



## 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.



## COMMUNITY PROJECT FUND SUBMISSION FORM

### SECTION 1 - COUNCIL MEMBER INFORMATION

Name: Councillor Harvey

Ward: 7

Submission Date: March 5, 2025

### SECTION 2 - PROJECT DETAILS

Project name: Bike Racks

Project location: Ward 7

Description of project:

Purchase and installation 2 bike racks to be placed in Ward 7 parks.

Total project costs would be \$ 2358, including staff time/admin associated costs; excluding HST.

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

To provide bike racks in Ward 7 parks to encourage active 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 new bike racks.
2. Confirm locations for bike racks.
3. Contractor to complete installation of bike racks.



COMMUNITY PROJECT FUND  
SUBMISSION FORM

**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



## COMMUNITY PROJECT FUND SUBMISSION FORM

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

### SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: 2025 / 03 / 27

Potential project timing:

Start date:

2025 / 06 / 01

End date:

2025 / 07 / 30

Capital Cost to Implement (estimated):

1. Cost of Bike Racks (@675 each) - \$1350
2. Cost of Installation materials (concrete footings, hardware) - \$150
3. Contractor costs - \$454

Total project cost for two bike racks = \$ 2358 + HST

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

Contractors will be retained for the installation.

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

Repainting every 5 years at an estimated cost of \$300.

Total estimated implementation costs:

Capital costs of \$3,537 + HST; and average annual maintenance costs of \$60

Ongoing operational considerations/costs associated with the project:

Maintenance of bike racks (repainting approx. every 5 years). 20-year lifespan anticipated before replacement.

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

Staff to retain contractors for installation

TO BE COMPLETED BY ADMINISTRATION

### SECTION 5: COMMITTEE AND COUNCIL INFORMATION AND DECISIONS



## COMMUNITY PROJECT FUND SUBMISSION FORM

**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:**