



## 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 Kungl

Ward: 3

Submission Date: March 1, 2025

### SECTION 2 - PROJECT DETAILS

Project name: Bike Racks

Project location: 2 locations in Ward 3

#### Description of project:

Purchase and installation 2 bike racks to be placed in Ward 3. Potential locations: Little Lake by the park and Cartwright park.

Total project costs would be \$ 2000, including staff time/admin associated costs; excluding HST.

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

To provide a bike rack at Cartwright Park and Little Lake Park to encourage park usage and enjoyment..

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

1. Staff in the Operations department purchase new bike racks.
2. Confirm locations for bike racks.
3. Staff to complete installation of bike racks.



COMMUNITY PROJECT FUND  
SUBMISSION FORM

**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.

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: 2025 / 03 / 20

Potential project timing:

Start date:  
2025 / 05 / 01

End date:  
2025 / 07 / 31

**Capital Cost to Implement (estimated):**

1. Cost of Bike Racks (@675 each) - \$1,350
2. Cost of Installation materials (concrete footings, hardware) - \$100
3. Staff costs - \$550

Total project cost for three bike racks = \$ 2000 + HST

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

1. Procurement, Delivery & site Selection, obtaining utility clearances, purchasing installation materials and scheduling – 2 locations X \$125 per location = **\$250**
2. Staff installation (dig footings, install concrete and hardware, delivery and installation of bike racks) - \$150/location = **\$300**

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

Repainting every 5 years at an estimated cost of \$200.

**Total estimated implementation costs:**

Capital costs of \$2,000 + HST; and average annual maintenance costs of \$40

**Ongoing operational considerations/costs associated with the project:**

Maintenance of bike racks (repainting approx. every 5 years). 20-year lifespan anticipated before replacement.

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

Staff to purchase and install Bike racks.



## 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:**