
To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: January 21, 2025
Meeting Type: Regular Council Meeting

Prepared by: Reyna Seabrook, Director of Corporate Services
Department: Corporate Services

Title: Community Hall Capital Grant Funding
Description: Consider amendments to the funding strategy Community Hall Capital Grant

RECOMMENDATION

THAT the Community Hall Capital Grant budget be increased from \$15,000 to \$24,000 for 2025 and future years, with funds to be reallocated from Council Contingency;
AND THAT each of the community halls, Winfield Memorial Hall, Okanagan Centre Hall and Oyama Community Club, be allocated \$8,000 of the Community Hall Capital Grant each year, to be accrued annually and available for use by each respective group for capital projects, upon receipt of a request for funds and supporting documents, including budgets and financial statements substantiating the project;
AND THAT staff be directed to bring forward amendments to Grant In Aid Policy 175, 2019 clarifying the proposed changes.

EXECUTIVE SUMMARY

Council requested additional information on the historical funding provided under the Community Hall Capital Grant to the Winfield Memorial Hall, Okanagan Centre Hall and Oyama Community Club halls.

The grant was created in 2006 to assist the facilities with major capital improvements that maintain and enhance the buildings. Funding was never intended to be used for operational purposes. A formal policy was considered by hall representatives and Council and adopted in 2008. A budget of \$15,000 has been in place since 2011 with the expectation that the respective groups are financially responsible for funding their facilities.

Halls are owned, operated and funded by their Executive Boards or Registered Societies. Council should be cognizant of funding facilities not owned or operated by the local government, from both the perspective that these facilities provide a significant community benefit and that these facilities may eventually be the responsibility of the local government and require extensive maintenance and upgrades to meet safety and accessibility standards and ongoing operational expenses.

The grant amount of \$15,000 is available each year and generally awarded on a first come first serve basis when an application is received. When reviewing applications, Council has considered which halls have received funding in previous years before approving requests for the current year. For example, if Oyama received the entire \$15,000 in 2022, applications from other halls would be prioritized. Over the past 3 years, requests have exceeded the grant amount, and Council has opted to use a portion of Council Contingency (\$30,000) to approve the requests.

In response to Council's request to review the historical funding provided to halls as well as a request from hall representatives received on January 14, 2025 (Attachment A) requesting an increase to the overall annual funding, staff are proposing an amendment to the grant funding strategy for community halls. Rather than a first come first serve approach where funds are only available for the one year, which potentially leads to applicants trying to "find" a project so they can receive the funding, staff recommend:

1. the budget be increased from \$15,000 to \$24,000 using \$9,000 from Council Contingency.
2. Each hall be allocated \$8,000 per year and that amount be carried over to future years.

Halls would be able to draw upon their fund with proof of a capital project and could save their funding for larger capital projects. Although in 2025 each hall may not be able to request the entire grant amount of \$15,000, the ongoing funding provides halls with an annual amount and allows longer term capital projects knowing funding will be available each year.

Council Contingency is generally only used to supplement Community Hall Grant requests or Council travel budget. Reallocating funds from Contingency to the Community Hall Grant reflects actual funding and does not impact any other projects. If Council required additional funds for a one-time project, funds could be allocated from an appropriate reserve rather than Contingency.

In a separate report to Council of the same date (Council Authority to Approval Travel) staff are also recommending reallocating \$10,000 from Contingency to Council's Conference budget. These reallocations would leave \$11,000 in Contingency for 2025 and future years, increase the Community Hall Grant to \$24,000, and increase the Council Conference budget to \$35,000. Council has the option of establishing the Council Contingency budget at \$11,000 for 2025 and future years or doing a onetime reallocation of funds and revisit budget adjustments next year.

	2025 (Current)	Proposed Change	2025 (Proposed)	2026
Council Contingency	\$30,000	(\$19,000)	\$11,000	\$11,000
Community Hall Grant	\$15,000	\$9,000	\$24,000	\$24,000
Council Conferences	\$25,000	\$10,000	\$35,000	\$35,000
TOTAL	\$70,000	-	\$70,000	\$70,000

HISTORY

At the April 6, 2006 Special Council Meeting budget deliberations, Council transferred 60,000.00 from Reserves to the new Capital Grants for Community Halls. On August 15, 2006 grant requests from the Winfield Memorial Hall and Oyama Community Hall for a total of \$40,300 were approved.

