improvements are City standard treatments and which are non-standard treatments;
  - o) A minimum of two meetings with the City Staff Working Group;
  - p) A community consultation process, including one public meeting, to seek input from BIA members, local associations, residents and others;
  - q) Electronic copy (PDF) of Streetscape Master Plan and 10 printed bound colour copies;
  - r) Provision that BIA shall have ownership of designs and plans contained in the Streetscape Master Plan.

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- 5) A City Staff Working Group will be established by the City BIA Office to provide advice and feedback to the chosen consultant. Membership will be determined by the BIA Office and will include representatives from the local Councillor's office(s), Transportation (Operations, Public Realm and Pedestrian Projects), City Planning (Urban Design), Urban Forestry and other City Divisions.
- 6) The BIA Office will provide the following information to the consultant, at no cost, subject to the consultant completing a waiver to protect confidential or proprietary information:
  - a) DMOG drawings; and
  - b) Tree inventory, in consultation with Urban Forestry, or arborist report at BIA's cost.
- 7) The BIA Board of Management must:
  - a) Appoint a sub-committee to oversee the development of the Streetscape Master Plan;
  - b) Approve the Request for Proposals for consulting services;
  - c) Approve the selection of the chosen consultant;
  - d) Enter into a consulting contract with the chosen consultant;
  - e) Formally receive the draft Streetscape Master Plan;
  - f) Adopt the final Streetscape Master Plan; and
  - g) Present the Streetscape Master Plan at the next Annual General Meeting of the BIA.
- 8) The following costs are not funded:
  - a) Project working drawings/tendering documents, permit charges or any other costs that are covered under the [BIA Capital Cost-Share Program](#);
  - b) Cost of design services for any changes to the scope of work after the awarding of the contract.
- 9) To obtain payment of the grant the BIA must submit to the Economic Partnership Advisor:
  - a) A copy of the final Request for Proposals;
  - b) Copies of all fee proposals received, including proposal from the chosen consultant;
  - c) A copy of the consulting contract with the chosen consultant;
  - d) Three (3) print copies of the final Streetscape Master Plan in PDF format;
  - e) Minutes of the Board meeting receiving the final Streetscape Master Plan;
  - f) Copies of paid invoices from the consultant;
- 10) To be eligible for funding under the BIA Streetscape Master Plan Funding Program, the BIA must:
  - a) Have in place a Board of Management approved by the current Council;
  - b) Have an operating budget, adopted at a general meeting of the BIA and approved by Council, for the year the project is to be implemented; and
  - c) Be in good standing with the City Auditor and the City's Finance Department with respect to the preparation and audit of the BIA annual financial statements;
- 11) To obtain grant approval and commence work under the Program, the applicant must receive, sign and return the "Letter of Understanding" issued by the Manager, BIA office. Work already begun or completed to this occurrence is ineligible.

Incomplete applications will not be reviewed.

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## Appendix 1

## BIA Streetscape Master Plan Funding Program

### Terms and Conditions of Funding:

By signing and submitting the BIA Streetscape Master Plan Funding Program application, the applicant acknowledges and agrees to the following terms and conditions:

#### 1.0 Use and Purpose of Funding

- 1.1 This funding must be used only for the purposes of developing a Streetscape Master Plan for the BIA in accordance with the Program Guidelines.
- 1.2 The recipient ("Recipient") must notify their Economic Partnership Advisor, Business Growth Services - BIA Office, Economic Development and Culture Division of any proposed material changes to the scope of the project from what is contained in the BIAs request for proposals. The funds can be used for such changes only with the prior written consent of the Director of Business Growth Services.
- 1.3 The Recipient must not transfer or assign the funding or any part of it to another individual or corporation, without the prior written consent of the Director.

#### 2.0 Municipal Freedom of Information and Protection of Privacy Act

The information contained in the BIA Streetscape Master Plan Funding Program application is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. All funding decisions are publicly available.

#### 3.0 Anti-Racism, Access and Equity Guidelines

The Recipient must complete and file a Declaration of a Non-Discrimination Policy that indicates that the funding recipient has adopted and upholds a policy of access and non-discrimination based on the City's Human Rights Policy. The Recipient will work actively to integrate anti-racism, access and equity, throughout their operations, in accordance with the City's approved Anti-Racism, Access and Equity Policy as it relates to all funding recipients.

#### 4.0 Payments

If funding is approved, the Recipient will be advised in writing of the amount of the funding. The funding will be disbursed by cheque or direct deposit following receipt of:

- 4.1 A copy of the final Request for Proposals;
- 4.2 Copies of all fee proposals received, including proposal from the chosen consultant;
- 4.3 A copy of the consulting contract with the chosen consultant;
- 4.4 Three (3) print copies of the final Streetscape Master Plan in PDF format;
- 4.5 Minutes of the Board meeting receiving the final Streetscape Master Plan;
- 4.6 Copies of paid invoices from the consultant;

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### 5.0 Acknowledgement of Funding

The Recipient will acknowledge the support of the City of Toronto on any materials, reports, events, publicity or signage which are paid for in whole or in part with the funding.

### 6.0 Accounting

**6.1** The Recipient must keep and maintain all records, invoices and other documents relating to the funding in a manner consistent with generally accepted accounting principles and clerical practices, and must maintain such records for a period of three (3) years from the date of receipt of the funding.

**6.2** The Recipient authorizes the City and its agents at all reasonable times to inspect and copy any and all records, invoices and documents in the custody or control of the Recipient which relate to the funding. The right of inspection includes the right to perform a full or partial audit of the aforementioned records, as considered appropriate by the City.

### 7.0 Project Completion Time

**7.1** The consulting services funded through the Program must be completed no later than (date) unless the Director of Business Growth Services has provided prior written approval of an extension.

**7.2** In the event that the consulting services funded through the program are incomplete, as determined by the City, on the Final Completion Date, or the extension thereof in accordance with section 7.1, no funding shall be paid and the BIA shall be responsible for the full cost of the consulting services.

### 8.0 Limitation of Liability and Indemnification

**8.1** The City will not be liable for any damages, injury or any loss of use or profit of the Recipient arising out of, or in any way related to the funding or to the Recipient's operations.

**8.2** The Recipient shall indemnify the City, its officers, employees and agents, against all costs, damages and expenses incurred as a result of a claim or proceeding related to the funding or to the Recipient's operations, unless such costs, damages or expenses arise from the negligence or willful act of an officer, employee or agent of the City.

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### 9.0 Grant Repayment

**9.1** At the request of the Director of Business Growth Services, the Recipient shall repay to the City the whole or any portion of the funding, as determined by the City, if the Recipient:

- (a) has knowingly provided false information in its grant application;
- (b) uses grant funds for purposes not approved;
- (c) breaches any of the terms or conditions of the grant; or
- (d) breaches any of the provisions of the Ontario Human Rights Code in its operations.

**9.2** The Recipient must immediately notify the Director in writing of the occurrence of any of the events described in section 10.1.

**9.3** The City may, in its sole discretion, require the Recipient to pay interest on any amount required to be repaid pursuant to this section, section 7.0 or section 11.0 at the prime rate of the Bank of Canada from the date for the request for repayment to the date of repayment.

### 10.0 Unused Funds

Any unused portion of the funding remains the property of the City. If an unused portion of the grant has already been paid by the City to the Recipient, it must be repaid by the Recipient to the City.

### 11.0 Further Conditions

The City shall be entitled, at any time, to impose such additional terms and conditions on the use of the funding which, in its sole discretion, it deems appropriate.

### 12.0 Letter of Understanding

The Recipient must execute and return to the Director of Business Growth Services an executed copy of a Letter of Understanding if funding is approved, and prior to commencement of the work.