



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 Hamilton

Ward: 10

Submission Date: December 6, 2024

SECTION 2 - PROJECT DETAILS

Project name: Solar Lights at Golden Meadow Park

Project location: Golden Meadow Park

Description of project:

Purchase and installation of 2 solar light fixtures at Golden Meadow Park.

Staff received a quote from a contractor for the work as follows:

\$4305 plus HST for each pole and light fixture, \$2000 - \$2500 for each installation (depending on access and conditions of location).

Total project costs would be \$13,110 to \$14,110, including staff time/admin associated costs; excluding HST.

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

To enhance lighting in the park, improve public perception of safety, and enable use of this popular park and basketball court during evening hours.

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

1. Confirm proposed locations for the solar light fixtures.
2. Staff in the Operations Department engage with Contractor to confirm the scope and the quote that was provided for the solar light fixtures; and issue purchase order.
3. Contractor to proceed with the order of light fixtures.
4. Contractor to complete the installation of light fixtures.

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 supporting neighbourhood safety and crime prevention.

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: 2025/ 01/ 30

Potential project timing:

Start date:
2025 / 04 / 01

End date:
2025 / 09 / 30

Capital Cost to Implement (estimated) as follows:

1. Cost including freight for solar light array plus 15ft powder coated light pole @ \$4,305 each plus HST (based on quote from supplier Jun 27, 2024).
2. Cost to install pole @ approx. \$2,500 each plus HST (based on electrical contractor quotation 2024).

Total project cost for two solar lights - \$14,110 + HST

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

Staff resources required to coordinate preferred locations, undertake procurement, contract administration, utility clearances and coordinate the installation by the contractor.

Estimated staff time costs = \$500

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

1. Estimated costs of \$300/year to undertake annual inspections and repairs as part of normal park maintenance including provision for removal of graffiti and incidental paint repairs.
2. Long-term replacement costs for solar panels, light fixtures and controller estimated at \$2,000 (every 10 years).
3. Estimated battery replacement costs of \$600 (every 5 years).

10-year annualized estimate for maintenance and replacement \$550/year

Total estimated implementation costs:

Capital costs of \$14,110 + HST; and average annual operating and maintenance costs of \$550.

Ongoing operational considerations/costs associated with the project:

Lighting in a neighbourhood park can increase nighttime use of the park resulting in resident complaints about noise and activities.

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

1. Notify residents as part of an upcoming Ward meeting and/or have staff drop off notices to adjacent residents advising of the addition of morality lights.
2. It is noted that a lighting assessment by an Electrical Engineer will not be completed to assess effectiveness of the proposed lighting.
3. A park lighting policy review and update is proposed in future capital budgets (>5 years out) to plan and implement similar projects to add morality lighting within neighbourhood parks.



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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: