



**Subject: RCP 2022 Q4 Report**

**Report Number:** RCP 23-27

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Department results reports.

**BACKGROUND**

This report provides Council with the January 1, 2022 to December 31, 2022

Department year-to-date operational and financial results for Recreation, Culture & Parks Department

**DISCUSSION**

2022 Business Objectives and Capital Projects

	Item	Target Date	Q4 Status
	Completion of new Splash Pad	Q3	Complete
	Northcrest Estates Phase 2 Park	Q4	Ongoing
	TCC Rehabilitation	Q4	Ongoing
	Tree Canopy Project	Q4	Complete
	Updating of Facilities Asset Management Plan	Q3	Complete
	Community Recreation Survey	Q3	Complete
	Review/Revise Membership Structure	Q3	Complete
	Municipal Open House Event – Tillsonburg 150	Q1	Complete
	150 <sup>th</sup> Anniversary Special Exhibit in Pratt Gallery	Q1-Q3	Complete
	Hosting of series of special events and production of souvenir items in honor of town's 150 <sup>th</sup> Anniversary	Q1-Q4	Complete
	General Facility repairs	Q1-Q4	Complete

	<b>Item</b>	<b>Target Date</b>	<b>Q4 Status</b>
	Roof Repair/Replacement	Q2-Q4	<b>Ongoing</b>
	New Playground Apparatus – Cranberry Park	Q3	<b>Complete</b>
	Continued Town beautification with BIA & Horticultural Society	Q1-Q4	<b>Ongoing</b>
	Work with TMBI on Optimist, Kiwanis & HB#1 ball diamond enhancements	Q3	<b>Complete</b>
	Update sports facilities consistent with modern standards		
	TCC Door Replacement	Q4	<b>Ongoing</b>
	Update signage at TCC/Memorial Park	Q4	<b>Complete</b>
	Annandale House Boiler Replacement	Q3	<b>Complete</b>
	CSC Security Camera Replacement	Q3	<b>Complete</b>
	New Columbarium	Q4	<b>Complete</b>
	Dog Park enhancements	Q3	<b>Complete</b>
	Provide and Expand accessible trails and parks	Q4	<b>Ongoing</b>
	Expand community partnerships for delivery of programs and amenities	Q1-Q4	<b>Ongoing</b>
	Preserve Lake Lisgar and its surrounds	Q3-Q4	<b>Ongoing</b>
	Lake Lisgar Waterpark Building Reno	Q4	<b>Ongoing</b>

Throughout the course of the year, 24 RCP capital projects were completed. The 2022 capital projects had a total cumulative variance of \$67,876 in overages.

The RCP Department's 2022 Q4 operational budget variance summary is as follows:

	<b>2022</b>	<b>YTD</b>	<b>Budget</b>
	<b>Budget</b>	<b>Actuals</b>	<b>Variance</b>
300 Cemetery	345,400	305,526	39,874
450 Parks	839,100	802,174	36,926
455 Community Events	106,800	96,461	10,339
460 Rec - Programs	1,152,400	778,764	373,636

465 Rec – Bldg. Maintenance	2,844,900	2,792,784	52,116
467 Elliott Fairbairn Centre	47,900	22,875	25,025
475 Museum	352,300	309,117	43,183
<b>Total Recreation, Culture &amp; Parks</b>	<b>5,688,800</b>	<b>5,107,701</b>	<b>581,099</b>

Notes on RCP Overall Budget Variances:

- Labour expense was under due to staff turnover and job vacancy.
- Museum labour was under as the P/T staff was not hired until Q3.
- Heating Lighting Water was under in most areas of the operations except building maintenance.
- Building repairs and maintenance plus supplies expense was over.
- Subcontractor was under in trees, sports fields, cleaning and equipment maintenance.
- Recreation Services revenue was up due to increase in extended pool operations, membership growth and program registration.
- Advertising expenses were under budget in most areas of RCP.

## **CONSULTATION**

Manager of Recreation Services  
 Manager of Parks & Facilities  
 Culture and Heritage Manager/Curator

## **FINANCIAL IMPACT/FUNDING SOURCE**

### Recreation Services

The Recreation department had a surplus of \$373,636 in 2022. There was no revenue for indoor pool programming budgeted past June, 2022 due to the projected timing of the indoor pool closure for construction. The indoor pool remained opened for the full fiscal year, resulting in increased revenue for admissions, memberships and youth program fees. Reduced capacities in all programs and services were also budgeted for in 2022 to account for COVID restrictions. The restrictions were lifted earlier in the year than anticipated which resulted in the ability to increase revenue by operating programs at a higher capacity. Lake Lisgar waterpark exceeded participation expectations which accounted for a significant portion of the admissions revenue variance. Youth recreation programs saw increased participation in 2022 with new programs offered. Overall, the variance in budget to actuals in 2022 was due to increased participation, increased service levels and capacities, and maintaining the continuity of aquatic programs throughout the year as construction timelines became solidified.

### Museum

There are several factors that contributed to the 2022 museum surplus of \$43,183. Mandatory closure at the beginning of the year, resulted in reduced spending on programs and special events, while the return of school groups in the fourth quarter lead to increased program revenue. The majority of the surplus, however, can be attributed to the Covid Relief funding that the museum received from the Federal Government in 2021. The grant allowed funds to be carried over to the 2022 operating budget. These factors combined created a reduction in the net levy operational budget actuals that resulted in the surplus for 2022.

### Parks and Facilities

Parks and Facilities operating budget had a surplus in 2022 of \$164,280. Majority of the surplus was created in Facilities who tendered a new housekeeping contract which saw a reduction in the subcontractor expense of \$81,300. Parks saw a savings with the equipment maintenance, tree and sports field subcontractor line which was approximately \$46,900. Unbudgeted and unforeseen repairs with aging infrastructure with a focus on enhanced maintenance and asset management of our facilities were factors that impacted the building repairs and operating expenses which had an overage of \$51,300.

## **CORPORATE GOALS**

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

**Goal** – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

**Strategic Direction** – N/A

**Priority Project** – N/A

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**ATTACHMENTS**

Appendix A - 2022 Q4 RCP Operating Department Results