



## 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 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 at an estimated cost of \$1518.25 plus installation/labour.

**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:**

Staff in Operations to proceed with ordering a standard bench and work with Councillor on appropriate location within Wilkins Walk.



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**SECTION 3 - LINKAGE TO 2022-2026 COUNCIL STRATEGIC PRIORITIES**

<p>Affordable Places to Live Community Safety <b>Thriving Community</b></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.

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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: YYYY / MM / DD

Potential project timing:

Start date:

YYYY / MM / DD

End date:

YYYY / MM / DD

Capital Cost to Implement (estimated):

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

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

Total estimated implementation costs:

Ongoing operational considerations/costs associated with the project:

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

TO BE COMPLETED BY ADMINISTRATION

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

Considered by Finance and Responsible Governance Committee

Date: YYY / MM / DD



COMMUNITY PROJECT FUND  
SUBMISSION FORM

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:**