



City of  
**Peterborough**

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**To:** Members of the General Committee

**From:** Jen McFarlane, Commissioner, Municipal Operations (Acting)

**Meeting Date:** October 7, 2024

**Report:** Downtown Business Improvement Area Asset Inventory and Service Review, Report MOPW24-023

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## **Subject**

A report to present the results of a Downtown Business Improvement Area asset inventory and service review.

## **Recommendations**

That Council approve the recommendations outlined in Report MOPW24-023, dated October 7, 2024, of the Commissioner, Municipal Operations (Acting) as follows:

- a) That Report MOPW24-023 be received for information; and
- b) That Council direct staff to initiate a coordinated and centralized lifecycle renewal strategy and level of service plan for the Downtown Business Improvement Area, and report back for future consideration by Council.

## **Executive Summary**

- Information regarding the Downtown Business Improvement Area (DBIA) Surface Asset Inventory.
- Information regarding surface services within the DBIA.

## **Background**

In the absence of a current asset inventory of the DBIA, Public Works Operations were requested to assemble an inventory of assets and service partners within the Downtown Business Improvement Area.

### **Agreements**

Public Works consulted various divisions to determine if there is an existing agreement that outlines a term and level of service for the DBIA as well as the DBIA Executive Director and it has been determined that other than the By-law, the Funding and Service Agreement appears to be verbal between the City and the DBIA.

### **Funding**

In 2017, the City reached a deal with the DBIA to transfer \$150,000 a year for 20 years as part of the Casino location OMB challenge settlement.

Public Works Operations contributes \$125,000 per year to supplement the enhancements provided by the DBIA's contracted service provider.

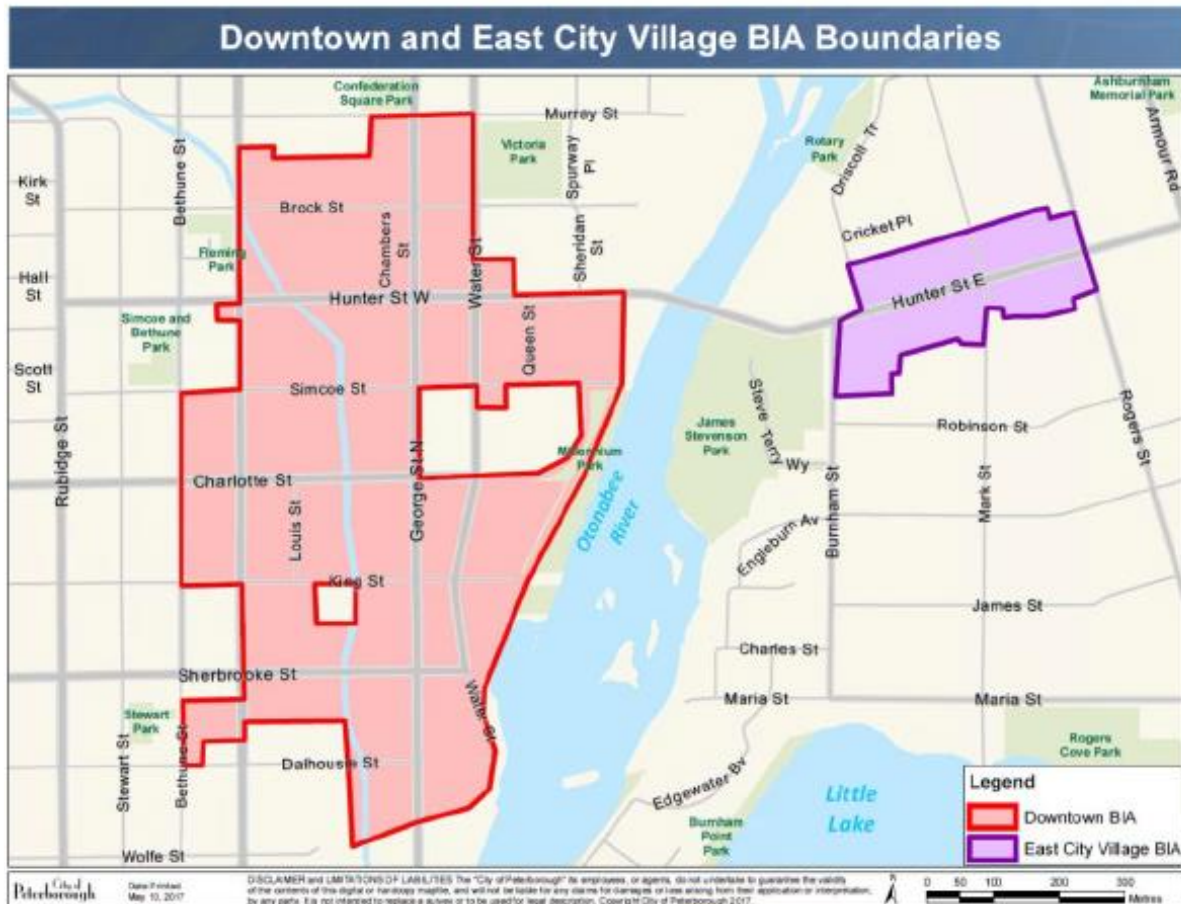
In-Kind Funding of \$27,500 discretionary funding annually from the City to the DBIA.

