



**Subject: 2025 Q4 Department Results - RCP**

**Report Number:** RCP 26-014

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Director of Recreation, Culture & Parks

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

**RECOMMENDATION**

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

**BACKGROUND**

This report provides Council with the January 1, 2025 to December 31, 2025 Department year-to-date operational and financial results for the Recreation, Culture & Parks Department.

**DISCUSSION**

2025 Business Objectives and Capital Projects

**Facilities**

Item	Target Date	Q4 Status
TCC Rehabilitation (carry forward)	Q2, 2024 Q4, 2024 Q1, 2025	Complete
TCC Office Renovations (carry forward)	Q4 2025 – Q3 – Q4 2026 Q4	Not started – delayed due to TCC renovation timeline
TCC Health Club upgrades (flooring, etc.). (carry forward)	Q4, 2025	Complete
TCC Furnishings (carry forward)	Q3 Q4 2025 Q1- Q3 2026 Q2	In progress – Furniture being delivered on April 17, 2026
Natatorium (diving board, guard chairs) (carry forward)	Q2, 2024 Q4, 2024 Q3	In progress – Guard chairs are installed, diving board has been ordered and will be installed during the

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Item	Target Date	Q4 Status
		indoor pool shutdown scheduled for July, 2026
Parks and Recreation Master Plan Implementation	Q1-Q4	Complete
Continue with Facilities & Parks Asset Management work	Q1 – Q4	Complete
Indoor Pool Roof Replacement	Q2 <del>Q3-Q4</del> 2026 Q2	In progress – work will be done by mid-April, weather delayed the completion timeline
Lake Lisgar Waterpark pool liner	Q2	Complete
Lake Lisgar Waterpark roof repairs/replacement	Q2	Complete
Feasibility study – Multi-Use Recreation Facility	n/a	Project Cancelled as per council direction
PW- HVAC – gas detection system replacement, fleet bay	Q2 Q3	Complete
Fire Hall – Truck Bay concrete Flooring replacement	Q3	In progress – all but epoxy floor is completed, this is scheduled for May, 2026
Plumbing – facilities backflow preventer installation (x9)	Q2 Q3 Q4 2026 Q2	In progress – installation at outdoor sites to take place in Spring of 2026, indoor sites completed in Q4, 2025
Indoor pool – mechanical room	Q1 - Q4 2026 Q3	In progress – a portion of the project was completed in 2025, the project will be completed during the indoor pool shutdown scheduled for July, 2026
Rotary Clock Tower	Q3 2026 Q3 – Q4	In progress – Engineering report completed, report to Council on the findings is on the April 13, 2026 meeting for direction

Item	Target Date	Q4 Status
Lion's Den Canopy	<del>Q3</del> Q4	Complete
TCC – public address system	Q2	Complete

**Parks**

Item	Target Date	Q4 Status
Trail Enhancements – (carry forward)	<del>Q3,</del> 2024 Q1, 2025	Complete
Parks and Recreation Master Plan Implementation	Q1-Q4	Complete
Continue with Facilities & Parks Asset Management work.	Q1 – Q4	Complete
Rolling Meadows pathway connectivity to Northcrest Park	<del>Q3</del> <del>Q4</del> 2026 Q2	In Progress – benches have been installed, lights were delayed due to early snowfall, to be installed in spring, 2026
Sports Field upgrades – baseball diamonds (Resurfacing HB1, distance markers, scorer's box, storage)	<del>Q2</del> 2026 Q3-Q4	In progress – working with TMBI on baseball pavilion option as per Council direction. Working on design and funding options. Distance markers complete.
AODA Regulation Compliance – pathways to parks (Glendale Park and Trottier Park)	Q2-Q3	Complete
Parks signage updates	<del>Q3</del> <del>Q4</del> 2026 Q2	In progress – signs have been designed and ordered, will be installed in spring, 2026
Bert Newman park – upgrade fencing	Q3	Complete
Invasive species control	<del>Q2</del> 2026 Q3	In progress – permit submitted to LPRCA

Item	Target Date	Q4 Status
		for review and approval
Memorial Park – gates	Q2 Q3	Complete
Lake Lisgar – maintain healthy shoreline	Q2-Q4	Complete
Clock Tower parkette – garden upgrades	Q3	Cancelled due to clock tower repairs required
Landscape drawings – West side of TCC	Q3 Q4	Complete

**Recreation and Culture**

Item	Target Date	Q4 Status
Enhance Cultural Opportunities and Community Events	Q1 – Q4	Complete
Adopt Service Standards for RCP department	Q2 Q4	Complete
Expand Recreation Programs	Q1 – Q4	Complete
Revitalize aquatics programs after renovation closure	Q1 – Q2	Complete
Support Museum, Culture, Heritage and Special Awards Advisory Committee in Founders Day Community Celebration	Q4	Complete
Explore opportunities to increase revenue at Annandale National Historic Site	Q1 – Q4 2026 Q3	In progress – being explored as part of the cultural master plan

The RCP Department’s 2025 Q4 operational budget variance summary is as follows:

2025	YTD Budget levy	YTD Actuals	Budget Variance
300 Cemetery	(190,038)	(185,937)	4101
450 Parks	(1,058,881)	(854,917)	203,964
455 Community Events	(119,300)	(106,977)	12,323

<b>2025</b>	<b>YTD Budget levy</b>	<b>YTD Actuals</b>	<b>Budget Variance</b>
460 Rec - Programs	(1,072,579)	(745,212)	327,367
465 Rec – Bldg. Maintenance	(3,199,756)	(3,056,444)	143,312
467 Elliott Fairbairn Centre	28,031	30,485	2,454
475 Museum	(380,603)	(356,394)	24,209
<b>Total Recreation, Culture &amp; Parks</b>	<b>(5,993,126)</b>	<b>(5,275,396)</b>	<b>717,730</b>

In 2025, 22 capital projects were completed. 12 projects are still in progress, and 1 project has not started due to weather related and TCC renovation completion delays. These projects will be completed in 2026. 2 projects were cancelled.

**CONSULTATION**

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

**FINANCIAL IMPACT/FUNDING SOURCE**

Recreation Services

In Q4, 2025, Recreation revenue had a positive variance of \$327,367. The surplus is largely due to an increase in revenue for programs and rentals and savings in labour.

Museum

The museum has a surplus of \$24,209 in Q4, 2025, primarily due to savings in heat, light and water as well as building, maintenance and repairs.

Parks and Facilities

Parks and Facilities had a surplus of \$351,377 in Q4, 2025. The majority of the surplus was in the parks department due to receiving cash in lieu of parkland, and lower than anticipated subcontractor expenses. Facilities also saw increases in rebates and capital reinvestment fees as well as savings in heat, light, and water, insurance and training. The cemetery had a small surplus; however, plot and niche sales were less than predicted for 2025.

## 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


## ATTACHMENTS

1. Appendix A - Cemetery Q4 2025 Operating Results
2. Appendix B - Parks Q4 2025 Operating Results
3. Appendix C - Community Events Q4 2025 Operating Results
4. Appendix D - Rec – Programs Q4 2025 Operating Results
5. Appendix E - Rec – Bldg. Maintenance Q4 2025 Operating Results
6. Appendix F - Elliott Fairbairn Centre Q4 2025 Operating Results
7. Appendix G - Museum Q4 2025 Operating Results


## Appendix A Cemetery Q4 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Cem			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
<b>Revenues</b>					
User Charges	200,420	160,715	(39,705)	(20%)	1
Other Revenue	40,000	56,401	16,401	(41%)	2
<b>Total Revenues</b>	<b>240,420</b>	<b>217,116</b>	<b>(23,304)</b>		
<b>Expenditures</b>					
Labour	202,390	208,186	(5,796)	3%	
Purchases	74,116	62,137	11,979	16%	3
Contracted Services	31,815	21,189	10,626	33%	4
Contribution to Reserves	31,200	20,569	10,631	34%	5
Interfunctional Adjustments	88,877	88,872	5		
Debt Principal & Interest	2,060	2,100	(40)	2%	
<b>Total Expenditures</b>	<b>430,458</b>	<b>403,053</b>	<b>27,405</b>		
<b>Total Net Levy</b>	<b>(190,038)</b>	<b>(185,937)</b>	<b>4,101</b>		
<b>Notes</b>					
1. Plot Sales under \$17,600; Niche Sales under \$18,700 ; Misc Revenue under \$5,900					
2. Interest revenue over \$16,400					
3. Special project expenses under \$8,500					
4. Subcontractor Exp under \$ 5,400 - Building Maintenance					
5. Contribution to reserves under \$10,600					


## Appendix B Parks Q4 Operating Results

	<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Parks</b> As of December 31, 2025				
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
<b>Revenues</b>					
Grants		6,700	6,700		1
User Charges	18,300	96,052	77,752	(425%)	2
Specified Revenue		1,881	1,881		
<b>Total Revenues</b>	<b>18,300</b>	<b>104,633</b>	<b>86,333</b>		
<b>Expenditures</b>					
Labour	445,500	413,063	32,437	7%	3
Purchases	145,905	115,790	30,115	21%	4
Contracted Services	252,290	167,285	85,005	34%	5
Contribution to Reserves	18,300	48,433	(30,133)	165%	6
Interfunctional Adjustments	147,631	147,636	(5)		
Debt Principal & Interest	67,555	67,343	212		
<b>Total Expenditures</b>	<b>1,077,181</b>	<b>959,550</b>	<b>117,631</b>		
<b>Total Net Levy</b>	<b>(1,058,881)</b>	<b>(854,917)</b>	<b>203,964</b>		
<b>Notes</b>					
1. TransCanada Trail Grant					
2. Cash in-lieu of Parkland; Capital investment fee					
3. F/Tlabour under - departmental labour re-allocations					
4. Supplies expenses under \$24,500 ; Heat-Light-Water expenses under \$8,000					
5. Subcontractor Exp under \$84,500 - trees & parks/playgrounds					
6. Contribution to reserves over \$30,100					

## Appendix C Community Events Q4 2025 Operating Results

	<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Community Events</b> As of December 31, 2025				
	2025 YTD Budget	2025 YTD Actuals	Actual Variance	% Variance	Note Reference
<b>Revenues</b>					
User Charges		1,900	1,900		
Other Revenue		4,500	4,500		
Contribution from Reserves	20,344	15,324	(5,020)	(25%)	1
<b>Total Revenues</b>	<b>20,344</b>	<b>21,724</b>	<b>1,380</b>		
<b>Expenditures</b>					
Purchases	139,644	128,701	10,943	8%	2
<b>Total Expenditures</b>	<b>139,644</b>	<b>128,701</b>	<b>10,943</b>		
<b>Total Net Levy</b>	<b>(119,300)</b>	<b>(106,977)</b>	<b>12,323</b>		
<b>Notes</b>					
1. Contributions from reserves under \$5,000 - Founders Day					
2. Community event costs under \$12,900					


## Appendix D Rec Programs Q4 2025 Operating Results

	<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Rec - Programs</b> As of December 31, 2025					
		2025	2025	Actual	%	Note
		YTD Budget	YTD Actuals	Variance	Variance	Reference
<b>Revenues</b>						
Grants	55,700	60,974	5,274	(9%)	1	
User Charges	1,534,240	1,748,649	214,409	(14%)	2	
Other Revenue	28,000	50,843	22,843	(82%)	3	
Specified Revenue		4,987	4,987			
Contribution from Reserves	72,000	55,188	(16,812)	(23%)	4	
<b>Total Revenues</b>	<b>1,689,940</b>	<b>1,920,641</b>	<b>230,701</b>			
<b>Expenditures</b>						
Labour	2,286,890	2,180,473	106,417	5%	5	
Purchases	325,861	324,045	1,816	1%		
Contracted Services	12,300	14,235	(1,935)	16%		
Contribution to Reserves	20,000	29,836	(9,836)	49%	6	
Interfunctional Adjustments	117,468	117,264	204			
<b>Total Expenditures</b>	<b>2,762,519</b>	<b>2,665,853</b>	<b>96,666</b>			
<b>Total Net Levy</b>	<b>(1,072,579)</b>	<b>(745,212)</b>	<b>327,367</b>			
<b>Notes</b>						
1. Federal Youth Program Grant						
2. Admissions Revenue over \$29,000; Memberships Revenue under \$12,000; Summer Program Revenue over \$9,500; Rent Revenue over \$62,400; Fare Programs Revenue over \$9,500; Youth and Adult Program fee revenues over \$30,900; Arena program revenue over \$77,400						
3. Special rec program revenue over \$22,300						
4. Aquatics lifeguard funded from employment reserves - start date was April 14th budget was full year						
5. F/T regular labour under \$64,700; P/T regular hours under \$37,300						
6. Contribution to reserves over \$9,800						


## Appendix E Rec – Bldg. Maintenance Q4 2025 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Rec - Bldg Mtce			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
<b>Revenues</b>					
User Charges	8,186	25,777	17,591	(215%)	1
Specified Revenue		70,115	70,115		2
Contribution from Reserves		24,372	24,372		3
<b>Total Revenues</b>	<b>8,186</b>	<b>120,264</b>	<b>112,078</b>		
<b>Expenditures</b>					
Labour	1,492,509	1,480,631	11,878	1%	
Purchases	950,325	902,518	47,807	5%	4
Contracted Services	287,845	272,242	15,603	5%	5
Contribution to Reserves		83,458	(83,458)		6
Interfunctional Adjustments	122,640	122,604	36		
Debt Principal & Interest	354,623	315,255	39,368	11%	7
<b>Total Expenditures</b>	<b>3,207,942</b>	<b>3,176,708</b>	<b>31,234</b>		
<b>Total Net Levy</b>	<b>(3,199,756)</b>	<b>(3,056,444)</b>	<b>143,312</b>		
<b>Notes</b>					
1. LAS Gas Rebates over \$13,300 ; Thermal Air Refund \$6,900					
2. Capital Reinvestment fees over					
3. Contribution from reserves to replace TCC heat exchanger					
4. Supplies over \$18,000; Equipment service and repair under \$5,500 ; Building Repairs and Maintenance over \$46,750 ; Heat-Light-Water under \$95,300 ; Insurance under \$6,300 ; Training expenses under \$5,000					
5. Building maintenance costs under \$14,900					
6. Capital Reinvestment fees & LAS Gas Rebate					
7. Debt payments are under budget because the debt was delayed					

## Appendix F Elliott Fairbairn Centre Q4 2025 Operating Results

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Elliott Fairbairn Centre</b> As of December 31, 2025					
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
<b>Revenues</b>					
User Charges	118,700	121,225	2,525	(2%)	
<b>Total Revenues</b>	<b>118,700</b>	<b>121,225</b>	<b>2,525</b>		
<b>Expenditures</b>					
Purchases	35,329	36,308	(979)	3%	
Contracted Services	2,160	1,315	845	39%	
Contribution to Reserves	12,500	12,497	3		
Debt Principal & Interest	40,680	40,620	60		
<b>Total Expenditures</b>	<b>90,669</b>	<b>90,740</b>	<b>(71)</b>		
<b>Total Net Levy</b>	<b>28,031</b>	<b>30,485</b>	<b>2,454</b>		
<b>Notes</b>					

## Appendix G Museum Q4 2025 Operating Results

	<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Museum</b> As of December 31, 2025				
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
<b>Revenues</b>					
Grants	19,700	21,807	2,107	(11%)	
User Charges	23,747	20,212	(3,535)	(15%)	
Other Revenue	10,489	14,919	4,430	(42%)	
Contribution from Reserves	85,700	85,700			
<b>Total Revenues</b>	<b>139,636</b>	<b>142,638</b>	<b>3,002</b>		
<b>Expenditures</b>					
Labour	344,800	343,134	1,666		
Purchases	123,638	99,646	23,992	19%	1
Contracted Services	26,189	30,644	(4,455)	17%	
Interfunctional Adjustments	25,612	25,608	4		
<b>Total Expenditures</b>	<b>520,239</b>	<b>499,032</b>	<b>21,207</b>		
<b>Total Net Levy</b>	<b>(380,603)</b>	<b>(356,394)</b>	<b>24,209</b>		
<b>Notes</b>					
1. Heat-Light-Water under \$14,883 ; Building Repairs & Maintenance under \$6,000					