



## 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:

**Sergio Morales**

Ward:

**9**

Submission Date:

**March 20th 2025**

**SECTION 2 - PROJECT DETAILS**

Project name:

Welcome to Painswick Sign built by St. Peter's HS Students

Project location:

Mapleview Drive East (south side) at intersection with Stunden Lane

Description of project:

A "Welcome to Painswick" sign to be designed, fabricated, and made by St. Peter's High School students.

Provide a description of the benefits to your ward:

Engagement of the local Ward 9 high school students to come together and craft a welcome sign that pays homage to Ward 9's historical geographical heritage in a sign that will remain and be appreciated long after they graduate.

A sign made by Ward 9, for Ward 9.



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

I have connected with the Parent Council President and the Principal of St. Peter's High School, and there is interest in this project idea.

The specific details about what the students would do (the design vs the fabrication, etc) is currently being decided.

I will also connect with city staff about costing out the cement foot postings that must be poured by city staff at the location where the sign will be installed.

The entire project will be finished and installed in compliance with the timeline deadline of the Community Project Fund.

### 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:**

Thriving Community: Beautification of the local neighbourhood.

Community Safety: Engaging students in coming together to create something for their local community they can be proud of creates more engaged citizens.



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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:

Potential project timing:

Start date:

End date:

Capital Cost to Implement (estimated):

\$1800.00

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.):



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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:**