



Council-In-Committee Meeting – November 13, 2025

Subject: Port Dover Lions Club Memo of Understanding
Report Number: CDS-25-091
Division: Community and Development Services
Department: Administration
Ward: Ward 6
Purpose: For Decision

Recommendation(s):

That Staff Report CDS 25-091 Port Dover Lions Club Memo of Understanding be received as information; and

That Council approves the Port Dover Lions Club Memo of Understanding for the term of ten (10) years; and

Further that Council further delegate authority to the General Manager, Community & Development Services to execute a Memo of Understanding between the Port Dover Lions Club and Norfolk County with respect to an operating and municipal tax subsidy for Port Dover Lion's Park, Harry Misner Memorial Park and Silver Lake Park.

Executive Summary:

The purpose of Report CDS 25-91 is to provide the Mayor and Council with information regarding the proposed updated Port Dover Lions Club Memo of Understanding to provide an operating and municipal tax subsidy for Lion's Park at St. George Street, Harry Misner Memorial Park and Silver Lake Park.

The Port Dover Lions Club and the former City of Nanticoke had a mutual Memo of Understanding where the municipality paid an annual contribution to the Lions Club for properties and recreation services that the Lions offered which were viewed as having a direct benefit to the community. The rationale for the financial contribution was the municipality saved funds by not having to fund full capital and operational expenses of various publicly used recreational properties and amenities.

Staff are presently working on updating all past Memo of Understandings, agreements and leases across the County to ensure are still legal, valid, updated, current and needed. The Port Dover Lions Club Memo of Understanding is one which was entered into with the former City of Nanticoke and passed to Norfolk County in 2001.

Discussions:

Currently the Port Dover Lions Club receives an annual operating and municipal tax subsidy from Norfolk County in the amount of \$3,600 which has not been increased in the last decade. This has been a historical Memo of Understanding from the City of Nanticoke to help offset municipal taxes and some operational costs of the various Port Dover Lions Club owned properties and recreational amenities.

Staff have met with members of the Port Dover Lions Club to discuss the historical Memo of Understanding to update it. In discussions with club members, it was noted that over the years the Lions owned property inventory had changed and operating costs and municipal tax rates had risen dramatically since the creation of the original Memo of Understanding. Operational expenses include insurance, garbage collection, portable toilet services, municipal tax, grass cutting, fence repair, hydro, baseball netting repair, playground equipment repairs and annual playground inspections. In addition to the operating expenses there are also the larger capital expenditure costs in operating these 3 properties.

In discussions, staff recommend limiting the new Memo of Understanding to include only 3 of the Lions Club owned properties. These are the Harry Misner Memorial Ball Park at 1025 Main Street, the playground at 800 Saint George Street and the Silver Lake Park located at 320 Saint Patrick Street. These 3 properties are viewed as offering a community recreation benefit that Norfolk County presently does not offer. It should be noted that the Lions pay close to \$21,550 in municipal property taxes each year on these 3 properties.

Staff are recommending an increase in contribution from the current \$3,600 a year to \$11,400, an increase of \$7,800. This increase in the subsidy would cover the costs of annually hiring a contractor for grass cutting at Harry Misner Memorial Park and Lion's Park estimated to be \$9,400. This also provides funding for 1 portable washroom at Silver Lake Park, May to November, and 1 portable washroom at Harry Misner Memorial Park, May till October. This additional service for Silver Lake Park will provide benefits to the community utilizing the Lynn Valley Trail as well as community events located there.

Staff are recommending a 10-year Memo of Understanding with a yearly operational review with club members. The Memo includes clauses to exit the Memo of Understanding if the Club is to ever divest any of the 3 properties listed in the report. Staff also recommend the Memo of Understanding includes an annual cost of living amount be applied to the subsidy keeps up with expenses to the Lions.

It is through the cooperation of Norfolk's many service clubs that Norfolk County residents can utilize additional green spaces and recreational amenities at minimal cost to the taxpayer. A continued partnership with the Port Dover Lions Club is mutually beneficial to all parties as Harry Misner Memorial Park is one of the few hard ball

diamonds in Norfolk County, and user traffic on the Lynn Valley Trail which connects with the Silver Lake Park property remains strong, indicating its popularity.

Finance Comments:

As identified within the report, the current Approved 2025 Levy Budget contains an allocation of \$3,600 to support Port Dover Lions Club operations. If Council approves the recommended updated MOU, the Draft 2026 Levy Operating Budget would include a base budget increase of \$7,800 within the Parks, Recreation, and Culture Department, to reflect the higher \$11,400 subsidy to the Lions Club and would be increased by 2% annually.

Interdepartmental Implications:

N/A

Consultation(s):

Staff have consulted with members of the Port Dover Lions Club and the Norfolk County CAO.

Strategic Plan Linkage:

N/A

Attachment(s):

- Draft lease Memo of Understanding

Approval:

Approved By:
Al Meneses, Chief Administrative Officer

Reviewed By:
Bill Cridland, General Manager, Community and Development Services
Brian Geerts, Director, Parks, Recreation and Culture

Prepared By:
Catherine Dougherty, Divisional Coordinator