



## 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: Traffic Calming Bollards

Project location: Ward 7

Description of project:

**\$697.12 to be utilized for traffic calming bollards in Ward 7.**

The operating cost of the Sundew Speed Cushions is \$3,382.88 for this season. If the speed cushion is not installed, this amount can cover most of the purchase and operating costs for the proposed bollards, with a remaining difference of \$697.12 funded through community project fund. A detailed cost breakdown for each street is provided below.

Ward 7 - Year 1				Ward 7 - Year 2		
Street	Bollards	Cost (Bollard + Install)	Total	Bollards	Cost (Install only)	Total
Wessenger Drive (around Park)	6	\$ 120.00	\$ 720.00	6	\$ 18.00	\$ 108.00
Emms Drive (around Park)	6	\$ 120.00	\$ 720.00	6	\$ 18.00	\$ 108.00
Columbia Road (146/148, 159/161)	6	\$ 120.00	\$ 720.00	6	\$ 18.00	\$ 108.00
Coughlin Road (at crosswalk)	5	\$ 120.00	\$ 600.00	5	\$ 18.00	\$ 90.00
Sundew Drive (replace cushions)	5	\$ 120.00	\$ 600.00	5	\$ 18.00	\$ 90.00
Red Oak Drive (23/25, 66/68)	6	\$ 120.00	\$ 720.00	6	\$ 18.00	\$ 108.00
			<b>\$ 4,080.00</b>			<b>\$ 612.00</b>

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

**To provide traffic calming to reduce aggressive driving and ensure pedestrian safety.**



COMMUNITY PROJECT FUND  
SUBMISSION FORM

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

**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 addressing speeding and aggressive driving to ensure street and pedestrian safety.



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 /31

Potential project timing:

Start date:

2025 / 04 / 01

End date:

2026 / 10 / 31

Capital Cost to Implement (estimated):

\$4,080 for year 1, \$612 for year 2

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

No additional staff resources required

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

No additional operating expenses

Total estimated implementation costs:

\$4,080 for year 1, \$612 for year 2

Ongoing operational considerations/costs associated with the project:

No additional operating expenses

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

No process or notice requirements



## COMMUNITY PROJECT FUND SUBMISSION FORM

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:**