

Corporate Policy and Procedure



Policy	Reserve and Reserve Fund Policy
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Related Policies	Budget Policy, Debt Management Policy, Investment Policy
Approved By	Council
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Policy Statement

The strategic use of reserves and reserve funds is an ongoing component of the City's long-term financial sustainability framework and as such is integrated into the City's long-term financial plans and strategies.

Reserves and reserve funds may be established by Council for any purpose for which it has the authority to spend money. Reserve and reserve fund contribution and balance targets shall be established to support the principle of intergenerational equity whereby the generation of citizens who benefit from an investment are also responsible for financing it, to the extent possible.

The function and use of reserves and reserve funds must be approved by Council in accordance with relevant legislation and this policy. The administration, monitoring and reporting of reserves and reserve funds must be undertaken by City Staff in accordance with this policy.

Purpose

This policy:

- establishes guidelines and appropriate controls for the creation, use and management of all City reserves and reserve funds, including reporting requirements, standards of care and responsibilities;
- ensures compliance with statutory requirements;
- promotes long-term financial flexibility and sustainability while limiting financial vulnerability and risk exposure;

- helps the City to maintain a sound financial position and to protect the City's credit rating;

Guiding Principles

The strategic use of reserves and reserve funds within the framework of a formalized policy is a best practice and consistent feature of most large cities in Canada. Reserves are an essential feature of strong financial management that allows for funds to be set aside prudently over time for various purposes and to ensure continuous delivery of public services in the event of downturn in the economy or other economic disruptions. A properly balanced approach to the planning and use of reserves is considered prudent financial management and is a key component of Guelph's strong credit rating.

Definitions

"Act" - the Municipal Act, 2001, S.O. 2001, c25 as amended

"City" - The Corporation of the City of Guelph, its agencies, boards and commissions, and in accordance with the City's Consolidated Financial Statements, those organizations accountable for the administration of their financial affairs and resources to the City and which are owned or controlled by the City.

"Council" – the Council of the City of Guelph.

"Discretionary reserve fund" - created under the Municipal Act when Council wishes to earmark specific revenue to finance a future expenditure for which it has the authority to spend money.

"Obligatory reserve fund" - created when a federal or provincial statute or contract agreement requires that revenue received for specific purposes is segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the purpose prescribed for them.

"Own-Source Revenue" – as determined by the Province for the purposes of calculating the Annual Repayment Limit per O.Reg. 403/02 and Schedule 81 of the annual Financial Information Return.

"Reserve" - an allocation from net revenue at the discretion of council as part of an overall strategy for funding programs or projects as set out in the budget or budget forecast. The use of reserves is authorized under the provisions set out in the Municipal Act. Reserves have no reference to a specific asset and may be established for a pre-determined purpose.

"Reserve fund" - a fund with assets that are segregated and restricted to meet the purpose of the reserve fund. It is based either on a statutory requirement, a requirement under an executed agreement, or defined commitment payable in the future. It is usually prescriptive as to the basis for collection and use of monies in the fund. Reserve funds are classified as either obligatory or discretionary.

“Treasurer” - the duly appointed City Treasurer/Chief Financial Officer for the City of Guelph or designate.

Statutory Requirements

Reserves and reserve funds shall be managed in accordance with the Act, including but not limited to:

- Section 10(2-3): authorizes single-tier municipalities to pass by-laws respecting accountability, transparency and financial management;
- Section 290(2): provides that the budget shall set out the estimated revenues and expenditures of reserves and reserve funds contained within a municipality's budget;
- Section 417(1): allows a municipality to provide for the establishment and maintenance of reserve funds for the purpose for which it has authority to spend money;
- Section 417(3): money raised for a reserve fund shall be paid into a special account and shall be invested only in securities or classes of securities prescribed;
- Section 418(3): as allowed by the Corporation, money held in any fund may be combined for investment purposes; and
- Section 418(4): earnings from combined investments shall be credited to each segregated fund in proportion to the amount invested in it.

Reserve and Reserve Fund Categories

Reserves are discretionary in nature and are categorized as follows:

- Operating: reserves established to mitigate cash flow and liquidity fluctuations, to serve a contingency and stabilization role, to provide for future liabilities and obligations and mitigate financial risks, and for other operating purposes as deemed appropriate.
- Capital: reserves established to finance capital acquisitions and infrastructure encompassing state-of-good-repair, growth, special projects and new initiatives, to mitigate the need for long-term borrowing, and for other capital purposes as deemed appropriate.

Reserve Funds are categorized as follows:

- Obligatory: created when a senior government statute and/or contractual agreement requires that specific revenue received be segregated from the general revenues of the municipality. Obligatory reserve funds are to be used solely for the intended and prescribed purpose. Examples include reserve funds established under the authority of the Development Charges Act, the Building Code Act, the Planning Act; and the Canada Community-Building Fund Municipal Funding Agreement.
- Discretionary Reserve Funds may be created by Council to set aside specific revenue or cost savings to finance a future expenditure.

Purpose of Establishing Reserves and Reserve Funds

Reserves and reserve funds form an integral component of the City's budget and long-term financial plan and are used to promote long-term financial stability and flexibility. Reserves and reserve funds may be established for the following purposes:

1. To achieve operational flexibility and stabilization, including:
 - Working funds - to help the City cover expenses when cash balances are low during the fiscal year before tax collections or other revenues become available.
 - Contingency/stabilization - to mitigate the impact of temporary or cyclical fiscal pressures and fiscal crises and emergencies resulting in significant expenditure and/or revenue variances.
 - Future liabilities – to fund future costs of liabilities relating to Workplace Safety and Insurance Board claims, sick leave and short- and long-term disability claims, etc.
 - Risk management – to fund future or unexpected insurance claims and deductibles.
 - To provide for a Council-approved funding commitment.
 - Other operational risks or needs as deemed appropriate.
2. To finance investments in capital assets, including:
 - State-of-Good Repair/Asset Management - to finance asset management lifecycle requirements (renewal, rehabilitation and replacement) for vehicles, equipment and municipal infrastructure.
 - Growth – to finance the portion of growth-related infrastructure that is ineligible for funding from development charges, community benefit charges, or parkland dedication funds.
 - Special Projects and New Initiatives - to finance capital investments in infrastructure and facilities to increase an existing service level or to establish a new service.
 - To provide for a Council-approved capital funding commitment.
 - Other capital asset investment needs as deemed appropriate.
3. To minimize or reduce tax-supported and rate-supported debt
 - Where appropriate, the City shall use reserves and reserve funds as a substitute for previously-approved long-term borrowing.
 - The Treasurer shall, on an as-needed basis, review the status of capital projects intended to be debt financed (in whole or in part) by tax-supported or rate-supported debt and, where appropriate and sustainable, substitute the use of debt financing with financing from capital reserves.

