



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.



COMMUNITY PROJECT FUND SUBMISSION FORM

SECTION 1 - COUNCIL MEMBER INFORMATION

Name: Councillor Hamilton

Ward: 10

Submission Date: December 6, 2024

SECTION 2 - PROJECT DETAILS

Project name: Bike Racks

Project location: 3 different parks in Ward 10

Description of project:

Purchase and installation 3 bike racks to be placed in three different parks in Ward 10.

Total project costs would be \$ 2925, including staff time/admin associated costs; excluding HST.

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

To be responsive to resident requests for bike racks in community parks that are heavily used by kids and have high bike presence.

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

1. Staff in the Operations department purchase new bike racks.
2. Confirm locations for bike racks.
3. Staff to complete installation of bike racks.

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:

This aligns with our “Thriving Community” strategic priority by expanding and maximizing access to parks.

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: 2025 / 01 / 30

Potential project timing:

Start date:
2025 / 04 / DD

End date:
2025 / 07 / 31

Capital Cost to Implement (estimated):

1. Cost of Bike Racks (@675 each) - \$2,025
2. Cost of Installation materials (concrete footings, hardware) - \$150
3. Staff costs - \$750

Total project cost for three bike racks = \$ 2925 + HST

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

1. Procurement, Delivery & site Selection, obtaining utility clearances, purchasing installation materials and scheduling – 3 locations X \$100 per location = **\$300**
2. Staff installation (dig footings, install concrete and hardware, delivery and installation of bike racks) - \$150/location = **\$450**

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

Repainting every 5 years at an estimated cost of \$300.

Total estimated implementation costs:

Capital costs of \$2,925 + HST; and average annual maintenance costs of \$60

Ongoing operational considerations/costs associated with the project:

Maintenance of bike racks (repainting approx. every 5 years). 20-year lifespan anticipated before replacement.

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

Staff to purchase and install Bike racks.



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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: