



COMMUNITY PROJECT FUND SUBMISSION FORM

Community Project Fund Guidelines

Funds can be used for the following:

- Projects including:
 - ✓ Improvements to playgrounds and playcourts;
 - ✓ Art installations;
 - ✓ Traffic calming; and
 - ✓ Initiatives that have longevity to them e.g., tree planting, and community gardens.
- Multiple projects can be used as long as it does not exceed \$25,000; and
- Projects must align with Council Strategic Priorities.

Funds cannot be used for the following:

- ✗ Any items/office expenses covered under Council Expense Policy or top up thereof;
- ✗ Donations to organizations; and
- ✗ Any item that would be considered bonussing under the *Municipal Act*.

Project Submission Process

1. Members of Council are to prepare and submit the community project fund submission form to the Clerk.
2. The submission forms will be sent to Executive Management Team (EMT) to have staff provide costing, potential project timing and identify any process requirements (e.g., Public Art Committee, RFP, etc.).
3. Once the form is reviewed by staff, it would be presented to the Finance and Responsible Governance Committee for consideration with final approval by Council.
4. If a member of Council wishes to make any changes to the intent of the Council approved program, Council approval would be required.

Submission Deadline

The Community Project Fund Submission Form is to be submitted to the City Clerk.

The deadline to submit capital requests is March 30, 2025, to ensure completion and unveiling of the project is completed by December 2025.



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SECTION 1 - COUNCIL MEMBER INFORMATION

Name: Councillor Courser

Ward: 4

Submission Date: March 30, 2025

SECTION 2 - PROJECT DETAILS

Project name: Picnic Tables

Project location: Ward 4

Description of project:

Purchase and installation 2 picnic tables to be placed in Ward 4 parks.

Total project costs would be \$ 1,200, including staff time/admin associated costs; excluding HST.

Provide a description of the benefits to your ward(s):

To provide 2 picnic tables in Ward 4 parks to encourage attendance at the parks.

Provide an outline of the project or activities detailing the plan for the project:

1. Staff in the Operations department purchase picnic tables.
2. Confirm locations for picnic tables.
3. Staff to complete installation of picnic tables.



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SECTION 3 - LINKAGE TO 2022-2026 COUNCIL STRATEGIC PRIORITIES

Affordable Places to Live
Community Safety
Thriving Community

Infrastructure Investments
Responsible Governance

Provide a brief description of the linkage to the strategic priorities selected above:

This aligns with our “Community Safety” strategic priority by expanding and maximizing access to community parks



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TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: 2025 / 03 / 30

Potential project timing:

Start date:

2025 / 06 / 01

End date:

2025 / 07 / 30

Capital Cost to Implement (estimated):

1. Cost of 2 picnic tables (@600 each) - \$1,200

Total project cost for two picnic tables = \$ 1,200 + HST

Staff resources required to implement and associated cost (estimated):

Staff will complete the installation.

Other operating expenditures required to implement and associated costs (estimated):

Total estimated implementation costs:

Capital costs of \$1,200 + HST

Ongoing operational considerations/costs associated with the project:

Not installed on concrete pads

Process requirements (for example Public Art Committee, RFP etc.):

Staff to complete installation



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TO BE COMPLETED BY ADMINISTRATION

SECTION 5: COMMITTEE AND COUNCIL INFORMATION AND DECISIONS

Considered by Finance and Responsible Governance Committee

Date: / /

Decision:

Considered by General Committee

Date: / /

Decision:

Considered by City Council

Date: / /

Decision:

Date of approval:

Date: / /

Approved by motion: