

Appendix I: Projects for Non-City Owned Assets

The Public Service has administered and supported projects for non-city owned assets through government funded programs.

Non-city owned asset projects differ from Capital projects primarily by ownership, funding, accountability, and the long-term liability of the asset. While both project types can involve building or renovating infrastructure, capital projects create assets owned by the City and are outlined in the City's Capital Budget (e.g., city library, municipal roads), whereas non-city owned asset projects are capital improvements to facilities owned by external entities, such as non-profits, community groups, or private partners.

The table below depicts some of the differences between Non-City Owned Asset Projects and Capital Projects (City-Owned):

Attribute	Non-City Owned Asset Projects	Capital Projects (City-Owned)
Owner	Non-profit, Private Entity, Group	City of Winnipeg
Inventory	Assets WILL NOT BE added to the City's overall inventory of Tangible Capital Assets.	Assets WILL BE added to the City's overall inventory of Tangible Capital Assets.
Asset Responsibility	Owner maintains and operates.	City maintains and operates.
Project Governance	Closely aligns with the City's project governance, however, also may have additional governance requirements based on the program and funding types.	Governed by existing City policies, procedures, processes, directives and templates including the Project Management Manual (PMM).
Example:	Rapid Housing Initiative Program	New City Aquatic Centre

Capital projects focus on improving public services and infrastructure (e.g., a new recreation center), while non-city owned asset projects often focus on supporting community programming, such as projects specifically targeting affordable housing.

As some of the Public Service participate in various supporting roles on non-city owned asset projects, one should note the following:

- For reference, however not limited to, the following sections of the Project Management Manual for information on:
 - a. Identify Project Sponsor, Project Manager, and Other Key Stakeholders – Section 4.2
 - b. Determine Committee Requirements – Section 4.3
 - c. Stakeholder Assessment – Section 4.4
 - d. Project Charter – Section 4.5
 - e. Project Delivery Plan – Section 5.1
 - f. Plan Resource Management – Section 5.7

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- g. Plan Risk Management – Section 5.9
- h. Evaluate Bids and Award Contracts – Section 6.4. (Also refer to Purchasing's Bid Evaluation Guide on Purchasing website.)
- Note the conflict-of-interest disclosures for City employees and/or external parties involved based on the City's Conflict of Interest Policy and Bid Evaluation Guide.

Some examples of initiatives that satisfy the definition of non-city owned asset projects are the City Rapid Housing Initiative and other housing grant programs.

- Refer to City's Rapid Housing Initiative (RHI) Standard Operating Procedure (SOP) for the processes, reporting requirements, associated templates, and various roles and responsibilities to be adhered to for RHI projects.

Contact the Housing Accelerator Fund team at haf@winnipeg.ca for access to these documents.

- Refer to Grant By-laws for Affordable Housing Programs, such as the *Affordable Housing Now Program By-law No. 14/2022* or the *Housing Accelerator Fund Program By-law No. 64/2024*, which outline processes, approval requirements, various roles and responsibilities.

Contact the Housing Accelerator Fund team at haf@winnipeg.ca for access to program details. By-laws are available on DMIS.