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AIRPORT RESERVE

The Airport Reserve provides a contingency for unforeseen events that might put pressure on the tax rate, provides for expenditures associated with the rehabilitation or replacement of existing Airport infrastructure as well as a source of funding for external airport consulting services.

Revenues

The Airport Reserve shall generally receive revenues from annual operating budget allocations or any surplus generated from the Airport business, after allowing for operating and capital expenses, on an annual basis.

This Reserve also consists of funds set aside from Airport projects not completed in the previous financial year. These funds will be used to complete those Airport projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Airport Reserve may be used to fund the rehabilitation or replacement of existing airport capital infrastructure, assist in meeting the funding requirements of matching airport funding programs developed by senior levels of government, or support airport consulting services for various types of studies, plans or strategic development of the Airport.

Recommended Target Levels

The recommended minimum target would be about to 50% of the annual Airport General Operating Budget, which for 2019 is equivalent to \$69,700.

The recommended maximum target would be about to 100% of the annual Airport General Operating Budget, which for 2019 is equivalent to \$139,400.

COMMENTS:

The 2018 ending balance is \$6,042.81.

The 2019 projected ending balance is \$212.69

ASSET MANAGEMENT FUNDING RESERVE

The Asset Management Plan Funding Reserve is a long term source of financing to overcome the deficiency in replacement or purchases of capital assets.

Revenues

The Asset Management Plan Funding Reserve revenues are from the growth portion of the Current Market Assessment.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Asset Management Plan Funding Reserve expenditures will be used to assist with the financing of assets in the approved Capital Budget.

Recommended Target Levels

The recommended minimum target shall be \$nil

The recommended maximum target would be \$454,100, 3% of the 2019 annual budget.

COMMENTS:

The 2018 ending balance is \$413,996.50.

The 2019 projected ending balance is \$342,657.26

FACILITY INFRASTRUCTURE RESERVE

The Capital Infrastructure Reserve provides for expenditures associated with the rehabilitation, replacement or construction of buildings and other related facilities.

Revenues

The Capital Infrastructure Reserve revenues are from taxation.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Capital Infrastructure Reserve will be spent on costs related to design and implementation of the rehabilitation, replacement or construction of buildings and other related facilities.

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Recommended Target Levels

The recommended minimum target shall reviewed based on specific facility projects and needs

The recommended maximum target would be the total costs of all foreseen projects.

COMMENTS:

The 2018 ending balance is \$402,518.41

The 2019 projected ending balance is \$77,358.69

CEMETERY RESERVE

The Cemetery Reserve provides a source of funds for Cemetery projects and equipment. Within the Cemetery Reserve is a separate Memorials component that will fund replacements and maintenance of memorial benches, special memorials and trees in the Cemetery.

Revenues

The Cemetery Reserve revenues are from year-end surpluses in the Cemetery operations and surpluses in cemetery-related capital projects and from donations. The Memorials Component will receive 10% of each memorial bench & tree fee, and a 25% perpetual care levy on special memorials (defined as any memorial not considered a burial markers).

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Cemetery Reserve is to be used for Cemetery planning and plan implementation, surveys, landscaping projects, and other special Cemetery projects. Funds in the Memorials component will be used to replace, repair or maintain memorial benches and trees, and special memorials in the Cemetery including the flagpoles, the memorials near the Cemetery Building, and the St. Mary's Cemetery cross.

Recommended Target Levels

The recommended target minimum is \$50,000 plus the cumulative total of contributions to the Memorials component.

COMMENTS:

The 2018 ending balance is \$46,164.41

The 2019 projected ending balance is \$1,598.26

COUNCIL RESERVE

The Council Reserve provides for funding special projects identified by Council that may arise from time to time.

Revenues

The Council Reserve revenues are derived from taxation.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Council Reserve is spent on special projects as determined by Council from time to time.

Recommended Target Levels

The recommended minimum target shall \$0

COMMENTS:

The 2018 ending balance is \$3,498.54

The 2019 projected ending balance is \$3,538.99

DEVELOPMENT REMEDIATION RESERVE

The Development Remediation Reserve provides a source of funding for the installation, repair or replacement of outstanding development related municipal infrastructure deficiencies

Revenues

The Development Remediation Reserve shall generally receive revenues, after the appropriate notice by the Town has been provided, from outstanding construction holdbacks for which the Contractor has not remedied, any outstanding or expired municipal infrastructure deposits provided at the time of building permit application that the Builder has not rectified, and any outstanding Subdivision or Site Plan Agreement securities as a result of Developer default.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Development Remediation Reserve may be used for the installation, repair or replacement of outstanding development related municipal infrastructure deficiencies.

Recommended Target Levels

The balance of the Development Remediation Reserve should not drop below \$0 and should be monitored regularly to ensure outstanding municipal infrastructure deficiencies are appropriately rectified.

COMMENTS:

The 2018 ending balance is \$170,070.55

The 2019 projected ending balance is \$0.00

DOWNTOWN PARKING RESERVE

The Parking Reserve provides a source of funding to properly maintain the Downtown Municipal parking lots including capital investment in new or existing Downtown parking infrastructure. This Reserve can be used for operating or capital expense purposes, but can only be used for Municipal parking located in the Downtown.

Revenues

The Parking Reserve revenues are generated from surplus funds left over from the parking levy charged to Downtown property owners, payments in lieu of parking paid on development not spent in the current year, and any net proceeds from the sale of Town owned parking lot property.

This reserve also consists of funds set aside from Downtown Municipal parking infrastructure capital projects not completed in a previous financial year. These funds will be used to complete those Downtown Municipal parking infrastructure capital projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Parking Reserve may be used for the rehabilitation or replacement of existing Downtown Municipal parking lots, the purchase and capital maintenance of any Downtown Municipal parking infrastructure and related components, including parking-related technology, the design and construction of new Downtown Municipal parking infrastructure and the purchase of associated land, including financing, the cost associated with parking-related studies, analysis, policy or strategy development, and any annual operating deficit if incurred by the Town.

Recommended Target Levels

The balance of the Downtown Parking Reserve should not drop below \$0 and should be monitored regularly to ensure appropriate investment in Downtown Municipal parking infrastructure.

COMMENTS:

The 2018 ending balance is \$270,768.13

The 2019 projected ending balance is \$256,117.80

ECONOMIC DEVELOPMENT RESERVE

The purpose of this reserve is to fund strategic economic development initiatives including:

- Industrial land acquisition and development
- Commercial land acquisition and development (high priority projects only)
- Preparation and implementation of Economic Development strategies and studies that support the growth and development of the Tillsonburg economy

Revenues

The Reserve revenues are typically generated by industrial and commercial land sales and special projects.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Reserve is used to fund land acquisition and development, studies that support growth and related costs.

Recommended Target Levels

The recommended minimum target shall be \$500,000

The recommended maximum target would be \$5,000,000

COMMENTS:

The 2018 ending balance is \$284,451.57

The 2019 projected ending balance is \$102,192.46

ELECTION RESERVE

The Election Reserve provides funding for the municipal election held every 4 years. The purpose of the fund is to spread the costs over each of the four years.

Revenues

The Election Reserve revenues are from planned amounts budgeted through the Council operating budget.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Election Reserve is to be used for election purposes and all associated costs therein.

Recommended Target Levels

The recommended target minimum is 13,500.

A preferred amount to support elections would be \$54,000.

COMMENTS:

The 2018 ending balance is \$16,288.32

The 2019 projected ending balance is \$18,476.68

ENGINEERING RESERVE

The Engineering Reserve provides a source of funding for external engineering services to smooth budgetary impacts associated with Regulated obligations, to support consulting services for various engineering related studies, plans, assessments, policy or strategic development, analysis, inspections, or investigations as they arise, and to support the implementation of engineering related capital projects.

Revenues

The Engineering Reserve shall generally receive revenues from annual operating budget allocations or any surplus generated from the engineering business, after allowing for operating and capital expenses, on an annual basis.

This Reserve also consists of funds set aside from engineering related projects not completed in the previous financial year. These funds will be used to complete those engineering related projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Engineering Reserve may be used for consulting services of various engineering related studies, plans, assessments, policy or strategic development, analysis, inspections, or investigations as they arise and the implementation of engineering related capital projects.

Recommended Target Levels

The recommended minimum target shall be sufficient to cover all Regulated engineering related obligations. For 2019, this is equivalent to \$40,000.

A preferred amount would be about 25% of the annual operating budget, which for 2019 is equivalent to \$63,450.