At a September 11, 2006 Finance Committee meeting, staff identified the lack of a formal policy for the new grant and proposed a draft policy and application form. The Finance Committee requested comments from the halls before adopting the policy. At a November 13, 2007 Special Council Meeting, Council and hall representatives held a round table discussion and adopted Community Hall Capital Improvement Grant Policy 08.89 (Attachment B) with one change to include the clause "should the District receive a community hall through the dissolution of a hall association, the District of Lake Country will ensure that the facility will continue to be operated as a community hall." The 2008 policy was reviewed and updated in March 2022 with adoption of Grant in Aid Policy 175, 2019 (Attachment C) repealing and replacing Policy 08.89.

The 2006 budget of \$60,000 was amended to \$40,000 during 2008 Budget Deliberations; \$30,000 in 2010 and \$15,000 during 2011 Budget Deliberations, where it remains to date. Since 2006 the District has provided a total of \$632,095.52 for capital improvements. The following tables summarize the history and funding since 2006.

TIMELINE SUMMARY		
Date	Description	Resolution
April 2006	• Budget deliberations - resolution that \$60,000.00 be transferred from a reserve fund to new budget item "Capital Grants for Community Halls"	06.04.130
August 2006	• Grant requests received from Winfield Memorial Hall and Oyama Community Club, totaling \$40,300 • Staff notes a policy is being drafted and will be put in place	06.08.323 06.08.322
September 11, 2006	• Finance Committee staff with draft policy and application form. • Finance Committee recommendation that Council adopt policy subject to comments from the Halls.	
September 18, 2006	• Letter, draft policy, application and report to Halls for feedback	
September 5, 2007	• Finance Committee received Okanagan Centre Community Hall Association's first grant application	
September 18, 2007	• Okanagan Centre Community Hall Association capital improvement grant request of \$45,000 approved	07.09.455
October 19, 2007	• Letter to Halls requesting meeting to discuss draft policy	
November 13, 2007	• Round Table discussion with Halls • Policy No. 08.89 adopted with amendment to dissolution statement	07.11.532
March 2008	• Budget deliberations - budget reduced to \$40,000	
February 24, 2010	• Resolution to discuss grants during budget process	10.02.069
March 23, 2010	• Budget deliberations – staff report to reduce amount to \$30,000	
February 22, 2011	• Budget deliberations – staff report to reduce amount to \$15,000	
March 17, 2022	• Policy No. 08.89 repealed and replaced with Grant in Aid Policy 175, 2019	20.03.050

YEAR	PER YEAR	BUDGETED	DIFFERENCE	Overages
2006	\$40,300.00	\$60,000.00	\$19,700.00	
2007	\$242,759.00		(\$242,759.00)	District funding - Winfield parking lot
2008	\$94,085.00	\$40,000.00	(\$54,085.00)	District funding - Oyama parking lot
2009	\$34,800.00		(\$34,800.00)	District funding – Ok Centre Hall parking lot (\$6800) + Oyama Pavilion (\$28k)
2010	\$31,325.00	\$30,000.00	(\$1,325.00)	From Grant in Aid fund (Winfield)
2011	\$0.00		\$0.00	
2012	\$14,564.00	\$15,000.00	\$436.00	
2013	\$13,232.52	\$15,000.00	\$1,767.48	
2014	\$5,000.00	\$15,000.00	\$10,000.00	
2015	\$7,060.00	\$15,000.00	\$7,940.00	
2016	\$11,345.00	\$15,000.00	\$3,655.00	
2018	\$9,500.00	\$15,000.00	\$5,500.00	
2019	\$10,000.00	\$15,000.00	\$5,000.00	
2020	\$15,000.00	\$15,000.00	\$0.00	
2021	\$20,000.00	\$15,000.00	(\$5,000.00)	Community Engagement Grant fund
2022	\$27,100.00	\$15,000.00	(\$12,100.00)	Council Contingency - \$5k Ok Centre + \$7,100 for Winfield
2023	\$24,827.00	\$15,000.00	(\$9,827.00)	Council Contingency
2024	\$31,198.00	\$15,000.00	(\$16,198.00)	Council Contingency
Total	\$632,095.52	\$310,000.00	(\$322,095.52)	
Average (2006 to 2024)				\$35,116.42
Average 5 years (2019 to 2024)				\$21,354.17

HALL		TOTAL
Okanagan Centre Hall		\$161,818.00
Oyama Community Hall		\$240,246.00
Winfield Memorial Hall		\$230,031.52
Total		\$632,095.52
OKANAGAN CENTRE		
YEAR	PROJECT	AMOUNT
2007	Roof Replacement (\$1652 of \$45,000 re-allocated to repair walls and insulation damage resolution # 08.07.331)	\$45,000.00
2009	District project - Parking lot and access road grading and crushed gravel base	\$6,800.00
2010	electrical, painting and insulation	\$30,000.00
2012	Exterior Painting	\$5,000.00
2015	Air Conditioning supplemental for new heat exchange unit	\$4,000.00
2016	Kitchen and Deck Repairs	\$3,845.00
2019	wood floor replacement	\$10,000.00
2020	upgrade to the stage foundation	\$15,000.00
2021	replacement of roof shingles (different section of roof than in 2007 grant)	\$15,000.00
2022	kitchen renovation, from Council contingency	\$5,000.00
2023	Kitchen Renovation	\$5,000.00
2024	\$7224 for new commercial grade dishwasher \$9948 for plumbing and electrical upgrades	\$17,173.00
	TOTAL	\$161,818.00
OYAMA		
YEAR	PROJECT	AMOUNT
2006	Roof Replacement	\$28,000.00
2007	Replacement of furnace to high efficiency, ducting and new door. Fire suppression system, parking lot preparation \$4877 of \$15,000 reallocated by resolution	\$15,000.00
2008	District project - Parking lot re-construction and paving, line painting and drainage	\$94,085.00
2009	Servicing Pavilion	\$28,000.00
2012	Fire Escapes, electrical, drainage and structural repairs. Paid back unused portion of grant (reduced the 2015 grant amount)	\$9,564.00
2014	Display of historical information about the Oyama region	\$5,000.00
2015	Emergency repairs of furnace. \$2624.47 = \$3060 less \$435.53 owing from 2021 grant	\$3,060.00
2016	Kitchen and Bathroom Repairs	\$7,500.00
2018	Sump pump, water removal irrigation line and main hall foundation wall reinforcement	\$9,500.00
2021	Phase 1 of Oyama Community Garden Park project funded from Engagement Grant	\$5,000.00
2022	Community Club Park project, plus \$9,000 from community engagement grant	\$15,000.00
2023	Fire safety upgrades, \$10,000.00 funded from Community Hall Capital Grant, \$1,087.00 funded from council contingency	\$11,087.00
2024	\$6000 for tree pruning and removal and \$3000 for main hall door repairs	\$9,450.00
	TOTAL	\$ 240,246.00
WINFIELD		
YEAR	PROJECT	AMOUNT
2006	Fire Alarm System	\$12,300.00
2007	District project - Parking lot paving, line painting, drainage, retaining walls, landscaping	\$182,759.00
2010	Grant in aid	\$1,325.00
2013	Fire Guarding works to complete 2003 Permit	\$13,232.52
2022	LED lighting, Council contingency	\$7,100.00
2023	Washroom renovation and sign project, Funded from council contingency	\$8,740.00
2024	\$2631 for 2 hot water tank replacement \$1943 for kitchen fire suppression system	\$4,575.00
	TOTAL	\$230,031.52

Respectfully Submitted.

Reyna Seabrook, Director of Corporate Services

Report Approval Details

Document Title:	Historical Information-Community Hall Capital Grant Funding.docx
Attachments:	- Attachment A-Hall Funding Request 2025_Redacted.pdf - Attachment B-Community Hall Capital Improvement Grant-Policy 08.89-1.pdf - Attachment C-Grants-in-Aid-Policy 175, 2021.pdf
Final Approval Date:	Jan 16, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Trevor James, CFO, Director of Finance & Administration - Jan 16, 2025 - 4:18 PM

No Signature - Task assigned to Paul Gipps, Chief Administrative Officer was completed by workflow administrator Reyna Seabrook, Director of Corporate Services

Paul Gipps, Chief Administrative Officer - Jan 16, 2025 - 4:34 PM