



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: Amy Courser

Ward: 4

Submission Date: March 28, 2025

SECTION 2 - PROJECT DETAILS

Public Art

Description of project:

Two Artist designed panels to be installed to the addition to the Dorian Parker Centre with a budget of \$5000

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

Beautifies an old exterior of a City owned building

Adds interest and public art to a City park

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

SECTION 3 - LINKAGE TO 2022-2026 COUNCIL STRATEGIC PRIORITIES

Affordable Places to Live

->Community Safety

->Thriving Community

Infrastructure Investments

Responsible Governance



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Provide a brief description of the linkage to the strategic priorities selected above:

This aligns with our “Community Safety” strategic plan through addressing a by-law concern.

Graffiti deterrent

Creates a sense of belonging

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: 2025/03/28

Potential project timing:

Start date:
2025/04/01

End date:
2025/12/31

Capital Cost to Implement (estimated):

n/a

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

Staff may be required to assist with the installation.

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

\$5,000 to cover cost of supplies, up to two artist fees, and installation

Total estimated implementation costs:

\$5,000

Ongoing operational considerations/costs associated with the project:

\$1,000 per year for annual operating maintenance (potential repairs due to vandalism)

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

Consultation with Public Arts Committee

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: YYYY / MM / DD

Decision:

Considered by City Council

Date: YYYY / MM / DD

Decision:

Date of approval:

Date: YYYY / MM / DD

Approved by motion: