

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 15, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Consolidation of Reserves – Reserve Fund Bylaw No. 259	
Recommendation: THAT Council gives first three readings to the Reserve Fund Establishment Bylaw No. 259.	

Purpose

For Council to consider giving first three readings to the Reserve Fund Establishment Bylaw which, if adopted, would consolidate several of the District's reserve accounts to better align the District's funds for current and future strategic priorities.

Background

As part of the 2025 budget process, Council discussed in detail the various reserve and surplus accounts that the District has in place to fund various projects. During the discussions, it was noted that the current structure is not beneficial to the District as monies are held in accounts that are not necessarily considered critical when looking at the next 3-5 year window or even a 20-year long-range capital forecast.

Subsequently, on April 14, 2025, Council consolidated all the surplus accounts into a single "General Surplus" account to provide for the District to adapt more quickly as needs arise.

Further, Staff also advised that, in consultation with the District auditors in 2024, it would be recommended to also try and phase out some historic reserve accounts this year to again align the municipality to the changing needs of today and tomorrow.

On August 18, 2025, Council passed the following resolution, providing direction to Staff to develop a new reserve fund bylaw that would align with a new reserve strategy:

THAT Council instructs Staff to prepare a new Reserve Fund Bylaw as outlined in the report to meet the strategic objectives of Council AND THAT Staff present the Bylaw for consideration for first three readings at the September 15, 2025, Regular Meeting of Council.

The full report from August 18, 2025, is attached for reference and includes details on the financial information on each reserve account.

Changes compared to the previous Reserve Structure

At present, the District has 6 individual bylaws that govern 6 reserve accounts. There are an additional 11 reserve accounts that are not governed by a bylaw. There is also a Developers Cost Charges (DCC) Bylaw that is still governed by a TNRD bylaw.

The intent is to create a single bylaw that governs 9 reserve accounts. These 9 accounts would be a consolidation from some of the previous 17 accounts. The DCC bylaw would remain independent at this stage.

A key change would also be considered the discontinuation of dedicated Municipal Hall and Land reserve funds and rather including these monies within the proposed General Capital fund. This will allow for a much broader investment opportunity and support of District lands and facilities in general, including utilizing the funds for a municipal hall in the future.

Draft Bylaw – Key Sections

Section 2 – Reserve Fund Establishment

This section establishes the 9 reserve accounts that will be governed by this bylaw. Below is a more in-depth list of how the individual reserve accounts are consolidated and what the intended purpose would be going forward:

General Capital: This reserve would combine the Municipal Hall, Land, Highway Rescue, Wildfire, First Responders, Roads, Highway Sign, Environmental, Parks, and Community Hall accounts. 50% of the LCIP reserve is also included in this reserve. The purpose of the fund would be:

To fund General Fund capital projects as identified in Asset Management Investment Plans and annual budgeting, including but not limited to:

- Facilities (includes parks, buildings, fire hall, municipal hall, etc.)
- Machinery and Equipment (includes fire trucks, fleet vehicles, generators, IT, etc.)
- Roads
- Acquisition of Land
- Support other Water and Wastewater utilities capital projects as needed.

Fire Department Capital: The funds from the previous fire department reserve would remain in the updated reserve; however, the purpose would be updated to the following:

To fund Fire Department capital projects as identified in Asset Management Investment Plans and annual budgeting, with funding to the reserve provided from insurance proceeds (currently Fire Marque)

Water Capital: This reserve would combine the Water reserve funds and 50% of the Louis Creek Industrial Park (LCIP) reserves. The LCIP one was split into 50% General Capital and 50% Water for now. Council can change this at this stage. A full shift to General or Wastewater would see a decrease of roughly \$112,286 to this fund. The purpose of the fund would be:

To fund Water Fund capital projects as identified in Asset Management Investment Plans and annual budgeting

Wastewater Capital: currently there is no Wastewater reserve and costs related to wastewater have been covered by Surplus or other accounts in the past. It is highly recommended to establish this reserve at this stage and in the future consider a strategy for funding this reserve. The purpose of the fund would be:

To fund Wastewater Fund capital projects as identified in Asset Management Investment Plans and annual budgeting

Transportation Infrastructure: This would be a new reserve as well. It is intended to collect funds over time from developers that wish not to provide parking (generally commercial developers in a commercial core or multi-family housing) and instead pay a fee to the District. The purpose of this fund is:

To provide for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Park Land: Will remain as is, except for being governed by the new bylaw, with the purpose being:

To provide for the acquisition of park lands.

Community Works Fund: Will remain as is; however, will be governed by a bylaw now, with the purpose being:

To account for funds received and used pursuant to the Community Works Fund Agreement, and to fund projects in compliance with acceptable uses as defined in the Agreement.

Growing Communities Fund: Will remain as is; however, although a bylaw existed, the funds were not allocated into a separate reserve fund within the finance software and instead were included in surplus until now. By creating this bylaw a cleanup process will be triggered that will correct this anomaly. The purpose of the fund is as follows:

To account for funds received and used pursuant to the British Columbia Growing Communities Fund (GCF), and to fund projects in compliance with the terms of the GCF Program.

Climate Action: This was stored within Surplus previously and would now receive its own reserve. The purpose of the fund is as follows:

To account for funds received and used pursuant to climate action and mitigation agreements, and to fund projects in compliance with acceptable uses as defined in the agreements.

Section 3 – Source of Funds

This section details how funds are added to the individual reserve accounts. A primary source would be a contribution from accumulated surplus as part of the budget process (S. 3.1). specific other sources like Park Land sales (S. 3.3) or the Fire Marque program (S. 3.7) are also detailed in this section.

Section 4 – Investment of Funds

This section provides authority for Staff to invest the funds as permissible in the Community Charter or as outlined in the District's investment policy. This section also reiterates the need to account for interest accruals for any monies within the reserve account.

Section 5 – Transfer of Funds

This section outlines the process required (Bylaw of Council) to transfer funds between reserves. This may be needed to accommodate certain capital projects.

Section 6 – Expenditure of Funds

This section outlines that funds can only be spent for the Purpose defined earlier (S. 6.1) and that the funds have to be spent via resolution or bylaw (in our case that's the Financial Plan bylaw for 90% of projects) (S. 6.2).

Section 7 – Discontinuation and Transfer of Current Reserve Funds

The table in this section outlines how the various reserves would be consolidated. Below is a summary regarding the transfers as included in the Bylaw. The Wastewater and Transportation reserves are not listed as they would be sitting at \$0 to start.

Reserve Fund	Current Monies*	Transfer to Reserve Fund	Consolidated Monies*
District of Barriere Municipal Hall Reserve	\$336,469	General Capital Reserve Fund	\$819,127
District of Barriere Land Reserve	\$46,431	General Capital Reserve Fund	
Highway Rescue Reserve	\$696	General Capital Reserve Fund	
Wildfire Revenue Reserve	\$97,133	General Capital Reserve Fund	
First Responders Reserve	\$195	General Capital Reserve Fund	
Roads Reserve	\$83,521	General Capital Reserve Fund	
Highway Sign Reserve	\$8,748	General Capital Reserve Fund	
Environmental Reserve	\$222	General Capital Reserve Fund	
Parks Reserve	\$113,515	General Capital Reserve Fund	
Community Hall Reserve	\$19,911	General Capital Reserve Fund	
Louis Creek Industrial Park	\$224,572	50% to General Capital Reserve Fund	\$504,669
		50% to Water Capital Reserve Fund	
District of Barriere Water Utility Reserve	\$392,383	Water Capital Reserve Fund	\$153,776
District of Barriere Fire Department Reserve	\$153,776	Fire Department Capital Reserve Fund	\$66,574
Parkland Acquisition Reserve	\$66,574	Park Land Acquisition Reserve Fund	\$81,900
Community Works Funds (Gas Tax)	\$81,900	Community Works Reserve Fund	\$324,648
Growing Communities Fund	\$324,648	Growing Communities Reserve Fund	\$109,556
Climate Action Funds	\$109,556	Climate Action Reserve Fund	\$2,060,250
Total**	\$2,060,250	Total**	\$2,060,250

*estimated monies as 2024 audit has not been completed.

** Total does not include the DCC funds of \$46,834 as they remain independent of this bylaw.

Section 8 – Repeals

This section officially repeals the 6 previous bylaws as well provides instructions to Staff to discontinue the old reserve structure for reserves without a bylaw.

Summary

In summary, Council is considering a bylaw that, if approved, would amalgamate current reserve accounts and create some additional ones that may be needed in the future, while also codifying some current reserve accounts into a bylaw. This strategy would provide for a more agile approach to managing critical infrastructure projects in the upcoming years.

Benefits or Impact

General

The proposed bylaw would consolidate reserve funds in alignment with Council's strategic objectives. This structure would also modernize financial processes and improve administrative efficiency.

Finances

N/A

Strategic Impact

Priority#2: Fiscally Responsible Operations

Goal 3. – Financial Confidence and Oversight are Rebuilt

Results: c. Financial Policies are presented for Council consideration.

Risk Assessment

Compliance: Community Charter (CC) S.188 and S.189; Local Government Act (LGA) S. 525, S.566, Provincial Agreements regarding Community Works Fund, Growing Communities Fund, Local Government Climate Action Program

Risk Impact: Low – by implementing this change, Council would reduce potential risks in relation to funding agreements by outside agencies.

Internal Control Process:

Staff has discussed these changes with our Auditors and legal counsel. By rolling the dedicated Municipal Hall reserve into a General Capital purpose reserve that includes facilities such as a municipal hall, Council confirms that a municipal hall is not a current or short-term future need of the District. If expenses towards a municipal hall are required, the General Capital reserve would be utilized for such expense. Council further confirms that there is no immediate or short-term future need to acquire lands for the District and if required, the General Capital reserve would allow for such expense.

Next Steps / Communication

- If given first three readings at the meeting, the bylaw would be presented for final reading at the October 6, 2025, meeting.
 - If adopted, Staff would implement the changes within the financial software.
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Attachments

- Draft Bylaw No. 259 – Reserve Fund Establishment Bylaw
- Previously Received Report from August 18, 2025, regarding reserve strategy
- Current Bylaw No. 24 – Municipal Hall Reserve
- Current Bylaw No. 26 – Water Reserve
- Current Bylaw No. 27 – Fire Department Reserve
- Current Bylaw No. 28 – Land Reserve
- Current Bylaw No. 192 – Parkland Reserve
- Current Bylaw No. 241 – Growing Communities Reserve

Recommendation

THAT Council gives first three readings to the Reserve Fund Establishment Bylaw No. 259.

Alternative Options

1. Council could choose not to make any changes at this time to the reserve account structure. This would create a higher risk level as some funds should have a bylaw to govern the reserve account in relation to outside funding agreements. It would also potentially hinder the funding of capital projects and cause delays.
2. Council could choose to combine funds in alternative ways, for example, move the LCIP funds to the Wastewater reserve or fully to the General reserve.

Prepared by:
D. Drexler, Chief Administrative Officer

DISTRICT OF BARRIERE
DRAFT - BYLAW NO. 259

**A BYLAW TO ESTABLISH RESERVE FUNDS FOR THE PURPOSE OF SETTING ASIDE
FUNDS FOR OPERATING AND CAPITAL PURPOSES**

The Council for the District of Barriere, in open meeting lawfully assembled, hereby **ENACTS** as follows:

1. Title

1.1 This bylaw may be cited as the “Reserve Fund Establishment Bylaw No. 259”.

2. Reserve Fund Establishment:

2.1. The following reserve funds are established or continued for the purposes specified in the table below:

Name of Reserve Fund	Purpose of Reserve Fund
General Capital Reserve Fund	To fund General Fund capital projects as identified in Asset Management Investment Plans and annual budgeting, including but not limited to: - Facilities (includes parks, buildings, fire hall, municipal hall, etc.) - Machinery and Equipment (includes fire trucks, fleet vehicles, generators, IT, etc.) - Roads - Acquisition of Land - Support other Water and Wastewater utilities capital projects as needed
Fire Department Capital Reserve Fund	To fund Fire Department capital projects as identified in Asset Management Investment Plans and annual budgeting, with funding to the reserve provided from insurance proceeds (currently Fire Marque)
Water Capital Reserve Fund	To fund Water Fund capital projects as identified in Asset Management Investment Plans and annual budgeting
Wastewater Capital Reserve Fund	To fund Wastewater Fund capital projects as identified in Asset Management Investment Plans and annual budgeting.

Name of Reserve Fund	Purpose of Reserve Fund
Transportation Infrastructure Reserve Fund	To provide for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
Park Land Acquisition Reserve Fund	To provide for the acquisition of park lands.
Community Works Reserve Fund	To account for funds received and used pursuant to the Community Works Fund Agreement, and to fund projects in compliance with acceptable uses as defined in the Agreement.
Growing Communities Reserve Fund	To account for funds received and used pursuant to the British Columbia Growing Communities Fund (GCF), and to fund projects in compliance with the terms of the GCF Program.
Climate Action Reserve Fund	To account for funds received and used pursuant to climate action and mitigation agreements, and to fund projects in compliance with acceptable uses as defined in the agreements.

3. Source of Funds:

- 3.1. Funds allocated from the annual operating budget or surplus, or from general revenues, may be placed to the credit of any reserve fund established in Section 2.
- 3.2. Money received from cash contributions in lieu of providing off street parking spaces in specified areas must be placed to the credit of the Transportation Infrastructure Reserve Fund.
- 3.3. Money received from the sale of park land, from the disposal of park land under section 27 (2) (b) of the Community Charter, and from 5% in lieu of subdivision park lands under Section 941 (12) of the Local Government Act, must be credited to the Park Land Acquisition Reserve Fund.
- 3.4. Monies received pursuant to the Federal Community Works Fund Agreement must be placed to the credit of the Community Works Reserve Fund.
- 3.5. Monies received pursuant to the Province of British Columbia Growing Communities Fund must be placed to the credit of the Growing Communities Reserve Fund.
- 3.6. Amounts received from funding sources related to climate change and emissions reduction programs, including the Local Government Climate Action Program and any future similar federal or provincial programs, must be paid into the Climate Action Reserve Fund.

- 3.7. Amounts received from Fire Marque or any other fire department related insurance claims proceeds must be paid into the Fire Department Capital Reserve Fund.

4. Investment of Funds:

- 4.1. Monies set aside in reserve funds, together with interest earned, shall be accounted for separately and until required to be used, may be invested in the manner provided by the *Community Charter* or as outlined in Council's Investment Policy No. 53FI, as amended or replaced from time to time.

5. Transfer of Funds:

- 5.1. Council may, by bylaw, transfer amounts between reserve funds as follows:
 - a. Monies held to the credit of the General Capital Reserve Fund, Fire Department Capital Reserve, Water Capital Reserve Fund, or Wastewater Capital Reserve Fund may be transferred between these reserves.

6. Expenditure of Funds:

- 6.1. Money in a reserve fund, together with interest earned on the fund balance, must only be used for the purpose for which the fund was established.
- 6.2. Monies placed to the credit of a reserve fund established by this bylaw may be expended by resolution of Council, or as authorized by a bylaw adopted by Council.
- 6.3. All monies shall be expended in accordance with applicable legislation including, but not limited to, the applicable Federal or Provincial funding agreement, *Local Government Act*, and *Community Charter*.
- 6.4. If a municipal hall or land related purchase are needed in the future, the monies held within the General Fund Reserve should be utilized for such an expense.

7. Discontinuation and Transfer of Current Reserve Funds:

- 7.1. Monies held in the reserve fund identified in Column 1 of Table 7.2 are hereby transferred to the reserve fund named and established by this bylaw in Column 2 of Table 7.2.

