



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: Benches – Sunnisdale Park

Project location: Sunnisdale Park

Description of project:

Purchase and installation of 6 benches for Sunnisdale Park.

Total estimated project costs would be \$11,820 including materials, installation and staff costs; excluding HST.

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

To improve the experience of residents by offering seating at Sunnisdale Park to enjoy the nature and natural beauty.

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

1. Staff in Operations to proceed with ordering 6 standard benches and work with Councillor Courser on selecting appropriate locations within Sunnisdale Park.
2. Install Park benches

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 expanding and maximizing access to 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:

(note, timing includes order & delivery timeline,
location selection and installation)

Start date:
2025 / 04 / 01

End date:
2025 / 07 / 31

Capital Cost to Implement (estimated):

Bench purchase - \$9,120

Installation materials (footings, concrete, hardware) - \$600

Staff costs - \$2,100

Total Project costs - \$11,820 + HST

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

Procurement, Delivery & site Selection, obtaining utility clearances, purchasing installation materials and scheduling - \$900

Staff installation (dig footings, install concrete and hardware, delivery and installation of bench) - \$1,200

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

None.

Total estimated implementation costs:

Capital costs of \$11,820 + HST

Ongoing operational considerations/costs associated with the project:

Bench inspections and repairs, over an estimated 10-year lifespan of asset.

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

Staff to purchase and install bench.



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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: