



## 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 Nixon

Ward: 2

Submission Date: January 25, 2024

### SECTION 2 - PROJECT DETAILS

Project name: Unity Community Clean Up

Project location: 2

#### Description of project:

Up to \$2000 be provided to Unity Clean Up for the purchase of a Secure Storage Compartment/Shed, supplies and protective clothing.

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

Litter tends to be at its worst on Sunday mornings due to higher volumes of people downtown Saturday night. With City crews not attending to until Monday, the assistance of Unity Community ensures that the area receives a "clean up" early Sunday mornings in order to be more "presentable" and a more positive reflection of our City



COMMUNITY PROJECT FUND  
SUBMISSION FORM

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

N/A

**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 plan by Continuing to support a vibrant downtown and our “Responsible Governance” strategic plan by “Supporting services our community needs while keeping tax dollars low and “Financial stewardship which includes finding efficiencies and innovation”



COMMUNITY PROJECT FUND  
SUBMISSION FORM

TO BE COMPLETED BY EXECUTIVE MANAGEMENT TEAM (EMT)

SECTION:4 – PROJECT AND COSTING INFORMATION

Reviewed by the Executive Management Team:

Date: January 25, 2024

Potential project timing: March 2024

Start date:

YYYY / MM / DD

End date:

YYYY / MM / DD

Capital Cost to Implement (estimated):

N/A

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

N/A

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

N/A

Total estimated implementation costs:

\$2000 from Community Project Fund

Ongoing operational considerations/costs associated with the project:

Storage shed not to be installed on City lands.

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

N/A



## COMMUNITY PROJECT FUND SUBMISSION FORM

TO BE COMPLETED BY ADMINISTRATION

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

**Considered by Finance and Responsible Governance Committee**

**Date:** February 7, 2024

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:**