The recommended maximum target would be equivalent to 50% of the annual operating budget which is \$126,900 for 2019 representing about three iterations of Regulated engineering obligations.

COMMENTS:

The 2018 ending balance is \$47,867.95

The 2019 projected ending balance is \$8,421.50

FIRE DEPARTMENT EQUIPMENT RESERVE

The Fire Department Equipment Reserve provides a fund for capital equipment purchases.

Revenues

The Fire Department Equipment Reserve revenues are from planned amounts budgeted through the fire department operating budget.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Fire Department Equipment Reserve is to be used for capital projects.

Recommended Target Levels

The recommended target minimum is \$75,000.

A preferred amount to support capital purchases would be \$225,000.

COMMENTS:

The 2018 ending balance is \$81,567.48

The 2019 projected ending balance is \$117,510.75

FIRE DEPARTMENT LABOUR RESERVE

The Fire Department Labour Reserve provides a fund for part time suppression labour costs.

Revenues

The Fire Department Labour Reserve revenues are from surplus amounts, if any, of the fire department suppression labour budget.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Fire Department Labour Reserve is to be used for occasions where, suppression, training and public education labour costs exceed the budgeted amount in a year.

Recommended Target Levels

The recommended target minimum is \$15,000.

COMMENTS:

The 2018 ending balance is \$0

The 2019 projected ending balance is \$0

FLEET AND EQUIPMENT RESERVE

The Fleet and Equipment Reserve shall provide a source of funding for the replacement of corporate vehicles and equipment. Where expansion is necessary and where Development Charge funding cannot be applied, this Reserve is to provide a source of funding for the purchase of such fleet/equipment. Each request for expansion funded from this Reserve must be made clear during the capital budget process and in the purchase award report to Council.

Revenues

The Fleet and Equipment Reserve revenues shall be generated through the application of an annual Capital Cost Recovery charge to user departments. Fleet units shall repay this Reserve over the useful life of the unit. Additionally any surplus generated from the fleet business, after allowing for operating and capital expenses as well as any revenue generated from the disposal of replaced fleet assets shall also be contributed to this Reserve.

This reserve also consists of funds set aside from fleet capital projects not completed in a previous financial year. These funds will be used to complete those fleet capital projects in a future financial year. The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Fleet and Equipment Reserve shall be used for the replacement of corporate vehicles and equipment.

Recommended Target Levels

The Reserve balance shall be adequate to sustain the replace of existing vehicles and equipment on a replacement scheduled based on the estimated service life of the vehicle and/or piece of equipment.

The recommended minimum target shall be equivalent to the sustainable annual capital investment forecast identified in the Town Asset Management Plan as \$830,000 for fleet and equipment.

A preferred amount would be equivalent to 15% of the Fleet replacement value identified in the Town Asset Management Plan, which for 2019 would be equivalent to \$1,567,500.

The recommended maximum target would be about 20% of the Fleet replacement value identified in the Town Asset Management Plan. For 2019, this would be equivalent to \$2,090,000.

COMMENTS:

The 2018 ending balance is \$339,743.34

The 2019 projected ending balance is \$171,357.76

IT EQUIPMENT RESERVE

The IT Equipment Reserve shall provide a source of funding for the replacement of corporate software, computer and communications equipment.

Revenues

The IT Equipment Reserve revenues shall be generated through the application of an annual Capital Cost Recovery charge to user departments. IT related charges shall repay this Reserve over the useful life of the units.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The IT Equipment Reserve shall be used for the replacement of corporate software, computing and tele-communications equipment.

Recommended Target Levels

The Reserve balance shall be adequate to sustain the replacement of existing equipment on a replacement schedule based on the estimated service life of the piece of equipment.

The recommended minimum target shall be equivalent to the sustainable annual capital investment forecast identified in the Town Asset Management Plan as \$75,000.

A preferred amount would \$225,000.

COMMENTS:

The 2018 ending balance is \$150,126.05

The 2019 projected ending balance is \$97,865.22

LINEAR INFRASTRUCTURE RESERVE

The Linear Infrastructure Reserve provides for expenditures associated with the rehabilitation or replacement of existing capital infrastructure such as roads sidewalks, streetlights and signalized intersections, bridges, culverts and retaining walls, storm sewers and stormwater management facilities and their respective related infrastructure.

