



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 15.2.1
Halifax Regional Council
May 21, 2019

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed

SUBMITTED BY: _____
Councillor Matt Whitman, Chair, North West Community Council

DATE: May 14, 2019

SUBJECT: _____
Hammonds Plains Community Centre Area Rate Request

ORIGIN

May 13, 2019 North West Community Council, Item No. 16.1.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, section 25 (f) which states: "The powers and duties of a community council include making recommendations to the Council on any matter referred to it by the Council".

RECOMMENDATION

That North West Community Council recommend that Halifax Regional Council:

1. Approve financial support for the recapitalization of the Hammonds Plains Community Centre with \$150,000 in funding from the Hammonds Plains Common Area Rate to be allocated by March 31, 2021; and,
2. Direct the CAO to direct staff to only release funds to the contractor when:
 - (a) the amounts are invoiced to Hammonds Plains Community Centre; and
 - (b) payment of invoice has approved by either Hammonds Plains Community Centre Board or a person authorized by the Board to approve it.

BACKGROUND

A staff report dated February 25, 2019 respecting a funding request from the Hammonds Plains Community Centre was before North West Community Council for consideration at its meeting held on May 13, 2019.

For further information, please refer to the attached staff report dated February 25, 2019.

DISCUSSION

North West Community Council considered the February 25, 2019 staff report at its meeting held on May 13, 2019 and forwarded the recommendation to Halifax Regional Council as outlined in this report.

FINANCIAL IMPLICATIONS

As outlined in the attached staff report dated February 25, 2019.

RISK CONSIDERATION

As outlined in the attached staff report dated February 25, 2019.

COMMUNITY ENGAGEMENT

North West Community Council meetings are open to public attendance and members of the public are invited to address the Community Council for up to five minutes at the end of each meeting during Public Participation. The agenda, reports, and minutes of North West Community Council are posted on Halifax.ca.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

ALTERNATIVES

North West Community Council did not discuss alternative recommendations.

ATTACHMENTS

1. Staff report dated February 25, 2019.

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Liam MacSween, Legislative Assistant, 902.490.6521.



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Attachment 1
North West Community Council
May 13, 2019

TO: Chair and Members of North West Community Council

Original Signed

SUBMITTED BY:

Bruce Fisher, Acting Director of Finance & Asset Management & ICT / CFO

Original Signed

Jacques Dubé, Chief Administrative Officer

DATE: February 25, 2019

SUBJECT: Hammonds Plains Community Centre Area Rate Request

ORIGIN

11 February 2019 North West Community Council:

1. Motion Defeated: THAT North West Community Council recommend that Halifax Regional Council request a staff report for a one-time allocation of \$345,000 from the Hammonds Plains Common Area Rate to the Hammonds Plains Community Centre Society to recapitalize the Hammonds Plains Community Centre.
2. Motion Approved: THAT North West Community Council request a staff report on providing financial support for the recapitalization of the Hammonds Plains Community Centre with funding from the Hammonds Plains Common Area Rate to be allocated as follows:
 - \$75,000 in 2019/20
 - \$75,000 in 2020/21

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, excerpts below.

Section 96 (Area Rates and Uniform Charges)

(1) The Council may spend money in an area, or for the benefit of an area, for any purpose for which the Municipality may expend funds or borrow.

(2) The Council may recover annually from the area the amount required or as much of that sum as the Council considers advisable to collect in any one fiscal year by an area rate of so much on the dollar on the assessed value of the taxable property or occupancy assessments in the area.

(3) The Council may provide:

(a) a subsidy for an area rate from the general rate in the amount or proportion approved by the Council;

RECOMMENDATION

It is recommended that North West Community Council recommend that Halifax Regional Council

1. approve financial support for the recapitalization of the Hammonds Plains Community Centre with \$150,000 in funding from the Hammonds Plains Common Area Rate to be allocated by March 31, 2021; and,
2. direct the CAO to direct staff to only release funds to the contractor when:
 - (a) the amounts are invoiced to Hammonds Plains Community Centre; and
 - (b) payment of invoice has approved by either Hammonds Plains Community Centre Board or a person authorized by the Board to approve it.

BACKGROUND

In 1969, a decommissioned school property adjacent to the Fire Station was conveyed to the Fire Commission by the former Municipality of Halifax County. The Fire Commission operated the former school site as a community hall in relation to the fire station. The Hammonds Plains Fire Commission was dissolved in 1996 due to amalgamation. In 2003, rural fire area rates were discontinued and consolidated under HRM Fire & Emergency Services. HRM operated the fire station but the hall continued to operate informally under the stewardship of local volunteers.

In 2009, the volunteers of the Hammonds Plains Fire Hall and Community Centre Association incorporated (#3240967) as a non-profit society. In 2012, the Association approached HRM requesting title to the property for the sum of \$1 for the purpose of continuing to operate as a community hall. At the August 7, 2012 Regional Council meeting, Council approved the following:

1. Set a public hearing as required under Section 63(2) of the HRM Charter to consider a less than market value sale of 2041 Hammonds Plains Road to the Hammonds Plains Fire Hall and Community Centre Association.
2. Authorize the Mayor and Municipal Clerk to enter into an Agreement of Purchase and Sale whereby the property located at 204 Hammonds Plains Road, Hammonds Plains, be conveyed to Hammonds Plains Fire Hall & Community Centre Association for the sum of \$1, plus all costs associated with this conveyance, subject to the preparation of site survey, legal description and documents of conveyance, and the terms and conditions set out in Table 1 of the July 3, 2012 staff report.

The Public meeting was held October 2, 2012 and Council voted in favour of the less than market value sale. Under the Agreement (Table 1, July 3 staff report), the property shall continue to operate as a community hall. The Association changed their name to 'The Hammonds Plains Community Centre' in 2015 and continues to be in good standing, with Nova Scotia Registry of Joint Stock.

