
HALDIMAND COUNTY

Report CDP-05-2024 CPP – Dunnville Soccer Park Corporation Mower Purchase



For Consideration by Council in Committee on April 30, 2024

OBJECTIVE:

To obtain Council approval for Dunnville Soccer Park Corporation's purchase of a replacement mower, through the County's Community Partnership Program, to maintain soccer fields it operates through a Memorandum of Understanding within Haldimand County's Fields & Parks Management Program.

RECOMMENDATIONS:

1. THAT Report CDP-05-2024 CPP – Dunnville Soccer Park Corporation Mower Purchase be received;
2. AND THAT the request to purchase a replacement mower by the Dunnville Soccer Park Corporation, for maintenance of fields operated through a Memorandum of Understanding within the County's Fields & Parks Management Program, be approved;
3. AND THAT capital project funding to an upset amount of \$8,750 to support the purchase of a replacement field mower, with related funding from the Community Partnership Capital Reserve, be approved;
4. AND THAT project and funding approval is conditional upon compliance with both Policies 2011-01 and 2023-02 and all County standards, permits, and processes;
5. AND THAT project and funding approval is conditional upon compliance with a pre-existing lease agreement between the former Town of Dunnville and the Dunnville Soccer Park Corporation;
6. AND THAT project and funding approval is conditional upon compliance with a pre-existing Memorandum of Understanding between Haldimand County and the Dunnville Soccer Park Corporation;
7. AND THAT the revised budget, as outlined in Report CDP-05-2024, be approved.

Prepared by: Sheryl Sawyer, Senior Community Partnership Liaison

Reviewed by: Katrina Schmitz, Manager, Community Development & Partnerships

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

Approved: Cathy Case, Chief Administrative Officer

EXECUTIVE SUMMARY:

The Dunnville Soccer Park Corporation (DSPC) has responsibility and authority to mow and maintain the secondary, privately-owned part of the property known as the Dunnville Soccer Park (the "Park", shown on Attachment 1). DSPC's field mower failed at the end of the 2023 season and the group is seeking permission and partial funding to purchase a replacement mower for use exclusively on that

portion of the park that is governed by an existing Memorandum of Understanding through the County's Fields & Parks Management Program. The remainder of the park is governed through a pre-existing 1999 lease in which Haldimand County has responsibility for mowing and trimming of the property, for which DSPC is prohibited from mowing or trimming other than through prior written permission from Haldimand County for each request (e.g. for special events such as tournaments).

BACKGROUND:

Haldimand County's Community Partnership Program (CPP) capital grant stream, outlined in Policy 2011-01, is intended to encourage and enhance strategic partnerships for the benefit of community stakeholders and the municipality, offering a simple, streamlined, and customer-focused approach. The program is intended to balance the rigour of the review process—necessary to ensure that legitimate public interest issues are addressed—with flexibility and respect for the volunteer commitment of the groups.

The Dunnville Soccer Park is comprised of two abutting properties which are governed through separate agreements with Haldimand County. The main portion of the park is owned by Haldimand County and leased to the Dunnville Soccer Park Corporation. The secondary section of the property is privately owned, but it is operated by DSPC as soccer pitches through a Memorandum of Understanding with the County. The terms and conditions of each agreement differ.

The request from DSPC is for:

- (i) Approval to purchase a replacement field mower for use on the secondary, privately-owned portion of the Dunnville Soccer Park which is leased by Haldimand County from private owners, sublet to DSPC, and governed through the Fields & Parks Management Program Memorandum of Understanding between Haldimand County and DSPC; and
- (ii) Capital funding to support the purchase, with related upset funding in the amount of \$8,750 from the CPP Capital Reserve, representing 35% of the total budget of \$25,000.

ANALYSIS:

The Proponent:

The Dunnville Soccer Park Corporation (DSPC) was incorporated as an Ontario not-for-profit corporation in 1998 and has been in operation as a Canadian registered charity since 2004. The group's operating partners, Dunnville Youth Soccer and Dunnville United Soccer Club, offer soccer programming for residents of Dunnville and surrounding areas.

Dunnville Soccer Park:

- (i) Primary Fields – owned by Haldimand County:

The primary playing fields, occupying the larger part of the park at 120 Logan Road, are municipally-owned. Through a pre-existing 1999 property lease (Attachment 2), Haldimand County is contractually obligated to perform grass cutting and trimming and provide portable toilets and garbage removal on that portion of the park. DSPC is prohibited from cutting or trimming any grass on the property without prior written approval by Haldimand County.

- (ii) Secondary Fields – owned by Hauser 2015 Inc. (subject of this report):

The smaller, secondary portion of the park is privately-owned by Hauser 2015 Inc. and is leased by Haldimand County for community soccer use. Through the County's Fields & Parks Management Program, the Hauser property is sublet to DSPC (Attachment 3) and is governed through a

Memorandum of Understanding (Attachment 4) for park operations. Through the MOU, DSPC has responsibility for maintenance of this portion of the park, including mowing and trimming.

Eligibility Consideration:

In 2009, Haldimand County initiated a request to terminate the lease agreement—for the primary fields described above—and incorporate DSPC fully into its Fields & Parks Management Program as a funded partner. DSPC’s board of directors at that time disagreed with this approach, and the 1999 lease was subsequently upheld. This lease states that the DSPC is entirely responsible, financially and otherwise, for the construction of the soccer playing fields and all other improvements to the premises. As such, the DSPC is not eligible for CPP capital grant funding for operations on the municipally-owned portion of the Park.

However, DSPC is a Fields & Parks Management partner for the secondary, subleased portion of the park and for which DSPC has full maintenance responsibility. Based on DSPC’s membership in the FPM program, the purchase of a mower for operations on that portion of the field does meet the criteria for CPP capital grant funding of up to 35% of the purchase price.

The Proposed Purchase:

DSPC is requesting permission to purchase a 72-inch zero-turn mower to replace its existing lawn tractor, which has reached the end of its useful life. Under the terms of the Fields & Parks Management Program and the Memorandum of Understanding between Haldimand County and DSPC, the group must obtain Haldimand County’s written permission to make such a purchase.

Community Need & Benefit:

The Dunnville Soccer Park is a well-used facility, offering soccer programming and tournaments for children and adults in the region. Keeping the fields in playing condition supports this important recreation asset in the community – and having access to appropriate field maintenance equipment is crucial.

Finances:

DSPC has provided financial statements to Haldimand County demonstrating its capacity to fund its 65% contribution to the mower purchase.

FINANCIAL/LEGAL IMPLICATIONS:

Policy 2011-01 states that the Community Partnership Program (CPP) will encourage and actively support partnerships with not-for-profit community groups. Within the CPP capital grants stream, Council has the responsibility to approve community capital projects with an overall budget of over \$10,000.

The overall budget for this mower purchase is \$25,000. The group has requested 35% CPP grant funding towards the purchase of the mower, which is in keeping with the related policy. Based on approved/recommended projects to date requiring funding from the Community Partnership Capital Reserve, including the current Report CDP-05-2024, there are sufficient funds available in the Reserve. Should this initiative be approved, there remains approximately \$182,160 in the Community Partnership Capital Reserve which is unallocated for 2024.

As a result of the proposed purchase, the following capital amendment is required:

PROJECT BUDGET	Current Approved Budget	Proposed Revised Budget
Expenditures		
Field Mower	\$0	\$25,000
Total Expenditures	\$0	\$25,000
Financing		
Community Contribution (65%)	\$0	\$16,250
Community Partnership Capital Reserve (35%)	\$0	\$ 8,750
Total Financing	\$0	\$25,000

In addition to the funding required for the requested equipment purchase, the Public Sector Accounting Board (PSAB) reporting standards require the County to record the fair market value of contributed assets. This capital equipment will be amortized over the estimated lifespan of the associated asset for accounting purposes.

The purchase of this equipment shall be in compliance with Policy 2023-02 Procurement.

Ongoing maintenance, repairs, replacement, insurance, and storage of the replacement field mower will be the responsibility of DSPC through its Fields & Parks Management MOU with Haldimand County. Replacement or upgrades of major components of the mower, such as updating or replacing of parts (including technical and software components), may be assessed in the future as community partnership initiatives between DSPC and Haldimand County. Ongoing utility and consumables costs will be the sole responsibility of DSPC.

STAKEHOLDER IMPACTS:

This application was assessed by the Community Partnership Program’s Staff Review Team, which is comprised of staff from all County Divisions. In particular, staff from Facilities, Parks, Cemeteries & Forestry Operations provided detailed feedback approving specifications for the replacement field mower.

Community stakeholders—aside from Haldimand County, the Dunnville Soccer Park Corporation and its volunteers—include players and the community-at-large. Players will benefit from professionally-cut and maintained soccer fields throughout the season.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

REFERENCES:

1. [Policy No. 2011-01 Community Partnership Program.](#)

2. [Policy No. 2019-04 Fields & Parks Management Program.](#)
3. [Policy No. 2023-02 Procurement Policy.](#)

ATTACHMENTS:

1. Location Map – Dunnville Soccer Park.
2. Agreement – Town of Dunnville and Dunnville Soccer Park Corporation.
3. Agreement – Haldimand County and Hauser 2015 Inc.
4. Memorandum of Understanding – Haldimand County and Dunnville Soccer Park Corporation.