Cumulatively, the DBIA receives \$302,500 in annual public funding with the City.

### **Area**

There remains a discrepancy across divisions of the DBIA's defined area. The Peterborough DBIA's description is roughly located within the following boundaries: West to Bethune Street, East to Otonabee River, North to Murray Street, and South to Dalhousie Street. Schedule A of By-law 17-095 provides a pictorial of the boundary.

## Downtown and East City Village BIA Boundaries



## Asset Inventory

Overall, most of the assets operate as intended and are fully functioning. Some could benefit from some improvements to improve the vibrancy and attractiveness of the downtown.

- 55% of streetlight bases are damaged and require repair or replacement
- 65% of streetlights would benefit from minor repairs, rust treatments, anti-graffiti wraps and/or paint.
- 58% of bike racks would benefit from minor repairs and paint.
- 65% of sanitation units would benefit from repairs, cage replacements, paint or replacement.
- 5% of sidewalk bays would benefit from replacement.

- All infrastructure including street furniture would benefit from standardization and alignment with our urban design initiatives.

## **Strategic Plan**

Strategic Pillar: Infrastructure

Strategic Initiative: Supports the development and implementation of a robust long-term capital planning forecasting and budget planning to ensure municipal infrastructure (horizontal, vertical and underground) remain in a good state of repair.

The establishment of a coordinated service and Asset Management Plan would create efficiencies within the DBIA.

## **Engagement and Consultation**

Public Works Operations engaged multiple City Divisions along with the DBIA Vibrancy Coordinator.

## **Budget and Financial Implications**

There are no budget or financial implications to receiving this report for information.

If Council provides direction to staff to initiate a coordinated and centralized lifecycle renewal strategy and level of service plan for the DBIA, this work will be completed by a consultant at an approximate cost of \$50,000.00.

## **Conclusion**

In conclusion, the establishment of a coordinated service and Asset Management Plan would create efficiencies within the DBIA. This report provides the current benchmark of assets and levels of service the area currently receives.

## **Attachments**

Appendix A: DBIA Asset Inventory (Surface Infrastructure)

Appendix B: DBIA Contracted Service Provider Contract Details

Appendix C: City DBIA Surface Services Overview

Appendix D: DBIA Asset Photographs

Submitted by,

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**Appendix A: DBIA Asset Inventory (Surface Infrastructure)**

<b>Asset Type</b>	<b>Count</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Comment</b>
Bike Racks	75	12	33	30	Damaged racks, rust Paint, minor repairs, secure base Replacement and standardization
Bollards	33			33	Paint, minor repairs, rust
Community Sharps Collector	8			8	Community Art shell
Curb	7600 m	3 m	5 m		Surface discontinuities Asset improvements, SR issued Insp.
Decorative Light	345	9	188	148	Base repair Paint, minor repairs Replacement and standardization Anti-Graffiti Wraps (Kingston) Majority base repairs Electrical Outlets
Display Gardens	11			11	Right size gardens (Fleming) Resilient Plantings, Mixed Millennium & Fleming Priority Redesign with landscape architect Nicole Huculiak Design
Parking Lots (Public)	5			5	General maintenance Patching, painting, potential light improvements (standards) Brock
Parks	5			5	Fleming Park (volunteers vacated)
Ramps	70			70	Good condition
Sanitation Double Unit	10			10	Paint, minor repairs

Sanitation Single Unit	55	10	30	15	Damaged cages Paint Replacement and standardization
Sanitation Triple Unit	14		14		Paint, minor repairs Replacement and standardization
Sidewalk	8700 m	36 m	2500 m	6164 m	Surface discontinuities Accessibility Improvements 8 (36m/l) single bay replacements in 2024 including City Hall
Street Furniture	18			18	Standardize Benches, Different Styles Excludes Parks Furniture
Street Trees	205	18	55	132	Replace, Pruning, Planting, Base Fill 8 Empty Plots 5 damaged grates Replacement and Standardization
Traffic Light	312		4	308	Under-repair possible MVC
Trails	45			45	Segments Proposed projects others recently completed

## **Appendix B: DBIA Contracted Service Provider**

The contract with our property maintenance contractor that provides streetscape services expires March 2025.