Revenues

The Linear Infrastructure Reserve shall generally receive revenues from annual operating budget allocations, any surplus generated from existing linear infrastructure business after allowing for operating and capital expenses, any new linear infrastructure program funding from senior levels of government, not including Gas Tax Funding, and an equitable share of the Assessment Growth allocated towards the Towns Asset Management Plan. Additionally, an annual allocation of surplus shall be contributed to this Reserve, as outlined in the Surplus Allocation Policy.

This reserve also consists of funds set aside from linear infrastructure capital projects not completed in a previous financial year. These funds will be used to complete those linear infrastructure capital projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Linear Infrastructure Reserve may be used to fund the rehabilitation or replacement of existing capital infrastructure or assist in meeting the funding requirements of matching linear infrastructure programs developed by senior levels of government.

Recommended Target Levels

The recommended minimum target shall be equivalent to 1% of the linear infrastructure replacement value identified in the Town Asset Management Plan, which for 2019 would be \$2,076,000.

The preferred amount would be equivalent to the sustainable annual capital investment forecast identified in the Town Asset Management Plan as \$3,890,000 for linear infrastructure.

The recommended maximum would be about 8% of the linear infrastructure replacement value identified in the Town Asset Management Plan. For 2019, this would be equivalent to \$16,608,000 representing approximately the support for a 5-year capital plan.

COMMENTS:

The 2018 ending balance is \$455,370.48

The 2019 projected ending balance is \$65.636.46

PHYSICIAN RECRUITMENT RESERVE

The Physician Recruitment Reserve is to establish funding in partnership with Tillsonburg District Memorial Hospital for the attraction of Physicians.

Revenues

The Physician Recruitment Reserve revenues are supported through taxation and donations from individuals and corporation.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Physician Recruitment Reserve has two main areas of expenditures. The first is related to the attraction of Physicians and the marketing related cost and the second is for costs to secure Physicians. A Shared Physician Recruitment Incentive Support Model for new physicians has been agreed to with the Tillsonburg District Memorial Hospital.

Recommended Target Levels

The recommended minimum target shall \$35,000

The recommended maximum target would be \$100,000

COMMENTS:

The 2018 ending balance is \$36,563.01

The 2019 projected ending balance is \$29,485.83

POLICE RESERVE

The Police Reserve purpose is to offset the annual cost of the Town's police service contract.

Revenues

The Police Reserve shall generally receive revenues from any surplus generated from a decrease in the budgeted service contract or unbudgeted funds received under the Ministry of Community Safety and Correctional Services which include, but are not limited to, the Community Policing Partnerships, Safer Communities - 1,000 Officers Partnership and RIDE grant programs. The Reserve will also retain interest earned by the funds in the Reserve.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Police Reserve funds are to be used solely to offset the annual cost of the Town's police service costs and must be made clear during the annual budget process.

Recommended Target Levels

N/A

COMMENTS:

The 2018 ending balance is \$139,841.07.

The 2019 projected ending balance is \$49,458.22

POLICE SERVICES BOARD RESERVE

The Police Services Board Reserve a fund to support special projects taken on by the Board to support policing efforts in the Town of Tillsonburg.

Revenues

The Police Services Board Reserve revenues are from the annual year end surplus of the special project funds, as outlined in the Surplus Allocation Policy as well as any revenue made from donations, auctions and unclaimed funds that may be collected by the Board.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Police Services Board Reserve is to be used for augmentation of the annual special projects allocation.

Recommended Target Levels

The recommended target minimum is \$1,000.

The recommended target maximum is \$20,000

COMMENTS:

The 2018 ending balance is \$10,476.20

The 2019 projected ending balance is \$15,597.35

RECREATION CULTURE AND PARKS RESERVE POLICY

The Recreation, Culture and Parks Reserve generates funds for projects, equipment, planning exercises, grant-matching, and other strategic initiatives of the Recreation, Culture & Parks Department. Within the Reserve is a separate Memorials component that will fund replacements and maintenance of memorial benches and trees in Town Parks. Other separate components may be established from time to time to track reserves targeted for specific projects or facilities.

Revenues

The Recreation Culture and Parks Reserve revenues are from year-end surpluses in RCP capital projects or from capital projects not completed at year-end. Revenue may also be sourced from donations, bequests, fundraising revenue, advertising sales, special user levies or fees, fines, court awards, insurance claims. The Memorials Component will receive 10% of each memorial bench & tree fee. The Reserve will also retain interest earned by the funds in the Reserve.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Recreation Culture and Parks Reserve is to be used for planning, plan implementation, grant matching, community events, equipment purchases, capital repairs and improvements, fee subsidies, youth leadership initiatives, public art, cultural initiatives or other expenditures as designated by the source of the revenue. Funds in the Memorials component will be used to replace, repair or maintain memorial benches and trees in Town Parks.

Recommended Target Levels

The recommended target minimum is \$500,000 plus the cumulative total of Memorial contributions.

COMMENTS:

The 2018 ending balance is \$324,382.67

The 2019 projected ending balance is \$224,266.27

TAX RATE STABILIZATION RESERVE

The Tax Rate Stabilization Reserve provides a contingency for unforeseen events that might put pressure on the tax rate. It is also used as a source of working capital.

Revenues

The Tax Rate Stabilization Reserve revenues are from the annual year end surplus, as outlined in the Surplus Allocation Policy.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Tax Rate Stabilization Reserve is to be used for unforeseen expenditures of a one-time nature.

Recommended Target Levels

The recommended target minimum is 3% of the annual tax supported budget.

For 2019, this would be \$417,900 based on an operating budget of \$13,929,400.

A preferred amount to support working capital would be about 15% of the budget which is \$2,270,550 representing about 2 month's cash flow.

COMMENTS:

The 2018 ending balance is \$887,571.08

The 2019 projected ending balance is \$736,336.80

TRANSIT RESERVE

The Transit Reserve was established to support provide funding for a Community Transportation Program in cooperation with other community agencies. A Community Transportation Program meets the Community Strategic Plan's action items of exploring alternative transportation options and implement and market a transportation program.

Revenues

The Transit Reserve revenues are from taxation. The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Transit Reserve is to co-fund the requirements of community transit system. The annual limit is established through the budget process.

Recommended Target Levels

The recommended minimum target shall be \$22,500.

The recommended maximum target would be \$75,000.

COMMENTS:

The 2018 ending balance is \$0.

The 2019 projected ending balance is \$0

WASTE MANAGEMENT RESERVE

The Waste Management Reserve consists of funds set aside for the future rehabilitation or replacement of waste related assets and to provide financial assurance for the future decommissioning, clean-up or remediation of the Transfer Station facility.

Revenues

The Waste Management Reserve shall generally receive revenues from any surplus generated from the waste business, after allowing for operating and capital expenses, on an annual basis.

This Reserve also consists of funds set aside from waste management projects not completed in the previous financial year. These funds will be used to complete those waste management projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Waste Management Reserve could be used for operating or capital expense purposes related to waste management.

Recommended Target Levels

The balance of the Waste Management Reserve shall be equivalent to the financial assurance to clean-up the maximum allowable amount of waste at the Transfer Station facility at any one time, which for 2019 is equivalent to \$79,600, and increase annually at the rate of inflation.

COMMENTS:

The 2018 ending balance is \$1,856.59

The 2019 projected ending balance is \$1,878.06

WINTER MAINTENANCE RESERVE

The Winter Maintenance Reserve is to fund winter maintenance activities in the event of a shortfall in the Winter Maintenance Operating Budget. This Reserve is to assist in minimizing the financial implications resulting from extreme winter weather conditions.

Revenues

The Winter Maintenance Reserve revenues are from surplus funds from the annual Operating Budget for winter maintenance, if any.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Reserve provides additional funding for winter maintenance expenditures in the event of a deficiency in the Operating Budget amount for winter maintenance.

Recommended Target Levels

The recommended minimum target shall be equal to 10% of the 5-year average winter maintenance costs or a minimum of \$50,000.

The recommended maximum target would be about 25% of the 5-year average winter maintenance costs which for 2019 would be approximately 133,200.

COMMENTS:

The 2018 ending balance is \$0.

The 2019 projected ending balance is \$0

OBLIGATORY RESERVES

BUILDING PERMIT COST STABILIZATION RESERVE

The Building Permit Cost Stabilization Reserve Fund was created to support Section 7(2) of the Ontario Building Code Act which states “The total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of jurisdiction” meaning fees collected are to be used to administer the Act; surpluses cannot be used to fund general Town expenditures, and deficits should be funded from a Reserve Fund.

Revenues

Revenues to the Cost Stabilization Reserve Fund are an annual budgeted allocation from Building Permit revenues, as well as additional revenues added from Building Permit surplus as it occurs.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

Expenditures from the CSRF are to stabilize the building permit revenue line in the Operating Budget and to fund Building department capital expenditures.

Recommended Target Levels

The minimum target amount should be \$100,000 about 25% of the annual operating cost and the maximum should be \$400,000.

COMMENTS:

The 2018 ending balance is \$271,257.93

The 2019 projected ending balance will depend on the 2019 operating surplus but is expected to be over \$400,000.

DEVELOPMENT CHARGE RESERVE

The Development Charge (DC) Reserve Funds provide financing for growth related projects undertaken by the Town as detailed in the DC Background Study and By-Law. The DC legislation took effect in 1991.

Revenues

The Development Charge Reserve revenues are from charges imposed and collected prior to the issuance of a building permit on new development and redevelopment that will result in the demand for hard and soft services.

Expenditures

This Development Charge Reserve contributes to projects identified in the DC study and included in the rate.

Recommended Target Levels

The recommended target would be to have adequate funding to meet the growth of the Town.

COMMENTS:

The 2018 ending balance is \$1,976,883

The 2019 projected ending balance is to be determined from revenues received during 2019 and the forecasted expenditures of \$1,449,000 for 2019.

FEDERAL GAS TAX REBATE RESERVE

The Gas Tax Rebate Reserve provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues.

Revenues

The Town of Tillsonburg receives a semi-annual allocation of funds from the Association of Municipalities Ontario (AMO) on behalf of the Federal Government per the Agreement for the Transfer of Federal Gasoline Tax Revenues.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

Expenditures from the Gas Tax Rebate Reserve are to be used to support environmentally sustainable municipal infrastructure projects to help ensure cleaner air, cleaner water, and reduced greenhouse gas emissions. The Transfer of Federal Gasoline Tax Revenues Agreement sets out Eligible projects/categories as well as terms & conditions in further detail.

Recommended Target Levels

The balance of the Gas Tax Rebate Reserve should not drop below \$0 and should be monitored regularly to make best use of the opportunity available to the Town of Tillsonburg.

COMMENTS:

The 2018 ending balance is \$91,685.83.

The 2019 projected ending balance is \$574,634.07

In 2019, the Federal government added two one-time payments on top of the annual contributions of \$487,351.46 and \$9,076.66.

TRUST FUNDS

THE ANNANDALE HOUSE TRUST

The Annandale House Trust is established for purpose of generating funds for the restoration, refurbish, development, and promotion of the Annandale House and the Museum's collection was established through By-Law 2259. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Annandale House Trust revenues are from donations, bequests, fundraising activities and any revenue from the divestment of de-accessioned items in the Museum's collection or the sale of items donated for the collection but which do not meet the criteria to be added to the collection. Interest earned on funds in the Trust will be retained within the Trust.

Expenditures

The Annandale House Trust is to be used for capital repairs and enhancements to the Annandale House, outbuilding and grounds that are consistent with maintaining and/or restoring the National Historic Site. Trust funds may also be used for acquisition of items for the Museum collection or for expenses related to the preservation, storage or display of the items in the collection. Grant matching is an eligible expense. Fundraising expenses and donor recognition are not eligible expenses.

Recommended Target Levels

The recommended target minimum is \$400,000.

COMMENTS:

The 2018 ending balance is \$132,733.

The projected 2019 ending balance is \$132,900.

CEMETERY MAINTENANCE TRUST

The Cemetery Maintenance Trust was established to receive, maintain, control and use donations for the general maintenance and upkeep of Tillsonburg Cemeteries. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Cemetery Maintenance Trust revenues are from donations received. They shall be deposited into this trust account and may be invested in such securities as the trustees may invest in under the Trustee Act, and the earnings derived from the investment of such monies form part of the trust fund.

Expenditures

This Cemetery Maintenance Trust Trustees will determine the disbursement of the funds, to focus on the general maintenance and care of the grounds of the Tillsonburg Cemetery.

Recommended Target Levels

The recommended minimum target shall \$10,000

The recommended maximum target would be \$100,000

COMMENTS:

The 2018 ending balance is \$34,701.

The projected 2019 ending balance is \$35,400.

CONSOLIDATED ACCOUNTS:

Cemetery Maintenance	\$23,609
TASC	\$1,710
Cemetery Trees	\$3,126
Cemetery Capital	\$6,256

PURPOSE:

Cemetery maintenance
Plant trees in cemeteries
Fund capital purchases for cemeteries

CEMETERY PERPETUAL CARE TRUST

The Perpetual Care Trust holds funds in trust as per of the *Funeral, Burial and Cremation Services Act, 2002, Section 51 and Ontario Regulation 30/11, Division G*, which requires a cemetery operator to have a trust account for the purpose of generating funds for the care and maintenance of the cemetery. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Perpetual Care Trust revenues are from the contributions required by the Act and set by regulation that are collected from every sale of interment rights within the cemetery and in respect of markers installed in the cemetery. As per the Act, income from the investment and reinvestment of those contributions must be must only be used for the prescribed purposes and in accordance with the prescribed rules. If this income is retained by the Trust it may only be made available for distribution to the cemetery operator.

Expenditures

The capital accumulated within the Trust cannot be used for any purpose except as required or permitted by the Act or the regulations. Distributed interest earned from the investment and reinvestment of contributions from markers can be used to stabilize, maintain, secure and preserve markers in the cemetery. Interest earned from the investment and reinvestment of money paid into the trust for purposes other than for markers can be used to maintain, secure and preserve the cemetery, including its grounds, buildings, structures and markers, and for the equipment used to maintain, secure and preserve the cemetery. Regulation permits the operator to use income from the fund or account to pay a worker wages and benefits for engaging in, or supervising, the stabilization, maintenance, securing or preservation of markers, the cemetery or any of its grounds, buildings, structures or markers; or the equipment used to maintain, secure or preserve the cemetery.

Recommended Target Levels

N/A

COMMENTS:

The 2018 ending balance is \$909,505.

The projected 2019 ending balance is \$927,500.

CEMETERY PRE-PAID TRUST

The Cemetery Pre-Paid Trust holds funds in trust for pre-paid cemetery services and has been established under Part VI of the *Funeral, Burial and Cremation Services Act, 2002, Section 52 and Ontario Regulation 30/11, Section 77-81*.

Revenues

The Cemetery Pre-Paid revenues were collected from Cemetery customers for pre-paid services up until 2014. They are no longer being collected as pre-paid services are not being offered by the Tillsonburg Cemetery. Interest earned from the Trust is retained within the Trust.

Expenditures

The funds in the Trust must be used for the purpose for which they were collected. When one of the clients who has pre-paid for cemetery services has need of those services, the funds held in trust plus the interest earned on those funds are used to pay for the services. If the fee for the services is less than the funds plus interest, any leftover must be returned to the estate of the client. If the fee is greater than the accumulated funds, the difference is waived by the Town.

Recommended Target Levels

The target level is \$0. As the pre-paid services are performed, the balance in the Trust will decrease to zero.

COMMENTS:

There are Provincial regulations and annual reporting requirements associated with pre-paid trusts that must be complied with as long as there are funds in the Trust.

The 2018 ending balance is \$29,406 representing 67 prepayments.

The projected 2019 ending balance is \$28,500.

COMMUNITY TRUST

The Community Trust was established to receive, maintain, control and use donations for community designated purposes. The Trust was defined and Trustees appointed By-Law 4322 on the 24th day of June, 2019.

Revenues

The Community Trust revenues are from Donations and Bequeaths received and deposited into this trust account. Funds in the Community Trust may be invested in such securities as the trustees may invest in under the Trustee Act, and the earnings derived from the investment of such monies form part of the trust fund.

Expenditures

This Community Trust shall be disbursed by the Trustees. These funds will be disbursed to focus on community purposes such as heritage designations, disaster relief, fire safety, parades, festivals, theatre and so on.

Recommended Target Levels

The recommended minimum target shall be \$50,000.

The projected 2019 ending balance is \$60,000.

COMMENTS:

The 2018 ending balance is \$64,171.

The projected 2019 ending balance is 76,200.

CONSOLIDATED ACCOUNTS:

John Scott	\$6,743
John McIntyre	\$2,784
John Law	\$32,125
Emergency	\$2,434
LACAC	\$7,826
Fire Safety House	\$1,174
Rowing	\$35
Youth Request	\$11,050

PURPOSE:

Poor of Tillsonburg
Sick children
Bands, concerts, & musical entertainment
Citizens affected by a fire or other disaster
Public awareness of heritage conservation
Fire safety
Sponsorship of rowing athletes
Special project grants and bursaries for youth

LAKE LISGAR REVITALIZATION TRUST

The Lake Lisgar Revitalization Trust is to be used for generating funds for the care and maintenance of the water quality of Lake Lisgar and the shorelines in and around Lake Lisgar.

Revenues

The Lake Lisgar Revitalization Trust revenues are from donations, bequests, grants and fundraising activities. If the balance in the Trust is less than the targeted minimum, there may be contributions from the Town's operating budget. Interest earned on the funds in the Trust will be retained in the Trust.

Expenditures

Eligible expenditures include projects upstream of the Lake like sediment ponds and erosion mitigation. Eligible expenses also include equipment, project expenses, scientific research, water quality monitoring, grant matching, and activities or projects that inform people about the importance of water quality and how they can assist with keeping Lake Lisgar clean.

Recommended Target Levels

The recommended target minimum is \$50,000.

COMMENTS:

The 2018 ending balance is \$25,463.

The projected 2019 ending balance is \$28,500.

PARKLAND TRUST RESERVE

The Parkland Trust Reserve provides a source of funds for Parkland acquisition, projects and equipment. Within the Parkland Reserve is a separate Memorials component that will fund replacements and maintenance of memorial benches and trees in Town Parks. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Parkland Trust Reserve revenues are from contributions from land developers and severances remitted under Section 51.1 (3) of the Planning Act R.S.O. (1990), from the sale of land previously designated for parkland purposes, and from donations. The Memorials Component will receive 10% of each memorial bench & tree fee. The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Parkland Reserve is to be used for Parks planning and plan implementation, surveys, landscaping projects, park amenities and other special Parks projects. Funds in the Memorials component will be used to replace, repair or maintain memorial benches and trees in Town Parks.

Recommended Target Levels

The recommended target minimum is \$10,000.

COMMENTS:

The 2018 ending balance is \$19,712.

The projected 2019 ending balance is \$20,400.

CONSOLIDATED ACCOUNTS:

Parkland Trust	\$17,967
Arbour Day	\$1,601
Fountain Trust	\$140

PURPOSE:

Purchase parkland and equipment
Plant trees
Maintain the Lake Lisgar fountain

SCHOLARSHIP TRUST

The Scholarship Trust was established to receive, maintain, control and use donations for scholarship awards. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Scholarship Trust revenues are from donations and bequeaths for the Town which are deposited to the trust account. The trust funds may be invested in such securities as the trustees determine under the Trustee Act and the earnings derived from the investment of such monies form part of the trust fund.

Expenditures

The Scholarship Trust funds shall be disbursed by the trustees on choosing a suitable recipient of a scholarship. The request for funds shall be provided from Tillsonburg High Schools and/or from neighboring Public or Private Schools to which Tillsonburg residents attend.

Recommended Target Levels

The recommended minimum target shall be \$20,000.

COMMENTS:

The 2018 ending balance is \$36,958.

The projected 2019 ending balance is \$35,200.

CONSOLIDATED ACCOUNTS:

Police Services Board Trust (PSB)	\$30,647
M.L. Covey Trust	\$6,311

PURPOSE:

Police (Foundations) Studies
Modern Language Studies

J.L. SCOTT MCLEAN OUTDOOR RINK TRUST

The J.L. Scott McLean Fund is to be used for capital expenses and ongoing facility improvements related to the construction of the outdoor refrigerated ice pad/basketball court facility behind the Tillsonburg Community Centre. The Trust was defined and Trustees appointed through By-Law 4126, Schedule A, on the 21st day of August, 2017.

Revenues

The J.L. Scott McLean Fund revenues are from donations received by the Town. Donations received herein shall be deposited into this trust account and may be invested in such securities as the trustees may invest in under the Trustee Act, and the earnings derived from the investment of such monies form part of the trust fund.

Expenditures

The J.L. Scott McLean Fund shall be disbursed by the trustees. Trustees are to determine the disbursement of the funds to focus on the construction of a new outdoor refrigerated ice pad/ basketball court facility in Memorial Park, the refrigeration of the facility and improvements to the facility.

COMMENTS:

The 2018 ending balance is \$413,204.

The projected 2019 ending balance is \$148,000.