Hammonds Plains Common Area Rate:

At the July 18, 2017 Regional Council meeting, Council approved the following motion to review all area rates, including the funding of capital assets and the provision of grants, and directed that:

- until the review is completed no additional area rates will be established with the exception of private road maintenance fees; and
- no additional capital assets will be funded through area rates unless approved as a Capital project by Council.¹

On June 19, 2018 the *Area Rate Review* staff report was presented to Regional Council and in respect to the Hammonds Plains Common Area Rate, Council approved the discontinuation of the area rate and directed staff to return with recommendations on the existing surplus.² In the meantime, interested non-profits are able to apply for funding for community projects from the surplus. Note: funds from the Hammonds Plains Common Area Rate can only fund projects that benefit the catchment area (see Attachment B).

The following is a list of recent projects funded from the Hammonds Plains Common Area Rate.

HPCAR Funding 2008 to 2018		
Year	Amount	Projects Funded
2008	82,459	Hammonds Plains Playground, Highland Park Playground, and Landscaping for Waterstone.
2009	28,037	Club Houses for Maskwa Aquatic Club and Waterstone playground
2014	50,000	Kingswood Ball Park
2016	75,000	Veteran's Monument
2017	50,000	Glen Arbour Tennis/Pickle ball court

The Hammonds Plains Common Area Rate (HPCAR), located in District 13 currently has a surplus of \$393,932, and has funded a variety of community projects within Hammonds Plains. The funds are allocated by application through Community Council, and is not managed by a homeowner association. The catchment area (see Map on Attachment B) encompassed 4,800 residential and resource properties that paid \$5 per \$100,000 of taxable assessment; which collected approximately \$69,500 annually. There are also six homeowner associations within this catchment area that also have an Area Rate, which collect revenue to develop community recreation amenities.

The HPCC submitted a Business Plan and financial request at North West Community Council (NWCC) on 14 January 2019, to request funding from the Hammonds Plains Community Area Rate to assist with the facility's recapitalization needs totaling \$345,000. These Capital requests included a combination of both preserving the infrastructure by replacing aging building components, and developing more usable space within the centre.

On 11 February 2019, NWCC defeated the request for \$345,000, but approved an alternative to provide HPCC with funding in the amount of \$75,000 for both 2019/20 and 2020/21 from the Hammonds Plains Common Area Rate. The HPCC submitted a revised Business Plan for capital improvements of the Facility, (dated March 2019) with an adjusted timetable, as a result of the decreased funding. See Attachment A

DISCUSSION

Current status of the Community Centre:

The Hammonds Plains Community Centre (HPCC) is a 3,000 square-foot, two story building, centrally

¹ Regional Council July 18, 2017, Item No. 14.1.6 Area Rate Review.

² Regional Council June 19, 2018

located within the centre of Hammonds Plains³, at 2041 Hammonds Plains Road at the Glen Arbour Way intersection. It was originally constructed as a 2-room school house in 1939. It was expanded in the 1950's and then converted to a community hall in 1969. Over the years, upgrades, repairs and renovations have modernized the building to remain functional. Today, the Community Centre has many building components that are aging and nearing the end of their useful life which require upgrades.

The Facility consists of a “Firefighters Hall”; a large general-use area with a variety of amenities, and a multi-purpose meeting room and kitchen; a meeting space with flexible setup options. Rentals are available for meetings, receptions, dances, children’s parties and other event/activities. Revenues from facility and sign rentals support the annual operating costs and building funds of the facility. Discounts are offered for fundraisers, not-for-profit and charitable organizations.

The Facility offers scheduled non-municipal activities including fitness classes for youth to seniors (e.g. yoga, bounce fitness and “Sportball”), after school and evening music lessons, home of the First Hammonds Plains Scouts, and a venue for a variety of community events (e.g. Hammonds Plains Heritage Day Family event). The facility also fits HRM’s definition of a Community Hall/Centre, by offering a multi-purpose facility, with kitchen facilities, washroom and parking; and is open to the general public.

The HPCC offers an annual Membership of \$20/year to all citizens who meet the following criteria:

- Support the objectives of the society
- Reside in the geographic area of Hammonds Plains (between Hwy 101, 102, and 103)
- Pay the annual membership fee
- Are approved by a majority vote of members at a general or special meeting.

Prior HRM financial support:

The Community Grants Program provides opportunities for community halls owned by registered non-profits and charitable organizations, to apply for project or capital grants provided they align with funding criteria and Program sector priorities. The District Capital Fund also provides funding opportunities for community owned recreational infrastructure.

HPCC has been the recipient of funds from the Community Grants Program and the Capital District Funds. See Table 1 and Table 2 listed below. In addition, HPCC receives tax relief through *Administrative Order 2014-001-ADM Tax Relief to Non-Profit Organizations* (Currently on Schedule 29: Conversion from Commercial tax rate to the Residential tax rate). The value of the tax-relief is approximately \$4,000 annually. There is the potential for an increase in the assessed value of the Community Centre if it undergoes renovations and upgrades, consequently increasing the dollar value of HRM tax relief.

Table 1 and Table 2 contains a list of funding awarded from the District Capital Funds and The Community Grants Program: 2013 to 2018

Table 1: District 13 – District Capital Funds 2013 to 2018		
Year	Value	Project
2013	\$5,000	Infrastructure upgrades
2015	\$3,000	Planter boxes, parking lot repairs, picnic table
2016	\$3,000	Purchase new chairs
2017	\$3,000	Purchase new chairs
2018	\$5,000	Replace floor – main hall
Total	\$19,000	

Table 2: Community Grants Program 2013 to 2018

³ The HPCC is centrally located within the Hammonds Plains Common Area Rate catchment area, and consequently accessible to all citizens who have contributed to the HPCAR fund.

