



## POLICY No. 2003-01

# Community Partnership Program – Community Halls Program - Capital Funding

**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 – consistent with Haldimand County’s Community Partnership Program – outlining the roles and responsibilities of the County and the volunteer Board of Directors operating the Community Halls, including associated funding, to protect and preserve the Community Hall Program capital assets of Haldimand County.

Haldimand County has formal operating agreements with incorporated Community Halls Boards of Directors for the management and maintenance of those facilities which are part of the County’s Community Halls Program (Appendix A). Policy 2003-01 ensures appropriate financial resources are in place to manage these capital assets related to structural integrity and life, health, or public safety matters, and support the efforts of the volunteer Boards of Directors which manage and operate these facilities for the benefit of the public.

### 2. POLICY

- 2.1 Haldimand County has a key interest in ensuring the structural integrity and preserving the overall good condition of the community hall facilities within its Community Halls Program, while protecting public health and safety. The County is fortunate to partner with incorporated volunteer Boards of Directors, which operate and maintain these facilities for the benefit of their respective communities and its residents as well as visitors.
- 2.2 Haldimand County has committed to provide funding and direction for eligible capital repairs, replacements, and enhancements to our community halls assets in alignment with the introduction and ongoing development of a comprehensive Asset

Management (AM) program. AM principles help municipalities optimize the value, performance and sustainability of their assets and services. Effective asset management balances costs, opportunities, and risks with the desired performance levels to achieve the municipality's service objectives and goals. This funding commitment is in addition to the County's pre-existing responsibility for operating costs associated with any inspections, maintenance, repairs or replacement related to public/legislated safety (e.g. fire extinguishers, range hoods/suppression systems, fire alarm systems and monitoring, elevators, water and air quality etc.).

2.3 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):

2.3.1 **Category I: Capital Repairs or Replacements** are those related to the structural integrity and public/legislated safety of a Community Hall facility or complex, and will be funded at 100% by the County. This capital work can be either *planned* or on an *emergency* basis.

2.3.2 **Category II: Capital Maintenance** refers to work which may not be related to the structural integrity or legislated safety of a Community Hall facility or complex, but is instead important to mitigating risk associated with ensuring public safety and the overall state of good repair of the facility, and which is not considered a new project or an enhancement to the facility. This capital work will be funded at 100% by the County.

2.3.3 **Category III: Capital Enhancement and Non-Structural Improvements** is defined as work which is a new project, offers a new level of service, or forms an enhancement to the facility or complex. Requests from Community Halls Boards of Directors will be assessed through a comprehensive Staff Review Team, in accordance with the County's Community Partnership Program (Policy 2011-01), which provides up to 35% County funding toward approved projects.

2.4 The Community Hall Board 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.

2.5 The Community Hall Board must adhere to all required guidelines, criteria and legislation before any capital project is given final approval and through its completion.

### 3. DEFINITIONS

#### Asset Management (AM) Program

Coordinated organizational activities to manage tangible assets throughout their lifecycle to maximize value, performance, and sustainability of those assets. AM for municipalities

is regulated through O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure.

#### 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 facility or complex through a formal agreement.

#### Capital

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

#### Capital Repairs/Replacements

Capital repairs/replacements are presented through the County's annual capital budget planning process for those projects required to maintain structural integrity or to comply with fire, or building codes or other public safety legislation. These projects are 100% the County's financial responsibility.

#### Capital Maintenance

Capital maintenance projects are based on detailed building condition assessments and presented through the County's annual capital budget planning process and are crucial to maintain public safety and the condition of the facility or complex in an overall state of good repair. These projects are 100% the County's financial responsibility.

#### Capital Enhancements and Non-Structural Improvements

These are new projects which provide a new level of service or are enhancements to serve a community benefit. 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.

#### Minor Maintenance

Minor maintenance is the financial responsibility of the Hall Board and does not require County approval. Hall Boards are requested to keep detailed records of such work for inclusion in annual reporting to the County.

### **4. PROCEDURE:**

- 4.1 **Capital Repairs/Replacements/Maintenance** matters which are related to the structural integrity, public/legislated safety, or overall state of good repair of the facility will usually be determined through building condition assessments undertaken by the County. Other requests may be submitted by a Community Hall Boards of Directors to the Community Development & Partnerships Division for

review by County staff and potential inclusion in the annual capital budget. Once approved, these requests are funded at 100% of the project cost by the County. Community Halls Boards of Directors may manage smaller projects themselves or they may work with County staff to manage the capital project.

