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# HALDIMAND COUNTY

## Report CDP-13-2019 Community Partnership Program – Lowbanks Firefighters Association Storage Building Construction

For Consideration by Council in Committee on December 10, 2019

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### OBJECTIVE:

To approve a request from the Lowbanks Firefighters Association to undertake the construction of a storage building on the property shared by the Lowbanks Fire Hall/Community Centre, and to approve related capital project funding.

### RECOMMENDATIONS:

1. THAT Report CDP-13-2019 Community Partnership Program – Lowbanks Firefighters Association Storage Building Construction be received;
2. AND THAT the request from the Lowbanks Firefighters Association to undertake the construction of a storage building on the Lowbanks Fire Station/Community Centre property, be approved;
3. AND THAT capital funding in the amount of \$25,000, contributed from the Ward 5 Community Vibrancy Fund, be approved towards the overall \$35,000 budget;
4. AND THAT capital funding to an upset amount of \$3,500, representing 35% of the \$10,000 budget balance remaining following the Community Vibrancy Fund contribution, with related funding from the Community Partnership Capital Reserve, be approved;
5. AND THAT project and funding approval are conditional upon compliance with Haldimand County Policy 2011-01 and County standards, permits and processes;
6. AND THAT the revised budget, as outlined in CDP-13-2019, be approved.

**Prepared by:** Katrina Schmitz, Manager, Community Development & Partnerships

**Respectfully submitted:** Mike Evers, MCIP, RPP, BES, General Manager of Community & Development Services

**Approved:** Craig Manley, MCIP, RPP, Chief Administrative Officer

### EXECUTIVE SUMMARY:

The Lowbanks Fire Hall—which is attached to the Lowbanks Community Centre—is an integral part of this lakeside community and both facilities have benefitted from many enhancements through community fund-raising.

Haldimand County has received a request from the Lowbanks Firefighters Association to construct a 20' x 20' storage building at the northeast corner of the property to better support the activities of this volunteer group. Currently, the group stores items in two shipping containers at the proposed construction site.

This request was reviewed by members of the Community Partnership Program (CPP) Staff Review Team, who supported the project. As well, the Lowbanks Community Centre was consulted on the

proposal, and has indicated its support. The total anticipated budget is estimated at \$35,000. The local Councillor has already committed \$25,000 in Ward 5 Community Vibrancy Fund monies to the project; the group is eligible for another \$3,500 in CPP grant funding leaving \$6,500 to be raised by the group. The Lowbanks Firefighters Association has indicated it has its share of funding in hand, and hopes to begin construction in the spring.

## **BACKGROUND:**

Haldimand County's Community Partnership Program (CPP) is intended to encourage and enhance strategic partnerships to the benefit of community stakeholders and the municipality, offering a simple, streamlined and customer-focused approach. The Program is intended to balance the rigor of the review process—necessary to ensure legitimate public interest issues are addressed—with flexibility and respect for the volunteer commitment of the groups.

Since 2011, more than seventy (70) CPP projects have been completed, leveraging more than \$2 million in community-raised funds to construct more than \$3.7 million in County enhancements.

The request from the group is for:

- (i) Approval to undertake this project on Haldimand County property;
- (ii) Application to Haldimand County to the Committee of Adjustment for a minor variance (related to proximity of the proposed building to the property line); and
- (iii) Capital funding to support the construction of the storage building to support the activities of the Lowbanks Firefighters Association. The local Councillor has already committed \$25,000 towards the project from the Ward 5 Community Vibrancy Fund. The group is eligible for another \$3,500 from the CPP Community Projects Capital Reserve—representing 35% of the remaining project budget balance.

## **ANALYSIS:**

The Lowbanks Fire Hall was constructed in 2009, in conjunction with the new Community Centre (Attachment 1). These co-located facilities are the major community hub in Lowbanks, providing essential fire services and serving as the community emergency centre, as well as being a location for community gathering, programming and socialization.

### **Project Details:**

The Lowbanks Firefighters Association proposes construction of a 20' x 20' framed storage building at the northeast corner of the property, including one man door and one overhead door.

### **Need & Benefit:**

The storage building will meet a gap in service, as the group currently uses two shipping containers to store items. The containers are not ideal as the items stored are susceptible to the elements.

### **Project Review:**

Through the staff review process it was identified that a minor variance application would be required to address setbacks from the property line. The new building would be approximately one (1) metre from the property line, whereas three (3) metres is required. Planning & Development staff have been working with the Firefighters to address this and are of the opinion a variance can be supported given sufficient space will remain for grading/drainage.

### **Funding Plan:**

The Firefighters Association has indicated it has its contribution to this project in hand, and would like to begin the work as soon as possible in the spring, following review of the project by the Committee of Adjustment.

**Project Management:**

The project will be managed by the Lowbanks Firefighters Association in collaboration with staff.

**FINANCIAL/LEGAL IMPLICATIONS:**

Policy No. 2011-01 states that the Community Partnership Program (CPP) will encourage and actively support partnerships with not-for-profit community groups. Within the Community Capital Projects Grants Program, Council has the responsibility to approve community capital projects with an overall budget of greater than \$10,000.

The Ward 5 Councillor has committed \$25,000 in Community Vibrancy Fund monies towards this project, which has been endorsed by Council. In keeping with previous community capital proposals, where CVF funding was committed, the Lowbanks Firefighters Association's request for CPP funding is based on the outstanding project budget balance of \$10,000. In this case the proposed CPP grant of \$3,500 is in keeping with the funding formula of a maximum CPP grant of 35%.

Based upon approved/recommended projects to date requiring funding from the Community Partnership Capital Reserve, there are sufficient funds available in the Reserve. Should this initiative be approved, there remains approximately \$47,540 in the Community Partnership Capital Reserve which is unallocated.

It should be noted that, in 2014, Council changed the CPP funding source from a tax supported levy contribution to the 20% CVF allocated to County-wide vibrancy initiatives.

The CPP policy (2011-01) requires that all community funding for Council-approved projects must be in place with the County or secured/confirmed with the applicable community group prior to the start of any construction. In cases where the project is being managed by the community group and the related community financial contribution will not be received by the County (e.g. the community group is responsible for paying project invoices), the County will provide its contribution to the community group upon final reconciliation of the project (including in-kind donations) in order to complete the recording of any related tangible capital assets.

As a result of the changes proposed in this report, the following budget amendment is required:

	<b>Current Approved Budget</b>	<b>Proposed Revised Budget</b>
<b>Expenditures:</b>		
Lowbanks Fire Hall – Storage Building	\$0	\$35,000
<b>Total Expenditures:</b>	<b>\$0</b>	<b>\$35,000</b>
<b>Financing:</b>		
Community Vibrancy Fund Reserve (Ward 5)	\$0	\$25,000
Community Partnership Program Reserve	\$0	\$3,500
Community Contribution	\$0	\$6,500
<b>Total Financing:</b>	<b>\$0</b>	<b>\$35,000</b>

In addition to the funding required, under Public Sector Accounting Board (PSAB) reporting standards the County is required to record the fair market value of contributed assets. This enhancement will be amortized over the estimated life of the associated asset for accounting purposes. Additionally, the asset remains owned by the County and will form part of the County's regular replacement schedule. The increase in value of the property related to the addition will also be provided to the County's insurance provider in order to update the policy and premiums accordingly. It is anticipated that the premium will only marginally increase due to this enhancement.

## **STAKEHOLDER IMPACTS:**

This application was assessed by the Community Partnership Program's Staff Review Team, which includes representation from all relevant County Divisions including: Building & Municipal Enforcement Services, Community Development & Partnerships, Emergency Services, Facilities, Parks, Cemeteries & Forestry Operations, Finance, Planning & Development, Roads Operations and Legal & Support Services. As well, the proposal was supported by the Lowbanks Community Centre Board of Directors.

## **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

## **ATTACHMENTS:**

1. Lowbanks Fire Hall/Community Centre Property – Location Map.