Year	Value	Project
2013	\$8,000	Exterior stairs and deck
2014	\$3,975	Accessibility ramp
2015	\$5,000	Kitchen renovations
2016	\$20,000	Septic System
2018	\$3,000	Community art project: mural
Total	\$39,975	

HPCC Recapitalization Request

HPCC's projected timeline will expand over the next 2-3 years based on receiving adequate funding from fundraising, HPCAR, and Federal and Provincial Grants. The building envelope and electrical upgrades preserve the current infrastructure and allow for the Community Centre to be used as a potential warming centre if required.

	Description of Work	Projected Costs	Start/End Dates*
1	Building Envelope	\$111,500	July/August 2019 or 2020
2	Exterior Stairs & Deck	\$ 22,500	July/August 2020 or 2021
3	Electrical (incl. HVAC & generator)	\$ 75,000	July/August 2020 or 2021
4	Main Floor Renovation	\$ 34,500	July/August 2020 or 2021
5	Basement Renovation	\$101,500	July-November 2020 or 2021
	Total Estimate	\$345,000 + HST	*based on available funds

The motion from North West Community Council was to provide \$75,000 in 2019-20 and \$75,000 in 2020-21. As this is a capital project that may be more efficiently undertaken at one time, as opposed to having construction phased over a two-year period, staff would suggest that the funds be treated as one amount that must be disbursed within the next two fiscal years, rather than as two separate amounts.

FINANCIAL IMPLICATIONS

The Hammonds Plains Common Area Rate (C170) current balance is \$393,932. There are sufficient funds for the payment of \$150,000. As all funding is from the Hammonds Plains Common Area Rate (i.e. no transfers from the general tax rate), there would be no impact on the HRM General Operating Budget.

Hammonds Plains Common Area Rate	
Balance - 31Mar18	\$ 393,932
Less Proposed Half Basketball Court - Glen Arbour Way 19/20	(39,000)
Less HPCC funding - 19/20	(75,000)
Less HPCC funding - 20/21	(75,000)
Remaining surplus	\$ 204,932

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this Report.

COMMUNITY ENGAGEMENT

The Hammonds Plains Community Centre presented their Business Plan and funding request at North West Community Council. The NWCC meetings are open to public attendance and members of the public are invited to address the Community Council for up to five minutes at the end of each meeting during Public Participation. The agenda, reports, and minutes of North West Community Council are posted on Halifax.ca.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

ALTERNATIVES

The NWCC could choose to provide \$75,000 in 2019-20 and \$75,000 in 2020-21.

The NWCC could choose to not approve the HPCC funding request of \$150,000 over 2 years, or choose to change the amount of funding.

ATTACHMENTS

Attachment A – Hammonds Plains Community Centre request for funding – March 2019
Attachment B - Hammonds Plains Area Rate Map

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Barb Wilson, Senior Financial Consultant 902.490.4280



Request for Funding

Hammonds Plains Area Rate



March 2019

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I. Summary

The Hammonds Plains Community Centre ("HPCC") building is going to be 80 years old in 2019. Constructed in 1939 as a two-room school house, it was doubled in size in the 1950's and then converted to a community hall in 1969. Over the following five decades, repairs, upgrades and renovations have been completed such that the building has remained functional. However, many building components are getting old and nearing the end of their useful life. Further, half of the basement area is unfinished and could be developed into additional meeting and activity space. We are seeking funding for \$150,000 (\$75,000 in 2019 and \$75,000 in 2020) to recapitalize the community centre for the next generation of Hammonds Plains residents.

This project has two goals. First, it preserves the community asset by renovating the entire building envelope, including new roof, siding, windows, doors and insulate where needed. Second, it assists the long-term sustainability of the community centre by making it more attractive to users. Specifically, it will replace exterior stairs that don't meet building code with a new deck that will improve the appeal for weddings and summer events. While the main hall has had many renovations, this will complete it with interior doors and fully renovated bar. Comfort will be improved with an energy efficient heating and cooling system and a new heat recovery ventilation system. Insulating the basement improves energy efficiency but also presents the opportunity to develop more meeting and activity space, improving revenues and community access.

The discontinuance of the Hammonds Plains Area Rate represents a once-in-a-lifetime opportunity to reinvest in HPCC. By organizing the work into one large project, it will ensure the work gets done quicker and with less interruption to users of the facility. It also opens additional community space sooner than what otherwise would be possible if funds must be directed to building envelope issues first.

HPCC represents a safe investment of the Area Rate funds. The investment secures and improves an existing facility which operates in a self-sufficient manner. Since incorporating in 2009, HPCC has operated as a successful social enterprise, maintaining small surpluses every year which are reinvested into maintaining and improving the building.

II. Applicant

Hammonds Plains Community Centre (formerly Hammonds Plains Fire Hall and Community Center Association)

Hammonds Plains Community Centre ("HPCC") is a registered non-profit society which has operated the community hall located at 2041 Hammonds Plains Road, Hammonds Plains, Nova Scotia since 2009. The association's volunteer board of directors governs and oversees the operation of the Community Centre. The hall is used for fitness classes; Scout programs; historical society, business association and other community meetings; as well as weddings and other private events.

Vision: Supporting and enhancing the vibrant community of Hammonds Plains through the provision of a well-furnished community centre via a self-sustaining non-profit organization.

Mission: HPCC is a gathering place that supports first-rate recreational, cultural, and social programming, while promoting maximum community participation.

While the building was owned for many years by the Hammonds Plains Fire Department, ownership transferred to HRM upon amalgamation in 1996. Steps were undertaken in 2012 to return the property to the Hammonds Plains community. In March 2014, the Association completed the purchase of the property from HRM. For a full history of the building, please visit: <https://hammondsplains.ca/hpcc/society/history/>.

Since its founding in 2009, the Association has operated with small annual surpluses. While HPCC is eligible for capital grants from the three levels of government, there are no operating grants received; only a reduced property tax rate (residential vs. commercial). All revenues generated are used to support the building's operation, maintenance and improvement. Financial Statements are attached (Attachment A).

III. Needs/Problems

The Hammonds Plains Community Centre building will be 80 years old in 2019. Over the years, many repairs and improvements have been made; some by volunteers and some by professional contractors. While the building is solid and has lots of life left in it, many building components are getting old and will need replacement.

Small projects can be funded out of rental revenues. However, larger projects require a government grant to assist. These grant programs may be suitable to replace one building component at a time. They are not suitable to fund a large recapitalization project such as this because they usually limit the applicant to a specific component, such as a deck or a roof.

Given the disruptive nature of these projects, the centre will need to be shut down for two months. From a revenue perspective, it makes sense to minimize shut downs and replace as many components as possible during that limited time.

HPCC needs a large, one-time grant to recapitalize the facility for the continued enjoyment by the next generation of Hammonds Plains residents. The Hammonds Plains Area Rate discontinuance provides a once in a generation opportunity to invest the funds back into an existing community facility with a proven track record of growth and self-sustainability.

This capital investment will not cause an increase in annual operating costs for HPCC. The improved building envelope, insulation and new heating system, should lead to reduced utility costs. As a result, there will be no government operating assistance required as a result of this project.

IV. Goals/Objectives

The goal is to recapitalize the community centre for the next generation of Hammonds Plains residents. This involves two objectives: (A) preserving the infrastructure by replacing aging building components; and (B) developing more usable space within the centre. This project will make the centre more attractive, comfortable, energy efficient. It will create two new spaces for community use and provide permanent storage space for three local not-for-profit organizations.

The project will address the following building areas or components:

1. **Building Envelope.** At present, the roof has some leaks, the siding is getting old and brittle and the wood windows are well past their useful life. Parts of the kitchen and other exterior walls are uninsulated. A new roof line will correct issues with leaks and new 30-year shingles will keep the water out for the next few decades. Siding, windows and exterior doors will be replaced. Insulation will be added where needed.
2. **Exterior Stairs.** The front and rear stairs were replaced in 2014 and meet building codes. The side stairs were repaired for safety but do not meet code. They will be replaced and a new 38x12 deck added. The deck will help make the community centre more attractive for weddings and summer events.
3. **Electrical upgrade** will include a new 200-amp panel. Oil furnace and air conditioner will be replaced with new heats pumps, electric baseboards, and Electric Thermal Storage Units. A Heat Recovery Ventilation system will be added. An emergency generator will be installed to service the backup needs for the facility and may help the building be used for an emergency shelter for the area if needed.

4. Main Floor has been extensively upgraded in the past five years with the kitchen renovated in 2016, lighting upgraded in 2017 and the flooring to be replaced in December 2018. The main hall and foyer will see the interior doors replaced. The bar is original from 1969 and will be completely renovated. The stairway to basement has low head room and would not be suitable for increased public access. This will be corrected by raising the floor in the closet directly above, which will allow further development of the basement.
5. Basement. The western half of the basement is accessed via its own exterior entrance and is fully developed and used for music lessons. The eastern half is unfinished, uninsulated and presently used for storage. With the stairs upgraded, this space can be developed for more rentable space. HPCC has no administrative office or place to secure records. The area at the bottom of the stairs will be converted to an office. The front part of the basement will contain a small meeting room and a storage room. The rear area will contain a multi-purpose room for fitness classes, activities (scouts, etc.) and small parties, and will contain a new washroom. Along the centre wall will be three storage lockers for use by local not-for-profit organizations, such as Hammonds Plains Historical Society, Hammonds Plains Area Business Association and First Hammonds Plains Scouts. All exterior walls and rim joists will be insulated and a minor leak in the rear wall will be repaired.

V. Procedures/Scope of Work

An initial estimate was received from one contractor (refer Attachment B). Once funding is confirmed, the project timeline can be established, and priorities set. Further investigation will need to be done to determine the scope of work and then competitive, fixed-price quotes obtained.

1. Building Envelope

Roof:

- Restructuring the upper section of the roof to provide a simplified roof line to reduce the potential of future leaks
- Strip existing roof and apply new ice and water shield, roofing felt, drip edge, ridge vents and 30-year shingles

Siding:

- Remove existing vinyl siding, any cedar shingles to remain
- Install new vinyl siding, soffit, fascia & gutter
- Install accent siding at main entry of building

Insulate:

- Insulate kitchen walls, entry, other walls as required with blown-in insulation

Windows:

- Remove existing windows on main floor and basement and replace with new vinyl windows
- Install window in basement office, currently blocked off
- Remove and replace 3 exterior doors (Front Entry, Side & Rear)
 - All windows to have Low-E and Argon

2. Exterior Stairs

Side Entry:

- Remove existing stairs and dispose of all waste
- Install new foundations
- Install new pressure treated stairs and railing
 - Approx. 38 ft long x 12 ft projection

3. Electrical

New Heating System & Electrical Upgrade:

- Install new LG 18,000 BTU Prestige Zone
 - Single Zone 18,000 BTU Prestige Heat Pump
 - One 18,000 BTU Outdoor Unit – LAU180HVY1
 - One 18,000 Indoor Head – LAN180HVY1
 - 10 Year warranty on Parts & Labour (no deductible on warranty service)
 - Efficiency Nova Scotia Rebate (\$300/ton, 12,000 BTU = 1 ton)
- Install new Dimplex ETS Unit 4 KW
- 6 – 4 KW Electric Thermal Storage Units for Time of Day Rates
- Panel Change – 200 Amp panel change and associated wiring at panel
- Install New HRV System throughout building
- Remove existing Oil tank & furnace
- Supply and install electric baseboard heaters in certain areas

Emergency generator:

- Install emergency propane fired generator to service backup needs for the facility

4. Main Floor:

Bar:

- Remove all drywall, flooring to studs
- Insulation, electrical, drywall, flooring, plumbing for wet bar, millwork

New interior doors/trim:

- Install new interior doors and trim as follows:
 - entry to main hall; entry to kitchen including frosted sidelight and rear door to storage closet
 - Doors to be solid wood core doors with steel frames

Entry closet:

- Install new door, extend wall to ceiling, finish all drywall and paint as required

Stairway Renovation:

- Remove existing interior finishes, including stairs treads & riser
- Restructure the floor joist below the entry closet allowing for increase headroom on stairs
- Install all new interior wall finished, mud and tape to paint ready
- Install new treads and risers and railing
 - Please note, this is an upgrade to the existing stairs and does not intend to have stairs meet current NBC

5. Basement:**Unfinished Basement Area:**

- All exterior walls and rim joints insulated in unfinished half of basement (right hand side)
- Install new ½' drywall on exterior walls and ceiling, mud and tape to paint ready
- Prime and paint (2 coats) on new drywall as noted above
- Install new flooring in above noted area
- Upgraded lighting, electrical to code, general clean up (wiring, plumbing, HVAC).

Office in Basement:

- Finished Office in front (under bar/entry), including framing, insulation, drywall, subfloor & flooring, trim & paint
- Replace existing door from Andrea Music Studio's space
- New wall/door at bottom of stairs
- Open existing window and install new window
- Finish electrical panel cover

Basement (Front area/ waiting area):

- Frame all walls, insulate, vapour barrier & drywall (walls & ceiling)
- Frame waiting area, closet for recyclables, new wider door (36")/trim to Andrea's, storage room (oil tank), and small meeting room
- Subfloor, flooring & trim

Unfinished Rear Basement Area:

- Area to be finished for a multi-purpose room suitable for fitness classes and Scout meetings
- Construct 3 storage lockers along centre wall.
- Install 1 washroom (toilet & sink)
- New entry door from front basement to rear
- New closet for water softener system
- Highlight wood posts/beams where possible

Repair leak in foundation

- Under rear window (by water softener system)

VI. Timetable

The proposed timeline is based on having Hammonds Plains Area Rate funds approved by March 31, 2019, availability of other grants and contractor availability. The project will most likely take 2-3 years to complete, depending on availability of federal, provincial and HRM Community grants.

	Description of Work	Start and End Dates
1	Building Envelope	July/August 2019 or 2020
2	Exterior Stairs	July/August 2020 or 2021
3	Electrical (incl HVAC & generator)	July/August 2020 or 2021
4	Main Floor Renovation	July/August 2020 or 2021
5	Basement Renovation	July-November 2020 or 2021

VII. Budget

A budget estimate has been received from Monk Renovations to help define the scope for this project. Further investigation and competitive, fixed-price quotes will be obtained prior to work commencing. HPCC is requesting funding of \$150,000 from the Hammonds Plains Area Rate and the balance from other grants and fundraising.

	Description of Work	Anticipated Costs
1	Building Envelope	\$111,500
2	Exterior Stairs	\$22,500
3	Electrical (incl HVAC & generator)	\$75,000
4	Main Floor Renovation	\$34,500
5	Basement Renovation	101,500
	Total	\$345,000 + HST

VIII. Key Personnel

A general contractor will be selected to manage the project and various subcontractors may be hired to complete the work.

	Description of Work	Project Leader
1	Building Envelope	Tba
2	Exterior Stairs	Tba
3	Electrical (incl HVAC & generator)	Tba
4	Main Floor Renovation	Tba
5	Basement Renovation	Tba

IX. Evaluation

The project will be considered a success if the project is completed on time and on budget.

X. Expected Economic Impacts

Much of the \$345,000 cost of the project will be paid to Hammonds Plains based businesses, which employ local tradespeople to complete the work. As such, there will be spinoff benefits to the rest of the Hammonds Plains economy.

Any bridge financing requirements for the project will be sourced from CUA, a Halifax-based financial institution.

The project will not result in any new operating expenses for the Hammonds Plains Community Centre. In fact, with improved building envelope and heating system, operating expenses may decrease. Additional rental revenues may be generated from the additional meeting and activity space, and more weddings and other events as a result of the renovated main floor. This helps the community facility to continue to operate in a sustainable and self-sufficient manner.

XI. Endorsements

HPCC has received letters of endorsements for this project from Geoff Regan, MP Halifax West, Ben Jessome, MLA Hammonds Plains-Lucasville, the Hammonds Plains Historical Society and the Hammonds Plains Area Business Association (refer Attachment C).

XII. Questions

For questions or information requests, please contact:

Shaun MacIntyre, Treasurer

Email: hpcc@hammondsplains.ca

XIII. Attachment A: Financial Statements

Hammonds Plains Community Centre

BALANCE SHEET COMPARISON

As of December 31, 2018

	TOTAL	
	AS OF DEC 31, 2018	AS OF DEC 31, 2017 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
Cash on hand	1,008.94	729.75
Chequing	7,032.19	9,604.49
CUA Savings 20	1,063.30	2,751.71
CUA Savings 21	11,185.65	0.00
PayPal Account	0.00	0.00
Stripe	96.92	213.35
Undeposited Funds	0.00	0.00
Total Cash and Cash Equivalent	\$20,387.00	\$13,299.30
Accounts Receivable (A/R)		
Accounts Receivable (A/R)	344.87	583.21
Total Accounts Receivable (A/R)	\$344.87	\$583.21
Inventory Asset		
Inventory Asset	1,836.03	1,067.77
Prepaid expenses		
Prepaid expenses	10,704.56	0.00
Total Current Assets	\$33,272.46	\$14,950.28
Non-current Assets		
Property, plant and equipment		
Land and Building	225,100.00	225,100.00
Improvements	125,956.00	125,956.00
Total Land and Building	351,056.00	351,056.00
Total Property, plant and equipment	\$351,056.00	\$351,056.00
Total Non Current Assets	\$351,056.00	\$351,056.00
Total Assets	\$384,328.46	\$366,006.28
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
Accounts Payable (A/P)	0.00	2,709.85
Total Accounts Payable (A/P)	\$0.00	\$2,709.85
Deferred Revenue		
Deferred Revenue	0.00	0.00
Deferred Donation Revenue - Bay Treasure Chest	13,774.44	6,342.16
Deferred Revenue - Booking Deposits	51.00	0.00
Deferred Revenue - Damage Deposits	265.00	394.00
Deferred Revenue - Grants	11,700.00	0.00
Total Deferred Revenue	25,790.44	6,736.16
GST/HST Payable		
GST/HST Payable	-8,091.34	-8,507.66
GST/HST Suspense		
GST/HST Suspense	3,676.17	1,486.79
Total Current Liabilities	\$21,375.27	\$2,425.14
Non-current Liabilities		
Bank loans		
Bank loans	17,017.06	18,496.93
Other Long Term Liabilities		
Other Long Term Liabilities	100,900.00	100,900.00
Total Non-current Liabilities	\$117,917.06	\$119,396.93

	TOTAL	
	AS OF DEC 31, 2018	AS OF DEC 31, 2017 (PY)
Total Liabilities	\$139,292.33	\$121,822.07
Equity		
Contributions	124,200.00	124,200.00
Internally Restricted	0.01	0.01
Invested in Capital Assets	125,956.00	125,956.00
Opening Balance Equity	-14,227.69	-14,227.69
Retained Earnings	8,255.89	6,785.31
Profit for the year	851.92	1,470.58
Total Equity	\$245,036.13	\$244,184.21
Total Liabilities and Equity	\$384,328.46	\$366,006.28

Hammonds Plains Community Centre

PROFIT AND LOSS COMPARISON

January - December 2018

	TOTAL	
	JAN - DEC 2018	JAN - DEC 2017 (PY)
INCOME		
Events Revenue	2,658.32	0.00
Food & Beverage Revenue	0.00	0.00
Bar Sales	7,787.10	7,186.05
Total Food & Beverage Revenue	7,787.10	7,186.05
Other Income	0.00	0.00
Donations	10,284.49	7,090.51
Grant Revenue	2,237.49	7,319.00
Interest earned	14.00	1.06
Total Other Income	12,535.98	14,410.57
Rental Revenue	3,202.00	26,989.57
Discounts given	-2,344.44	-2,330.71
Other Services	3,205.15	1,614.24
Sign Rentals	915.27	135.00
Venue Rentals	25,399.85	9,858.80
Total Rental Revenue	30,377.83	36,266.90
Total Income	\$53,359.23	\$57,863.52
COST OF GOODS SOLD		
Cost of Goods Sold	3,244.76	4,056.23
Supplies and materials - COS	0.00	33.23
Total Cost of Goods Sold	\$3,244.76	\$4,089.46
GROSS PROFIT	\$50,114.47	\$53,774.06
EXPENSES		
Advertising	2,713.42	2,586.68
Promotional	213.40	271.20
Total Advertising	2,926.82	2,857.88
Bad debts	0.00	605.65
Bank charges	246.70	414.57
Credit Card Discounts & Fees	365.82	146.26
Total Bank charges	612.52	560.83
Cleaning & Maintenance Supplies	635.78	884.14
Dues and Subscriptions	13.00	0.00
Event Expenses	3,383.93	336.43
Garbage Disposal Fees	1,763.64	1,569.68
Insurance	0.00	0.00
Insurance - Directors Liability	570.00	570.00
Insurance - Property	3,079.06	2,901.44
Total Insurance	3,649.06	3,471.44
Interest expense	1,352.38	1,163.62
Legal and professional fees	388.85	379.18
Licenses and fees	833.84	662.13
Meals and entertainment	487.43	80.00
Office expenses	552.13	768.22
Other general and administrative expenses	335.99	0.00
Property Taxes	2,785.28	2,680.97

	TOTAL	
	JAN - DEC 2018	JAN - DEC 2017 (PY)
Stormwater Charge	384.76	355.84
Total Property Taxes	3,170.04	3,036.81
Repair and maintenance	9,924.30	9,806.92
Small Equipment & Tools	326.99	6,401.40
Total Repair and maintenance	10,251.29	16,208.32
Security	672.00	672.00
Subcontractors	0.00	0.00
Cleaning	3,117.50	2,965.00
Events	1,527.39	2,072.50
General Manager	4,600.00	5,000.00
Grounds	97.50	320.00
Repairs & Renovations	378.20	0.00
Sign Changes	272.50	490.00
Total Subcontractors	9,993.09	10,847.50
Utilities	0.00	0.00
Electricity	4,622.51	5,762.00
Heating Oil	2,692.98	1,588.54
Internet	736.80	661.20
Telephone	188.47	187.91
Total Utilities	8,240.76	8,199.65
Total Expenses	\$49,262.55	\$52,303.48
PROFIT	\$851.92	\$1,470.58

XIV. Attachment B: Budget Estimate

Date: November 1, 2018

**Hammonds Plains Community Ctr
c/o Shawn MacIntyre**

Please accept the following budget estimate for renovations required for the Hammonds Plains Community Centre as discussed. The following budget values will have to be confirmed based on detailed investigation of the facility condition and final designs:

Based on the scope of work listed below the total estimate: \$345,000 + HST

Building Envelope:

1) Roof:

- a. Restructuring the upper section of the roof to provide a simplified roof line to reduce the potential of future leaks
- b. Strip existing roof and apply new ice and water shield, roofing felt, drip edge, ridge vents and 30 year shingles

2) Siding:

- a. Remove existing vinyl siding, any cedar shingles to remain
- b. Install new vinyl siding, soffit, fascia & gutter
- c. Install accent siding at main entry of building

3) Insulate:

- a. Insulate kitchen walls, entry, other walls as required with blown-in insulation

4) Windows:

- a. Remove existing windows on main floor and basement and replace with new vinyl windows
- b. Install window in basement office, currently blocked off
- c. Remove and replace 3 exterior doors (Front Entry, Side & Rear)
- d. All windows to have Low-E and Argon

Exterior Stairs:

5) Side Entry:

- a. Remove existing stairs and dispose of all waste
- b. Install new foundations
- c. Install new pressure treated stairs and railing
 - i. Approx. 38 ft long x 12 ft projection



Electrical:

6) New Heating System & Electrical Upgrade:

- a. Install new LG 18,000 BTU Prestige Zone
 - i. Single Zone 18,000 BTU Prestige Heat Pump
 - ii. One 18,000 BTU Outdoor Unit – LAU180HVY1
 - iii. One 18,000 Indoor Head – LAN180HVY1
 - iv. 10 Year warranty on Parts & Labour (no deductible on warranty service)
 - v. Efficiency Nova Scotia Rebate (\$300/ton, 12,000 BTU = 1 ton)
- a. Install new Dimplex ETS Unit 4 KW
 - i. 6 – 4 KW Electric Thermal Storage Units for Time of Day Rates
- b. Panel Change – 200 Amp panel change and associated wiring at panel
- c. Install New HRV System throughout building
- d. Remove existing Oil tank & furnace
- e. Supply and install electric baseboard heaters in certain area
- f. Based on proposal from **Evergreen Electric**

7) Emergency generator:

- a. Install emergency propane fired generator to service backup needs for the facility

Main Floor:

8) Bar:

- a. Remove all drywall, flooring to studs
- b. Insulation, electrical, drywall, flooring, plumbing for wet bar, millwork

9) New interior doors/trim:

- a. Install new interior doors and trim as follows:
 - i. entry to main hall; entry to kitchen including frosted sidelight and rear door to storage closet
 - ii. Doors to be solid wood core doors with steel frames

10) Entry closet:

- a. Install new door, extend wall to ceiling, finish all drywall and paint as required

11) Stairway Renovation:

- a. Remove existing interior finishes, including stairs treads & riser
- b. Restructure the floor joist below the entry closet allowing for increase headroom on stairs
- c. Install all new interior wall finished, mud and tape to paint ready
- d. Install new treads and risers and railing
 - i. Please note, this is an upgrade to the existing stairs and does not intend to have stairs meet current NBC

Basement:

12) Unfinished Basement Area (RHS):

- a. All exterior walls and rim joints insulated in unfinished half of basement
- b. Install new ½' drywall on exterior walls and ceiling, mud and tape to paint ready
- c. Prime and paint (2 coats) on new drywall as noted above
- d. Install new flooring in above noted area
- e. Upgraded lighting, electrical to code, general clean up (wiring, plumbing, HVAC).

13) Office In Basement:

- a. Finished Office in front (under bar/entry)
 - i. Framing
 - ii. Insulation
 - iii. Drywall
 - iv. Subfloor & flooring
 - v. Trim & paint
- b. Replace existing door from Andrea's space
- c. New wall/door at bottom of stairs
- d. Open existing window and install new window
- e. Finish electrical panel cover

14) Basement (Front area/ waiting area):

- a. Frame all walls, insulate, vapour barrier & drywall (walls & ceiling)
- b. Frame waiting area, closet for recyclables, new wider door (36")/trim to Andrea's, storage room (oil tank), and small meeting room in location of front window
- c. Subfloor, flooring & trim

15) Unfinished Rear Basement Area:

- a. Area to be finished for a multi-purpose room suitable for fitness classes and Scout meetings
- b. Construct 3 storage lockers along centre wall.
- c. Install 1 washroom (toilet & sink)
- d. New entry door from front basement to rear
- e. New closet for water softener system
- f. Highlight wood posts/beams where possible

16) Repair leak in foundation under rear window (by water softener system):



**RENOVATOR
OF THE YEAR 2018**

MONK RENOVATIONS

Trusted – Professional



Notes:

- *Construction plans required for permit*
- *Site cleanup upon completion and disposal of all non-hazardous waste to be completed by MONK*
- *Any unforeseen issues are extra*
- *Taxes – Extra*
- *Terms –50 % deposit & 50% upon significant completion*

*Please do not hesitate to contact me for any additional information you may require to assess this proposal. I can be reached at **(902) 497-0011***

Regards,

*Dan Monk , P.Eng.
Owner / Civil Engineer / Red Seal Carpenter
MONK Renovations*



Tel: (902) 497-0011
Fax: (902) 404-5857
Web: www.monkreno.com
P.O. Box 48003, Bedford, NS, B4A 3Z2



XV. Attachment C: Letters of Endorsement



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Ottawa

Room 658 Confed. Bldg.
House of Commons
Ottawa, ON
K1A 0A6
Tel.: 613-996-3085
Fax.: 613-996-6988
geoff.regan@parl.gc.ca

Constituency

222 - 1496 Bedford Hwy
Bedford, NS
B4A 1E5
Tel.: 902-426-2217
Fax.: 902-426-8339
geoff@geoffregan.ca



Geoff Regan

Member of Parliament
Halifax West

Député
Halifax-Ouest

www.geoffregan.ca



December 3, 2018

Re: Letter of Support – Hammonds Plains Community Centre Funding Request

To whom it may concern:

As Member of Parliament for Halifax West, I would like to support the Hammonds Plains Community Centre in their application to receive funding for a total amount of \$345,000 to help preserve the infrastructure of their building; a well-used community asset in the Hammonds Plains area.

