



Working together with our community

## Council-In-Committee Meeting – June 12, 2025

Subject: Community-Led Initiatives - Simcoe Lions Wellington Park  
Gazebo Proposal  
Report Number: CAO-25-066  
Division: Office of the Chief Administrative Officer  
Department: Administration  
Ward: Ward 5  
Purpose: For Decision

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### Recommendation(s):

That the Report regarding the Simcoe Lions Club Community Led Initiatives Application for a gazebo in Wellington Park be received as information; and

That Council support, in principle, the proposal for the installation of a gazebo in Wellington Park, as summarized in this report, pending approval of the following:

- Norfolk County review and approval of all project standards and specifications;
- Norfolk County Building Permit Approval;
- Execution of a Municipal Involvement Agreement between the Simcoe Lions Club and Norfolk County

That Council authorize the Mayor and Clerk to execute an agreement with the Simcoe Lions Club for the construction of a gazebo in Wellington Park.

**Explanation:** Staff have reviewed the Simcoe Lions Club Community Led Initiatives application and are supportive of the project, as it provides a low-maintenance improvement to a public park consistent with the criteria outlined in the Master Recreation Plan. An agreement is required to specify each party's responsibilities and to ensure the project is built to County standards.

### Executive Summary:

**Purpose of the Report:** To consider a Community Led Initiatives Application from the Simcoe Lions Club for the construction of a gazebo in Simcoe's Wellington Park as Phase I of a park revitalization project.

**Background and Context:** Staff received the attached CLI application in April 2025, following a March Simcoe Lions deputation at Council in Committee where the project was presented.

**Key Findings and Analysis:** Staff have reviewed the attached application and are supportive. Staff from Parks, Recreation, Planning, and Building departments have reviewed the proposal and confirmed its feasibility, with the gazebo location being permitted within the Hazard Land Zone as an accessory to the park. The project is expected to help revitalize Wellington Park with minimal operational impacts. However, asset replacement costs are substantial due to the size and specifications of the proposed project.

**Options:** Council may approve or deny the application, or request that the applicant revised the proposal and resubmit for further consideration.

**Conclusions:** The Simcoe Lions Club proposal for a gazebo in Wellington Park aligns with Norfolk County's Master Recreation Plan for outdoor recreation facilities. Staff expect the project would enhance Wellington Park with a multi-use asset and appreciate the Lions Club's commitment to improving our community.

**Recommendations:** That Council approve the proposed project and authorize staff to enter into an agreement with the Simcoe Lions.

**Financial Implications:** The Simcoe Lions Club has committed to funding 100% of the estimated \$474,500 capital project costs and managing construction. The County would assume responsibility for ongoing maintenance and insurance, estimated at \$2,600 annually, as well as future capital replacement costs to be budgeted at \$32,600 annually for 25 years.

## Discussions:

### 1. Background

The Simcoe Lions Club is proposing a rehabilitation project for Simcoe's Wellington Park. They presented Phase I of the Wellington Park Rehabilitation Project at Council in Committee on 11 March 2025. Staff received the attached Community Led Initiatives application in April, proposing construction of a 40-foot dodecagon gazebo as Phase I of the rehabilitation project.

### 2. Proposal

The attached application proposes:

- Simcoe Lions would raise 100% of capital costs associated with the project, estimated at \$474,500.
- Simcoe Lions would apply for a Norfolk County building permit and provide engineering drawings and plans for the County to review and approve to our specifications prior to construction.

- Simcoe Lions would manage the construction of the proposed gazebo and supervise the work, proposed for 2026.
- Simcoe Lions would apply for a Norfolk County building permit after all fundraising is complete.

The Simcoe Lions Club requests Norfolk County assistance with:

- 100% of future operating costs and gazebo capital maintenance and replacement costs to be the responsibility of the County. Staff estimate annual operating and maintenance costs would be \$2000 annually. The Lions have offered to contribute to long-term costs with a similar arrangement as the Simcoe Lions Ball Park.
- Facility rentals and bookings would be the responsibility of the County.
- Annual insurance costs for the gazebo would be the responsibility of the County, estimated at \$600 annually.
- Waiving the \$254 building permit application fee.

Full details are included in the attached Application submitted by the Simcoe Lions Club.

### 3. Analysis

**Parks:** Parks staff are familiar with the project and are supportive. Parks staff do not foresee any major operating cost increases aside from ongoing maintenance, minor repairs, additional mulch for flower beds, power washing/removing any vandalism. Annual operating costs are estimated at \$2000.

**Recreation:** Recreation is supportive of the proposed project and confirmed that it aligns with the Master Recreation Plan Outdoor Recreation criteria:

- **Design Multi-use and Adaptable Park Facilities:** Design parks and facilities that are flexible and adaptable to meet a range of community needs and activities
- **Incorporate Benches, Tree Planting and Shade Structures:** Enhance parks with benches, tree planting and **shade structures** to improve comfort and environmental benefits
- **Include Multi-Use, Multi-Generational, and Multi-Seasonal Spaces:** Create parks that cater to diverse age groups and activities, with spaces that can be used year-round.

Recreation staff would also manage facility bookings on a first come first serve basis.

**Planning:** The gazebo location is proposed for the intersecting pathways in the northern section of the park, located within the Hazard Land Zone. Norfolk's Planning department and our Chief Building Official confirmed that the area is not under site plan control, and that an open pavilion is permitted on the Hazard Lands so long as it is an

accessory to a park. Therefore, a minor variance is not required for the project as proposed.

**Building:** A building permit would be required for the gazebo for a fee of \$254. The Lions Club has requested that the County waive the Building Permit fees. Our Chief Building Official confirmed that building permit fees are collected in accordance with the Norfolk County Building By-law with the rates identified in the Norfolk County User Fee and Service Charges By-law as amended. According to the Norfolk County Building By-law, Building Permit fees must be paid at time of Building Permit application. Council could consider a reimbursement of Building Permit fees to the applicant. Staff note that Building Permit fees are associated with the cost of the review and all associated inspections in accordance with the Ontario Building Code and Building Code Act. Any fee waiver would result in the inability to recover full costs associated with the services prescribed by the Building Code Act.

**Asset Management:** If approved by Council, the new asset would be added to Norfolk's Asset Management Plan and annual replacement costs would be budgeted at \$32,600 for asset replacement replaced in 25 years for a total replacement cost estimated at \$815,000.

**Risk Management:** The asset would increase Norfolk's insurance premiums by approximately \$600 annually. Staff note that the County will be responsible for the structure and should ensure that it's being constructed to Building Code and safety standards, and that we regularly maintain and inspect the structure and property for any damage or deficiencies that could give rise to public injury.

#### **Financial Services Comments:**

The Approved Capital Budget does not currently include an allocation for the construction of a Gazebo in Simcoe's Wellington Park. If this Community-Led Initiative application is approved, staff recommend including a project in the Proposed 2026-2035 Levy Capital Plan for Council's approval. The proposal anticipates a total estimated cost of approximately \$475,000 which would be funded entirely from donations. There are no anticipated financial implications relating to the County's internal funding sources as a result of this generous contribution from the community group.

If Council chooses to waive the building permit fee in the year of construction, the financial impact would be immaterial.

As this represents a new asset that the County would assume ownership upon completion, and responsibility for eventual replacement, there are additional lifecycle cost considerations arising from this CLI application. The gazebo would have an expected useful life of 25 years based on policy FS-16: Tangible Capital Assets. An annual allocation of \$32,600 (\$815,000 replacement cost / 25 year estimated service life) would be required to be included in future Levy Operating Budgets to support

eventual replacement costs. This contribution is recommended to be directed to the General Capital Reserve.

Annual ongoing operating costs of the structure are estimated at approximately \$2,600, including maintenance and insurance. These costs would be included within the Levy Operating Budget for the Parks Department in the year of construction.

#### **Interdepartmental Implications:**

**Legal:** Legal review would be required for the proposed agreement between the County and the Simcoe Lions Club at a cost of approximately \$1000.

**Permits:** Staff time would be required to review the building permit application and the proposed project specifications to ensure compliance with County standards.

**Operation:** Once construction is complete, interdepartmental implications are expected to be minimal, as Norfolk County currently maintains the Wellington Park. Instances of vandalism would impact staff time required to maintain and repair the gazebo. Staff time will also be required to manage facility bookings and special events.

**Asset Management:** When Norfolk County takes ownership of the gazebo, the County will be responsible for maintenance, repairs and eventual replacement of the asset at the end of its life. POLICY FS-16: Tangible Capital Assets, specifies that the estimated useful life of the structure, based on the material type wood/vinyl, would be 25 years.

#### **Consultation(s):**

This report was drafted with input from the General Manager of Operations, Supervisor of Parks Operation East, Director of Recreation, Chief Building Official, Planning staff, Manager of Asset Management, Risk Manager, and Finance staff. The proposal has been reviewed by Senior Leadership.

#### **Strategic Plan Linkage:**

Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities

Explanation: The proposed project will create a new multi-use accessible community asset in a public park, available to all residents.

#### **Attachment(s):**

- CLI Application: Simcoe Lions Wellington Park Gazebo

- Gazebo Project Description
- Gazebo Project Cost Estimate
- Gazebo Project Pictures

#### **Approval:**

Approved By:  
Al Meneses, CAO

Reviewed By:  
Bill Cridland,  
General Manager, Operations

Prepared By:  
Stephanie Potter  
Manager, Corporate Initiatives