The following are the main priorities within the contracted services agreement.

### **DBIA Streetscape**

The streetscape contract is meant to enhance streetscape services above the base level provided through our municipality. The property maintenance contractor provides coverage in the downtown core 6 days per week April through December and 4 days per week from January to March.

### **Weed Removal**

The property maintenance contractor is responsible for weed removal along sidewalks from May through October. Sidewalks are defined as the area between the business frontage to the gutter. This area also includes tree wells and waste receptacles.

### **Flower Maintenance**

Watering hanging baskets 5 days per week for the duration flowers are installed. Fertilizer will be administered every 10-14 days.

### **Garbage Collection**

The property maintenance contractor is responsible for planning routes and maintenance schedules for emptying, replenishing, maintaining, and cleaning waste receptacles on the sidewalks as needed. Special consideration for garbage collection planning will be given to Wednesday and Friday mornings to capture any orphaned garbage or recycling after the municipal collection the previous night.

### **Litter**

Loose litter is a high priority of the contract. The current contract stipulates that the property maintenance contractor is responsible for the removal of litter, such as, but not limited to food containers, wrappers, animal feces, vomit, cigarette butts from sidewalks and the gutter through methods such as handpicking, sweeping, rinsing, and vacuuming.

Further micro-cleaning of the downtown is supported through a contract in partnership with One City and the DBIA. This program provides employment to individuals who face barriers to traditional employment.



### **Waste Disposal**

The contract language includes transporting collected garbage from downtown receptacles to Public Works yard 791 Webber Ave. Direction for recycling states to drop recycling material off at 390 Pido Road. The contract also stipulates that there is no tipping fee applied for waste. Recognizing that municipal waste has changed quite a bit this will be reviewed prior to next RFP issue. The contract stipulates that Clint's must adhere to municipal by-laws and regulations.

### **Bulky Item Removal**

DBIA has contractually stipulated large item pick up of items up-to 22kg. Disposal direction for large items in our contract instructs Clint's to drop large items off at Public Works yard 791 Webber Ave.

### **Poster Control**

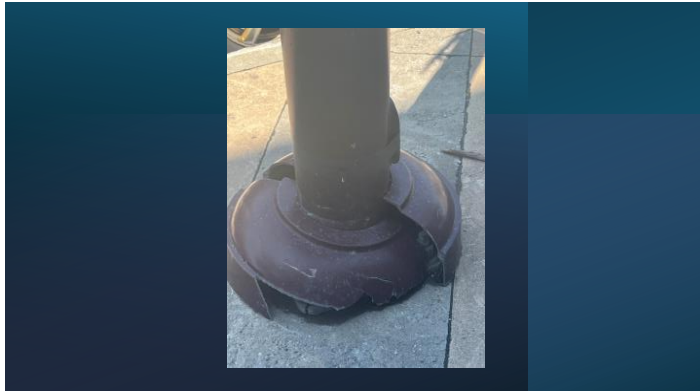
Clint's will remove all posters from all downtown event boards and kiosks monthly. Posters taped to light polls are to be removed as required.

**Appendix C: City DBIA Surface Services Overview**

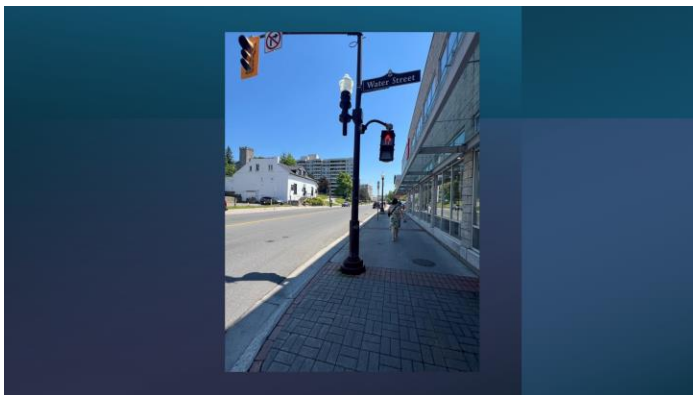
<b>Asset or Service</b>	<b>Division Responsibility</b>
Curb	Public Works
DBIA furniture	Urban Design
DBIA memorial benches	Public Works
Decorative Bins /Garbage and Recycling	DBIA – Collection Waste Management
Flowers (Hanging Baskets Corner Baskets, Patio Planter)	Public Works DBIA
Funding – Casino Funding – In-Kind (Ptbo Square)	Finance
Funding – Enhanced Clean Streets	Public Works
Graffiti	Public Works
Large Article Collection	Waste Management - Public Works
Litter Picking	DBIA
Orphaned waste	DBIA Public Works
Parking Meters/ Pay & Display	Parking
Pavement Conditions	Engineering Public Works
Parks	Recreation and Parks
Pavement Markings	Traffic Public Works
Sanitary	Waste Water Collections Lateral Rodding
Sharps	PARN Public Works
Sidewalk	Public Works
Storm	Waste Water Collections
Street Banners/ Christmas Lights	Traffic Public Works
Streetlights (decorative)	Engineering
Street Scape	DBIA Public Works

Street Sweeping	Public Works
Street Trees	Public Works
Traffic Lights	Traffic
Trails & Parks	Recreation and Parks
Trails Inspection and maintenance	Recreation and Parks Engineering - Inspection and Asset Replacement
Waste Collection General	Public Works
Weeding	DBIA Public Works

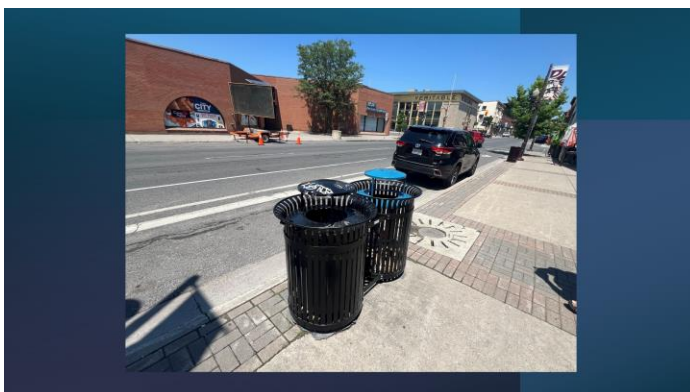
## Appendix D: DBIA Asset Photographs



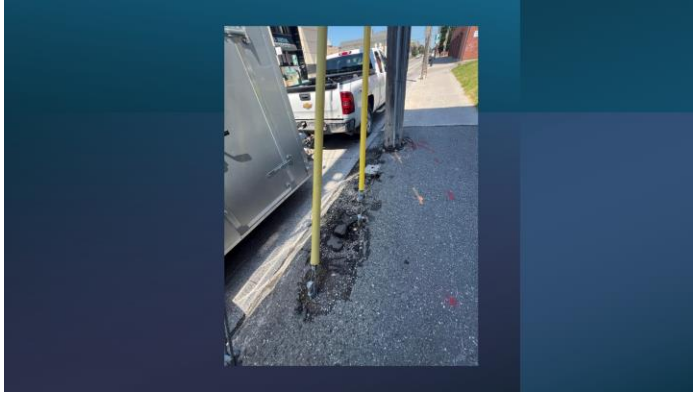
**Figure 1: Decorative Light Base Damaged**



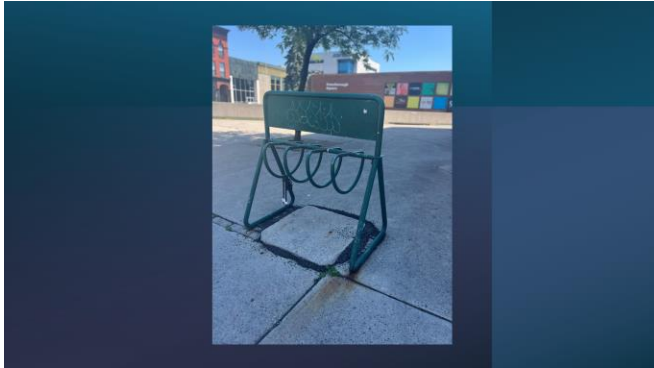
**Figure 2: 1 of 3 different street light styles**



**Figure 3: 1 of 3 different sanitation units**



**Figure 4: Hydro One Infrastructure in Right of Way**



**Figure 5: 1 of 4 different bike rack styles**