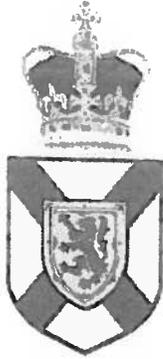
The Hammonds Plains Community Centre is seeking these funds as a portion of the total funds to be distributed from the now discontinued Hammonds Plains Area Rate. I feel that the Hammonds Plains Community Centre should be considered a well-suited recipient for these funds and can personally attest to the benefit this facility brings to community members.

The building, which is nearly 80 years old, needs renovation to be properly preserved as a community asset for Hammonds Plains residents. The recommended renovations include the entire building envelope, with a new roof, siding, windows, doors and insulation. With renovations completed, the long-term sustainability of the community centre may be more viable.

Sincerely,

Original Signed


Geoff Regan, M.P.
Halifax West



**HOUSE OF ASSEMBLY
NOVA SCOTIA**

**L'ASSEMBLÉE LÉGISLATIVE
DE
NOUVELLE-ÉCOSSE**

**2120 HAMMONDS PLAINS
ROAD, UNIT 3
HAMMONDS PLAINS,
NOVA SCOTIA
B4B 1P3**

O: 9024049900

C: 9027172750

F: 9024048415

E: JESSOME BEN@GMAIL.COM



BEN JESSOME

**MEMBER OF THE
LEGISLATIVE ASSEMBLY**

**HAMMONDS PLAINS-
LUCASVILLE**

BENJESSOME.CA

Dec. 10, 2018

**Re: Letter of Support for Hammonds Plains Community Centre
Funding Request**

As the MLA for Hammonds Plains-Lucasville, I strongly support the Hammonds Plains Community Centre's request for funding through their application in the amount of \$345,000 from the Hammonds Plains Common Area Rate which is now discontinued and which is to be distributed to projects such as this.

These funds would be used to preserve and update the community centre that is nearly 80 years old. Originally, built as a two room schoolhouse, the community centre has been an integral part of the Hammonds Plains and surrounding area for all of those 80 years.

The replacement of the roof, windows, siding, insulation and doors plus other upgrades are needed so the community centre can continue to support the community by offering programs for youth and adults.

The community comes together here for many events throughout the year as we grow and share in our community. With these renovations completed the Hammonds Plains Community Centre will continue to provide a great number of services and opportunities for our community.

I respectfully ask you to accept their application so Hammonds Plains-Lucasville will continue to be served by our Community Centre.

Respectfully submitted,

Original Signed

Ben Jessome, MLA ✓
Hammonds Plains-Lucasville



Re: Letter of Endorsement for Hammonds Plains Community Center's Recapitalization Project

Date: November 5, 2018

To: Partners in HPCC Recapitalization Project

The **Hammonds Plains Historical Society** are pleased to endorse and support the **Hammonds Plains Community Center** in their planned project to recapitalize the Center.

Our society, based in Hammonds Plains, is a community based non-profit organization that gathers, preserves and shares the rich history of Hammonds Plains. During the past three years we have been able to forge an ongoing partnership with the Community Center, through providing historical pictures for a picture display on one of their walls, holding general presentations and board of director meetings at the Center and using one of the storage rooms as our official collection area.

The Hammonds Plains Historical Society offers our support to the Center as it continues to provide the Hammonds Plains area with a well-used community facility. The society is excited to especially hear of plans to renovate the unfinished basement. We have already had preliminary discussions with the center about acquiring a much needed larger storage center for our resources and about a future space for a potential community museum, that a renovated basement might provide.

The Community Center has done a wonderful job during the past few years creating a viable, accessible community meeting place. It is a historical building, being the former community school and gives our society a sense of assurance in knowing that this community landmark will be able to provide sustainability well into the future, if this project moves ahead as planned.

We take great pride in being a partner with the Hammonds Plains Community Center and look forward in working collaboratively in bringing this project to life.

Sincerely;

Hammonds Plains Historical Society Board of Directors



Hammonds Plains Area Business Association

Hammonds Plains Area Business Association
2041 Hammonds Plains Road.
Hammonds Plains , NS

To whom it may concern,

Letter of Endorsement to recommend the Hammonds Plains Community Center for the proposed changes that they are requesting within the building.

The Community Center is a huge asset to the Hammonds Plains and surrounding area, providing a venue that the area groups and residents can host a variety of events. e.g. meetings , weddings and community gatherings

The Hammonds Plains Area Business Association hosts their monthly meetings, Hammonds Plains Heritage Day event and the Hammonds Plains Christmas Tree Lighting event on an annual basis at the Center and have found that the local residents of the area support these events based on the location.

The Community Center is staffed by all Volunteers and the Association have found that they are extremely helpful in helping us organize our events and meetings

Please consider helping the Hammonds Plains Community Center to endeavor to meet the needs of the Hammonds Plains area at present and into the years ahead

Sincerely

Original Signed

Doug Poulton
President

Service Area Rates (Con't)

