



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 Harris

Ward: 8

Submission Date: March 5, 2025

SECTION 2 - PROJECT DETAILS

Project name: Interpretive Timeline in Military Heritage Park

Project location: Ward 8

Description of project:

\$13,000 to be utilized to fill in the gaps in the interpretive timeline in the military heritage park including the Canadian peacekeeping role, Afghanistan international conflict and other remembrances of pacific conflicts.

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

To enhance the recognition of our military history and service.

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

The interpretive installations start to finish would take about three to four months - we would need time to refine research on the topics above, prepare the initial artwork, and then outsource final graphic and content design and fabrication. Included in the timeline is consultation with Base Borden military history reps.



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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 “Thriving Community” strategic priority by continuing to support a vibrant initiative in the City that showcases respect to our military history.

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION



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Reviewed by the Executive Management Team:

Date: YYYY / MM / DD

Potential project timing:

Start date:

YYYY / MM / DD

End date:

YYYY / MM / DD

Capital Cost to Implement (estimated):

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

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

Total estimated implementation costs:

Ongoing operational considerations/costs associated with the project:

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

TO BE COMPLETED BY ADMINISTRATION

SECTION 5: COMMITTEE AND COUNCIL INFORMATION AND DECISIONS

Considered by Finance and Responsible Governance Committee

Date: YYYY / MM / DD

Decision:



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Considered by General Committee

Date: YYYY / MM / DD

Decision:

Considered by City Council

Date: YYYY / MM / DD

Decision:

Date of approval:

Date: YYYY / MM / DD

Approved by motion: