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# HALDIMAND COUNTY

## Memorandum CDP-M01-2022 Community Halls Program – Emergency Repair - Cayuga Kinsmen Community Centre



**For Consideration by Council in Committee on December 6, 2022**

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**To:** Mayor Bentley and Members of Council  
**From:** Sheryl Sawyer, Senior Community Partnership Liaison

This Memorandum is intended to provide information regarding an emergency repair to the Cayuga Kinsmen Community Centre—which is part of Haldimand County’s Community Halls Program—and its source of funding.

In April 2022, the volunteers at the Hall reported that there was no heat available to the building. Staff advised the group to call a local contractor to diagnose the problem. The contractor determined the source of the problem and subsequently replaced a faulty flame sensor in the rooftop heating unit for a total cost of \$880.11 (including 1.76% HST).

The Cayuga Kinsmen Community Centre is one of 17 County-owned and volunteer-operated halls in Haldimand County. According to Policy 2003-01 Community Partnership Program – Capital Halls Capital Grants, “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”.

The Council-approved 2022 Tax Supported Capital Budget includes a \$20,000 allocation related to unforeseen expenditures associated with Community Halls. This emergency purchase of \$880.11 was completed in accordance with Procurement Policy 2013-02, as indicated in this excerpt from Section 4.03(k): “Where, in the opinion of the applicable General Manager, an emergency has occurred:... the User Division shall submit a memorandum to Council outlining the purchase and the conditions that constituted an emergency...”.

### REFERENCES:

1. [Policy 2013-02 - Procurement Policy](#)
2. [Policy 2003-01 Community Partnership Program - Community Halls Capital Grant Policy](#)

### ATTACHMENTS:

None.