

HALDIMAND COUNTY

POLICY No. 2003-01

Subject: GUIDELINES FOR COMMUNITY HALL MANAGEMENT COMMITTEES TO ACCESS MAJOR/EMERGENCY CAPITAL FUNDS

Purpose:

To establish a policy and procedure which provides Community Hall Management Committees criteria and guidelines to access funds available in the event of a Major capital expenditure or Emergency situation.

This policy is intended to protect and preserve the facility assets of Haldimand County and relates to Community Hall Management Committees that have agreed to take over the management and ownership of a respective community hall.

Policy:

That where the County is being requested to finance a capital project, whether it be in whole or in part, in conjunction with a Community Hall Management Committee, the following requirements will apply:

- That the need for the proposed project be clearly demonstrated to the satisfaction of the Manager of Leisure Services and the Parks and Facilities Supervisor.
- Council approval of the proposed capital work may be necessary in some instances in accordance with the established County Purchasing Policy.
- The Community Hall Management Committee must adhere to all required criteria guidelines before the project is given final approval.
- The Community Hall Management Committees do not have authority to proceed with any capital projects requiring County funding until Council has approved the annual budget allocation or the specific emergency request.
- An information report shall be provided to Council annually advising of allocations approved under this policy.

Procedure:

1. Applications must be submitted to the Leisure Services Division of the Community Services Department of Haldimand County as a major capital expenditure as described in Category B by February 15th, annually for budgetary purposes or as an emergency situation arises.
2. The Community Hall Management Committee is expected to provide a business plan, including evidence of researching all funding avenues to supplement the cost. Organizations requesting a grant in excess of \$5,000.00 will be required to produce a financial statement from the previous year.
3. Grant applications must demonstrate financial need and should indicate the impact if the request is not granted.
4. All applications will be reviewed and prioritized according to the Criteria, with preference given to cost sharing projects, by the Leisure Services Division. Three project estimates/quotes on approved (by Leisure Services staff) specifications should accompany the application form. All work completed will be supervised and approved in cooperation with the Community Hall Project Supervisor and County Staff.
5. Access to County funding for eligible projects will be approved by Council during annual budget deliberations with each project specifically identified in the Leisure Services budget; emergency situations will warrant Council approval via a separate report related to the unbudgeted project. The Community Hall Management Committees do not have authority to proceed with any capital projects requiring County funding until Council has approved the annual budget allocation or the specific emergency request.

Criteria:

1. Funding will be considered on a major/emergency basis. Support will be based on the “fit” of the request with projected capital priorities within the division, also with the intent to share limited funds with Community Hall Management Committees across the County.
2. Requests for funds are including but not limited to the following areas of the respective Community Hall:

Category A - Structural Integrity of the Facility

This category includes projects that are related to structural integrity and other life/health related projects. Examples of these types of projects are: roof repair/replacement; septic, well, cistern repairs/replacement; load bearing wall repairs; furnace repair/replacement; foundation repairs; water pump systems;

water, sewer quality. Approved projects under this category shall be funded 100% by the County. Consideration of these projects shall be given priority based on need and the availability of funds. Emergency situations shall be given immediate consideration.

Category B – Capital Maintenance – Items be funded at 50%

This category includes projects that are required to address issues such as building code requirements and enhancements to life/health projects. There should be no emergent situations considered under this category. Examples of these types of projects are: accessibility to washrooms; accessibility ramp repairs; siding or external repairs/upgrades; thermal window installation; air conditioning units. Consideration of these projects shall be given priority based on need and availability of funds.

Category C- Front End Finance – Interest Free-Based on Project Approval

This category includes projects that are enhancements to the community halls. The Community Hall Group managing the facility will present their respective requests with enough information that Leisure Services staff will be able to properly consider the request and make appropriate recommendations to Council. Consideration will only be given to those requests that are a proven enhancement that will generate more revenue for the community hall or make the operation more efficient and effective. Consideration of these projects shall be given priority based on need and availability of funds.

Topical Index	Community Services
Policy Number	2003-01
Short Title	Community Halls Capital Funding Policy
SMT Approval Date	
Council in Committee	General - January 13, 2003 Recommendation # 6
Council Approval Date	January 20, 2003 Resolution 2-03
Originating Department	CLS-GM-02-2003
Revisions	