Adequacy and Sustainability

The City shall strive to maintain reserve and reserve fund levels in line with public service associations' best practices, bond rating agencies' standards, and those of other municipalities with comparable services and credit ratings.

Reserve and reserve fund adequacy means that City has sufficient cash flow to meet its financial obligations, including but not limited to:

- Replacing and rehabilitating capital infrastructure assets that are funded from capital specific reserves;
- Providing a source of financing for capital assets that are required due to emergencies or to advance strategic initiatives;
- Funding long-term contingencies and potential liabilities; and
- Providing a buffer for significant unanticipated expenditures, or loss of revenues beyond the control of the City.

The methodology used for setting balance or contribution targets is specific to each reserve or reserve fund, and consideration shall may be given to the following in establishing such targets:

- Purpose of the reserve or reserve fund (i.e. operating or capital);
- The multi-year forecast of the magnitude and timing of future commitments and projected funding sources;
- Certainty of end needs (e.g. for contingent liability or long-term asset replacement);
- Economic factors (e.g. inflation, interest rates and future investment returns, cyclical pressures); and
- Best practices or industry standards (Government Finance Officers Association (GFOA), Municipal Finance Officers' Association (MFOA), Public Sector Accounting Board (PSAB), etc.).

Appendix B to this policy prescribes the source and use of funds and the target balances and/or annual contribution targets for each reserve and reserve fund. Targets will be reviewed periodically by staff to ensure adequacy and reasonability. If the recommended balance or contribution exceeds the target set out in this policy, the Treasurer will consider transferring funds (where possible) or reallocating contributions to other reserves/reserve funds, subject to Council approval.

Corporate Reserve/Reserve Fund Balance and Contribution Target Guidelines and Metrics

1. Reserve and reserve fund targets – Operating reserves:
 - Stabilization Reserves as a percentage of Own-Source Revenue: this measure assesses the health of the operating reserves by focusing specifically on the contingency/stabilization reserves compared to own-source revenue. The City's benchmark balance is 10% based on a review of best practices. This

ratio is calculated separately for tax-supported reserves and rate-supported reserves.

2. Reserve and reserve fund targets – Capital reserves:

- It shall be the City's goal to maintain adequate reserves to replace and rehabilitate major capital assets, as required, and to provide for new capital assets that have been identified in the long-term capital plan. To achieve this goal, the following budget practices will be applied where applicable:
 - Capital Reserves for the full cost of replacement or rehabilitation of assets (equipment, vehicles, facilities and infrastructure) will be funded from ongoing operations at a rate which reflects the estimated useful life of the asset, future major rehabilitation and replacement costs, and projected interest earnings on the reserve. Contributions to these funds will commence in the fiscal year that the asset is acquired or put into service.

3. Reserve and reserve fund targets – Total reserves and reserve funds:

- Debt-to-Reserve/Reserve Fund ratio: This measure provides an indication of financial prudence by comparing debt outstanding to the total reserve balances. The City's benchmark maximum is 1:1 based on a review of best practices.
- Liquid Assets to Total Reserves/Reserve Funds: This ratio compares cash and investment balances to reserve and reserve fund balances. The target for this indicator is a minimum of 1:1 (total cash and investments to be at least equal to the total reserves and reserve funds).

Temporary variances to the above guidelines may be required from time to time to allow for the acquisition, construction or rehabilitation of critical capital assets. Such variances shall be reported to Council as part of the budget process and as part of year-end financial reporting.

Management and Administration

1. Creation, Consolidation & Closure

The Treasurer shall make recommendations to Council with respect to the creation, consolidation and closure of reserves and reserve funds, and Council shall authorize such creation, consolidation and closure.

- Creation: Reserves and reserve funds shall be established by Council resolution outlining the purpose, targets (balance or contribution), funding sources, and permitted drawdowns.
- Consolidation and Closure: A reserve or reserve fund shall be consolidated or closed when the program or project it supports meets any of the following criteria:

- No longer in the scope of the City's strategic or comprehensive plans, or program commitments have been completed and no future commitments are expected, and the Treasurer is confident that balances in other areas can mitigate the need to hold any remaining reserve or reserve fund balance; or
- There is no longer a legislated or contractual need for the reserve or reserve fund.

Reports to Council with respect to the closure of reserves shall include recommendations regarding the timing of wind down, closure and the disposition of any remaining fund balance.

2. Contributions To/Drawdowns from Reserves and Reserve Funds:

- i. Contributions to/drawdowns from reserves and reserve funds shall be made in accordance with applicable resolution, by-law, budget approval or this Policy.
- ii. Contributions to/drawdowns from reserves and reserve funds shall be approved as part of the budget process or by resolution, with the following exceptions:
 - External contributions to Obligatory Reserve Funds;
 - Use of operating reserves for the purpose approved by Council such as Workplace Safety Insurance Board claims, sick leave, corporate insurance and risk management, etc.
 - Allocation of interest earnings in accordance with this policy and the City's procedures;
 - Transfers to capital projects to act as a substitute for the use of debt financing as permitted in this Policy;
 - Transfers to/from capital projects in accordance with the Budget Policy where staff have the delegated authority;
 - Authority specified in Appendix B of the Reserve and Reserve Fund Policy;
 - Allocation or utilization of reserves or reserve funds in accordance with the surplus/deficit management provisions in the City's Budget Policy; and
- iii. Reserve and reserve fund investing - Money not required immediately shall be invested in accordance with the City's approved Investment Policy, and earned investment income and gains shall be credited to reserves and reserve funds as outlined in Appendix B based on its average balance over the course of the year. Investment portfolio returns shall be credited to all capital reserves and to all discretionary and obligatory reserve funds, unless such allocation of interest is not required or prohibited by legislation, regulation, or agreement.

