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## Council-In-Committee Meeting – September 09, 2025

Subject: Future of Lampport Park Options Report  
Report Number: CDS-25-031  
Division: Community and Development Services  
Department: Fleet and Facilities Services  
Ward: Ward 4  
Purpose: For Decision

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### Recommendation(s):

That Staff Report CDS-25-031 Future of Lampport Park Options Report be received as information; and,

That staff be directed to proceed with Option # \_\_\_\_ of the report.

### Executive Summary:

#### Purpose of the Report:

This report seeks Council direction on the future of the Vittoria Lampport Park.

#### Background and Context:

Staff Report OPS-25-001, Vittoria Old Town Hall Options Report (Attachment A) was presented to Council on January 14, 2025. Council directed staff to proceed with Option #3 of the report – the nominal sale of the Hall to a local non-profit and to retain the parkland (Lampport Park).

Further, if Option #3 was not successful and there were no willing non-profit organizations willing to purchase the Hall under the conditions set by Council, staff were to proceed with Option #6 - the surplus and sale of the Vittoria Old Town Hall and parkland on the open market.

Staff Report CDS-25-016, Vittoria Old Town Hall Expression of Interest Results (Attachment B) was presented to Council on June 12, 2025. Council directed staff to proceed with the disposal of the Vittoria Old Town Hall building and return with a staff report to investigate possible options for the future of the Lampport Park.

#### Key Findings and Analysis:

The Lampport Park property located at 1538 Old Brock Street, Vittoria was donated in 1962 by the Lampport family to the former Trustees of the Police Village of Vittoria (now Norfolk County) in memory of William A. Lampport. The property has been utilized as a

community parkland since 1962. Currently, the Park is a rentable space for community events between May 1<sup>st</sup> and September 30<sup>th</sup>. Usage of the Park has been minimal in recent history (less than 10 hours rented annually).

There are three focal site features located in Lamport Park including an UEL interpretive sign, a Lamport Park donation memorial as well as a Township of Charlotteville memorial and flagpole (Attachment 'C'). Depending on the option Council selects, it is staff's opinion that the interpretive signage and Township of Charlotteville memorial and flagpole would be moved to the Vittoria & District Community Centre property. The Lamport Park donation memorial would be removed and returned to a location of the Lamport family's request. Moving costs, including installing appropriate foundations, are estimated to not exceed \$15,000.

A property survey has not yet been completed, but staff have determined that the septic tank from the adjacent Vittoria Old Town Hall building is very likely to be partially on both the Vittoria Old Town Hall and Lamport Park parcels while the septic tile bed is located entirely on the Lamport Park parcel.

The park lands are designated "Hamlet" in the Official Plan and zoned "Community Institutional Zone" in the Comprehensive Zoning Bylaw. Uses outside the permitted designation and/or zone would require some type of planning application with applicable supporting documentation in accordance with the Official Plan. The latest property appraisal was completed in May 2024 which appraised the Park value at \$275,000. As the real estate market fluctuates consistently, an updated opinion of value or appraised value is recommended prior to any disposition, if considered. It is Norfolk County's legal opinion that there are no legally binding covenants on the Lamport Park that would prohibit any sale or disposition of the property.

### **Lamport Park Future Options:**

Staff have developed three potential options for Council's consideration. Within each of the options, there exists some variations.

#### **Option 1: Retain County Ownership of Lamport Park**

In this option, Norfolk County would retain Lamport Park and provide an easement to the future property owner of the Vittoria Old Town Hall for maintenance of the existing septic system.

#### **Pros:**

- Ensure public access to Lamport Park property
- Cost avoidance of moving existing monuments
- Lamport Park remains a public parkland as originally requested by Lamport family through 1962 donation

#### **Cons:**

- Significantly reduced marketability of the Vittoria Old Town Hall property (lack of available parking, easement restrictions, etc.)
- Easement required for new owner of Vittoria Old Town Hall property

- Annual operating cost of approximately \$3,000 for grass cutting, park maintenance and park bookings
- Loss of revenue related to private sale of parkland

**Option 2: Surplus and Sale of Hall and Parkland**

In this option, Norfolk County would surplus and sell the Lamport Park on the open market. The Lamport Park would be sold in conjunction with the Vittoria Old Town Hall.

Pros:

- No easement required as the property owner would own both parcels
- Maximize potential future uses of the property which would significantly increase marketability
- Potential \$275,000 in sale revenue which could be used to improve other local Parks
- No annual operating costs associated with Park maintenance
- Future tax revenue related to sale of property

Cons:

- Initial cost of \$10,000 for monument movement
- Potential loss of public access to Lamport Park property

**Option 3: Nominal Sale of Park Parcel to local Non-Profit**

In this option, Norfolk County would release a non-standard Request for Information (RFI) document to facilitate a fair, open and transparent process for potential local non-profit organizations willing to purchase Lamport Park for a nominal fee.

The expression of interest will identify key deliverables that proposals must meet including the:

- a. Disposition of the Norfolk County owned Lamport Park to a local non-profit organization for a nominal fee (\$1)
- b. Discontinuation of Norfolk County operations and maintenance of the Park
- c. Ensure local access to the Lamport Park and community involvement in potential revitalization and/or consultations with the donating family.

The RFI submissions and evaluations would be presented for Council decision in a future staff report.

Pros:

- Ensure public access to Lamport Park property
- Potential for cost avoidance of moving existing monuments
- No annual operating costs associated with Park maintenance
- Potential partnerships with donating family to spur community involvement with site

Cons:

- Significantly reduced marketability of the Vittoria Old Town Hall property (lack of available parking, easement restrictions, etc.)
- Easement required for new owner of Vittoria Old Town Hall property

- Loss of revenue related to private sale of parkland

**Conclusion:**

Staff have identified three future options with the Lamport Park and provided pros and cons of each option. Staff have not provided a recommended option and seeks Council direction on the future of the Lamport Park.

**Finance Comments:**

**Option 1**

If the parkland is retained under the status quo scenario, the County will continue receiving rental revenues for community events (historically less than \$1,000/year).

From an expense perspective the County would continue spending on operating and maintenance activities (primarily grass cutting).

**Option 2**

As discussed in previous reports, it is estimated that disposing of the parkland through the open market could generate revenues of up to \$275,000. As the property would no longer be a municipal facility, the County's tax revenues may increase in subsequent years as well (estimated at less than \$5,000/year).

From an expense perspective there may be minimal selling fees, and up to \$15,000 in one-time costs noted in the body of the report to relocate existing fixtures. However, the County would also eliminate the annual operating and maintenance costs on the property in perpetuity.

**Option 3**

If a non-profit sale is approved, the parkland would be disposed of for \$1 (nominal revenues). As the property would no longer be a municipal facility, the County's tax revenues may increase in subsequent years. However, depending on the purchaser's eligibility, they may be able to apply to Norfolk County's Tax Rebate for Charitable Organizations (40% of amount of property taxes).

From an expense perspective, the County would eliminate the annual operating and maintenance costs on the property in perpetuity, and it's possible that the existing fixtures may remain on the parkland, avoiding the associated moving costs.

**Summary**

Option 2 is the most financially beneficial, mainly due to the one-time disposition proceeds. Lifecycle costs under all scenarios are minimal and while the annual revenue and expense impacts of each option vary slightly, they are immaterial overall. Council will have to weigh the financial perspective with qualitative considerations covered in the body of the report as well.

**Interdepartmental Implications:**

The Lamport Park is currently operated and maintained by the Parks, Recreation and Culture Department.

## **Purchasing Services**

Section 5.8 of CS-02 Purchasing Policy states that a Director may use a Request for Information (RFI) prior to a Bid Request to seek information from interested parties for an upcoming solicitation. A Request for Information is a process whereby the County can acquire information and sometimes is known as a 'fishing exercise'. Such process does not lead to a contract award.

In this instance, a non-standard RFI will be developed and issued incorporating clear language to proponents on all stages of the process with negotiations and/or contract award being the potential outcome. While the proposed non-standard RFI process to be undertaken is not a procurement process and requires exemption from the Purchasing Policy by Council, the County's bids & tenders platform will be the 'vehicle' to be used for submission of proposals and will provide for a tool to communicate the opportunity providing a fair, open, and transparent process.

Purchasing staff will work together with the Community and Development Services team to develop and issue a non-standard RFI seeking proposals from local non-profit organizations for the nominal sale of hall parcel.

## **Realty Services**

Should Council decide to choose option 1, Realty staff will assist with the preparation and registration of all required easement documentation on title upon any conveyance of the Vittoria Town Hall.

Should Council decide to choose option 2, Realty staff, in conjunction with a third-party broker, will obtain an up-to-date valuation of the lands, list the property on the open market and complete any successful disposition to finalization in accordance with our policy.

Should Council decide to choose option 3, Realty staff will assist with the preparation of an Agreement of Purchase and Sale, finalization of the conveyance and preparation and registration of all required easement documentation upon conveyance of the Lamport Park.

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

Staff from Planning, Realty Services and Purchasing were consulted in the writing of this report.

### **Strategic Plan Linkage:**

Serving Norfolk - ensuring a fiscally responsible organization with engaged employees who value excellent service

Explanation: A potential disposition of the Lamport Park would improve Norfolk's overall financial sustainability.

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

- Attachment 'A' - Staff Report OPS-25-001 Vittoria Old Town Hall Options Report
- Attachment 'B' - Staff Report CDS-25-016 Vittoria Old Town Hall Expression of Interest Results
- Attachment 'C' - Lamport Park Monuments

#### **Approval:**

Approved By:  
Al Meneses, CAO

Reviewed By:  
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General Manager, Community and Development Services

Prepared By:  
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Director, Fleet and Facilities Services