



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:

Sergio Morales

Ward:

Ward 9

Submission Date:

March 20th 2025

SECTION 2 - PROJECT DETAILS

Project name:

Bike Racks

Project location:

Locations in Ward 9

Description of project:

Purchase and install 5 bike racks at various locations in Ward 9.

Total project costs would be \$ 5,895, including staff time/admin associated costs; excluding HST.

Provide a description of the benefits to your ward:

To facilitate cycling in the ward: a lot of short-distance travel that is done by vehicles isn't done by bicycles because we don't have the bike rack infrastructure to make it an option.

We wouldn't accept not having parking spots in many of these locations, but so far we have accepted not having bicycle racks.

This application aims to change that.

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. Contractor to complete installation of bike racks.

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:

Thriving Community: Encouraging active transportation for short errands and leisure activities.

Community Safety: Providing proper bike tie-up infrastucture, which will reduce instances of bikes getting stolen



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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:05/23/2025

Potential project timing:

Start date:
2025/06/01

End date:
2025/07/30

Capital Cost to Implement (estimated):

1. Cost of Bike Racks (@\$675 each) - \$3,375
2. Cost of Installation materials (concrete footings, hardware) - \$250
3. Contractor costs – (@\$454 each) - \$2,270

Total project cost for three bike racks = \$ 5,895 + HST

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

Contractors will be retained for the installation.

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

Repainting every 5 years at an estimated cost of \$500.

Total estimated implementation costs:

Capital costs of \$5,895 + HST; and average annual maintenance costs of \$100

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 retain contractors for installation.



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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: