



POLICY No. 2003-01

Community Partnership Program – Capital Grants

Originating Department CLS-GM-02-2003

SMT Approval: Select a Date

Council in Committee: 2003-01-14

Recommendation #: 6

Council Approval: 2003-01-20

Resolution #: 2-03

Revision History: [Click here for revision history](#)

1. PURPOSE

To establish a policy and procedure—consistent with Haldimand County’s Community Partnership Program—which provides County Community Halls groups with criteria and guidelines to access funds for capital repairs/replacements or capital enhancements.

Haldimand County has formal operating agreements with Community Halls groups for the management and maintenance of those facilities which are part of the County’s Community Halls Program (Appendix A). These agreements relate to both Halls located on County-owned property as well as other non-profit Halls on private land which provide this service on behalf of the County through a formal agreement. This policy is intended to protect and preserve the capital assets of Haldimand County, ensure appropriate capital resources are in place related to life/public safety and support the efforts of the incorporated, volunteer Community Halls groups which manage and operate these facilities.

2. POLICY

2.1. Haldimand County has a key interest in ensuring the structural integrity and public safety of the Community Hall facilities within its Community Halls Program. The County has been fortunate to be able to partner with incorporated volunteer Boards of Directors, which operate and maintain these facilities for the benefit of their respective communities/residents as well as visitors.

To support this partnership, Haldimand County makes available capital funding for eligible repairs, replacements and enhancements; as well, the County has assumed responsibility for operating costs associated with any inspections, maintenance, repairs or replacement of items related to public/legislated safety (e.g. fire extinguishers, range

hoods/suppression systems, fire alarm systems/monitoring, elevators, water and air quality, etc.);

2.2. Three categories of capital work will be considered by the County for approval and/or financing (either in whole or in part) at municipal Community Halls (Appendix B).

I. Capital Repairs or Replacements related to the structural integrity and public/legislated safety of the Community Hall will be funded at 100% by the County. This capital work can be either *planned* or on an *emergency* basis;

II. Capital Maintenance refers to requests to undertake work which is not related to the structural integrity or public/legislated safety of the Community Hall and which is not considered a new project or an enhancement to the facility. *Capital Maintenance* is funded at 100% by the Community Hall group; Only major maintenance requests must be reviewed and approved by Haldimand County; and,

III. Capital Enhancement requests will be assessed and funded through the County's Community Partnership Program (Policy 2011-01), which provides up to 35% County funding towards an approved project;

2.3 The Community Hall group does not have the authority to proceed with any capital projects (with the exception of ongoing minor maintenance) until the project has been approved by Council or through delegated staff approval, including any related budget approvals or adjustments;

2.4 The Community Hall group must adhere to all required guidelines, criteria and legislation before any capital project is given final approval; and,

2.5 An information report shall be provided to Council advising of allocations approved through this policy, either before a planned capital project or after the fact in the case of an emergency project or one approved through delegated authority.

3. DEFINITIONS

3.1. *Community Hall Group/Board of Directors*: An incorporated, community-based, volunteer Board of Directors conducting the management and operations of a Haldimand County Community Hall through a formal agreement.

3.2. *Capital*: Haldimand County uses the definition of Tangible Capital Assets from the Public Sector Accounting Board. As well, the County utilizes principles to determine when an item should be deemed a 'capital' asset for financial reporting purposes.

3.3. *Capital Repairs/Replacements*: Capital repairs/replacements are presented through the County's annual capital budget planning process and relate to structural integrity or public/legislated safety. These projects are 100% the County's financial responsibility.

- 3.4. *Capital Maintenance*: Maintenance undertaken and 100% funded by the Community Halls groups. Major maintenance requires County approval prior to the work beginning; minor maintenance does not require County approval, although the County should be informed of plans.
- 3.5. *Capital Enhancements*: Projects which are new or enhance the Community Hall. These are assessed, approved and funded through the County's Community Partnership Program (Policy 2011-01), which provides grants of up to 35% of the total project value.

4. PROCEDURE:

- 4.1. Capital Repairs/Replacements related to the structural integrity or public/legislated safety of the facility will usually be determined through building condition assessments undertaken by the County and/or its Staff. Other requests may be made by the Community Hall Group/Board of Directors and must be submitted by the Hall Board to the Community Development & Partnerships Division by September 1 for review by County staff and inclusion in the capital budget. Once approved, these requests are funded at 100% of the project cost by the County through its Community Halls Reserve Fund. If requested, Community Halls groups may work with staff to manage the capital project.
- 4.2. Emergency Capital Repair/Replacement requests related to the structural integrity or public/legislated safety of the Hall must be immediately submitted to the Community Development & Partnerships Division for review and approval by relevant staff. Emergency requests must be associated with an immediate or time-sensitive threat to the structural integrity or public/legislated safety of the Hall as it relates to ongoing operations. These requests can be approved through authority delegated to the General Manager, Planning & Economic Development or the Chief Administrative Officer with a follow-up report to Council.
- 4.3. Applications for Major Capital Maintenance should be submitted for review by the Community Partnership Program (CPP) Staff Review Team and, if supported, will be funded at 100% by the Hall group.

Within this category, Community Halls groups may request consideration of an interest-free loan to complete this work, assuming the work is necessary to support the ongoing operations of a safe and welcoming facility and supports the Hall Board's revenue-generation efforts. Requests for a loan will require staff evaluation of the proposal in terms of amount, payback timeline and feasibility of meeting repayment, and Council approval including the requirement for the group entering into a formal Loan Agreement with the County.

- 4.4. Applications for Capital Enhancements can be accepted year-round as they are assessed and funded through the CPP;
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- 4.5. All requests for capital work—planned, emergency, major maintenance, new or enhancements—will be reviewed by the CPP’s Staff Review Team and prioritized according to urgency and available resources.
- 4.6. Access to County Community Halls Capital funding for eligible projects—with the exception of emergency matters—will be approved by Council during annual capital budget deliberations, with each project specifically identified in the Community Halls Capital Reserve Fund.
- 4.7. The Community Halls groups do not have the authority to proceed with any capital projects requiring County funding until Council has approved the annual budget allocation or the specific emergency request.

5. REFERENCES

- 5.1. Haldimand County Community Partnership Program (Policy 2011-01)
- 5.2. Haldimand County Accessibility Standards for Customer Service (Policy 2009-02)
- 5.3. Public Conduct on Haldimand County Property (Policy 2014-02)

6. APPENDICES

- 6.1 Appendix A – Overview of Community Halls Program Participants
- 6.2 Appendix B – Potential Capital Expenditures

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
PED-COM-01-2018	27-Feb-18	12	5-Mar-18	29-18	Policy redone. See policy administrator for complete list of changes.
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	

APPENDIX A – OVERVIEW OF COMMUNITY HALLS PROGRAM PARTICIPANTS

Caledonia LIONS Community Centre

Canboro Community Centre

Canfield Community Centre

Cayuga Kinsmen Community Centre

Cayuga Seniors Drop-In Centre

Cheapside Community Hall

Dunnville Community Lifespan Centre

Fisherville Lions Community Centre

Hagersville Community Centre

Haldimand Agricultural Community Centre

Jarvis Lions Community Centre

Lowbanks Community Centre

Nanticoke Community Hall

Rainham Centre Community Hall

Selkirk Centennial Community Centre

Seneca Centennial Hall

APPENDIX B

SUMMARY OF FUNDING PARAMETERS – COMMUNITY HALLS CAPITAL GRANT PROGRAM

CATEGORY	DESCRIPTION	EXAMPLES	FUNDING	NOTES
1. Structural Integrity and Public Safety/ Legislated Matters	<ul style="list-style-type: none"> Capital Repairs or Replacements to major building systems and elements associated with the overall engineering integrity of the building and/or systems and elements that relate to public safety or which are required by legislation (building code, fire code, etc.). 	<ul style="list-style-type: none"> Foundations Load-Bearing Walls Roofs, Eaves Troughs HVAC Systems Windows Water Quality Matters (e.g. cisterns, septic systems, sewers, wells, water pumps) Fire Safety Matters (e.g. extinguishers, range hoods, fire suppression/alarm systems) 	100% County	Includes: <ul style="list-style-type: none"> Systems and elements identified through the County's capital planning program (planned works), as well as, Emergency repairs – where major components have failed in advance of their planned repair/replacement and adversely impact the safe and proper functioning of the facility.
2. Capital Maintenance	<ul style="list-style-type: none"> Repairs and Replacements of systems or elements which are not part of Category 1; Comprises both Major and Minor Maintenance. 	Major Repairs: <ul style="list-style-type: none"> Exterior façade, front entrance Replacement of appliances Replacement of kitchen or bathroom fixtures Parking lot re-paving Minor Repairs: <ul style="list-style-type: none"> HVAC maintenance (replacing filters, annual servicing) Fixing leaking faucets/toilets, replacing light fixtures or bulbs Flooring repairs Painting Cosmetic improvements 	100% Hall Board	Major Repairs have to be discussed and reviewed by the County prior to Hall Board undertaking the work as these may have long-term implications for County-owned buildings and capital asset management. Hall Boards may request interest-free loan to complete work if it is necessary to support operations/safety. Minor Repairs can be undertaken without County approval; however, Hall Board is asked to communicate plans to County staff.
3. Capital Enhancement	<ul style="list-style-type: none"> Enhancements or the addition of new systems or elements that create a new level of service. 	<ul style="list-style-type: none"> Accessibility to/inside the Hall (parking spaces, ramps, doors with actuators, washroom or meeting area accessibility) Energy efficiency upgrades (e.g. windows and doors) Planned capital the Hall Board wants to accelerate 	65% Hall Board 35% County	Such requests must be made through the County's Community Partnership Program and be approved by Council.