



## Agenda Mansfield Parks Advisory Committee March 20, 2025 3:00 PM

### Meeting Details

**Phone Connection:** 1 647 374 4685 Canada / 1 647 558 0588 Canada

**Video Connection:** <https://us02web.zoom.us/j/84602248258>

**Meeting ID:** 846 0224 8258

**1. Call To Order by the Secretary**

**2. Appointment of a Chair**

Recommendation: That \_\_\_\_\_ be appointed Chair of the Mansfield Parks Advisory Committee for the year 2025.

**3. Approval of the Agenda**

Recommendation: That the agenda be approved.

**4. Minutes of the Previous Meeting**

Recommendation: That the minutes of August 28, 2024 be approved.

**5. Disclosure of Pecuniary Interests**

Recommendation: If any member has a disclosure of pecuniary interest (direct or indirect) they can declare the nature thereof now, or at any time during the meeting.

**6. New Business**

**5.1 Mansfield Community Park**

- Spring Maintenance
- 2025 User Fees
- 2025 Township Garage Sale – Boot Sale Location
- Other

**5.2 Thomson Trail Park**

- 2024-2025 Ice Rink Season
- Parking Lot (verbal update)
- Spring Maintenance
- Other

**5.3 Maes Crescent Park**

- Maintenance
- Other

**5.4 2024 Annual Reporting**

**5.5 Mulmur's 175**

**5.6 Parks Funding – Information Report**

**6. Items for Future Meetings**

**7. Adjournment**

Recommendation: That the we do now adjourn at \_\_\_\_ pm to meet again on \_\_\_\_\_ or at the call of the Chair.



**MINUTES**  
**MANSFIELD PARKS ADVISORY COMMITTEE**  
**August 28, 2024 3:00 PM**

Present: Emerson Pendleton, Chair  
Andrew Cunningham  
Gavin Longmuir  
Roseann Knechtel – Secretary  
Chris Wolnik – Director of Infrastructure

Regrets: Mandy Little

**1. CALL TO ORDER**

The Chair called the meeting to order at 3:05 p.m.

**2. APPROVAL OF THE AGENDA**

**Moved by Longmuir and Seconded by Cunningham**

That the agenda be approved.

**CARRIED.**

**3. PREVIOUS MEETINGS MINUTES**

**Moved by Longmuir and Seconded by Cunningham**

That the minutes of April 23, 2024 be approved.

**CARRIED.**

**4. DISCLOSURE OF PECUNIARY INTERESTS - NONE**

**5. ADMINISTRATION**

**5.1 Mansfield Community Park**

**Canteen Signage:** Members agreed to replace the sign removed on the canteen with a new alupanel sign.

**2025 Budget Requests:** Members identified the following items to consider as part of the 2025 budget:

- Conduit for electrical to pitching machines;
- Walking path along outfield to playground;
- Backing attachments for the 2 bleachers.

**Fall Maintenance/Winterizing:** The ramp into lime shed needs to be completed prior to the start of the next season.

## 5.2 Thomson Trail Park

**2025 Budget Requests:** Members identified the following items to consider as part of the 2025 budget:

- 2 benches for the tennis court;
- Parking lot;
- Washrooms/pavilion;
- Pave the walking trail;
- Bollards/blocks to stop vehicles at entrances;
- Paint pickleball court and basketball keys of the basketball court.

**Ice Rink:** Members identified the need to remove grass on the basketball court prior to liner installation. Members requested patio stones be purchased and installed at the front of the bunker and to reuse any old rubber flooring removed from the NDCC. A new lock box is required for the side of the bunker. Discussion ensued on volunteers. The Township will put a call out for volunteers in the upcoming newsletters and water bills.

**Parking Lot:** Members discussed potential locations for a parking lot and emphasized the need to add it to the 2025 budget.

**Washrooms:** A porta-potty has been placed at the park following requests from residents. Members requested leaving the washroom year-round to service park users.

**Fall Maintenance/Winterizing:** Members identified the following maintenance needs:

- Walking path maintenance;
- Remove grass in basketball court prior to liner installation;
- Place patio stones in front of bunker, and utilize old rubber removed from Honeywood Arena;
- Fix wooden picnic table (bench seat no longer connected);
- Fix bicycle sign;
- Install new lock box on bunker;
- Paint basketball keys/court lines and pickleball lines on basketball court.

## 5.3 Maes Cres Park

**2025 Budget Requests:** Members identified the following items to consider as part of the 2025 budget:



- Picnic Tables;
- Soccer Posts.

**Fall Maintenance/Winterizing:** Members identified the following maintenance needs:

- Tree maintenance / removal.

## **6. ITEMS FOR FUTURE MEETINGS**

**6.1 Community Event/Baseball Tournament**

**6.2 Pickleball Court & Ice Rink Signage**

**6.3 2025 Budget**

## **7. ADJOURNMENT**

**Moved by Longmuir and Seconded by Cunningham**

That the Mansfield Parks Committee adjourns the meeting at 3:47 p.m. to meet again on February 18, 2025 or at the call of the Chair.

**CARRIED.**



## SCHEDULE OF USER FEES & CHARGES 2025

(Updated March 5, 2025)

<u>Administration</u>	<u>Fees</u>
AV Equipment Rental onsite (per day)	\$25*
Commissioner of Oaths (non-resident)	\$20
Commissioner of Oaths Travel Letter	\$30
Fax (per page)	\$2*
GIS Photos and Maps per image	\$10*
Late Payments Penalty	1.25%
Lottery Licensing Fee	3% of Prize Value
NSF Returned Cheques	\$40
Ownership Changes	\$35
Photocopying in Black & White, per page	\$1*
Photocopying in Colour, per page	\$2*
Refreshment Vehicles/Stands Annual Fee	\$500
Search of Records or Admin work required (per quarter hour)	\$15*
Sign Variance	\$500
Tax Arrears Notice (by mail)	\$10
Tax Statements	\$10
Tax Certificates	\$80
Tax Registration Final Warning Letter	\$40
Tax Registration Payment Plan Agreement	\$250
Township Basement Hall Rental - Non Resident or Commercial Use	\$100/day*
Township Basement Hall Rental - Non Resident or Commercial Use	\$25/hr*
Township Basement Hall Rental - Resident	\$60/day*
Township Basement Hall Rental Hourly Rate - Resident	\$15/hr*
Township Hats	\$15
Township Mugs	\$15
Township Pins	\$3
Transfer unpaid accounts to taxes	\$20

<u>Public Works Department</u>	<u>Fees</u>
Annual Trailer Licence	\$240
Annual Wide Load Permit	\$50
Annual Wrecking Yard Licence	\$240
Entrance Permit (Twp. rds. only: \$200 Non Refundable)	\$500
Road Occupancy Permit	\$250
Deposit for Work within Right of Way	\$4,000
Wayfinding Signs	\$200

<u>Waste</u>	
Composter (Black-Backyard)	\$35
Garbage Bag Stickers (each)	\$2
Green Bin (roadside pick-up)	\$15
Kitchen Catcher (additional)	\$5

<u>Dog License Fees</u>	
Replacement Tag (each tag)	\$10
<u>Spayed/Neutered</u>	
First Dog	\$20
Second Dog	\$30
Third Dog	\$80
<u>Not Spayed or Neutered</u>	
First Dog	\$30
Second Dog	\$40
Third Dog	\$90
Kennel Licence	\$300

\* Plus HST

\*\* No administrative fees will be charged related to name changes and revision of official documents for residential school survivors as per Council Motion related to the TRC Calls to Action on December 8, 2021



## SCHEDULE OF USER FEES & CHARGES 2025

(Updated March 5, 2025)

<b>Application &amp; Agreement Fees</b>	<b>Fees</b>
Consent Application (includes boundary adjustment and easement)	\$3,500
Consent Condition Amendment	\$1,000
Lot Grading/Drainage Plan Review	\$500
Minor Variance (as part of Zoning By-Law amendment process)	\$2,500
Official Plan Amendment	\$5,000
Part Lot Control	\$3,500
Posting Sign	\$100
Security Deposit for Planning Act Applications (for peer review and consultant review if required)	\$2,500
Pre Consultation Fee	\$500
Removal of Holding By-Law	\$1,000
Security for new structure without proof of demolition of previous structure	\$20,000
Agreements (Site Plan, Development, Encroachment, etc.)	\$3,000
Site Plan Deposit	\$3,500 minimum
<b>Subdivision Fees</b>	
Plan of Subdivision/Condominium	\$20,000
Subdivision Applications Deposit	\$10,000 minimum
Draft Plan Extension (no changes)	\$2,000
Redline Revision - alteration to lotting/blocking or condition amendment	\$3,000
Plan of Condominium Exemption Processing Fee	\$3,500
Final Approval Processing Fee	\$4,000
Validation of Title	\$800
Zoning By-Law Amendment	\$2,500

<b>Planning Fees</b>	<b>Fees</b>
Minimum Distance Setback Calculation	\$200
Municipal Approval	\$200
Municipal Approval after construction has commenced	\$500
Paper Copy of the Official Plan	\$75
Paper Copy of the Zoning By-Law	\$40
Planning Act Appeal	\$500
Property Information Report, Zoning/Subdivision Compliance Letter	\$150
Risk Management Plan Application/Source Protection Plan Agreement, RMO and amendments thereto	\$300
Special Events Permit	\$250
Special Occasions Permit Letter	\$50

Planning deposits will be collected as required and as estimated by staff.

<b>Bylaw Enforcement</b>	<b>Fees</b>
Administration of Contractor Invoices	Actual Cost plus 25% Administration Fee
Property Standards Appeal Fee (non-refundable)	\$300
Administration fee for services and materials expended by the Township in carrying out the requirements of a Notice or Order, in whole or in part	Actual Cost plus 25% Administration Fee

<b>Signs</b>	<b>Fees</b>
Removal of signs on Township Property	\$100

<b>Water Services &amp; Charges</b>	<b>Fees</b>
Hydrant Use Permit	\$100
Underwriters or mechanics fire flow test (use of hydrant)	110/hr
Repair or replacement of hydrant due to motor vehicle accident	Full cost recovery
Illegal use of hydrant first offence	\$1,000
Illegal use of hydrant second offence	\$2,000
Illegal use of hydrant third offence	\$4,000
Valve boxes damage due to paving/asphalt/landscaping	Full cost recovery



## SCHEDULE OF USER FEES & CHARGES

(Updated March 5, 2025)

Below Rates Effective April 15, 2025

<u>Arena Advertising</u>	<u>Rates*</u>
Arena Sign 4 ft x 4 ft Annually	\$300
Arena Sign 4 ft x 8 ft Annually	\$500
Logo on Ice Surface Annually	\$2,000
Rink Board Annually	\$800
Roadside Sign when renting facility per week	\$50
Roadside Sign when NOT renting facility per week	\$100
Roadside Sign per additional week	\$25
Zamboni Advertising Annually	\$2,000
Time Clock Advertising Annually	\$2,000

<u>Arena Facility Rentals</u>	<u>Rates*</u>
Norduff Hall (Full Day = > 6 hrs Licensed)***	\$500.00
Norduff Hall (Per Hour < 6 hrs Licensed)	\$80.00
Norduff Hall (Full Day = > 6 hrs Non-Licensed)*	\$375.00
Norduff Hall (Per Hour < 6 hrs Non-Licensed)	\$60.00
Chair Rentals Off-Site, Per Item	\$2.00
Table Rentals Off-Site, Per Item	\$10.00
***Deposit of \$200 for all hall rentals is refundable if no clean up required or damages incurred.	
All hall rentals commence at the time the hall is required (including set up time) until the time it is vacated.	

<u>Mansfield Park Rates</u>	<u>Rates*</u>
Community rate per hour	\$16.90* (2025)
Adult Baseball per hour	\$13.75* (2025)
Minor Baseball per hour	\$8.50* (2025)
Mansfield Pavilion Rental (includes use of washrooms, ball diamond, children's playground, picnic tables and garbage cans). Half a day is 4 hours or less.	\$50/half day* \$100/full day*
Pickleball/Tennis Court Reservation, per hour, per court	\$15*
Baseball Sign Sponsorship (sign 40 inches x 40 inches), annually	\$300*

\*Plus HST

<u>Ice &amp; Floor Rentals</u>	<u>Rates*</u>
Honeywood Minor Hockey & Figure Skating	\$160.00
Prime Time Ice	\$200.00
Prime Time Ice (non-resident)	\$270.00
Non-Prime/Last Minute Ice	\$115.00
Non-Prime/Last Minute Ice (non-resident)	\$145.00
Birthday Party Packages	\$200.00
Birthday Party Packages (non-resident)	\$250.00
Summer Arena Floor (per hour)	\$75.00
Summer Arena Floor & Booth (per hour)	\$100.00
Summer Arena Floor per day (dances/non-sporting)	\$950.00
Shinny or Sticks & Pucks	\$4.42
Public Skating	\$1.76

Prime Time is Mon. - Fri. after 5:00 pm and all day Sat. & Sun.
<u>Insurance:</u> All users of the arena must provide proof of insurance or purchase insurance through the Township's insurance provider if they do not provide proof of insurance.
<b>Birthday Party Package:</b> Includes 2 hours of room rental overlapped with 1 hour of ice rental

<u>Off Site Rentals</u>	<u>Rates*</u>
AV Equipment Rental (per day)	\$50*
Tent Rentals (per day)	\$50*
Tables (per item / per day)	\$10*
Chairs (per item / per day)	\$2*
Coffee Urns (per item / per day)	\$15*

Note: Rates for programmed events and activities will be set by staff.



## Honeywood Cemetery Price List (Effective January 1, 2025)

**Plot Size: 3.5' x 12'**

Each Plot can incorporate a maximum of either 1 casket and 3 cremations or 4 cremations

**Niche Size: 14' x 14' x 12'**

Each Niche can hold up to two cremations

**\*Fees for Interment services are extra and will be charged at the time of burial.**

### INTERMENT RIGHTS

Plots	Land Cost	Care and Maintenance 40%	Subtotal	HST	Total
One Plot	\$ 600.00	\$ 400.00	\$ 1,000.00	\$ 130.00	\$ 1,130.00

Columbarium	Niche Cost	Care & Maintenance 15%	Subtotal	HST	Total
Top Row	\$ 2,125.00	\$ 375.00	\$ 2,500.00	\$ 325.00	\$ 2,825.00
Second Row	\$ 1,912.50	\$ 337.50	\$ 2,250.00	\$ 292.50	\$ 2,542.50
Third Row	\$ 1,806.25	\$ 318.75	\$ 2,125.00	\$ 276.25	\$ 2,401.25
Bottom Row	\$ 1,275.00	\$ 225.00	\$ 1,500.00	\$ 195.00	\$ 1,695.00

Laser Engraving	HST	Total
\$ 843.75	\$ 109.69	\$ 953.44

Fee charged each time engraving is requested.

### INTERMENT FEES

	Cost	HST	Total
Opening and Closing - Traditional Casket	\$ 265.49	\$ 34.51	\$ 300.00
Cremation in Ground	\$ 442.48	\$ 57.52	\$ 500.00
Cremation in Niche	\$ 221.24	\$ 28.76	\$ 250.00

### DISINTERMENT FEES

	Cost	HST	Total
Traditional Casket	\$ 1,200.00	\$ 156.00	\$ 1,356.00
Cremation in Ground	\$ 875.00	\$ 113.75	\$ 988.75
Cremations in Niche	\$ 437.50	\$ 56.88	\$ 494.38

### MONUMENT CARE AND MAINTENANCE FUND

The deposit to the care and maintenance fund payable when a marker is installed in the cemetery as specified in the regulations made under the Funeral, Burial and Cremation Services Act, 2002

	<u>Cost</u>
Flat marker smaller than 1,116.3 cm <sup>2</sup> / 173 in <sup>2</sup>	\$0
Flat marker larger than 1,116.3 cm <sup>2</sup> / 173 in <sup>2</sup>	\$100
Upright marker less than 1.22 m (4 ft) in height and length, including the base	\$200
Upright marker measuring more than 1.22 m (4 ft) in either height or length, including the base	\$400



Community  
**GARAGE**

**S** **A** **L** **E**

Community-Wide Garage  
Sale – Multi-Location  
Event!

**JUNE 6 & 7**

June 6th - 6:00pm - 9:00pm

June 7th - 8:00am - 2:00pm



Multiple homes will be selling:

- Furniture & Clothes
- Toys, Tools
- Home decor & Electronics
- Antiques, and more!

Boot sale locations are also available throughout the Township.

Don't want the hassle? Donate your goods. Drop off items to the Township Office by **May 30th** and all proceeds will go towards the Honeywood Arena.



Sign up at [mulmur.ca](http://mulmur.ca)





758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**  
Toll Free from 519 only **(866) 472-0417**  
Fax **(705) 466-2922**

# Information Report

## Parks Funding Opportunities

### 1. Ontario's Community Sports and Recreation Infrastructure Fund

- Applied for Stream 1- "Repair and Rehabilitation"
- **Purpose:** The Ontario Ministry of Sport's CSRIF provides capital funding to repair and rehabilitate existing community sport and recreation infrastructure.
- **Project Summary:** The Township of Mulmur has applied for funding to improve player safety and field usability by addressing current safety risks and shortcomings at the Mansfield and Honeywood community baseball diamonds.

At the Mansfield ball diamond, the scope of work includes installing poles and netting along the first and third base lines to enhance safety by preventing foul balls from leaving the field and impacting spectators or vehicles. Additionally, a warning track will be constructed around the perimeter of the outfield, involving excavation along the edge of the existing field and the laying and grading of new warning track materials to match the infield.

For the Honeywood ball diamond, upgrades will focus on infrastructure improvements and the addition of a pitching mound. The existing infield material will be completely removed and replaced with high-quality materials to mitigate uneven surfaces and weed growth. Once the infield renovations are complete, a new regulation pitching mound will be constructed.

The project will follow a phased approach, beginning with administrative work and site preparation, followed by excavation, grading, and installation of the proposed infrastructure. Quality control measures will be in place to ensure compliance with municipal standards and project specifications.

- **Proposed Project Start Date:** March 31, 2025
- **Proposed Project End Date:** July 1, 2026 (please note that due to delays in funding decision project start and end dates will change if funding is received.)
- **Application Submission Date:** October 29, 2024
- **Expected Funding Decision Date:** Typically, provincial grant decisions take 6-8 months, meaning a decision would usually be expected by mid-2025. However, this timeline may be

**Commented [DW1]:** You'll (and the parks committee) probably notice that the renovations to Honeywood's baseball diamond are included in both grants.

The thought behind this was that since Honeywood is the field in the need of the most work, if we applied for it under both grants we would increase our chances of getting funding to do the repairs there.

Just incase they questioned it! 😊

delayed due to the recent provincial election, as funding opportunities are usually delayed/on hold while the election takes place.

- **Additional Notes:** As part of this opportunity, the province may fund up to 70% of total eligible project costs for municipalities under 20,000 residents who apply for special consideration. Mulmur has applied for special consideration for this project.
- **Funding Amount Requested:** Total project amount is **\$214,700**. 70% of this cost would be provided by the grant (\$150,290), with Mulmur expected to contribute the remaining portion (\$64,410)
- **Expected Impact:** The upgrades will improve accessibility, extend the lifespan of the facility, and provide more programming opportunities for the community.

**Commented [DW2]:** I've put this before to explain that the 70% is because of this special consideration we've applied for

## **2. Jays Care Foundation – Field of Dreams Grant**

- **Fund Purpose:** Jays Care Foundation's Field of Dreams program funds infrastructure projects to improve baseball facilities and increase youth access to sports.
- **Project Summary:** The Township of Mulmur applied for funding to renovate the Honeywood Baseball Diamond. Key upgrades include a complete infield excavation and renovations, installation of a regulation pitching mound, construction of covered dugouts, new spectator seating, and concrete pad replacements for safety and functionality. The project's goals are to improve player safety and the usability of the baseball diamond for older age groups by installing the pitching mound.
- **Application Submission Date:** January 31, 2025
- **Expected Funding Decision Date:** Decisions are typically announced in the spring, so we anticipate hearing back around April or May 2025.
- **Funding Amount Requested:** \$60,734.68
- **Expected Impact:** The project will expand the field's capacity, allowing for increased participation in youth baseball, including the addition of girls' teams and a recreational co-ed league. It will also enhance player safety and create more opportunities for community sports.
- **Additional Notes:** The Township has identified potential in-kind contributions, financial reserves, and fundraising strategies to support any outstanding project costs.

**Submitted by: Daniella Waterfield, Procurement & Asset Management Coordinator**