



Subject: Creation of Town Hall Reserve

Report Number: FIN 25-039

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance / Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, December 8, 2025

RECOMMENDATION

- A. THAT report titled “Creation of Town Hall Reserve” be received as information; and
- B. THAT the Director of Finance be authorized to create a Town Hall Reserve, and transfer all funds earmarked for the construction of, or pertaining to, a Town Hall into such reserve, as outlined in report FIN-25-039; and
- C. THAT Reserve Policy 5-005, being Schedule A of By-Law 2020-008, be brought back to Council at a future date, incorporating the creation of the new Town Hall Reserve, plus any other adjustments proposed by the Director of Finance.

BACKGROUND

Over the years, the Town has funded various studies and other research for the development/construction of a new Town Hall. Such activities have been funded through various means, including taxation and sale of land, resulting in funds being set aside in different reserves. This report is to seek Council authority to create a Town Hall Reserve, thereby centralizing all funds earmarked for such purpose.

DISCUSSION

There are funds earmarked for the Town Hall in 3 separate reserves, as follows:

- 1. Capital Project #641, budgeted at \$450K for phase 1 design work, is funded from the Tax Rate Stabilization Reserve for \$300,000 and the Facility Infrastructure Reserve for \$150,000.
 - a. The forecast is that this project will be under budget by approx. \$150K
- 2. Economic Development Reserve - \$1.7M – from sale of 25 Maple Lane
- 3. Facility Infrastructure Reserve - \$700,000 – from savings of rent, heat, lights, and water from having moved from the mall to the Brock St locations, plus prior year surplus funds, as shown in the image below. This number may increase with some year-end adjustments.

Facility Infrastructure Reserve		
Funds earmarked for Town Hall		
2020 Unused funds	\$ 25,000	
2022 YE Surplus	\$ 130,019	
2022 YE Surplus	\$ 64,665	
2023 Rent Savings	\$ 87,845	
2023 HLW Savings	\$ 51,033	
2024 Rent Savings	\$ 146,123	
2024 HLW savings	\$ 55,860	
2025 Rent Savings	\$ 104,763	Subject to Year-end adj.
2025 HLW savings	\$ 34,990	Subject to Year-end adj.
Total	\$ 700,299	

The forecast then for the amount that would be consolidated into the Town Hall Reserve would be \$2,550,299, made up of the noted \$700,299, the \$150,000 and the \$1.7M. As indicated, this amount is subject to change based on the 2025-year end.

CONSULTATION

Manager of Accounting / Deputy Treasurer

FINANCIAL IMPACT/FUNDING SOURCE

Consolidating all Town Hall related funds into one reserve will streamline transactions, reduce errors, and improve tracking of projects.

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 accommodate and support sustainable growth.

FIN 25-039

Strategic Direction – Plan and develop a long-term financing strategy for new services and infrastructure to support growth.

Priority Project – *Ongoing Projects* - Replenish and grow municipal reserves

ATTACHMENTS

Appendix A – N/A