



## 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 Hamilton

Ward: 10

Submission Date: December 6, 2024

### SECTION 2 - PROJECT DETAILS

Project name: Bench – Wilkins Walk

Project location: Wilkins Walk

#### Description of project:

Purchase and installation of a bench for Wilkins Walk.

Total estimated project costs would be \$1970 including materials, installation and staff costs; excluding HST.

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

To improve the experience of Wilkins Walk by offering seating at the trail 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 a standard bench and work with Councillor Hamilton on selecting an appropriate location within Wilkins Walk.
2. Install Park bench

**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 / 01 / 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 - \$1520

Installation materials (footings, concrete, hardware) - \$100

Staff costs - \$350

Total Project costs - \$1970 + HST

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

Procurement, Delivery & site Selection, obtaining utility clearances, purchasing installation materials and scheduling - \$150

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

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

None.

**Total estimated implementation costs:**

Capital costs of \$1,970 + 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.

TO BE COMPLETED BY ADMINISTRATION

**SECTION 5: COMMITTEE AND COUNCIL INFORMATION AND DECISIONS**



## COMMUNITY PROJECT FUND SUBMISSION FORM

<b>Considered by Finance and Responsible Governance Committee</b>		<b>Date:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
Decision:		
<b>Considered by General Committee</b>		<b>Date:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
Decision:		
<b>Considered by City Council</b>		<b>Date:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
Decision:		
<b>Date of approval:</b>		<b>Date:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Approved by motion:</b>		