3. Lending/Temporary Borrowing of Reserves and Reserve Funds:

Intra-fund lending between discretionary reserves and reserve funds shall be permitted at the discretion of the Treasurer to temporarily finance capital works and/or operating cash flow deficiencies to avoid external borrowing costs provided that all loans/transfers bear the City's internal rate of return.

Roles and Responsibilities:

City Council:

- Evaluate and approve this Policy;
- Approve the creation, consolidation, and closure of Reserves and Reserve Funds; and
- Approve the use of and transfers to/from Reserves and Reserve Funds through the budget process and as required by resolution.

The Treasurer:

- Shall have overall authority to administer the City's reserves and reserve funds;
- May delegate management authority over the reserves and reserve funds to a designate;
- Shall implement a program for reserves and reserve funds and establish procedures consistent with the content of this Policy and shall undertake administrative responsibilities including, but not limited to, the following:
 - Determine need for reserves and reserve funds;
 - Set targets for reserves and reserve funds in line with directives contained in this Policy and other pertinent policies;
 - Prepare and present reports and/or by-laws associated with the establishment, monitoring, or closing of reserves and reserve funds;
 - Develop appropriate practices, procedures and processes for the investment of reserves and reserve funds in line with legislative requirements, the City's Investment Policy, the City's Debt Management Policy, and other pertinent policies;
 - Prepare the City's long-term strategic financial plan with consideration of appropriate reserves and reserve funds to effectively meet the City's operating and capital budget financing needs;
 - Ensure reserves and reserve funds managed by the City are in line with senior government statutes and agreements and other pertinent policies;
 - Ensure that the principles and requirements contained in this Policy are applied consistently across all departments;
 - Periodically review reserve and reserve fund balances and associated to ensure adequate reserve and reserve fund levels;
 - Develop and update this Policy as necessary and present changes to Council from time to time;
 - Report to Council in accordance with this Policy.

Executive Team

- Provide the Treasurer or Designate with the most current information to be used in the assessment and adequacy of Reserves/Reserve Funds.
- Consult with the Treasurer or Designate when Reserves/Reserve Funds may be recommended for unbudgeted transactions.

Guelph Police Services and Guelph Public Library shall:

- Consult with the Treasurer or designate to determine when reserves or reserve funds should be created, consolidated or closed.
- Annually submit to the Treasurer reserve and reserve fund contribution and commitment estimates for City Council to review for the purposes establishing the overall budget.
- Consult the Treasurer or designate regarding requests to commit reserves or reserve funds outside of the budget process.
- Plan for long-term asset management using contributions to reserves approved in the Police or Library budget with consideration for minimizing general tax levy increases in conjunction with the remainder of City services.
- Request the temporary borrowing of reserve or reserve funds if requirements cannot be managed within available sources.
- Manage capital expenditures within Council-approved commitments.

Transparency and Reporting

The City's Reserve and Reserve Fund Policy is to be publicly available on the City's website. The status of the City's reserves and reserve funds will be reported as follows:

- As may be required in the City's Audited Financial Statements;
- As may be required in the City's Financial Information Return;
- As may be required under the Municipal Act, the Development Charges Act, the Planning Act and under any other statute, regulation or directive;
- As may be required by an agreement with the federal or provincial government relating to grant funding programs (e.g. Canada Community-Building Fund, etc.)
- In the City's Budget;
- In the City's annual Reserve and Reserve Fund Statement;
- As required by this Policy; and
- Further as requested by Council or as deemed appropriate by the Treasurer.

Policy Review

The Reserve and Reserve Fund Policy shall be reviewed periodically by the Treasurer. The review shall include an evaluation of the alignment of the City's existing reserves and reserve funds to current strategic goals, evolving program pressures, and financial sustainability and flexibility. The results of the review and associated recommendations shall be reported in the annual Reserve and Reserve Fund Statement to Council.

Any changes or revisions to the Act or to the regulations thereunder subsequent to the formal adoption of this Policy which affect the policy will apply when they come into force. This Policy will be updated to reflect such change(s) accordingly. Otherwise, this Policy must be formally reviewed and approved by Council once per term of Council.

The Treasurer has the authority to administratively amend Appendix B: Reserve and Reserve Fund Policy Schedule as required. Administrative amendments authorized include:

- For Council-approved changes, additions or deletions of individual reserve or reserve funds;
- For refinement of the reserve and reserve fund targets as new and improved information becomes available; and
- For the authorization language in the event of a corporate reorganization that changes the position titles referenced in the Policy.

References

- Municipal Act
- Development Charges Act
- Planning Act
- Building Code Act
- City of Guelph Budget Policy
- City of Guelph Investment Policy
- City of Guelph Debt Management Policy

Appendix A – Reserve and Reserve Fund Categorization

RESERVES					RESERVE FUNDS	
OPERATING			CAPITAL			
Operating	Tax Contingency	Non-tax Contingency	Tax	Non-tax	Obligatory	Discretionary
Social Housing	Tax Rate Stabilization	Water Operating Stabilization	Library Capital	Water Capital	Parkland Dedication	Tourism Municipal Accommodation Tax
Accumulated Sick Leave and Benefits (Fire)	Compensation Contingency	Wastewater Operating Stabilization	Police Capital	Wastewater Capital	Downtown Parkland Dedication	Evergreen Donation Bequest
Accumulated Sick Leave (Police)	Library Stabilization	Stormwater Operating Stabilization	Brownfield Renewal	Stormwater Capital	Community Benefit Charge	Museum Donations
WSIB	Police Stabilization	Parking Operating Stabilization	Infrastructure Renewal	Parking Capital	Parking Payment-In-Lieu	Rental Property
Paramedic Retirement	Environmental and Utility Contingency	Court Operating Stabilization	Growth	Courts Capital	Housing Accelerator Fund Grant	Library Bequests
Election Costs	Legal/Insurance Contingency		Service Enhancement	Non-tax DC Exemptions	PACE Funding	Transportation
Affordable Housing			Climate Resiliency and Energy Reduction		Building Faster Fund Grant	Paramedic Services Provincial Capital
Redevelopment Incentives			Tax DC Exemptions		Complete Community Charge	Sleeman Centre Naming Rights
Strategic Initiatives					Cash-In-Lieu of Affordable Housing	Sleeman Centre
Strategic Property					Alternative Facilities, Services and Matters	River Run
Community Investment					Building Services OBC Stabilization	Tree Compensation
Efficiency, Innovation and Opportunity					Dedicated Gas Tax	Westminster Woods
					Community Stream of the Building Canada Strong Fund	
					PACE Loan Loss Provision	
					Community Paramedicine	
					Development Charge Collections	

Appendix B – Reserve and Reserve Fund Terms

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
OPERATING RESERVES						
SOCIAL HOUSING	208	Set aside funds for the City's share of County of Wellington Social Services capital project costs that are committed but not yet spent at year-end and meet legislative requirements.	Amount equal to the City portion of the County Social Services capital budget remaining to be spent at each year-end.	The City contribution to the County of Wellington Social Services capital budget is included in the City's operating budget for external transfers to the County. Any unspent capital funds are transferred into the reserve at year-end to support the capital expenditure made in the following year.	Transfers to operating to support the transfers to the County of Wellington for the City's share of County of Wellington Social Services' capital project costs.	Treasurer approved transfers at year-end in accordance with pre-approved purpose.
ACCUMULATED SICK LEAVE AND BENEFITS (FIRE)	100	Accumulate funds over the service life of an eligible employee to fund sick leave hours that are payable in the future and accumulate funds for the health care spending account of retired firefighters.	Minimum = 95% of the PSAS Liability for Sick Leave and retiree benefits of Fire employees.	Annual contribution from the operating fund.	To pay sick leave liabilities and health care spending account expenses as incurred, at retirement or termination, as defined by the	Transfers from the reserve will reflect actual expenditure each year and are approved by Treasurer in accordance with the established purpose.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					collective agreement.	
ACCUMULATED SICK LEAVE (POLICE)	101	Accumulate funds over the service life of an employee to fund sick leave hours that are payable in the future.	Minimum = 95% of the PSAS Liability for Sick Leave of Police employees.	Annual contribution from the operating fund based on the City's sick leave liability.	To pay sick leave liabilities as incurred, at retirement or termination, as defined by the collective agreement.	Transfers from the reserve will reflect actual expenditure each year and are approved by Treasurer in accordance with the established purpose.
WSIB	330	Accumulate funds throughout the service life of an employee to fund the expected cost of WSIB claims.	Minimum = 25% of the WSIB Liability.	Contribution amount from operating fund accumulated on a per employee basis to reflect the estimated annual cost of the WSIB claims.	To fund WSIB claim payments.	Council approved transfers at budget are estimates. Actual transfers will reflect real experience and approved by Treasurer.
PARAMEDIC RETIREMENT	338	Accumulate funds over the service life of an employee to fund the future cost of retirement benefits for eligible employees. Paramedic employees hired before July 1, 2010, receive a lump sum retirement	Equal to the long term funding plan required to fund retirement payments over the remaining service life of the paramedics.	Contribution from operating fund on a per employee basis to reflect future cost of the severance benefit.	To fund retirement and severance benefit payments as per the collective agreement.	Transfers from the reserve will fund actual expenditure each year and are approved by Treasurer in accordance with the established purpose.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
		benefit based on years of service.				
ELECTION COSTS	195	Amortize the cost of a municipal election over four years, rather than funding the entire amount in the year of the election.	Prior election cost total plus accumulated annual inflation to be achieved by next election year.	Funds transferred in from an annual budgeted transfer from the operating budget.	Funds transferred out to fund the cost of running the municipal election.	Council approved through Operating Budget or other in year Council report.
AFFORDABLE HOUSING	119	To provide funds that support initiatives included in the City's Housing Affordability Strategy (2024), and as updated from time to time.	Funds required to support the Council approved Housing Affordability Strategy.	Funds transferred in from Council approved contributions from the City's operating budget.	Funds used to support programs and initiatives included in the Housing Affordability strategy.	Council approval through budget or other in year Council report.
REDEVELOPMENT INCENTIVES	122	Incentive program aimed at encouraging redevelopment of brownfield sites, heritage sites and high-density developments in the downtown.	Balance must be sufficient to fund program requirements,	Funds transferred in from approved contributions from the operating budget.	Funds awarded to Council approved redevelopment projects. under approved programs.	Approved by the Treasurer in year in accordance with the pre-approved purpose.
STRATEGIC INITIATIVES	179	Enable the development and execution of initiatives in the Strategic Plan that require a one-time investment.	No established maximum limit, reserve balance must be positive.	One time contribution of \$1.1 million in 2011. Additional contributions may be approved by Council	Funds will be used for the exclusive purpose of financing initiatives	Council approved through the Operating Budget or other in year Council report.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
				through operating budget allocations.	identified in the City's Strategic Plan.	
STRATEGIC PROPERTY	332	Manage funds restricted for the purpose of meeting the City's goals through strategic property decisions.	No established limit, reserve balance should be positive.	Primarily proceeds from sale of city-owned land, where it was not already previously budgeted as a revenue source. Other sources may include rental and lease income.	Funds can be used to advance strategic City goals through property transactions including but not limited to acquiring property that is strategic in nature and not for the sole purpose of providing City services, resourcing planning and studies, operating expenses resulting from land owned for strategic purposes, servicing land for the purpose of resale and repayment of	Recommendations endorsed by the internal Strategic Property Committee to Council for approvals through the Capital and Operating Budget or other in-year Council report. In-year use up to \$1.5 million, with approval from CAO and Treasurer, in alignment with delegated authority of property acquisition. Reporting to Council for any such use of reserve is required annually.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					debt issued for any of these purposes.	
COMMUNITY INVESTMENT	205	To fund the Community Investment Strategy (CIS).	No established maximum balance, reserve balance must be positive.	One-time transfers as approved by Council, and/or as approved through the operating budget.	Programs as identified in the 2019 updated CIS and associated temporary staffing.	DCAO and Treasurer approved in-year transfers in accordance with the pre-approved purpose/use. Council approval required for any other transfer.
EFFICIENCY, INNOVATION AND OPPORTUNITY FUND	351	To provide funding for corporate investment opportunities that generate efficiencies and/or savings or avoided costs that may be repaid to the reserve in full or part over a period of time.	Minimum \$5 million.	Future contributions from ongoing Council approved transfers from the operating fund and project repayments for derived savings over an approved repayment term.	Funds to be used for the exclusive purpose of financing corporate efficiency investment priorities in accordance with the limitations set out in the policy (2017).	CAO and Treasurer approval of \$250 thousand annual projects based on an application process. Council approval of use over \$250 thousand annually.
TAX CONTINGENCY OPERATING RESERVES						

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
TAX RATE STABILIZATION	180	Provide cash flow, working capital, sufficient liquidity, offset extraordinary and unforeseen corporate expenditures. Mitigate fluctuations to the tax rate for planned one-time operating budget impacts.	10% of own source revenue less other tax-supported operating contingency/stabilization reserves. Reserve balance cannot fall below \$5 million in order to maintain sufficient corporate liquidity.	Council approved transfers from the operating fund and approved surplus allocations from the operating budget at year end.	To offset budget deficits arising from unforeseen, extraordinary, expenditures. To fund one-time operating budget impacts that would otherwise cause a tax rate fluctuation.	Council approved transfers during budget, in-year or end of year.
COMPENSATION CONTINGENCY	131	Manage operating budget variances relating to employee benefits and other compensation related costs including: Medical / Dental benefits, Short Term and Long Term Disability, Severance, Employee Assistance Program (EAP), Arbitration related costs, Regulatory audit decisions, Joint Job Evaluation Committee, Pay Equity.	2.5% of total annual corporate salary and benefit budget.	Council approved transfers through budget and approved year end surplus allocations. Annual surplus from all employee benefits including severances, EAP, arbitration, grievances, regulatory decisions.	To offset budget deficits arising from compensation related costs including employee benefits, severances, EAP, arbitration, grievances, regulatory decisions or any other unforeseen one-time compensation	Council approved transfers at budget are estimates. Actual transfers will reflect real experience as approved by CAO & Treasurer. One-time unforeseen expenditure funding > \$100 thousand require Council approval.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					related expenditures.	
LIBRARY STABILIZATION	102	Mitigate fluctuations to the tax rate for planned one-time operating budget impacts. Offset extraordinary and unforeseen Library expenditures.	Not more than 5% of the Public Library net operating budget.	Funds transferred in from Library Board recommended and Council approved surplus allocation.	To fund one-time, or unforeseen operating expenditures.	As recommended by the Library Board and approved by Council.
POLICE STABILIZATION	115	Mitigate fluctuations to the tax rate for planned one-time operating budget impacts. Offset extraordinary and unforeseen Police expenditures.	Not more than 5% of the Police net operating budget.	Funds transferred in from GPS recommended and Council approved surplus allocation.	To fund one-time, or unforeseen operating expenditures.	As recommended by the Guelph Police Services Board and approved by Council.
ENVIRONMENT AND UTILITY CONTINGENCY	198	Offset the impact of volatile operating expenditures relating to energy, fuel, winter control and other weather related events.	Up to 50% of five year average hydro & winter control expense.	Council approved transfers from the operating fund and approved surplus allocations from the operating budget.	Funds used to offset extraordinary and one-time operating costs relating to unforeseen price increases, legislation changes, weather events in excess of	CAO and Treasurer approved transfers in year in accordance with the pre-approved purpose.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					reasonable budget.	
LEGAL/INSURANCE CONTINGENCY	193	Manage operating budget variances relating to external legal expenditures and settlements, large insurance claims, insurance deductible costs and other costs not recoverable through insurance (lost revenue, business interruption).	Average of the past five years legal and insurance claims.	Council approved transfers from the operating fund and approved surplus allocation. from external legal and insurance claim expenses.	Funds used to manage operating budget variances related to retaining outside legal support to assist the City at the Ontario Land Tribunal, or other administrative tribunals and court proceedings, as well as insurance claim settlement, payment of insurance deductibles and funding of business costs not recoverable by insurance (lost revenues or business	CAO and Treasurer approved transfers in year in accordance with the pre-approved purpose and aligned with City Solicitor authority provided through the Delegation of Authority By-law.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					interruption costs.)	
NON-TAX CONTINGENCY OPERATING RESERVES						
WATER OPERATING STABILIZATION	181	To meet emergency and unplanned funding needs for Water Operations in order to avoid operating deficits or fluctuations in the rate.	10% of annual gross operating expenditures excluding capital transfers to reserves.	Council approved transfers from operating budget and surplus allocations.	Funds used to offset emergency or unplanned expenses relating to water operations.	Council approved transfers during budget, in-year or end of year.
WASTEWATER OPERATING STABILIZATION	182	To meet emergency and unplanned funding needs for Wastewater Operations in order to avoid operating deficits or fluctuations in the rate.	10% of annual gross operating expenditures excluding capital transfers to reserves.	Council approved transfers from operating budget and surplus allocations.	Funds used to offset emergency or unplanned expenses relating to wastewater operations.	Council approved transfers during budget, in-year or end of year.
STORMWATER OPERATING STABILIZATION	359	To meet emergency and unplanned funding needs for Stormwater Operations in order to avoid an operating deficit or fluctuations in the rate.	10% of annual gross operating expenditures excluding capital transfers to reserves.	Council approved transfers from operating budget and surplus allocations.	Funds used to offset emergency or unplanned expenses relating to stormwater operations.	Council approved transfers during budget, in-year or end of year.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
PARKING OPERATING STABILIZATION	106	To fund emergency and unplanned operating costs in order to minimize fluctuations in the parking rate.	10% of annual gross operating expenditures excluding capital transfers to reserves.	Council approved transfers from operating budget and surplus allocations.	Funds used to offset emergency, unplanned or one-time expenses relating to parking operations.	Council approved transfers during budget, in-year or end of year.
COURT OPERATING STABILIZATION	211	To meet emergency and unplanned funding needs for Courts in order to avoid an operating deficit.	10% of annual gross operating expenditures excluding capital transfers to reserves.	Council approved transfers from operating budget and surplus allocations.	Funds transferred out to assist with stabilizing the Courts annual operating budget.	Council approved transfers during budget, in-year or end of year.
TAX CAPITAL RESERVES						
LIBRARY CAPITAL	157	To assist in financing the cost of construction, reconstruction or acquisition of Library assets.	No established maximum limit, reserve balance must be positive.	Council approved transfers from operating and proceeds of the sale from disposed Library assets.	To fund initiatives that support Library infrastructure, life cycle or expansion.	As recommended by the Library Board and approved by Council through the Capital Budget.
POLICE CAPITAL	158	To assist in financing the cost of construction, reconstruction or acquisition of Police assets.	No established maximum limit, reserve balance must be positive.	Council approved transfers from operating and proceeds of the sale	To fund initiatives that support Police infrastructure,	As recommended by the Police Services Board and approved by

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
				from disposed Police assets.	life cycle or expansions.	Council through the Capital Budget.
BROWNFIELD RENEWAL	155	Allocation of funds to manage liabilities associated with city-owned environmentally contaminated sites.	10% of the current outstanding liability.	Council approved transfer from operating fund.	Funds will be used to investigate, remediate and assess risk associated with city-owned contaminated sites and ensure potential risks to human and environmental health are managed appropriately.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
INFRASTRUCTURE RENEWAL	150	To provide funds for the replacement and rehabilitation of the City's infrastructure.	Annual transfers for the estimated long-term average cost of replacement or rehabilitation of tax-supported City assets as established through the Asset Management Plan. Minimum balance sufficient to	Council approved transfer from operating budget and the proceeds from the sale of vehicle and equipment assets.	Funds used to replace or renew existing infrastructure.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
			respond to unexpected repairs and rehabilitation requirements and manage any required budget adjustments for tax-supported assets in a given year.			
GROWTH	156	To provide funds to cover shortfalls in growth related capital funding relating to exemptions, reductions and limitations mandated by the Development Charge Act, 1997 and exemptions prescribed by the City's DC By-law.	Funding in the amount of tax supported estimated DC exemptions, discounts, and ineligible expenses as forecast through the DC Background Study and / or Budget process.	Council approved transfer from operating fund.	To fund growth related capital costs not covered by development charges and fund DC exemptions and discounts.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
SERVICE ENHANCEMENT	159	To fund enhancements to City assets that are non-growth related and not asset renewal, including those related to accessibility.	Based on requirements established through the prioritized capital budget and forecast.	Council approved transfer from operating fund.	Funds will be used for capital expenditures that enhance existing assets or introduce new assets relating to new services.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
CLIMATE RESILIENCY AND ENENERGY REDUCTION	355	To provide funding for capital and operating projects that will enable the City to accomplish its stated goal of reaching 100% renewable energy usage by 2050.	Based on requirements established through prioritized capital budget and forecast.	Budgeted transfers from operating and revenue generated from energy related activities.	Funds to be used for capital and operating expenditures that contribute to the goal of reaching 100% renewable energy by 2050.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
DEVELOPMENT CHARGE EXEMPTIONS	220 - 235	Funds are used to hold funding from property taxes and utility rates for development charge exemptions and discounts; and fund DC eligible capital infrastructure required to accommodate that growth in excess of development charge collections.	No established maximum limit.	Funds transferred in for discretionary and mandatory DC exemptions and discounts in accordance with the Identified Funding Requirement defined in the Development Charge Exemption Policy.	Funds transferred out for the growth-related component of projects identified in the Development Charges Background Study when there are insufficient balances in the Development Charge Collections reserve funds.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy. Treasurer is delegated authority to approve funding adjustments between the DC exemption reserve funds and the DC collections reserve funds as needed to ensure DC collections are used first.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
NON-TAX CAPITAL RESERVES						
WATER CAPITAL	152	To assist in financing the capital program for waterworks.	Annual transfers for the estimated long-term average cost of construction and replacement or rehabilitation of water assets as established through the Asset Management Plan. Minimum balance sufficient to respond to unexpected repairs and rehabilitation requirements and manage any required budget adjustments for water assets in a given year.	Council approved transfer from operating budget and the proceeds from the sale of vehicle and equipment assets.	To replace existing water infrastructure and invest in service enhancement initiatives relating to water as well as provide funding for water DC exemptions incurred.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
WASTEWATER CAPITAL	153	To assist in financing the capital program for Wastewater.	Annual transfers for the estimated long-term average cost of construction and replacement or rehabilitation of wastewater assets as established	Council approved transfer from operating fund and the proceeds from the sale of vehicle and equipment assets.	To replace existing wastewater infrastructure, invest in service enhancement initiatives relating to	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
			through the Asset Management Plan. Minimum balance sufficient to respond to unexpected repairs and rehabilitation requirements and manage any required budget adjustments for wastewater assets in a given year.		wastewater as well as provide funding for wastewater DC exemptions incurred.	
STORMWATER CAPITAL	165	To assist in financing the capital program for Stormwater.	Annual transfers for the estimated long-term average cost of construction and replacement or rehabilitation of stormwater assets as established through the Asset Management Plan. Minimum balance sufficient to respond to unexpected repairs and rehabilitation requirements and manage and required budget	Council approved transfer from operating fund.	To replace existing stormwater infrastructure, invest in service enhancement initiatives relating to stormwater as well as provide funding for stormwater DC exemptions incurred.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
			adjustments for stormwater assets in a given year.			
PARKING CAPITAL	151	To assist in financing the capital program for Parking Services.	Annual transfers for the estimated long-term average cost of construction and replacement or rehabilitation of parking assets, as established through the Asset Management Plan. Minimum balance sufficient to respond to unexpected repairs and rehabilitation requirements and manage any required budget adjustments for parking assets in a given year.	Council approved transfer from operating fund.	To replace existing parking infrastructure and invest in service enhancement initiatives relating to parking.	Council approved through capital budget or other in year Council report.
COURTS CAPITAL	120	To assist in financing the capital program for the Provincial Offences Act (POA) Court operations.	Annual transfers for the estimated long-term average cost of construction and replacement or rehabilitation of	Council approved transfer from operating fund.	To replace existing court infrastructure, invest in service enhancement initiatives	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
			court assets as established through the Asset Management Plan. Minimum balance sufficient to respond to unexpected repairs and rehabilitation requirements and manage any required budget adjustments for courts assets in a given year.		relating to the courts.	Policy.
OBLIGATORY RESERVE FUNDS						
PARKLAND DEDICATION	300	Created in accordance with subsection 42 (14)-(16.1) of the Planning Act for the purpose of requiring the payment of cash-in-lieu of conveyance of land for a park or other public recreation purpose.	Based on Council approved Park Plan, as updated from time to time. Per legislation, 60% of funds must be allocated to approved projects.	Funds transferred in as collected from development/redevelopment, in lieu of the conveyance of parkland.	Funds transferred out for the acquisition of land to be used for park or public recreation purposes, as per the Planning Act-sec 42(15).	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
DOWNTOWN PARKLAND DEDICATION	301	Created in accordance with subsection 42 (14) and (15) of the Planning Act for the purpose of requiring the payment of cash-in-lieu of conveyance of land for a park or other public recreation purpose in the downtown.	25% of the planned parkland purchase cost in accordance with the Downtown Secondary Plan.	Funds transferred in as collected from development/redevelopment in lieu of the conveyance of parkland in the downtown.	Funds to be transferred out to purchase additional parkland in the downtown area, in accordance with the Planning Act sec 42 (15).	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
COMMUNITY BENEFIT CHARGE	302	To collect funds from the implementation of the CBC By-law (2022) – 20714, or successor by-law.	Based on Council approved CBC strategy, as updated from time to time. No established maximum, reserve fund must be positive. Per legislation, 60% of funds must be allocated to approved projects.	Revenues collected from development in accordance with the CBC By-law (2022) – 20714, or successor by-law.	Capital related expenditures as defined by the legislation and CBC Strategy.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
PARKING PAYMENT-IN-LIEU	303	Created in accordance with sub-section 40(3) of the Planning Act for the purpose of requiring the payment-in-lieu of parking for exemptions made in accordance with	No established maximum. Reserve fund balance must be positive.	Revenues collected from Parking payment-in-lieu agreements executed under sub-section 40(2) of the Planning Act.	Parking capital related expenditures to invest in infrastructure to support growth	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
		sub-section 40(1) and 40(2) of the Planning Act.			and service enhancement.	
HOUSING ACCELERATOR FUND GRANT	304	To fund the HAF program in accordance with the grant agreement.	No established maximum. Reserve fund balance must be positive.	HAF grant in accordance with the grant agreement.	Allowable uses of funds in accordance with the HAF grant agreement.	Treasurer approval of transfers in accordance with the pre-approved purpose/use.
PACE FUNDING	305	To record and track grant funding received from FCM and the disbursement of funds.	No established maximum limit. Reserve fund balance must be positive.	FCM as outlined in Report 2022-27.	To extend energy efficiency retrofit grants under the Guelph Greener Homes program and to cover the expenses of implementing and operating the program.	Treasurer - approval of funding received, loans issued, and operating cost incurred.
BUILDING FASTER FUND GRANT	306	To fund the BFF program in accordance with the grant agreement.	No established maximum. Reserve fund balance must be positive.	BFF grant in accordance with the grant agreement.	Allowable uses of funds in accordance with the BFF grant agreement.	Treasurer approval of transfers in accordance with the pre-approved purpose/use.
COMPLETE COMMUNITY CHARGE	307	For the provision of facilities, services and matters in exchange for a specified height or density	No established maximum limit, reserve balance must be positive.	Funds collected as a Complete Community Charge for Class 1, 2 and 3 permits under the	Provision of facilities, services and matters to support the	Council approved through capital budget, other in year Council report or as delegated to

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
		of development under O. Reg. 173/16.		Community Planning and Permit System By-law.	growth-related costs of the capital infrastructure needs identified in the relevant Community Benefits Charge Strategy.	staff in the Budget Policy.
CASH-IN-LIEU OF AFFORDABLE HOUSING	308	To hold funds collected through the Community Planning and Permit System by-law for the purpose of advancing affordable housing development in Guelph.	Funds required to support the Council approved Housing Affordability Strategy.	Funds collected as Cash-in-lieu of Affordable Housing under the Community Planning Permit System By-law.	Funds used for projects that directly contribute to units that support the Council approved Housing Affordability Strategy.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
ALTERNATIVE FACILITIES, SERVICES AND MATTERS	309	For payment of cash-in-lieu for additional facilities, services and matters in exchange for a specified height or density of development under O. Reg. 173/16.	No established maximum limit, reserve balance must be positive.	Funds collected as Alternative Facilities, Services and Matters fees for Class 3 permits under the Community Planning Permit System By-law.	Provision of facilities, services and matters as outlined in provision 1.14.7 of the Community Planning Permit System By-law as amended	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					from time to time.	
BUILDING SERVICES OBC STABILIZATION	188	As mandated by O.Reg.305/03 of the Building Code, a building services stabilization reserve fund is required for managing fluctuations in City building activity that may impact operations.	Between 100 and 300 per cent of prior year's budget operating expenditures.	Funds transferred in from Ontario Building Code operating surplus.	To cover shortfalls in building operations or fund capital projects related to Ontario Building Code services.	Council approved through budget, other in year Council report or as delegated to staff in the Budget Policy.
DEDICATED GAS TAX	342	Monies received from the Provincial government to be used to support increased public transportation ridership and investments in the renewal and expansion of public transportation.	No established maximum limit, reserve balance must be positive.	Annual transfer from Government of Ontario from provincial gasoline tax based on a formula using annual transit ridership numbers.	Funds must be used for the direct provision of public transportation.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
COMMUNITY STREAM OF THE BUILDING CANADA STRONG FUND	343	Infrastructure construction, renewal or enhancement within eligible categories under the grant agreement.	No established maximum limit, reserve balance must be positive.	Annual transfer from the Government of Canada from federal gasoline tax based on a per capita basis.	Funds must be used for eligible infrastructure investments, including the construction, renewal, or material enhancement of capital assets, within the	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					approved investment categories under the Community Stream of the Building Canada Strong Fund. Funding is not intended for ongoing operating expenditures.	
PACE LOAN LOSS PROVISION	362	To set aside funds from FCM grant to cover any future potential losses arising from loans made to participating property owners through the Guelph Greener Homes Program.	Five per cent of the total dollar amount of outstanding principal of loan issued by the City (Guelph Greener Homes Program).	FCM and City portion as outlined in Report 2022-27.	To recover losses incurred at any time during the repayment term of the loan issued to property owners.	Treasurer - from September 2023 until the date all loans issued under the program are fully paid.
COMMUNITY PARAMEDICINE	348	To hold the funds received from the Province for the community paramedicine program in advance of them being utilized.	No established maximum limit, reserve balance must be positive.	Community Paramedicine grant in accordance with the grant agreement.	Allowable uses of funds in accordance with the Community Paramedicine grant agreement.	Treasurer approval of transfers in accordance with the pre-approved purpose/use.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
DEVELOPMENT CHARGE COLLECTIONS	311 to 329 and 364	As prescribed by the <i>DCA, 1997</i> , reserve funds are used to facilitate the collection of development charges from growth within the City and the funding of capital infrastructure required to accommodate that growth.	Reserve fund balance must be positive and the combined balance of DC collections and exemptions reserves must be zero by build out.	Funds transferred in as collected from developers.	Funds transferred out for the DC eligible component of capital projects identified in the Development Charges Background Study.	Council approved through capital budget, other in year Council report or as delegated to staff in the Budget Policy.
DISCRETIONARY RESERVE FUNDS						
TOURISM MUNICIPAL ACCOMODATIONS TAX	184	To fund tourism development programs and projects in accordance with the objectives as approved in report 2022-09.	No established maximum. Reserve balance must be positive.	Bylaw (2022) - 20691 Municipal Accommodation Tax collection net of administration costs.	Program and capital projects consistent with Attachment-1 of report 2022-09.	Capital and/or operating transfers will be approved by Council as part of budget. DCAO IDE and City Treasurer approval of in-year transfers in accordance with the pre-approved purpose/use.
EVERGREEN DONATION REQUEST	134	To fund future investment at the Evergreen Seniors Community Centre.	No established maximum limit, reserve balance must be positive.	Funds transferred in from private donations or bequests.	Funds transferred out for approved capital projects or operating expenditures	As approved by the DCAO of Public Services and Treasurer.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
					relating to the Evergreen Seniors Community Centre.	
MUSEUM DONATIONS	135	Accumulate donations for the Civic Museum and McCrae house to be used for future operating or capital projects, including artifacts.	No established maximum limit, reserve balance must be positive.	Funds transferred in from private donations or bequests.	Funds transferred out for approved capital projects or operating expenditures relating to the Museums.	As approved by the DCAO of Public Services and Treasurer.
RENTAL PROPERTY	206	Accumulate funds from the lease and rental revenues generated from city-owned properties that will be used to fund maintenance of those buildings.	No established maximum limit, reserve balance must be positive.	Proceeds from lease and rental agreements on corporate properties.	To fund facility maintenance requirements on corporate facilities that are leased or rented.	As approved by the DCAO of IDE and Treasurer in-year in accordance with the pre-approved purpose/use.
LIBRARY BEQUESTS	138	To fund one-time library related capital or operating expenses.	No established maximum limit, reserve balance must be positive.	Funds transferred in from private donations.	Funds transferred out to fund library operating and capital expenditures.	As approved by the Library Board.
TRANSPORTATION	164	To support the implementation of the Transportation Master	No established maximum, reserve	Net revenues collected from fines	Budget approved expenditures	Council approved through capital budget, other in

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
		Plan initiatives in support of Vision Zero.	fund balance must be positive.	levied via red light cameras program.	that support the achievement of Vision Zero initiatives of the TMP, including both capital and operating investments with measurable impacts in reducing collision severity.	year Council report or as delegated to staff in the Budget Policy.
PARAMEDIC SERVICES PROVINCIAL CAPITAL	360	Funding from the Ministry of Health to support replacement of Paramedic capital assets.	No established maximum limit, reserve balance must be positive.	Annual provincial funding of depreciation, equal to 50% of prior year's annual depreciation.	Fund up to 50% of lifecycle replacement of paramedic services equipment, vehicles and facility costs.	Council approval through the annual capital budget or other in year Council report.
SLEEMAN CENTRE NAMING RIGHTS	162	To fund capital projects at the Sleeman Centre.	No established maximum limit, reserve balance must be positive.	Funds transferred in from the rights fee based on the naming rights and sponsorship agreement with Sleeman Breweries.	To fund capital investments at the Sleeman Centre.	Council approved through the Capital Budget or by a DCAO and Treasurer in-year.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
SLEEMAN CENTRE	189	To fund non-lifecycle capital projects at the Sleeman Centre.	No established maximum limit, reserve balance must be positive.	A surcharge is added to tickets sold for special events at the Sleeman Centre event and then transferred to the reserve.	To fund non-lifecycle capital projects.	Council approved through the Capital Budget or by the DCAO Public Services and Treasurer in-year.
RIVER RUN	340	To fund capital projects at the River Run.	No established maximum limit, reserve balance must be positive.	A surcharge on tickets over \$10 is added to those sold for River Run Centre events and transferred to the reserve.	To fund non-life cycle capital projects relating to the River Run.	Council approved through the Capital Budget or by the DCAO Public Services and Treasurer in-year.
TREE COMPENSATION	365	To accumulate funds collected under the Tree By-law (2025)-21059 or successor by-laws and finance tree planting activities in the City.	No established maximum limit. Reserve fund balance must be positive.	Fees collected under the City's Tree By-law (2025)-21059 or successor by-laws.	To fund tree planting costs.	Council approved through the budget or in-year Council report.
WESTMINSTER WOODS	345	This reserve is required, as per the Licence Agreement (September 2006) between the City and Westminster Woods Ltd.	\$35,000	The reserve fund to be maintained by contributions from Westminster in accordance with an engineer's report every three years that estimates the cost for removal of	To cover the cost to remove the Works and restoration of the licensed lands or perform emergency repair of the	As approved by the DCAO of IDE and Treasurer in-year.

NAME	#	PURPOSE	TARGET BALANCE	SOURCE OF FUNDS	USE OF FUNDS	AUTHORITY / TIMING
				the Works, restoration of the lands, plus a 10% contingency.	Works on the Licensed Lands, at the City's discretion.	