



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.



SECTION 1 - COUNCIL MEMBER INFORMATION

Name: Councillor Kungl

Ward: 3

Submission Date: March 1, 2025

SECTION 2 - PROJECT DETAILS

Project name: Horticulture Planters

Project location: Ward 3

Description of project:

\$1,850.00 to horticulture/parks to add planters to key areas as part of beautification.

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

To enhance beautification in Ward 3 by adding additional planters, specifically the entrances to the East Bayfield Community Centre.

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

Add reservoir planters strategically around the entrance to the East Bayfield community centre. Horticulture staff will set up planters with soil, mulch and plant material to enhance the visual quality of the entrance to the community



centre.

SECTION 3 - LINKAGE TO 2022-2026 COUNCIL STRATEGIC PRIORITIES

<p>Affordable Places to Live Community Safety Thriving Community</p>	<p>Infrastructure Investments Responsible Governance</p>
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Provide a brief description of the linkage to the strategic priorities selected above:

- This aligns with our “Thriving Community” strategic plan by expanding and maximizing access to parks and recreation opportunities.

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:	Date: 2025 / 03 / 27
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Potential project timing:

	Start date: 2025 / 06 / 01	End date: 2025 / 08 / 30
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Capital Cost to Implement (estimated):
\$1,500 for soil, mulch and plant materials to fill reservoir planters (current surplus in stock).

Staff resources required to implement and associated cost (estimated):
Estimated \$350 in staff resources to set up, fill, and plant the materials in the planters.

Other operating expenditures required to implement and associated costs (estimated):
Watering and maintenance over the year, watering assistance by Recreation Centre staff as needed to fill reservoir, and on a regular basis by horticulture staff doing maintenance in area. Est. \$300 annually.



COMMUNITY PROJECT FUND
SUBMISSION FORM

Total estimated implementation costs: \$1,850

Ongoing operational considerations/costs associated with the project: Seasonal maintenance, est \$300.

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

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: / /



COMMUNITY PROJECT FUND
SUBMISSION FORM

Decision:

Date of approval:

Date: YYYY / MM / DD

Approved by motion: