



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.



SECTION 1 - COUNCIL MEMBER INFORMATION

Name: Sergio Morales	Ward: 9
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Submission Date:
October 19th 2023

SECTION 2 - PROJECT DETAILS

Project name: AED Defribillator	Project location: Painswick Park
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Description of project:
Installing an AED Defribillator at this park is an important initiative with the expansion of pickleball and the accessible park.

Provide a description of the benefits to your ward:
It can save lives.



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

- We buy the AED and install it
- It will be housed in a purpose built AED container enclosure that meets all requirements
- I have consulted with John McEachern who has advised on his recommendation of the best AED and enclosure

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:

- Community Safety
- Infrastructure Investment



TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: January 30, 2024

Potential project timing: Summer 2024

Details below are based on the assumption that the AED unit is deployed year-round.

Start date: May 2024

End date: June 2024

Capital Cost to Implement (estimated):

It is assumed the unit will be installed in the open pavilion in between the pickle ball courts. Estimated costs are as follows:

Cost of heated Enclosure: \$900

Cost of AED unit: \$1944

Cost of wireless communication equipment: \$3500

Installation Costs: \$1,000

Staff costs: \$1,000

TOTAL ESTIMATED COSTS: \$8,344 + tax

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

15 person-hours at a cost of \$1,000 (included above)

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

Annual operating and maintenance costs are estimated as follows:

Cost of daily visual inspections: \$2,625

Cost of Monthly formal inspection of AED: \$270

Cost of cellular connection: \$120

Cost of parts and accessories: \$100

TOTAL ANNUAL O & M COSTS: \$3,115

Given the pressures on the Operations Department Budget experienced in 2023, the annual expenditures of \$3,115 would not be accommodated within approved budgets unless specific budget line items are included in future budgets for this purpose.

Total estimated implementation costs:

One-time installation cost of \$8,344; and \$ 3,115 in annual operating and maintaining costs

Ongoing operational considerations/costs associated with the project:

City would be liable if a piece of lifesaving equipment on public property fails to function. Given this, regular monitoring and maintenance of the equipment is required to demonstrate due diligence and mitigate liability to the City. This could entail the following staff activities:

1. Daily visual inspections including weekends (similar to current monitoring of AED units in City facilities)
2. Monthly inspection of units and accessories in accordance with Manufacturer's instructions
3. Annual training for all Parks Technicians and Attendants
4. Remote monitoring with alarm relay to "on call" staff in the event of AED use, malfunction or inappropriate use.

Additionally, installing one unit at Painswick Park could create the expectation for installation at all city parks. The matter of installing AEDs in public parks was addressed in a previous confidential Legal Memorandum to Council dated June 21, 2021. The Legal Memorandum is attached for reference.



COMMUNITY PROJECT FUND
SUBMISSION FORM

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

1. A competitive procurement process may be required.
2. An analysis and documented rationale would need to be completed to identify why an AED was placed at one or some parks versus other locations.



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: