

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Primary Owner:	Office of the Chief Financial Officer	Policy No.:	CS.A10.07
	& City Treasurer	Approval Date:	January 6, 2014
Secondary Owner:	Council Services	Approved By:	M37-2014
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Subject:	Ward Fund Policy	<i>Pages: 3</i>	
			Date: January 6, 2014
Prepared By:	Finance		Replaces: Sept 4, 2012 / CR211/2012

1. POLICY

1.1. Each Ward will be provided with a specified monetary amount, subject to annual approval by Council through regular budget deliberations, for the purposes of small financial requests for projects of a capital nature.

2. PURPOSE

2.1. To reduce administrative time and expense in the approval process of small capital projects.

2.2. To better meet specific community needs at the Ward level.

3. SCOPE

3.1. Applies to all Wards in the City of Windsor.

4. RESPONSIBILITY

4.1. Ward Councilors' are responsible for:

4.1.1. Ensuring that all proposals are in compliance with this policy.

4.1.2. Initiating the process by bringing forward proposals to the Council Secretariat.

4.1 The **Chief Financial Officer & City Treasurer**, or designate, is responsible to:

4.1.1 Direct the review and update of this policy, at a minimum, every five years.

4.2 Council Secretariat are responsible for:

4.2.1 Confirming concurrence with this Policy.

4.2.2 Completing the Ward Fund Disbursement Form and forwarding to:

- Financial Planning Administrator – City Council
- Executive Director of the relevant operating department

4.2. Financial Planning Administrator – City Council is responsible for:

4.2.1. Processing and recording requests in accordance with normal accounting procedures of the Corporation

4.2.2. Maintaining a record of available ward funds.

5. GOVERNING RULES AND REGULATIONS

- 5.1.** Neighbourhood Improvement Funds (The Fund) are to be used for capital projects only. Capital is defined as an asset owned by the City of Windsor but may include significant repairs that extend the life of a capital asset.
- 5.2.** The Fund must not be used to cover costs whose responsibility would normally rest with citizens or groups.
- 5.3.** The Fund must not be used in such a way that would supersede an existing policy as established by council. Expenditures must be in compliance with the City of Windsor Purchasing Bylaw.
- 5.4.** If funds have been approved and allocated for a particular project, under the operating or capital budgets, the budgeted funds must be used first.
- 5.5.** The Fund may be used when the City of Windsor share of a project is not available or the project is a lower priority within existing allocations.
- 5.6.** There will be no monetary limit on a project expenditure that meets the criteria of the Fund. Two or more Wards may join together for Funding purposes where the project directly affects more than one Ward, or where the project has wider City impacts.
- 5.7.** Unused Ward Funds will be carried forward to the next fiscal period.
- 5.8.** A semi-annual report, by Ward, will be submitted to Council for review and accountability.
- 5.9.** Use of Ward Funds for a project must not be committed, and the project must not be publically announced, in the six-months period immediately prior to a municipal election. The official commitment date shall be deemed to be the date on which the City Treasurer or designate receives the official Ward Funds use request form duly authorized by signature or attached e-mail request by the requesting councillor. It is understood that the work may actually be undertaken within the six-month period due to administration's work priorities or climate requirements.

6. RECORDS FORMS AND ATTACHMENTS

- 6.1.** Forms and files created as a result of funding under this program will be retained in accordance with normal City of Windsor procedures for record retention.
- 6.2.** Ward Fund Disbursement Form – sample attached

Ward Fund Disbursement Form

[Clear Form](#)

Ward / Councillor: _____ Council Secretariat: _____

[Email Form](#)

Date of request: _____ Amount: _____

[Print Form](#)

Responsible department / Executive Director:

[Save Form](#)

Department Contact Name / Phone Number: _____ Finance Contact Name / Phone Number: _____

FPA - Finance

Description of purchase/work to be done:

Funds to be released:

☒ Transferred to operating department

OR

☐ Direct to vendor

Chartfield:

Vendor name & remittance address:

Councillor signature (or attach email):