- 4.2 **Emergency Capital Repair/Replacement** requirements related to the structural integrity or public/legislated safety of the Hall must be immediately reported to the Community Development & Partnerships Division for review and approval by relevant County 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, Community & Development Services or the Chief Administrative Officer with a follow-up informational memorandum to Council.
- 4.3 Applications for **Capital Enhancements or Non-Structural Improvements** can be accepted year-round.
  - 4.3.1 Requests for capital enhancements or non-structural improvements 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.
- 4.4 All requests for capital work – whether planned, emergency, major maintenance, new or enhancements – will be reviewed by a County Staff Review Team and prioritized according to urgency and available resources.
- 4.5 Community Halls capital funding for eligible projects – with the exception of emergency matters – will be approved by Council during annual capital budget deliberations.
- 4.6 Community Halls Boards of Directors 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

Community Partnership Program (Policy No. 2011-01)

Accessibility Standards for Customer Service (Policy No. 2009-02)

Public Conduct on Haldimand County Property (Policy No. 2014-02)

Asset Management Policy (Policy No. 2019-03)

## 6. APPENDICES

Appendix A – Overview of Community Halls Program Participants

Appendix B – Potential Capital Expenditures

## REVISION HISTORY

**Report:** PED-COM-01-2018

**Council in Committee Date:** 27-Feb-18

**Council in Committee Recommendation #:** 12

**Council Date:** 5-Mar-18

**Council Resolution #:** 29-18

**Report:** CDP-09-2024

**Council in Committee Date:** 27-Aug-24

**Council in Committee Recommendation #:** 4

**Council Date:** 3-Sep-24

**Council Resolution #:** 124-24

**Details:** Edited to include no more grants to community halls groups capital grants, revisions to table, asset management language added.

## **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

Haldimand Agricultural Community Centre

Jarvis Lions Community Centre

Jarvis Lions Lawn Bowling Building

Lowbanks Community Centre

Nanticoke Community Hall

Rainham Centre Community Hall

Selkirk Centennial Community Centre

Seneca Centennial Hall

Townsend Lions Community Centre

## Appendix B – Summary of Funding Parameters

CATEGORY & DESCRIPTION	FUNDING	EXAMPLES
<p><b>I. Capital Repairs or Replacements</b></p> <p>Description: Capital repairs or replacements to major building systems and elements associated with the overall engineered integrity of the building and/or systems and elements that relate to public safety or which are required by legislation (building code, fire code, public health regulations, accessibility legislation, etc.)</p> <p>Includes: Systems and elements identified through the County’s capital planning and asset management programs (planned capital works)</p> <p>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</p>	<p>100% County</p>	<ul style="list-style-type: none"> <li>• Foundations</li> <li>• Load-bearing walls</li> <li>• Roofs, eaves troughs</li> <li>• HVAC systems</li> <li>• Windows</li> <li>• Water quality matters (e.g. cisterns and wells, septic and sewage systems, water pumps, small drinking water systems)</li> <li>• Fire safety matters (e.g. extinguishers, range hoods, fire suppression/alarm systems, AEDs)</li> <li>• Parking lots, including line painting and paving</li> <li>• Accessibility to/inside the Hall (parking spaces, ramps, doors with actuators, washroom or meeting area accessibility)</li> <li>• Environmental health hazards (e.g. mold, asbestos, lead)</li> </ul>
<p><b>II. Capital Maintenance</b></p> <p>Description: Capital maintenance or repairs to preserve the facility or complex in a state of good repair</p> <p>Includes: Repairs and replacements identified through the County’s capital planning process</p>	<p>100% County</p>	<ul style="list-style-type: none"> <li>• Exterior façade, front entrance</li> <li>• Replacement of appliances</li> <li>• Replacement of kitchen or bathroom fixtures</li> <li>• Major flooring repair or replacement</li> <li>• Energy efficiency upgrades (e.g. windows and doors)</li> </ul>

CATEGORY & DESCRIPTION	FUNDING	EXAMPLES
<p><b>III. Capital Enhancement and Non-Structural Improvements</b></p> <p>Description: Improvements to amenities which are not specific to the structural integrity of the Hall Enhancements to or the addition of new systems or elements that create a new level of service</p> <p>Note: These projects must be discussed with and reviewed by the County prior to a Hall Board undertaking the work as it may have long-term operating and/or capital impacts</p>	<p>100% Hall Board</p> <p>Hall Boards may request up to 35% grant funding through the County's Partnership Program Policy (Policy 2011-01)</p>	<ul style="list-style-type: none"> <li>• Bathroom/kitchen renovations</li> <li>• Upgrades to flooring</li> <li>• A/V upgrades</li> <li>• Planned capital works the Hall Board wishes to accelerate, etc.</li> </ul>
<p><b>IV. Ongoing Capital Asset/Facility Maintenance</b></p> <p>Description: Minor ongoing maintenance of systems or elements.</p> <p>Minor, ongoing repairs can be undertaken without County approval.</p> <p>Note: CDP staff must be informed, in advance, of any larger projects/changes taking place at the facility which may have long-term operating and/or capital impacts.</p>	<p>100% Hall Board, for which detailed records are requested for County files</p>	<ul style="list-style-type: none"> <li>• Monthly inspections and records of HVAC, fire extinguishers, kitchen/bathroom fixtures, etc.</li> <li>• HVAC maintenance (replacing filters, annual servicing)</li> <li>• Fixing leaking faucets/toilets, replacing light fixtures or bulbs</li> <li>• Minor flooring repairs</li> <li>• Painting</li> <li>• Cosmetic improvements</li> </ul>