



## 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: <b>Sergio Morales</b>	Ward: <b>9</b>
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Submission Date:

**SECTION 2 - PROJECT DETAILS**

Project name: <b>Mature Spruce Trees</b>	Project location: <b>Stunden Lane &amp; Mapleview Dr East</b>
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Description of project:

Plant mature spruce trees at the intersection of Stunden Lane and Mapleview Dr East

**Provide a description of the benefits to your ward:**

- Noise buffering for homes on Gwendolyn St (residents have brought this up to me)
- Beautification of a high exposure area
- Long term sustainability (tree canopy & cleaning up our air)



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

- I've connected with Kevin Rankin about this
- He said there is money in the existing budget for regular sized trees, but not for the mature trees
- The intent is that the ward 9 community project fund pays for the difference between the cost of a mature tree and what the regular tree costs

"I have contacted by-law and ROWA about the signs to see if we can get some movement on next steps, particularly the one sign at the corner where the three spruce are proposed. Once I get the formal approval to draw the difference in price from the community benefits fund, I can issue a PO to the supplier for a spring planting as that would be the best time to successfully plant larger trees on the ROW and would fit within next years planting order.

I have reached out to Clerks as well about how to do the PO (split the GLs or do a transfer next year after the planting is done)."

- Email from Kevin Rankin Sept 12th 2023

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

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

- Infrastructure investments (noise buffering for residents)
- Thriving Community (Beautification)



**TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)**

**SECTION:4 – PROJECT AND COSTING INFORMATION**

**Reviewed by the Executive Management Team:**

**Date:** January 30, 2024

**Potential project timing:** Spring planting to be included with the City’s annual tree planting program.

**Start date:** April 2024

**End date:** July 2024

**Capital Cost to Implement (estimated):**

1. Total Cost: \$3,220.50 (incl. HST)
2. Funded Cost from Community Project Fund: \$2,457.75 (incl. HST)
3. The Community Project Fund will defray the difference in cost between the mature trees and the regular size trees that are planted as part of the annual tree planting program.

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

Staff resources delivering the Annual Tree Planting Program in the Operations Department would coordinate the work.

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

Operating expenditures are considered to be included in Annual Tree Maintenance Program (weekly watering year one, plus fertilizing and bi-weekly watering in years 2 and 3 until the establishment of the tree). The operating costs are estimated at \$120 in year1 and \$60 in years 2 and 3.

**Total estimated implementation costs:** \$2,457.75

**Ongoing operational considerations/costs associated with the project:**

The Long-term maintenance of trees is considered as part of Forestry Maintenance & Operating Budget and program.

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

Trees can be procured from existing Tree Planting Vendor that was retained through a competitive RFQ. There is a commercial sign currently at the location proposed for the trees. As such, the sign would have to be relocated through discussions with the Owner of the sign.



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:**