7.2. Table 7.2 – Transfer of Funds:

Column 1 – Reserve Fund	Column 2 – Transfer to Reserve Fund
District of Barriere Municipal Hall Reserve Fund Bylaw No. 0024	General Capital Reserve Fund
District of Barriere Land Reserve Fund Bylaw No. 0028, 2008	General Capital Reserve Fund
Highway Rescue Reserve	General Capital Reserve Fund
Wildfire Revenue Reserve	General Capital Reserve Fund
First Responders Reserve	General Capital Reserve Fund
Roads Reserve	General Capital Reserve Fund
Highway Sign Reserve	General Capital Reserve Fund
Environmental Reserve	General Capital Reserve Fund
Parks Reserve	General Capital Reserve Fund
Community Hall Reserve	General Capital Reserve Fund
Louis Creek Industrial Park	50% to General Capital Reserve Fund 50% to Water Capital Reserve Fund
District of Barriere Water Utility Reserve Fund Bylaw No. 0026, 2008	Water Capital Reserve Fund
District of Barriere Fire Department Reserve Fund Bylaw No. 0027, 2008	Fire Department Capital Reserve Fund
Parkland Acquisition Reserve Fund Bylaw No. 192	Park Land Acquisition Reserve Fund
Community Works Funds (Gas Tax)	Community Works Reserve Fund
Growing Communities Fund Bylaw No. 241 (Note: funds currently held in Surplus)	Growing Communities Reserve Fund
Climate Action Funds (Note: funds currently held in Surplus)	Climate Action Reserve Fund

8. Repeals:

8.1. The following bylaws, and any amendments hereto are hereby repealed in their entirety:

- a. District of Barriere Municipal Hall Reserve Fund Bylaw No. 0024
- b. District of Barriere Land Reserve Fund Bylaw No. 0028, 2008
- c. District of Barriere Fire Department Reserve Fund Bylaw No. 0027, 2008
- d. District of Barriere Water Utility Reserve Fund Bylaw No. 0026, 2008
- e. Parkland Acquisition Reserve Fund Bylaw No. 192
- f. Growing Communities Fund Bylaw No. 241

8.2. The following reserve accounts which currently have no bylaw, are hereby closed once the transfers in Table 7.2 are completed:

- a. Highway Rescue Reserve
- b. Wildfire Revenue Reserve
- c. First Responders Reserve
- d. Roads Reserve
- e. Highway Sign Reserve
- f. Environmental Reserve
- g. Parks Reserve
- h. Community Hall Reserve
- i. Louis Creek Industrial Park Reserve
- j. Community Works Funds (Gas Tax) Reserve

9. General

- 9.1. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 9.2. If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

Read a first, second, and third time this _____ day of _____, 20____.

Finally adopted this _____ day of _____, 20____.

Mayor – Rob Kerslake

Corporate Officer – Tasha Buchanan

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: August 18, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Consolidation of Reserves	
Recommendation: THAT Council instructs Staff to prepare a new Reserve Fund Bylaw as outlined in the report to meet the strategic objectives of Council AND THAT Staff present the Bylaw for consideration for first three readings at the September 15, 2025, Regular Meeting of Council.	

Purpose

For Council to discuss a consolidation of reserve fund accounts and establishing an updated Reserve Fund Bylaw.

Background

As part of the 2025 budget process, Council discussed in detail the various reserve and surplus accounts that the District has in place to fund various projects. During the discussions, it was noted that the current structure is not beneficial to the District as monies are held in accounts that are not necessarily considered critical when looking at the next 3-5 year window or even a 20-year long range forecast.

Subsequently, on April 14, 2025, Council consolidated all the surplus accounts into a single "General Surplus" account to provide for the District to adapt more quickly as needs arise.

Further, Staff also advised that, in consultation with the District auditors in 2024, it would be recommended to also try and phase out some historic reserve accounts this year to again align the municipality to the changing needs of today and tomorrow.

After some additional holistic research and keeping legislative requirements of the Community Charter S.188 and S.189 in mind, this report tries to outline the Current Structure, potential Reserve Strategies to follow, and a Proposed Reserve Structure going forward that would streamline the reserve funds to enable Council to fund critical capital projects over the next 5 years for the Fire department, and the Wastewater & Water utilities.

Current Structure

The below table outlines the current reserve accounts that are in place, along with the estimated amount in each account to date. Some of these reserve accounts are established through a bylaw, six of which are District bylaws, while one is a TNRD bylaw. Staff also reviewed the need to maintain some of the reserve accounts and which ones could be removed or combined with others that serve a similar purpose.

Reserve Fund	Purpose	Current estimated amount	Is there a Bylaw in place?	Should there be a reserve account / bylaw?
Municipal Hall	Capital Expense for a new hall	\$336,469	Yes, 24	Yes, combined
Land	Land purchase	\$46,431	Yes, 28	Yes, combined
Parkland	Park land purchase	\$66,574	Yes, 192	Yes
Highway Rescue	Capital Expense for Hwy Rescue	\$696	No	No
Fire Department	Capital Expense for Fire Dept.	\$153,776	Yes, 27	Yes
Wildfire	Revenue savings	\$97,133	No	No
First Responders	To support First Responders	\$195	No	No
Roads	Capital expense for roads	\$83,521	No	Yes, combined
Highway Sign	Capital expense for highway sign	\$8,748	No	No
Environmental	Capital expense for solid waste	\$222	No	Yes, combined
Parks	Capital expense for parks	\$113,515	No	Yes, combined
Community Hall	Capital expense for community hall	\$19,911	No	Yes, combined
Louis Creek IP	Capital expense for LCIP	\$224,572	No	No
Community Works	As per funding agreement	\$81,900	No	Yes
Water	Capital Expense for Water	\$392,383	Yes, 26	Yes
Climate Action	As per funding agreement	\$109,556	No	Yes
Growing Communities	As per funding agreement	\$324,648	Yes, 241	Yes
DCC's	To fund capital improvements – highly regulated	\$46,834	Yes, TNRD	Yes
TOTAL		\$2,107,084		

In general, the District in the past established reserve accounts for very specific purposes, for example the “Highway Sign” or “Community Hall”. Although the intent was clear with providing a dedicated account to save up for eventual repairs or replacement needs (or constructing a new municipal hall for example), today, these individual accounts provide obstacles as Council and Staff try to navigate the challenges of Asset Management on a holistic, organization-wide level.

Reserve Strategies

As with all businesses there are various different strategies on how to approach a challenge. In the District’s case, the challenge after being established in 2007 was clearly to build up reserves for individual purposes that were deemed critical at that time. Now that the District is established, and some assets that were handed over to the District from the Province, the TNRD, or the Improvement District are starting to age out. The community is growing, further putting pressure on resources, the Fire Underwriter Survey requires certain apparatuses in place, and federal, provincial, and health authority standards are ever evolving. However, the current reserve structure from above does not easily assist with a more critical risk focused approach while some reserve accounts contain much needed funds that are urgently needed in other areas.

In the past, for example a strategy for funding capital projects would have been: “We have \$113,000 in Parks, so what can we do with this for our parks this year, maybe we should re-do the bleachers?” – The bleachers may not have completely aged out yet, but the funds are available in the Parks reserve so let’s use them for something that relates to it.

Yet in today’s asset management reality, the question should be “Where is this \$113,000 needed the most? Could we use it to pay for our share of building the Wastewater Treatment Plant instead of taking on debt?” – In this scenario, the funds would go to the most critical item today, or it could be used to fund the next fire truck tomorrow, or a portion of the aging water main replacements.

Generally, Parks do not have expensive projects that are required, so the funds could be combined or pooled with other reserves. This would provide a much larger, flexible reserve, that could be used by Council for where it matters most each year during the budget cycle.

Recommendation – Proposed Reserve Structure

At this point, it would be advisable for Council to consider changing the reserve account strategy to create a few specific reserve funds and establishing a shared General Reserve that would be able to be used for a multitude of projects in the coming years. If Council is agreeable to this, a single reserve bylaw should be drafted that combines all the District’s reserve accounts except for the Development Cost Charges (DCC) one. The DCC one has to remain independent at this time.

General Capital: This reserve would combine the Municipal Hall, Land, Highway Rescue, Wildfire, First Responders, Roads, Highway Sign, Environmental, Parks, and Community Hall accounts. 50% of the LCIP reserve was also included in this reserve.

Fire Department Capital: This reserve is recommended to continue for now; however, only funds from insurance proceeds like Fire Marque would be deposited into this account going forward.

Water Capital: This would include the Water and 50% of the Louis Creek Industrial Park (LCIP) reserves. The LCIP one was split into 50% General Capital and 50% Water for now. Council can change this at this stage. A full shift to General or Wastewater would see a decrease of roughly \$112,286 to this fund.

Wastewater Capital: currently there is no Wastewater reserve and costs related to wastewater have been covered by Surplus or other accounts in the past. It is highly recommended to establish this reserve at this stage and in the future consider a strategy for funding this reserve.

Transportation Infrastructure: This would be a new reserve as well. It is intended to collect funds over time from developers that wish not to provide parking (generally commercial developers in a commercial core or multi-family housing) and instead pay a fee to the District.

Park Land: Will remain as is, except for being governed by the new bylaw.

Community Works Fund: Will remain as is; however, will be governed by a bylaw now.

Growing Communities Fund: Will remain as is; however, although a bylaw existed, the funds were not allocated into a separate reserve fund within the finance software and instead were in Surplus. This process will correct this anomaly.

Climate Action: This was stored within Surplus previously and would now receive its own reserve.

DCC’s: Will remain as is with an independent bylaw.

The below table tries to highlight the various proposed reserve accounts and their intended purpose going forward, if approved by Council. Staff also listed the corresponding dollar amounts if the accounts are combined as listed on the previous page:

Reserve Fund	Purpose	Estimated Amount
General Capital	To fund General Fund capital projects as identified in Asset Management Investment Plans and annual budgeting, incl: - Facilities (includes buildings, municipal hall, parks, fire hall, etc.) - Machinery and equipment (includes fire trucks, fleet vehicles, generators, IT, etc.) - Roads - Acquisition of land	\$819,127
Fire Department Capital	To fund Fire Department capital projects as identified in Asset Management Investment Plans and annual budgeting, with funding provided from insurance proceeds	\$153,776
Water Capital	To fund Water Fund capital projects as identified in Asset Management Investment Plans and annual budgeting	\$504,669
Wastewater Capital	To fund Wastewater Fund capital projects as identified in Asset Management Investment Plans and annual budgeting	\$0
Transportation Infrastructure	To provide transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation	\$0
Park Land	To acquire Park Land – CC S.188 (2)(b)	\$66,574
Community Works	To account for funds received and used pursuant to the Community Works Fund Agreement, and to fund projects in compliance with acceptable uses as defined in the Agreement.	\$81,900
Growing Communities	To account for funds received and used pursuant to the British Columbia Growing Communities Fund (GCF), and to fund projects in compliance with the terms of the GCF Program.	\$324,648
Climate Action	To account for funds received and used pursuant to climate action and mitigation agreements, and to fund projects in compliance with acceptable uses as defined in the agreements.	\$109,556
DCC's	To fund capital improvements – as regulated through the LGA S.566	\$46,834
	TOTAL	\$2,107,084

Summary

In summary, Council is reviewing a potential amalgamation of current reserve accounts and the creation of some additional ones that may be needed in the future, while also codifying some reserve accounts into a bylaw.

Benefits or Impact

General

The proposed bylaw would consolidate reserve funds in alignment with Council's strategic objectives. This structure would also modernize financial processes and improve administrative efficiency.

Finances

N/A

Strategic Impact

Priority#2: Fiscally Responsible Operations

Goal 3. – Financial Confidence and Oversight are Rebuilt

Results: c. Financial Policies are presented for Council consideration.

