

Hamilton Malayalee Samajam

1095 – Woodburn Road, Hannon, ON, L0R 1P0

www.hmsnet.ca

Hamilton Future Fund Grant Report

Project Title: Conversion of a Sports Field into a Cricket Field at 1095 Woodburn Road.

Reporting Period: 6 months – August 2019 – January 2020.

Important note to the Future Fund Board of Directors:

During the application process we have estimated the timeline based on the assumption that funding decision will be announced in early spring 2019. But, the funding decision was released only during the mid summer of 2019. Based on the analysis of the project details, the Hamilton Malayalee Samajam Board of Directors have had an opportunity to revise the schedule.

Please see below the proposed revise schedule for your review and approval;

Proposed detailed task and expected outcomes for each stage

of the project:

Phase 1: Identification of Community need prior to start of Planning and Design.

Outcome	Measurement indicator	Timeline	Reporting
1.Funding from City of Hamilton	Hamilton Malayalee Samajam has received the funding from City of Hamilton on July 2019	July 2019	The funds have been deposited to HMS account
1.Consultation	HMS sent an invitation to its members and other organization to discuss the Cricket field requirements and conducted a Public	September, 2019	See detailed explanation below

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	Meeting to identify the needs and visions of the community.		
Phase 2: Planning, Design and Approval			
1. Appoint the Consultant	1. Prepare the Terms of Reference (TOR) to appoint a consultant to complete the Planning, Design, obtain approval from City and Conservation Authority.	January 2020	HMS finalized the draft TOR to appoint the consultant. The proposal will be invited by Jan 2020.
2. Completion of planning, design and obtaining approval from the city	<ol style="list-style-type: none"> 1. Request for proposal from the Engineering consultant/Landscaping Architect 2. Topographical Survey 3. Prepare the Engineering drawings for review and approval 4. Prepare a Schedule of Quantitates and Tender documentation 5. Obtain approval from the HMS Board of Directors 6. Obtain Site Alteration Permit from City of Hamilton (if required) 	<p>February 2020</p> <p>April/May 2020</p> <p>May-June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June -July 2020</p>	Report #1 – 6 Month Report (Jan 2020)
Phase 3 – Project Implementation			
Completion of tender process	<ol style="list-style-type: none"> 1. Invitation of tender 2. Tender analysis 	July/Aug 2020	Report # 2 – 1 Year Report (July

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	<ol style="list-style-type: none"> 3. Obtain approval from the project sponsor (if required) 4. Award the tender 		2020)
Completion of Construction	<ol style="list-style-type: none"> 1. Site Grading 2. Stormwater management 3. Pitch Construction 4. Final grading 5. Sodding/Seeding the site 6. Fencing, Signage (City of Hamilton – Future Fund Project) etc 7. Completion of all works as per the design and tender 8. Consultant Inspection and Certification 	Aug 2020 – June 2021	Report # 3 – 1&1/2 Year Report (January 2021)
Phase 4 – Project Close Out			
1. Final project reporting and evaluation	<ol style="list-style-type: none"> 1. Completion of project evaluation. 2. Delivery of final report including financial statement to City/HFF for review and approval 	July 2021	Final Report – 2 Year Report (July 2021)

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First 6 Months Report

July 2019:

Received the fund from Hamilton Future Fund and deposited in the bank under a separate account. This account is dedicated to the activities related to the future fund project. Two Board of Directors need to sign the cheques and all payments will be carried out as per HMS financial policy and procedure once the project consultant is certified that the work is completed in accordance of the construction staging plan/tender document and progress payment can be processed.

Communication and recognition of Hamilton Future Fund:

Immediately after receiving the fund we sent an official email communication to all our members and stakeholders. The community is very well pleased with the grant and is grateful to Hamilton Future Fund and City of Hamilton. We also made detailed announcements regarding the Future Fund in the Annual General Body Meeting of Hamilton Malayalee Samajam held on 8 December 2019. The Grant announcement was also communicated through social media (Facebook).

August 2019

A consultation was held with the City of Hamilton Staff on 16 August 2019 in order to understand and learn from the design and construction process of the upcoming cricket field at the Confederation Beach Park. Steve Sevor, Manager, Sports Policy & Allocation and Lawrence Stasiuk, Supervisor, Landscape Architectural Services, Public Works Department attended on behalf of the city. Board of Directors and members of the Property Management Committee attended on behalf of Hamilton Malayalee Samajam.

We had organized a grant ground breaking event to mark the start of the construction of the cricket ground on August 24, 2019. The event was attended by close to 500 people. We are very pleased that Hon. Councilor Terry Whitehead was the chief guest for the function. We had also invited Mayor Fred Eisenberger, Councillor Judy Partridge and other City officials also to this event.

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September 2019:

A public meeting was held on 27 September 2019 at the HMS premises to collect public feedback on the project. All the feedbacks were collected and consolidated. There were several great suggestions from cricket lovers. We will be incorporating the suggestions to develop the scope of work for this project.

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Project Activities Completed as of January 15, 2020:

- (1) We are currently preparing the Terms of reference (TOR) to appoint the Engineering consultant/landscaping architect to facilitate the Planning and Design of the Cricket field. The Draft TOR has been completed and submitted to Board of Directors for review and approvals.

- (2) Quotes were invited from various consultant to complete the Topographical survey .