

By-law 2020-56

**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 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 Treasurer or respective Executive Leadership Team member or their designate.
8. The City's Treasurer is hereby authorized to pay out any Trust Funds to the parties entitled thereto when they deem it appropriate to do so without further authorization from Council.

9. By-law 2015-9 of the City of Greater Sudbury is hereby repealed.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;

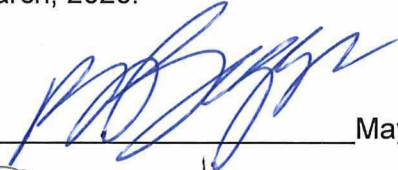
Schedule "D" - Deferred Revenue - Obligatory Reserve Funds

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 10th day of March, 2020.



Mayor



Clerk

Reserves

1. 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.
- (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) This Reserve Fund may be funded with annual budgeted contributions.
- (5) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 3% of the annual property tax levy as per annual budget document.

2. 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 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, Organizational Development, Social Housing, and Police Services 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.
- (3) This is a working Reserve.

3. Capital General Holding Account Reserve

- (1) This Reserve is to be used for capital projects that are funded from the tax levy and in accordance with the Capital Budget Policy.
- (2) This Reserve shall be funded from surplus in any capital project funded from the tax levy.

Reserves

- (3) This Reserve shall be used to fund deficits in any capital project funded from the tax levy.
- (4) This Reserve maximum target balance is \$4,000,000 and will be replenished at the start of each year from the Capital Financing Reserve Fund – General based on available funds.
- (5) This Reserve is a working reserve in accordance with the Capital Budget Policy.

4. Water Holding Account Reserve

- (1) This Reserve is to be used for capital projects that are funded from water user fees and in accordance with the Capital Budget Policy.
- (2) This Reserve shall be funded from surplus in any capital project funded from water user fees.
- (3) This Reserve shall be used to fund deficits in any capital project funded from water user fees.
- (4) This Reserve maximum target balance is \$1,500,000 and will be replenished at the start of each year from the Capital Financing Reserve Fund – Water based on available funds.
- (5) This Reserve is a working reserve in accordance with the Capital Budget Policy.

5. Wastewater Holding Account Reserve

- (1) This Reserve is to be used for capital projects that are funded from wastewater user fees and in accordance with the Capital Budget Policy.
- (2) This Reserve shall be funded from surplus in any capital project funded from wastewater user fees.
- (3) This Reserve shall be used to fund deficits in any capital project funded from wastewater user fees.
- (4) This Reserve maximum target balance is \$1,500,000 and will be replenished at the start of each year from the Capital Financing Reserve Fund – Wastewater based on available funds.
- (5) This Reserve is a working reserve in accordance with the Capital Budget Policy.

Reserves Funds

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) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 80% of the liability amount shown on the annual audited financial statements.
- (4) 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) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 10% of the liability amount shown on the annual audited financial statements.
- (4) This is a working Reserve Fund.

Reserves Funds

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) Best efforts shall be made for this Reserve Fund to have a minimum target balance of \$3,000,000.
- (6) This Reserve Fund shall have \$2,000,000 set aside as committed for variances relating to employee benefits provider.
- (7) 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.

Reserves Funds

- (2) This Reserve Fund shall be used for payment of invoices under Schedule 1 and Schedule 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) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 3% of the annual payroll amount as per annual budget document.
- (5) This Reserve Fund shall have \$3,000,000 set aside as committed for potential future catastrophic claims.
- (6) This is a working Reserve Fund.
- (7) 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) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 1% of the annual property tax levy as per annual budget document.
- (5) This is a working Reserve Fund.

8. 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.

Reserves Funds

- (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) That proceeds on sale of Parking assets be transferred to this Reserve Fund.
- (6) That any project surplus be transferred to this Reserve Fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (7) That any project deficit will be funded to this Reserve Fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (8) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 10% of annual operating budget and 5% of estimated asset replacement value.
- (9) Expenditures from this Reserve Fund shall be authorized by Council.

9. 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.

10. 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,

Reserves Funds

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.

11. 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.

12. Roads Winter Control Reserve Fund

(1) Any or all Roads Winter Control under expenditures shall be credited to this Reserve Fund 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.

(3) This Reserve Fund may be funded with annual budgeted contributions.

(4) Best efforts shall be made for this Reserve Fund to have a minimum target balance of the total roads winter control operating deficit within last three years.

(5) This is a working Reserve Fund.

Reserves Funds

13. 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.
- (6) That proceeds on sale of Cemeteries assets be transferred to this Reserve Fund.
- (7) That any project surplus be transferred to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (8) That any project deficit will be funded to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.

14. 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.
- (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.

Reserves Funds

15. 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.

16. 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) That proceeds on sale of 199 Larch assets be transferred to this Reserve Fund.
- (5) That any project surplus be transferred to this Reserve Fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (6) That any project deficit will be funded to this Reserve Fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (7) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 5% of estimated building replacement value.
- (8) Any expenditures from this Reserve Fund shall be authorized by Council.

17. 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

Reserves Funds

of the Library / Citizen Service Centre, Organizational Development, Social Housing, and Police Services 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) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 2% of estimated replacement values.

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

18. 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.

19. 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, Organizational Development, Social Housing, and Police Services 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 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.

Reserves Funds

- (5) Expenditures over \$25,000 from this Reserve shall be authorized by Council, otherwise authorization from the Library Board is required.

Capital Financing Reserves

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) That proceeds on sale of assets not identified in any other reserve fund be transferred to this Reserve Fund.
- (4) This Reserve Fund may be funded with annual budgeted contributions.
- (5) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 1% of estimated asset replacement values (excluding assets in which a separate reserve fund relates to).

2. 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, Organizational Development, Social Housing, and Police Services 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) 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.
- (4) That proceeds on sale of Police assets (excluding fleet and equipment) be transferred to this Reserve Fund.

Capital Financing Reserves

- (5) That any project surplus be transferred to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (6) That any project deficit will be funded to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.

3. 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.
- (5) That proceeds on sale of Wastewater assets be transferred to this Reserve Fund.
- (6) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 1% of estimated asset replacement value for wastewater related assets.

4. 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.
- (5) That proceeds on sale of Water assets be transferred to this Reserve Fund.

Capital Financing Reserves

- (6) Best efforts shall be made for this Reserve Fund to have a minimum target balance of 1% of estimated asset replacement values for water related assets.

5. Capital Financing Reserve Fund – Paramedic 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 Paramedic Services 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) This Reserve Fund shall be used to fund vehicles/equipment replacement and station development for Paramedic Services.
- (4) Proceeds from sale of assets shall be credited to this Reserve Fund.
- (5) That any project surplus be transferred to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (6) That any project deficit will be funded to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.

6. 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.
- (5) Expenditures up to \$25,000 may be made from this Reserve Fund with the authorization of the General Manager of Community Safety and/or Chief Administrative Officer (Police). Expenditures over \$25,000 require the authorization of Council.

Capital Financing Reserves

7. 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.
- (4) That proceeds on sale of Fleet assets be transferred to this Reserve Fund.
- (5) That any project surplus be transferred to this Reserve Fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (6) That any project deficit will be funded to this Reserve Fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (7) Best efforts shall be made for this Reserve Fund to have a minimum target balance of the annual capital program.

8. Equipment and Vehicle Replacement Reserve Fund - Parks

- (1) Annual budgeted amounts shall be contributed to this Reserve Fund.
- (2) Proceeds from the sale of used Parks equipment shall be credited to this Reserve Fund.
- (3) This Reserve Fund shall be used to purchase new Parks equipment and vehicles as authorized by Council. (4) That any project surplus be transferred to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (5) That any project deficit will be funded to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (6) Best efforts shall be made for this Reserve Fund to have a minimum target balance of the annual capital program.

Capital Financing Reserves

9. 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) Proceeds from the sale of used Police vehicles and equipment shall be credited to this Reserve Fund.
- (3) 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.
- (4) That any project surplus be transferred to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (5) That any project deficit will be funded to this reserve fund in the same manner as in the Capital Budget Policy for the Holding Accounts.
- (6) This is a working Reserve Fund.

10. Healthy Community Initiatives (HCI) Reserve Fund

- (1) This Reserve Fund shall be used to support funding of capital project requests that follow the guidelines of the Healthy Community Initiative Fund Policy.
- (2) This Reserve Fund shall be funded from a 2% allocation annually from the HCI capital budget allocation.
- (3) This Reserve Fund shall be used to award grants that are in accordance with the Healthy Community Initiatives Fund Policy and as approved by Council.

Deferred Revenue - Obligatory Reserve Funds

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 and bridges, capacity building, sport, recreational, cultural and tourism infrastructure, disaster mitigation 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.
- (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.
- (3) Expenditures from this Reserve Fund shall be authorized by Council.

Deferred Revenue - Obligatory Reserve Funds

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.

5. 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.
- (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.

6. 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.

Deferred Revenue - Obligatory Reserve Funds

(2) This Reserve Fund shall be used by the Growth and Infrastructure 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. 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 Growth and Infrastructure 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.

8. 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 Growth and Infrastructure 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. 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 Growth and Infrastructure 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.

Deferred Revenue - Obligatory Reserve Funds

10. 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 Growth and Infrastructure 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.

11. 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.

12. 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.

Deferred Revenue - Obligatory Reserve Funds

(2) This Reserve Fund shall be used by the Growth and Infrastructure 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.

13. Subwatershed Provincial Fund Reserve Fund

(1) This Reserve Fund shall be funded from monies received from the Minister of the Environment, Conservations and Parks as per the funding Agreement.

(2) This Reserve Fund shall be used to fund expenditures in accordance with the Agreement relating to subwatershed studies.

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

14. Ontario Municipal Commuter Cycling (OMCC) Reserve Fund

(1) This Reserve Fund shall be funded from monies received from the Ministry of Transportation as per the funding Agreement.

(2) This Reserve Fund shall be used to fund expenditures in accordance with those described in the eligible projects list of the Agreement.

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

15. Ontario's Main Street Revitalization Initiative Reserve Fund

(1) This Reserve Fund shall be funded from monies received from the Association of Municipalities of Ontario as part of the Ontario's Main Street Revitalization Initiative Agreement.

(2) This Reserve Fund shall be used for costs directly related to the eligible projects outlined in the Ontario's Main Street Revitalization Initiative Agreement.

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

16. Enabling Accessibility Reserve Fund

(1) This Reserve Fund shall be funded from monies received from the Minister of Employment and Social Development as per the Enabling Accessibility Fund Agreement.

Deferred Revenue - Obligatory Reserve Funds

(2) This Reserve Fund shall be used for costs directly related to the construction of the therapeutic pool in accordance with the funding Agreement.

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

17. 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.

18. 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 2019-100 in accordance with the *Development Charges Act*.

(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*.

19. 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 2019-100 in accordance with 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*

Deferred Revenue - Obligatory Reserve Funds

Charges Act, the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

20. 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 2019-100 in accordance with the *Development Charges Act*.

(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*.

21. 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 2019-100 in accordance with 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*.

22. 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 2019-100 in accordance with the *Development Charges Act*.

Deferred Revenue - Obligatory Reserve Funds

(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*.

23. 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 2019-100 in accordance with 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*.

24. 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 2019-100 in accordance with 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*.

Deferred Revenue - Obligatory Reserve Funds

25. 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 2019-100 in accordance with the *Development Charges Act*.
- (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*.

26. 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 2019-100 in accordance with 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*.

27. 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 2019-100 in accordance with the *Development Charges Act*.

Deferred Revenue - Obligatory Reserve Funds

(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*.

28. 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 2019-100 in accordance with 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*.

29. 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 2019-100 in accordance with the *Development Charges Act*.

(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*

Deferred Revenue - Obligatory Reserve Funds

Charges Act and the regulations thereunder, and in particular section 36 of the *Development Charges Act*.

30. 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 2019-100 in accordance with 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*.

31. 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 2019-100 in accordance with the *Development Charges Act*.

(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*.

Trust Funds

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 their 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.

(2) Expenditures may be made from this Trust Fund with authorization from Manager of Development Approvals (or their designate) or by the Chief Procurement Officer (or their designate).

Trust Funds

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.
- (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.

Trust Funds

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 their 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 Executive Leadership Team member (or their designate).