



Reserve Fund Establishment
Bylaw 1339
Effective 2021 February



CASTLEGAR

Reserve Fund Establishment

Bylaw 1339

A Bylaw to establish City of Castlegar Reserve Fund

WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund;

WHEREAS Section 189 of the *Community Charter* authorizes the local government to provide for the expenditure of money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund.

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Reserve Fund Establishment Bylaw 1339".
2. A reference to a statute refers to a statute of the Province of British Columbia ("Province"), and a reference to any statute, regulation or bylaw refers to that enactment, as amended or replaced from time to time.
3. Headings in this Bylaw are for convenience only and must not be construed as defining, or in any way limiting the scope or intent of this Bylaw.
4. The City of Castlegar hereby establish Reserve Funds as listed Appendix A. (Attached).

Repeal

The following bylaws, and any and all amendments, are hereby repealed:

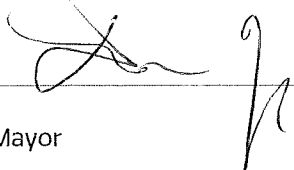
- a. Bylaw No. 129, "Land Sale Reserve Fund"
- b. Bylaw No. 146, "Development Reserve Fund"

READ A FIRST TIME this 18th day of January, 2021

READ A SECOND TIME this 18th day of January, 2021

READ A THIRD TIME this 18th day of January, 2021

ADOPTED this 1st day of February, 2021


 Dan Rye
 Deputy Mayor


 Tracey Butler
 Director of Corporate Services

Appendix "A" – Reserve Funds

Reserve and Surplus Policy 3-6 Reference	Reserve Fund	Purpose	Funding Source(s)
4.1	Financial Stabilization Reserve	For major emergent operating issues, one-time and intermittent projects, and to offset unrealized revenues.	<ul style="list-style-type: none"> • Annual allocation from general operating budget as provided for in financial plan. • Transfer of any development revenues over and above established budget. • Annual taxation from non-market change.
4.2	Winter Operations Reserve	To offset unbudgeted expenditure in years of unusually heavy snowfall. The reserve will help in minimizing the financial implications resulting from extreme winter weather conditions.	<ul style="list-style-type: none"> • Any unspent portion of the City's winter operations budget.
4.3	RCMP Reserve	For special policing projects or expenditures beyond the regular budget process.	<ul style="list-style-type: none"> • Excess traffic fine sharing revenue not utilized within the annual policing operations. • Budget savings from policing and/or other budget areas when available and if approved for allocation.
4.4	Election Reserve	To fund election and by-election expenses.	<ul style="list-style-type: none"> • One quarter of expected election expenses budgeted annually in years outside of the election year.
4.5	Community Works Gas Tax Reserve	To be used pursuant to the Community Works Gas Tax Agreement.	<ul style="list-style-type: none"> • Federal Community Works Gas Tax funds distributed by the Union of BC Municipalities (UBCM).
4.6	Climate Action Reserve	To support the City's commitment to corporate and community energy and GHG Emissions reductions projects as a signatory to the <i>Climate Action Charter</i> .	<ul style="list-style-type: none"> • Annual grant revenue from the CARIP program received from the provincial government.

Reserve and Surplus Policy 3-6 Reference	Reserve Fund	Purpose	Funding Source(s)
4.7	Host Agreement Reserve	To accumulate gaming revenues and fund priorities established by Council pursuant to the City's Host Financial Assistance Agreement with the Province of BC.	<ul style="list-style-type: none"> Gaming funds received to the City's Host Financial Assistance Agreement with the Province of BC.
4.8	Regional Parks Reserve	To fund upgrades and maintenance to regional parks maintained by the City.	<ul style="list-style-type: none"> \$50,000 received annually from the Regional District of Central Kootenay for major capital purchases.
4.9	Operating Funds Reserves	To carry forward budgeted projects (including legal services).	<ul style="list-style-type: none"> Annual budget items which are not completed in the current year.
5.1	Roads Capital Reserve	For roads capital and replacement projects.	<ul style="list-style-type: none"> Annual contribution from Infrastructure Investment Levy.
5.2	Facilities Reserve	To fund major repairs, upgrades, replacement and expansions of municipal buildings, ancillary structures and site services.	<ul style="list-style-type: none"> Annual contribution from Infrastructure Investment Levy.
5.3	Fleet and Equipment Reserve	To fund the purchase and replacement of City fleet and heavy equipment, including fire trucks.	<ul style="list-style-type: none"> Annual contribution from Infrastructure Investment Levy Proceeds from the sale of fleet vehicles and equipment.
5.4	City Parks Reserve	To fund acquisition, development and capital	<ul style="list-style-type: none"> Annual contribution from Infrastructure Investment Levy.

Reserve and Surplus Policy 3-6 Reference	Reserve Fund	Purpose	Funding Source(s)
		upgrades to the City owned Parks.	<ul style="list-style-type: none"> \$25,000 received annual from the Regional District of Central Kootenay for minor capital purchases.
5.5	General Capital Reserve	To fund new general capital projects not specifically funded from other established Reserves.	<ul style="list-style-type: none"> Annual capital contribution from general taxation.
5.6	Information Systems Reserve	To fund the purchase and replacement of information technology assets and enterprise information system infrastructure, including enhancements to those systems.	<ul style="list-style-type: none"> Annual budgeted allocations from all operating funds: general, water, sewer, storm, and airport.
5.7	Cemetery Reserve	For cemetery expansion including any land acquisition.	<ul style="list-style-type: none"> A portion of cemetery fees.
5.8	Airport Reserve	To fund airport projects and initiatives including implementing the Airport Master Plan.	<ul style="list-style-type: none"> Portion of passenger facility fee revenue. Net capital funding allocations as necessary.
5.9	Water Capital Reserve	For Water Utility capital projects.	<ul style="list-style-type: none"> Net revenue/expense transfer from water operations less any budgeted amounts transferred to water operating surplus and/or other reserves.
5.10	Sewer Capital Reserve	For Sewer Utility capital projects.	<ul style="list-style-type: none"> Net revenue/expense transfer from sewer operations less any budgeted amounts transferred to sewer operating surplus and/or other reserves.
5.10	Storm Capital Reserve	For storm infrastructure capital projects.	<ul style="list-style-type: none"> Parcel tax. Net revenue/expense transfer from storm operations less any budgeted amounts transferred to storm operating surplus and/or other reserves.

Reserve and Surplus Policy 3-6 Reference	Reserve Fund	Purpose	Funding Source(s)
6.1	Development Cost Charge (DCC) Reserves	Holding account(s) for levies from developers to be used for approved DCC programs/projects.	<ul style="list-style-type: none"> ▪ DCC collections as per Community Charter section 188 (a).
6.2	Parkland Acquisition Reserve	To purchase parkland as allowed for under the <i>Community Charter</i> .	<ul style="list-style-type: none"> ▪ Funds received from the sale or disposal of parkland, and parkland funds received upon subdivisions.
6.3	Land Sale Reserve	To acquire strategic land in the City, including improvements, and to pay any remaining debt on such lands and to acquire other assets of a capital nature.	<ul style="list-style-type: none"> ▪ Funds received from the sale or lease of land and improvements (except parkland).
6.4	Cemetery Perpetual Care Reserve	Funds to provide for perpetual care of cemetery after closure.	<ul style="list-style-type: none"> ▪ Care fund contributions as per Cemetery bylaw.
6.4	Regional Infrastructure Reserve	To meet the requirements as outlined in Order in Council 489.	<ul style="list-style-type: none"> ▪ \$50,000 annually from taxation.
7.1	Airport Accumulated Surplus	For working capital purposes in the airport operating fund.	<ul style="list-style-type: none"> ▪ Annual airport operating surplus.
7.2	General Accumulated Surplus	To cover cash flows and working capital before property tax revenues are collected.	<ul style="list-style-type: none"> ▪ Annual general operating surplus.
7.3	Sewer Accumulated Surplus	For working capital purposes in the sewer operating fund.	<ul style="list-style-type: none"> ▪ Annual sewer operating surplus.
7.4	Water Accumulated Surplus	For working capital purposes in the water operating fund.	<ul style="list-style-type: none"> ▪ Annual water operating surplus.
7.5	Storm Accumulated Surplus	For working capital purposes in the storm operating fund.	<ul style="list-style-type: none"> ▪ Annual storm operating surplus.