



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:

Sergio Morales

Ward:

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Submission Date:

March 20th 2025

SECTION 2 - PROJECT DETAILS

Project name:

Naturalization of Lovers Creek Access Lot

Project location:

44 Country Lane (city-owned lot)

Description of project:

The goal of the project is to implement low maintenance "white clover" along a 1.5m strip adjacent to the fence of the property on the east side of the city owned lot at 44 Country Lane. (the correct description)

Provide a description of the benefits to your ward:

- As it stands, this lot was a grass-overgrown, uninviting space that saw a high number of complaints from residents, after this lot went from being actively maintained with regular grass cutting (as had been for years), to the "meadowing" level of service that was adopted in 2024.

- Beautification via Naturalization of a city-owned access lot that is used by the public to access the public Lovers' Creek trail makes this trail more desirable for residents to go for walks and enjoy their local neighbourhood.

This improves physical fitness, mobility, and mental health.

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

- In February 2025, I reached out to the appropriate staffer regarding a naturalization project similar to this.
- The goal for this project should be zeroscaping, or at the very least a low-maintenance naturalized area 1.5 metres in width along the sideyard lot lines of 44 Country Lane, as far down as the adjacent fences of the neighbouring residential properties.

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 (Beautification)



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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: 2025/05/29

Potential project timing:

Start date:2025/09/01

End date:2025/09/31

Capital Cost to Implement (estimated):

Total cost of \$2,000 including staff cost of \$450

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

\$450 of staff resources included above.

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

\$500 of annual costs required for maintenance

Total estimated implementation costs:

\$2,000 for initial implementation and annual costs of \$500 to maintain.

Ongoing operational considerations/costs associated with the project:

Annual effort to maintain the strip(s) adjacent to the fences

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

Work to be undertaken internally or with the use of Contractors.



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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: