

By-law 2015-9

**A By-law of the City Of Greater Sudbury
to Establish and Continue Reserves,
Reserve Funds and Trust Funds**


Whereas the Council of the City of Greater Sudbury deems it desirable to pass a By-law to establish and continue Reserves, Reserve Funds, Capital Financing Reserve Funds, Deferred Revenue - Obligatory Reserve Funds and Trust Funds for the City of Greater Sudbury;

Now Therefore the Council of the City of Greater Sudbury hereby enacts as follows:


1. The Reserves as set out in Schedule "A" are hereby established or continued for the City of Greater Sudbury and are not interest bearing.
2. The Reserve Funds as set out in Schedule "B" are hereby established or continued for the City of Greater Sudbury and are interest bearing.
3. The Capital Financing Reserve Funds as set out in Schedule "C" are hereby established or continued for capital needs for the City of Greater Sudbury.
4. The Deferred Revenue - Obligatory Reserve Funds as set out in Schedule "D" are hereby established or continued for the City of Greater Sudbury, that by the nature of the revenues received, involve restrictions on their use and are not available for the discretionary use of Council.
5. The Trust Funds as set out in Schedule "E" are hereby established and held in trust for others and are administered by the City for operations not belonging to the City on behalf of the party responsible for the specific operation for which the Trust Fund was established.
6. Reserves, Reserve Funds, Capital Financing Reserve Funds, Deferred Revenue- Obligatory Reserve Funds and Trust Funds which are designated in Schedules "A", "B", "C", "D" or "E" respectively as working funds may be used for the purposes identified therein without further authorization from Council.

7. Expenditures from working funds can be authorized by the Chief Financial Officer/Treasurer and/or respective Senior Management Team member and/or his/her designate.
8. The City's Chief Financial Officer/Treasurer is hereby authorized to pay out any Trust Funds to the parties entitled thereto when she or he deems it appropriate to do so without further authorization from Council.
9. By-law 2013-86 of the City of Greater Sudbury is hereby repealed.
10. Each of the following Schedules:
- Schedule "A" - Reserves;
 - Schedule "B" - Reserve Funds;
 - Schedule "C" - Capital Financing Reserve Funds;
 - Schedule "D" - Deferred Revenue - Obligatory Reserve Funds
 - Schedule "E" - Trust Funds
- attached hereto form part of this By-law.
11. This By-law shall come into force and take effect on the day of passing thereof.

Read and Passed in Open Council this 27th day of January, 2015.



Mayor



Clerk

Schedule "A"
to By-law 2015-9

Reserves

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1. Land Reclamation Reserve

(1) Any annual net under expenditure in the Land Reclamation operating budget shall be credited to this Reserve, if such contribution will not put the City in a deficit position or increase a deficit. If the combined net under expenditures of the Library / Citizen Service Centre, Land Reclamation, Organizational Development, Social Housing, Police Services and Information Technology is less than the City's overall surplus then each respective reserve will receive a prorated share of the accumulated surplus based on their net under expenditure.

(2) This Reserve Fund may be used to fund any operational net over expenditures in the Land Reclamation annual operating budget.

(3) This is a working Reserve.

2. Reserve for Various Expenses

(1) This Reserve is funded from the operating budget, upon authorization of Council, for specific programs or projects for which there was a budget, but which were not completed by year-end.

(2) Expenditures may be made from this Reserve only to finalize those programs for which the funds had been reserved.

(3) This is a working Reserve.

3. Tax Rate Stabilization Reserve

(1) This Reserve provides for year to year variances in the operating budget. Half of any annual surplus shall be credited to this Reserve and half of any annual deficit shall be charged to this Reserve.

(2) Any other revenues or expenditures shall be authorized by Council.

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- (3) Any approved project with under-expenditures or if cancelled and was funded from this Reserve, then surplus should be credited back to this Reserve.

4. Vector Borne Disease Reserve

- (1) This Reserve shall be used to fund any billings from the Sudbury & District Health Unit for expenditures related to West Nile virus.

- (2) This is a working Reserve.

5. Ontario Works Reserve

- (1) This Reserve may be used to offset funding fluctuations in Ontario Works programs and projects.

- (2) Authorization of Council is required to add to or spend from this Reserve.

6. Organizational Development Reserve

- (1) This Reserve shall be funded by any annual under-expenditure in all training related budget line accounts (including conference/seminars, association dues, professional development, tuition fees, corporate training, safety education, travel and accommodation, accreditation fees, license fees and dues, memberships, meals, conferences and all Paramedic and supervisory related training), except for police, information technology and building services, providing such contribution shall not put the City into a deficit position or increase a deficit. If the combined net under expenditures of the Library / Citizen Service Centre, Land Reclamation, Organizational Development, Social Housing, Police Services and Information Technology is less than the City's overall surplus then each respective reserve will receive a prorated share of the accumulated surplus based on their net under expenditure.

- (2) This Reserve shall be used only for the purpose of funding the training and development of City staff.

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- (3) This is a working Reserve.

7. Auditor General Reserve

- (1) This Reserve shall be used to fund initiatives in support of the mandate of the Office of the Auditor General or for related audit projects.

- (2) Authorization of Council or the Audit Committee is required to contribute to or expend from this Reserve.

8. Accessibility Reserve

- (1) This Reserve shall be used to fund Accessibility initiatives in relation to the Accessibility for Ontarians with Disabilities Act for expenditures such as develop accessibility standards, enforce these standards and for building modifications.

- (2) This Reserve shall be funded from surplus in Accessibility cost centre provided that such a contribution would not put the City into a deficit position or increase a deficit.

- (3) Authorization of Council is required to contribute to or expend from this Reserve.

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1. Sick Leave Reserve Fund

- (1) This Reserve Fund shall be funded from the budgeted contributions from the operating budget for this purpose.
- (2) Expenditures may be made from this Reserve Fund to pay sick leave to retiring employees in accordance with the policies of the City of Greater Sudbury.
- (3) This is a working Reserve Fund.

2. Sick Leave Reserve Fund - Police

- (1) This Reserve Fund shall be funded from the budgeted contributions from the operating budget for this purpose.
- (2) Expenditures may be made from this Reserve Fund to pay for various payments (i.e. sick leave, top up, retirement leave, etc.) to Greater Sudbury Police Service employees in accordance with policies of the Greater Sudbury Police Service Board.
- (3) This is a working Reserve Fund.

3. Police Services Post 65 Employment Benefit's Reserve Fund

- (1) This reserve fund can be funded:
 - a) From excess funds from the operating budget provided that such a contribution would not put the City into a deficit position or increase a deficit.
 - b) From contributions from the annual operating budget.
- (2) Expenditures from this Reserve Fund may only be used for the purpose of funding post 65 benefits unless authorized by the Board.
- (3) This is a working Reserve Fund.

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4. Post Employment Benefits Reserve Fund

- (1) This Reserve Fund is funded from surplus (if any) from the Pensioners cost centre and any budgeted contribution for this purpose provided that such a contribution would not put the City into a deficit position or increase a deficit.
- (2) Expenditures from this reserve fund may only be used for the purpose of funding post employment expenses unless authorized by Council.
- (3) This is a working Reserve Fund.

5. Human Resources Management Reserve Fund

- (1) This Reserve Fund shall be funded from net under expenditures in employee benefit programs, excluding WSIB but including any funds held in reserve by the City's benefit carrier.
- (2) Net over expenditures in these same programs may be charged to this Reserve Fund.
- (3) This fund can be utilized for initiatives targeted to reduce or control expenses to the benefit plans and sick leave reserve fund. Funding of such initiatives are subject to a positive cost/benefit analysis and further subject to the approval of the Director of Human Resources and Organizational Development.
- (4) Expenditures may be made from this Reserve Fund, on the direction of the City's Chief Administrative Officer, in order to fund exit packages and other similar arrangements.
- (5) Any contributions to or expenditures from this reserve fund not covered by 5. (1) to (4) above shall be authorized by Council.

6. WSIB Reserve Fund

- (1) This Reserve Fund shall be funded annually through the operating budget, including any WSIB Schedule 1 New Experimental Experience Rating (NEER) program rebates and funds received from participating on WSIB Safety Group Committees.

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- (2) This Reserve Fund shall be used for payment of invoices under Schedule 1 and chedule 2 of the WSIB Act, and other related expenses.
- (3) Expenditures may be made from this Reserve Fund for Workplace Health and Safety Claims Management, Early Intervention and Training Seminars relating to the NEER Program, payment of invoices relating to WSIB Schedule 1 NEER Program surcharges and other related programs.
- (4) This is a working Reserve Fund.
- (5) Any contributions to or expenditures from this reserve fund not covered by 6. (1) to (3) above shall be authorized by Council.

7. Insurance Reserve Fund

- (1) This Reserve Fund shall be funded by an annual contribution from the operating budget and insurance recoveries related to first party losses.
- (2) This Reserve Fund shall be used for payment of insurance claims at or below the deductible limit, and other related expenses, such as but not limited to third party, brokers, adjusters and legal fees.
- (3) This Reserve Fund shall also be used to fund building property valuation projects and updates.
- (4) This is a working Reserve Fund.

8. Land Acquisition Reserve Fund

- (1) Except as otherwise provided in this By-law, the net proceeds from the sale of any City lands or buildings declared surplus shall be credited to this Reserve Fund.
- (2) Costs of advertising, surveys, realtor fees, etc. incurred in the sale of surplus land shall be netted against the proceeds.

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- (3) Expenditures from this Reserve Fund shall be authorized by Council.

9. Parking Improvements Reserve Fund

- (1) Net proceeds from all parking operations in excess of the net operating budget shall be credited to this Reserve Fund.
- (2) This Reserve Fund shall be used to fund any operational net over expenditures in the Parking operating budget.
- (3) Any excess funding from Parking capital projects shall be credited to this Reserve Fund.
- (4) This Reserve Fund shall be used for capital parking projects.
- (5) Expenditures from this Reserve Fund shall be authorized by Council.

10. Pioneer Manor Donations Reserve Fund

- (1) Net revenue from fund raising activities at Pioneer Manor shall be credited to this Reserve Fund.
- (2) Expenditures shall be made from this Reserve Fund to fund projects deemed beneficial to Pioneer Manor and its residents.
- (3) This is a working fund up to \$25,000. Expenditures from this Reserve Fund in excess of \$25,000 shall be authorized by Council.

11 Industrial Reserve Fund

- (1) All net revenues from land sales in the City's industrial parks and other industrial lands shall be deposited into this Reserve Fund. Expenditures that pertain directly to these land sales, such as legal fees, lot survey fees, mortgage payments, real estate commissions, and similar expenses may be netted against the proceeds.
- (2) Expenditures may also be made from this Reserve Fund for the improvement of City's lands within the Industrial Parks or other City industrial lands, including landscaping, lighting,

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fencing and the placing of signs, and for costs incurred in the development of the Industrial Parks.

(3) Expenditures may also be made from this Reserve Fund for the acquisition and development of additional land for industrial purposes as outlined in this By-law.

(4) Expenditures may also be made from this Reserve Fund to fund the City's share for upgrading of City related infrastructure (i.e. Roads, Water/Wastewater linear pipes, etc.) relating to Industrial Park Land Development and/or Development Cost Sharing Policy for Industrial Parks.

(5) Authorization of Council is required to spend from this Reserve Fund.

12. Business Centre Reserve Fund

(1) This Reserve Fund was first established by the former Regional Municipality of Sudbury, subsequent contributions were made by partners in the Business Centre.

(2) Expenditures may be made from this Reserve Fund for Business Centre purposes.

(3) Any year-end net under expenditures in Business Centre operations shall be credited to this Reserve Fund such that a contribution would not put the City into a deficit position or increase a deficit and any year-end net over expenditures in Business Centre operations may be funded from this Reserve Fund.

(4) This is a working Reserve Fund

13. Roads Winter Control Reserve Fund

(1) Any or all Roads Winter Control under expenditures shall be credited to this Reserve Fund to allow it to rise to the level of \$5,000,000 provided the contribution in any year would not place the City into a deficit position or increase a deficit position.

(2) Any Roads Winter Control over expenditures may be funded from this Reserve Fund.

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- (3) This is a working Reserve Fund.

14. VETAC Reserve Fund

- (1) This Reserve Fund shall be funded from donations made for the Vegetation Enhancement Technical Advisory Committee.
- (2) All expenditures from the Reserve Fund shall be authorized by Council, upon recommendation from the VETAC Committee.

15. Cemeteries Reserve Fund

- (1) Any annual net under expenditure in the Cemetery operating budget shall be credited to this Reserve Fund.
- (2) This Reserve Fund shall be used to fund any operational net over expenditures in the Cemetery operating budget.
- (3) Any excess funding from Cemetery capital projects shall be credited to this Reserve Fund.
- (4) This Reserve Fund shall be used for cemetery capital projects.
- (5) Authorization of Council is required for spending from this Reserve Fund.

16. Greater Sudbury Police Service Board Reserve Fund

- (1) This Reserve Fund shall be funded from the Greater Sudbury Police Service Board Auction held annually, interest earned from fund investments, and monies recovered as a result of seized property.
- (2) This Reserve Fund shall be used for any purpose that the Greater Sudbury Police Service Board considers in the public interest in accordance with Sections 132 and 133 of the *Police Services Act* and for such charitable or other events as the Board deems suitable, without further authorization from Council.

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(3) A Statement of Revenues and Expenditures shall be provided to the Financial Services Division of the City of Greater Sudbury by the Greater Sudbury Police Service Board no later than February 15 in each year, prepared as at December 31st of the previous year.

17. Police Services Donations Reserve Fund

(1) This reserve fund shall be funded by an annual contribution of any excess donation proceeds net of related expenditures in that year.

(2) This reserve fund shall be used only for the purpose of crime prevention initiatives as the Greater Sudbury Police Services Board deems suitable, without further authorization from Council.

(3) This is a working Reserve Fund.

18. 199 Larch Building Reserve Fund

(1) Any annual operating budget net under expenditure shall be contributed to this Reserve Fund.

(2) Any annual net over expenditure in the 199 Larch Street operating budget may be funded from this Reserve Fund.

(3) Any excess funds from 199 Larch Street capital projects shall be credited to this Reserve Fund.

(4) This Reserve Fund shall be used for capital projects at 199 Larch Street.

(5) Any expenditures from this Reserve Fund shall be authorized by Council.

19. Social Housing Capital Reserve Fund

(1) Any annual net under expenditure in the Social Housing operating budget shall be credited to this Reserve Fund, to allow it to rise to \$10 million, if such contribution will not put the City in a deficit position or increase an existing deficit. If the combined net under expenditures

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of the Library / Citizen Service Centre, Land Reclamation, Organizational Development, Social Housing, Police Services and Information Technology is less than the City's overall surplus then each respective reserve will receive a prorated share of the accumulated operating surplus based on their net under expenditure.

(2) Any annual net over expenditure in the Social Housing operating budget may be funded from this Reserve Fund.

(3) This Reserve Fund shall be used for Social Housing capital projects as authorized by Council.

(4) Expenditures from this Reserve Fund shall be authorized by Council.

20. Community Initiatives Reserve Fund

(1) This Reserve Fund shall be used for Community Initiative Projects such as but not limited to the Northern Ontario School of Architecture.

(2) Funds approved by Council for contribution to a Community Initiative Project shall be transferred to this Reserve Fund, where the contribution is dependent upon compliance with conditions which are not yet met or where the funds are not yet required by the group leading the Community Initiative Project.

(3) Expenditures from this Reserve Fund shall be authorized by the General Manager acting as liaison with the Community Initiative Project, or other member of the Senior Management Team, and, where applicable, upon such person being satisfied that the conditions of the advance have been met.

21. Drainage and Stormwater Management Reserve Fund

(1) This Reserve Fund shall be funded through the Operating Budget.

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(2) Any annual net under expenditure in the Agricultural Drains operating budget shall be credited to this Reserve Fund.

(3) This Reserve Fund may be used to fund any net over expenditures in the Drains operating budget.

(4) Any excess funds from Drains capital projects shall be credited to this Reserve Fund.

(5) This Reserve Fund shall be used to fund the municipal share of construction costs of new agricultural drains as projects are approved by Council.

(6) This Reserve Fund can also be used for drainage and stormwater management capital projects as approved by Council.

22. Economic Development Reserve Fund

(1) This Reserve Fund shall be used only for economic development projects.

(2) Authorization of Council is required to contribute to or expend from this Reserve Fund.

23. Election Expenses Reserve Fund

(1) Annual Operating Budget contributions shall be made to this Reserve Fund.

(2) This Reserve Fund shall be used to offset expenditures for election expenses.

(3) This is a working Reserve Fund.

24. Library/Citizen Service Reserve Fund

(1) Any annual net under expenditures in the Library / Citizen Service Centre operating budgets shall be credited to this Reserve Fund only if such contribution will not put the City in a deficit position or increase an existing deficit. If the combined net under expenditures of the Library / Citizen Service Centre, Land Reclamation, Organizational Development, Social Housing, Police Services, and Information Technology is less than the City's overall surplus

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then each respective reserve will receive a prorated share of the accumulated surplus based on their net under expenditure.

- (2) This Reserve Fund may be used to fund any net over expenditures in the Library/Citizen Service operating budget.
- (3) This Reserve Fund shall be used for Library/Citizen Services capital projects.
- (4) Any excess funds from Library/Citizen Services capital projects shall be credited to this reserve fund.
- (5) Expenditures over \$25,000 from this Reserve shall be authorized by Council, otherwise authorization from the Library Board is required.

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Capital Financing Reserves Funds

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1. Capital Financing Reserve Fund - General

- (1) This Capital Financing Reserve Fund shall be used to provide for year to yearly variances in the operating budget: Half of any operating budget surplus shall be credited to this Capital Financing Reserve Fund and half of any operating budget deficit shall be charged to this Capital Financing Reserve Fund.
- (2) This Capital Financing Reserve Fund may be used for any project of a capital nature upon authorization of Council.
- (3) Any surplus from a capital project approved by Council from this Reserve Fund shall be contributed back to this Reserve Fund.

2. Capital Financing Reserve Fund - Administration

- (1) This Capital Financing Reserve Fund shall be funded from excess funds from Administration capital projects.
- (2) This Capital Financing Reserve Fund shall be used for Administration capital projects such as those related to telephones and communications equipment, mailroom, printing and copying equipment as well as Council Chambers and Committee rooms at Tom Davies Square.
- (3) All expenditures from this Capital Financing Reserve Fund shall be authorized by Council.

3. Capital Financing Reserve Fund - Corporate Infrastructure

- (1) Any excess funds from Corporate Infrastructure (i.e. furniture, security upgrades, etc.) capital projects shall be credited to this Reserve Fund.
- (2) This Reserve Fund shall be used to fund capital projects for Corporate Infrastructure.
- (3) Authorization of Council is required for spending from this Reserve Fund.

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4. Capital Financing Reserve Fund - Information Technology

- (1) This Capital Financing Reserve Fund shall be funded from excess funds from Information Technology capital projects.
- (2) Any annual net under expenditure in the Information Technology operating budget shall be credited to this Capital Financing Reserve Fund only if such contribution will not put the City in a deficit position or increase an existing deficit. If the combined net under expenditures of the Library / Citizen Service Centre, Land Reclamation, Organizational Development, Social Housing, Police Services, and Information Technology is less than the City's overall surplus then each respective reserve will receive a prorated share of the accumulated surplus based on their net under expenditure.
- (3) Annual operating budget net over expenditures may be funded from this Capital Financing Reserve Fund.
- (4) Expenditures from this Capital Financing Reserve Fund shall be made for Information Technology capital projects including hardware, software and related project implementation costs.
- (5) Expenditures may be made from this Capital Financing Reserve Fund with authorization from Council.

5. Capital Financing Reserve Fund - Peoplesoft/ERP

- (1) Any excess funds from Peoplesoft/ERP capital projects shall be credited to this Reserve Fund.
- (2) This Reserve Fund shall be used to fund capital projects for Peoplesoft/ERP.
- (3) Authorization of Council is required for spending from this Reserve Fund.

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6. Capital Financing Reserve Fund - Buildings

- (1) This Capital Financing Reserve Fund shall be funded from excess capital funds from Facilities (excluding Community Development) capital projects.
- (2) This Capital Financing Reserve Fund shall be used for all Municipal building capital projects excluding Community Development and Emergency Medical Services.
- (3) Expenditures from this Capital Financing Reserve Fund shall be made upon authorization by Council.

7. Capital Financing Reserve Fund - CD Buildings

- (1) This Capital Financing Reserve Fund shall be funded through excess funds from Community Development Buildings capital projects.
- (2) This Capital Financing Reserve Fund shall be used for Community Development Buildings capital projects.
- (3) Expenditures from this Capital Financing Reserve Fund shall be made upon authorization by Council.

8. Capital Financing Reserve Fund - Police Services

- (1) This Capital Financing Reserve Fund shall be funded from the operating budget, excess funds from Police capital projects and from the operating budget provided that such contribution will not put the Greater Sudbury Police Services Board or the City in a deficit position or increase a deficit. If the combined net under expenditures of the Library / Citizen Service Centre, Land Reclamation, Organizational Development, Social Housing, Police Services and Information Technology is less than the City's overall surplus then each respective reserve will receive a prorated share of the accumulated surplus based on their net under expenditure.

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(2) Any operating budget over expenditure shall be funded from this Capital Financing Reserve Fund.

(3) Additional expenditures may be made from this Capital Financing Reserve Fund for Police Services capital projects upon authorization by the Greater Sudbury Police Services Board.

9. Capital Financing Reserve Fund - Roads

(1) This Capital Financing Reserve Fund shall be funded through excess funds from Roads capital projects.

(2) Net proceeds from the sale of any City lands (with associated buildings if any) originally funded by Roads for the purpose of Road capital projects shall be contributed to this Reserve Fund.

(3) This Capital Financing Reserve Fund shall be used for Roads capital projects.

(4) Expenditures from this Capital Financing Reserve Fund shall be made upon authorization by Council.

10. Capital Financing Reserve Fund - Wastewater

(1) This Capital Financing Reserve Fund shall be funded from excess funds from Wastewater capital projects and net under expenditures from the Wastewater operating budget.

(2) This Capital Financing Reserve Fund shall be used to fund any net over expenditures in the Wastewater operating budget.

(3) The balance in this reserve fund should not fall below 10% of the estimated revenues for these services in any year.

(4) Expenditures may be made from this Capital Financing Reserve Fund for wastewater projects of a capital nature, upon authorization by Council.

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11. Capital Financing Reserve Fund - Water

- (1) This Capital Financing Reserve Fund shall be funded from excess funds from Water capital projects and net under expenditures from the Water operating budget.
- (2) This Capital Financing Reserve Fund shall be used to fund any net over expenditures in the Water operating budget.
- (3) The balance in this reserve fund should not fall below 10% of the estimated revenues for these services in any year.
- (4) Expenditures may be made from this Capital Financing Reserve Fund for water projects of a capital nature, upon authorization by Council.

12. Capital Financing Reserve Fund - Health and Social Services

- (1) This Capital Financing Reserve Fund shall be funded from excess funds from the Community Development - Health and Social Services capital projects. Health and Social Services includes Pioneer Manor, Social Services, Ontario Works and Social Housing.
- (2) This Capital Financing Reserve Fund shall be used for Community Development - Health and Social Services capital projects.
- (3) Expenditures may be made from this Capital Financing Reserve Fund upon authorization by Council.

13. Capital Financing Reserve Fund - Fire Services

- (1) This Capital Financing Reserve Fund shall be funded through excess funds from Fire Services capital projects.
- (2) This Capital Financing Reserve Fund shall be used for Fire Services capital projects.
- (3) Proceeds from sale of equipment shall be credited to this reserve fund.

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- (4) Expenditures may be made from this Capital Financing Reserve Fund upon authorization of Council.

14. Capital Financing Reserve Fund - Emergency Medical Services

- (1) Annual budgeted amounts for vehicles/equipment replacement and station development shall be credited to this Reserve Fund.
- (2) Annual net under expenditures in EMS up to maximum amortization expenses per Form B (Ministry of Health) shall be contributed to this Reserve Fund in order to maximize the annual Land Ambulance Provincial Grant
- (3) Any excess funding from EMS capital projects shall be credited to this Reserve Fund.
- (4) This Reserve Fund shall be used to fund vehicles/equipment replacement and station development for EMS.
- (5) Proceeds from sale of vehicles and equipment shall be credited to this Reserve Fund.

15. Capital Financing Reserve Fund - Leisure Services

- (1) This Capital Financing Reserve Fund shall be funded through excess funds from Leisure Services capital projects except facilities or Parks equipment.
- (2) This Capital Financing Reserve Fund shall be used for Community Development - Leisure Services capital projects.
- (3) Payments received from the City's cold drink supplier in municipal arenas each year, for the purpose of funding score clock and marquee acquisitions, in accordance with the provisions of the City's contract with the arena cold drink supplier shall be contributed to this Capital Financing Reserve Fund.

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(4) Expenditures made for the repair & acquisition of score clocks and marquees in City arenas can be funded from this Reserve Fund under the authority of the General Manager of Community Development.

(5) Any expenditures from this Capital Financing Reserve Fund not covered by (3) or (4) above shall be made upon authorization of Council.

16. Capital Financing Reserve Fund - Environmental Services

(1) This Capital Financing Reserve Fund shall be funded from excess funds from Environmental Services capital projects.

(2) This Capital Financing Reserve Fund shall be used for Environmental Services projects of a capital nature.

(3) Proceeds from sale of related land and equipment shall be credited to this Reserve Fund.

(4) Expenditures may be made from this Capital Financing Reserve Fund upon authorization from Council.

17. Capital Financing Reserve Fund - CLELC

(1) Any excess funding from CLELC capital projects shall be credited to this Reserve Fund.

(2) This Reserve Fund shall be used to fund capital projects for the Lionel E Lalonde Centre.

(3) Any expenditures from this Capital Financing Reserve Fund shall be made upon authorization of Council.

18. Capital Financing Reserve Fund - Emergency Management

(1) Any excess funding from Emergency Management capital projects (i.e. Emergency Operation Centre) shall be credited to this Reserve Fund.

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- (2) This Reserve Fund shall be used to fund capital projects for Emergency Management.
- (3) Any expenditures from this Capital Financing Reserve Fund shall be made upon authorization of Council.

19. Capital Financing Reserve Fund - Planning

- (1) This Capital Financing Reserve Fund shall be funded from excess funds from Planning capital initiatives (i.e. GIS, related equipment, mapping, etc.).
- (2) This Capital Financing Reserve Fund shall be used to fund capital project for Planning.
- (3) Expenditures may be made from this Capital Financing Reserve Fund upon authorization from Council.

20. Capital Financing Reserve Fund - Transit

- (1) Any excess funding from Transit capital projects shall be credited to this Reserve Fund.
- (2) Proceeds from the sale of used Transit equipment or vehicles shall be credited to this Reserve Fund.
- (3) This Reserve Fund shall be used for Transit capital projects as authorized by Council.

21. Communication Infrastructure Reserve Fund

- (1) Annual budgeted amounts shall be contributed to this Reserve Fund for replacement of Communication Infrastructure.
- (2) Any excess funds from Communication Infrastructure capital projects shall be credited to this Reserve Fund.
- (3) Any annual net under expenditures in the Communications Infrastructure operating budget shall be credited to this Reserve Fund.
- (4) This Reserve Fund shall be used to fund any operational net over expenditures in the Communications Infrastructure operating budget.

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- (5) Expenditures up to \$25,000 may be made from this Reserve Fund with the authorization of the Chief of Emergency Services and/or Director of Corporate Services (Police).

Expenditures over \$25,000 require the authorization of Council.

22. Equipment and Vehicle Replacement Reserve Fund - Fleet

- (1) Annual equipment rates shall contain a provision for straight-line replacement depreciation, which shall form contributions to this Reserve Fund.
- (2) Proceeds from the sale of used Fleet equipment or vehicles shall be credited to this Reserve Fund.
- (3) This Reserve Fund shall be used to purchase fleet equipment and vehicles as authorized by Council.

23. Equipment and Vehicle Replacement Reserve Fund - Parks

- (1) Annual budgeted amounts shall be contributed to this Reserve Fund.
- (2) Any excess funds from Parks Equipment/Vehicle Replacement capital projects shall be credited to this Reserve Fund.
- (3) Proceeds from the sale of used Parks equipment shall be credited to this Reserve Fund.
- (4) This Reserve Fund shall be used to purchase new Parks equipment and vehicles as authorized by Council.

24. Recycling Equipment Reserve Fund - Environmental Services

- (1) Annual contributions to this Reserve Fund shall be made from the operating budget.
- (2) Proceeds from the sale of used recycling equipment shall be credited to this Reserve Fund.
- (3) This Reserve Fund shall be used for replacement of recycling equipment in accordance with the Recycling Equipment Replacement Plan.

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- (4) Expenditures may be made from this Reserve Fund with authorization of Council.

25. Equipment and Vehicle Reserve Fund - Police Services

- (1) Annual contributions to this reserve fund shall be made in accordance with the Greater Sudbury Police Services Board operating budget.
- (2) Any excess funds from Police Services Equipment/Vehicle Replacement capital projects shall be credited to this Reserve Fund.
- (3) Proceeds from the sale of used Police vehicles and equipment shall be credited to this Reserve Fund.
- (4) This reserve fund shall be used to purchase new Police equipment and vehicles as determined by the Greater Sudbury Police Services Board, and in accordance with the Police equipment replacement plan.
- (5) This is a working Reserve Fund.

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1. Federal Gas Tax Reserve Fund

- (1) This Reserve Fund shall be funded from monies received by the City from the Federal Government from time to time as Federal gas tax Funds, pursuant to a Letter of Agreement between the associations of Municipalities of Ontario and the City of Greater Sudbury.
- (2) Expenditures may be made from the Reserve Fund, in accordance with the Letter of Agreement, for environmentally sustainable Municipal infrastructure projects within the following categories: public transit, water, wastewater, solid waste, local roads, bridges and tunnels, capacity building and community energy.
- (3) Expenditures from this Reserve Fund shall be authorized by Council.

2. Dedicated Provincial Gas Tax Reserve Fund for Public Transportation

- (1) This Reserve Fund shall be funded by monies received by the City from the Province of Ontario from time to time as Dedicated Gas Tax Funds for Public Transportation, pursuant to a Letter of Agreement between the Province of Ontario and the City of Greater Sudbury.
- (2) Expenditures may be made from the Reserve Fund for eligible expenditures related to public transportation as described in the Letter of Agreement with the Province of Ontario and the Dedicated Gas Tax Funds for Public Transportation Program Guidelines and Requirements and consistent with the City's Asset Management Plan and Ridership Growth Plan approved by Council.
- (3) Expenditures from this Reserve Fund shall be authorized by Council.

3. Children's Services Reserve Fund

- (1) This Reserve Fund shall be funded from the one-time mitigation funding to the new Child Care funding formula as received from the Ministry of Education Early Learning Division.

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(2) This Reserve Fund shall be used within annual operating budget for Children's Services division to offset changes in annual funding from the Ministry.

4. Ontario Community Infrastructure (OCIF) Reserve Fund

(1) This Reserve Fund is funded from monies received from the Government of Ontario from time to time as Ontario Community Infrastructure Funds (OCIF), pursuant to the Agreement between the Province and the City of Greater Sudbury.

(2) Expenditures may be made from the Reserve Fund, in accordance with the Agreement, for eligible project categories for the renewal, rehabilitation and replacement of core infrastructure assets which include roads, bridges and culverts, water and wastewater.

(3) Expenditures from this Reserve Fund shall be authorized by Council.

4. Parks Reserve Fund

(1) This Reserve Fund is funded through 5% and 2% deposits received for parks purposes pursuant to *the Planning Act*.

(2) Land may also be deeded to the City in lieu of cash deposits. Net proceeds from the sale of such lands would be credited to this reserve fund.

(3) This Reserve Fund is to be used for park land acquisition, park improvements and for other public recreational purposes including the erection or repair of buildings used for recreational purposes and the acquisition of machinery to use for public recreational purposes.

(4) Proceeds from disposition of surplus parkland shall be credited to this reserve fund.

(5) Proceeds from disposition of Parkland shall be reserved with 50 % to be used towards acquisition of parkland based on the adopted priority list and 50 % to be used towards acquisition of parkland or park development in the ward for which the sale was made.

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(6) Expenditures of \$25,000 or less can be funded from this reserve fund under the authority of the General Manager of Community Development.

(7) Authorization of Council is required to spend over \$25,000 from this Reserve Fund.

5. Subdivision Deposits Reserve Fund

(1) This Reserve Fund shall be funded by non-refundable deposits received from Developers under the terms of subdivision agreements for asphalt or other related deposits.

(2) This Reserve Fund shall be used by the Infrastructure Services Department to carry out required work on projects as specified in the Agreements. All funds for a specified project will be transferred to the respective Department upon completion of that project.

(3) This is a working Reserve Fund.

6. Site Plan Deposits Reserve Fund

(1) This Reserve Fund shall be funded by non-refundable deposits received from Developers pursuant to Subdivision and Site Plan Agreements.

(2) This Reserve Fund shall be used by the Infrastructure Services Department to carry out required work on projects as specified in the Agreements. All funds for a specified project will be transferred to the respective Department upon completion of that project.

(3) This is a working Reserve Fund.

7. Tree Planting Reserve Fund

(1) This Reserve Fund shall be funded by non-refundable deposits received from Developers pursuant to Subdivision and Site Plan Agreements.

(2) This Reserve Fund shall be used by the Infrastructure Services Department to carry out required work on projects as specified in the Agreements. All funds for a specified project will be transferred to the respective Department upon completion of that project.

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- (3) This is a working Reserve Fund.

8. Road Deposits Reserve Fund

- (1) This Reserve Fund shall be funded from non-refundable deposits received pursuant to Site Plan Control Agreements and Subdivision Agreements.
- (2) This Reserve Fund shall be used by the Infrastructure Services Department to carry out required work on projects as specified in the Agreements. All funds for a specified project will be transferred to the respective Department upon completion of that project.
- (3) This is a working Reserve Fund.

9. Water and Wastewater Deposits Reserve Fund

- (1) This Reserve Fund shall be funded from non-refundable deposits made to the City pursuant to Subdivision, Site Plan Control or other similar Agreements for specific water and/or wastewater upgrading projects.
- (2) This Reserve Fund shall be used by the Infrastructure Services Department to carry out required work on projects as specified in the Agreements. All funds for a specified project will be transferred to the respective Department upon completion of that project.
- (3) This Reserve Fund shall be funded from the \$2,000 per lot charge to be collected on registration of Plans of Subdivision and any approvals of lot severances, within the area listed below:

FIRSTLY: Lot 2, Concession 3, Township of Hanmer

SECONDLY: West Half of Lot 1, Concession 3, Township of Hanmer.

- (4) The deposits in (3) above shall be used to fund the upgrade of the Centennial Drive Booster Station in the former City of Valley East.
- (5) This is a working Reserve Fund.

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10. Building Permit Revenue Stabilization Reserve Fund

- (1) This Reserve Fund shall be funded by an annual contribution from the operating budget of excess revenues over expenditures from Building Services activities.
- (2) Expenditures from this Reserve Fund may be used to offset any annual net over expenditures.
- (3) This is a working Reserve Fund.

11. Storm Water Management Reserve Fund

- (1) This Reserve Fund shall be funded by non-refundable deposits received pursuant to Site Plan Control Agreements and Subdivision Agreements for future storm water management initiatives.
- (2) This Reserve Fund shall be used by the Infrastructure Services Department to carry out required work on projects as specified in the Agreements. All funds for a specified project will be transferred to the respective Department upon completion of that project.
- (3) This is a working Reserve Fund.

12. Development Charges - Administration Reserve Fund

- (1) Funds collected at building permit application stage are deposited into this Reserve Fund and allocated to applicable Development Charges Reserve Fund.
- (2) Balance in this Reserve Fund will be zero at each year end.

13. Development Charges - General Government Reserve Fund

- (1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for General Government services as described in By-Law 2014-151 in accordance with 12 provisions of section 35 of the *Development Charges Act*.

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- (2) Expenditures will be transferred for General Government capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.
- (3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

14. Development Charges - Library Reserve Fund

- (1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Library services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.
- (2) Expenditures will be transferred for Library capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.
- (3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act*, the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

15. Development Charges - Fire Reserve Fund

- (1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Fire services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

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- (2) Expenditures will be transferred for Fire capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.
- (3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

16. Development Charges - Police Reserve Fund

- (1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Police services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.
- (2) Expenditures will be transferred for Police capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.
- (3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

17. Development Charges - Public Safety Reserve Fund

- (1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Public Safety as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

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(2) Expenditures will be transferred for Public Safety capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

17. Development Charges – Parks and Recreation Reserve Fund

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Parks and Recreation services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

(2) Expenditures will be transferred for Parks and Recreation capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

18. Development Charges - Cemetery Services Reserve Fund

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Cemetery Services services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

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(2) Expenditures will be transferred for Cemetery Services capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

18. Development Charges - Public Works Reserve Fund

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Public Works services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

(2) Expenditures will be transferred for Public Works capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

19. Development Charges - Ambulance Reserve Fund:

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Ambulance services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

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(2) Expenditures will be transferred for Ambulance capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

20. Development Charges - Transit Services Reserve Fund

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Transit services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

(2) Expenditures will be transferred for Transit capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

21. Development Charges - Emergency Preparedness Reserve Fund

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Emergency Preparedness services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

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(2) Expenditures will be transferred for Emergency Preparedness capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

22. Development Charges - Roads Reserve Fund

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Roads services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

(2) Expenditures will be transferred for Roads capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.

(3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

23. Development Charges - Water Reserve Fund

(1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Water Services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

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- (2) Expenditures will be transferred for Water capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.
- (3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

24. Development Charges - Wastewater Reserve Fund

- (1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Wastewater services as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.
- (2) Expenditures will be transferred for Wastewater capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.
- (3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

25. Development Charges - Drains Reserve Fund

- (1) This Reserve Fund shall be funded from monies received from payment of development charges at the building permit application stage for Drains as described in By-Law 2014-151 in accordance with provisions of section 35 of the *Development Charges Act*.

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- (2) Expenditures will be transferred for Drains capital projects as identified within the Development Charges Background Study which is updated at least every 5 years.
- (3) Borrowing from the Reserve Fund, or from one designated municipal service fund to another, for municipal financial purposes will be permitted as authorized from time to time by resolution or By-Law of Council provided interest is paid in accordance with the *Development Charges Act* and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

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Trust Funds

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1. Pioneer Manor Residents Trust Fund

(1) This Trust Fund shall consist of monies being held on behalf of Residents in Pioneer Manor for:

- (a) accommodation payments for Residents on family benefits;
- (b) accommodation payments for Residents that are controlled by the Public Guardian and Trustee; and
- (c) Residents - assets or monies.

(2) Payment from this Trust Fund may be made to Residents, or their legal representatives, or may be applied to outstanding accounts of the City of Greater Sudbury.

(3) Expenditures from this Trust Fund shall be authorized by the Manager of Administration (or his/her designate) with Pioneer Manor.

2. Business Centre Trust Fund

(1) This Trust Fund shall consist of funds contributed by the Province of Ontario to allow the Regional Business Centre to advance to clients that wish to start up a business, a loan to 90% of the cost of preparing a business plan, to a maximum of \$5,000.

(2) Expenditures from this Trust Account shall be made in accordance with decisions made by the partners in the Business Centre. Funds in this Trust Account are also subject to return to the Province of Ontario upon request.

3. Deposits by Contractors

(1) This Trust Fund shall consist of all money given to the City of Greater Sudbury as deposits, guarantees, or other security under Subdivision Agreements, Site Plan Agreements, Construction Lien Agreements, Removal of Building Agreements, Test Manhole Agreements, Servicing Agreements and other similar arrangements.

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(2) Expenditures may be made from this Trust Fund with authorization from Manager of Development Approvals (or his/her designate) or by the Purchasing Agent (or his/her designate).

4. Cemetery Care and Maintenance Trust Fund

(1) A portion of the price of cemetery plots and markers shall be set aside in this Trust Fund for perpetual care, as required pursuant to the *Cemeteries Act (Revised)* and regulations thereunder.

(2) No expenditures from the capital of this Trust Fund shall be permitted.

(3) Interest from this Trust Fund shall be transferred to the Cemeteries operating budget.

5. Cemetery Pre-Need Assurance Fund

(1) Monies paid for pre-need services at the cemeteries, such as prepayment of grave opening and closing charges, and prepayment of charges for grave-side services shall be deposited to this Trust Account.

(2) Interest earned by this Trust Fund shall be credited directly to the Trust Fund.

(3) Deposits to and expenditures from this Trust Account shall be made on advice from the Manager, Cemetery Services and in accordance with the *Cemeteries Act (Revised)* and regulations thereunder.

6. Sudbury Airport CDC Trust Fund

(1) This Trust Fund was created by the former City of Sudbury for the purposes of depositing operating budget net under expenditures from the Sudbury Airport Community Development Corporation and funding received from the Federal Government.

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(2) Net under expenditures in the monthly airport operating budget shall be credited to this Trust Fund and net over expenditures in the monthly airport operating budget shall be charged to this Trust Fund.

(3) All interest earned by this Trust Fund shall be credited directly to the Trust Fund.

(4) Expenditures shall be made from this Trust Fund for uses established by the Sudbury Airport CDC by resolution of the Board of the Sudbury Airport CDC.

7. Elections Trust Fund

(1) Individual election net under expenditure in excess of \$500 must be turned over to the municipality and held in trust until the next municipal election.

(2) All interest earned by this Trust Fund shall be credited to the Trust Fund.

(3) This money will be returned to the candidate(s), with interest, if they run in the next municipal election. If they do not run, the money is to be returned to the City.

(4) Expenditures from this Trust Fund shall be authorized by the City Clerk (or his/her designate).

8. Trust Fund – Various

(1) This trust fund will allow the city to segregate contributions from the public that are designated for specific projects.

(2) Expenditures from this Trust Fund shall be made to pay for the specific undertaking that the monies were contributed for.

(3) Expenditures from this Trust Fund shall be authorized by the respective Senior Management Team member (or his/her designate).