Risk Assessment

Compliance: Community Charter (CC) S.188 and S.189; Local Government Act (LGA) S. 525, S.566, Provincial Agreements regarding Community Works Fund, Growing Communities Fund, Local Government Climate Action Program

Risk Impact: Low – by implementing this change, Council would reduce potential risks in relation to funding agreements by outside agencies.

Internal Control Process:

Staff has discussed these changes with our Auditors and legal counsel. By rolling the dedicated Municipal Hall reserve into a General Capital purpose reserve that includes facilities such as a municipal hall, Council confirms that a municipal hall is not a current or short-term future need of the District. If expenses towards a municipal hall are required, the General Capital reserve would be utilized for such expense. Council further confirms that there is no immediate or short-term future need to acquire lands for the District and if required, the General Capital reserve would allow for such expense.

Next Steps / Communication

- Draft Bylaw for presentation at the September 15, 2025, meeting for first three readings.
 - Final reading at the October 6, 2025 meeting.
 - Additional resolutions may be required by Council on October 6, 2025, in relation to the Municipal Hall and Land reserve bylaws that are proposed to be discontinued.
-

Attachments

- N/A

Recommendation

THAT Council instructs Staff to prepare a new Reserve Fund Bylaw as outlined in the report to meet the strategic objectives of Council AND THAT Staff present the Bylaw for consideration for first three readings at the September 15, 2025, Regular Meeting of Council.

Alternative Options

1. Council could choose not to make any changes at this time to the reserve account structure. This would create a higher risk level as some funds should have a bylaw to govern the reserve account in relation to outside funding agreements. It would also potentially hinder funding and delay critical projects.
2. Council could choose to combine funds in alternative ways, for example, move the LCIP funds to the Wastewater reserve or fully to the General reserve.

Prepared by:

D. Drexler, Chief Administrative Officer

Previously Received

DISTRICT OF BARRIERE

BY-LAW NO. 0024

A BY-LAW TO ESTABLISH A MUNICIPAL HALL FACILITY RESERVE FUND

WHEREAS pursuant to Section 188 of the Community Charter of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Community Charter, may from time to time be paid into the fund or funds.

NOW THEREFORE, the Municipal Council of the District of Barriere open meeting assembled enacts as follows:

1. This By-law may be cited as the “District of Barriere Municipal Hall, Reserve Fund By-law.”
2. There shall be established a Municipal Hall facilities reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for capital expenditures in connection with the acquisition of land and the erection of structures for a Municipal Hall facility in the District of Barriere.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME the 6th day of October, 2008

READ FOR A SECOND TIME the 6th day of October, 2008

READ FOR A THIRD TIME the 6th day of October, 2008

ADOPTED this 20th day of October, 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 0026

A BY-LAW TO ESTABLISH A WATER UTILITY RESERVE FUND

WHEREAS pursuant to Section 188 of the Community Charter of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Community Charter, may from time to time be paid into the fund or funds.

NOW THEREFORE the Municipal Council of the District of Barriere in open meeting assembled enacts as follows:

1. This by-law may be cited as the "District of Barriere Water Utility Reserve Fund By-law No. 0026, 2008."
2. There shall be established a water utility reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for capital expenditures relating to the operations of the water utility.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME this 6th day of October, 2008

READ FOR A SECOND TIME this 6th day of October, 2008

READ FOR A THIRD TIME this 6th day of October, 2008

ADOPTED this 20th day of October, 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 0027

A BY-LAW TO ESTABLISH A FIRE DEPARTMENT RESERVE FUND

WHEREAS pursuant to Section 188 of the Municipal Act, the Council of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, vehicles, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Municipal Act, may from time to time be paid into the fund or funds.

NOW THEREFORE the Municipal Council of the District of Barriere in open meeting assembled enacts as follows:

1. This By-law may be cited as the "District of Barriere, Fire Department Reserve Fund By-law No. 0027, 2008."
2. There shall be established a reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for the purchase of equipment, materials and vehicles for the Fire Department in the District of Barriere.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME this 6th day of October, 2008

READ FOR A SECOND TIME this 6th day of October, 2008

READ FOR A THIRD TIME this 6th day of October, 2008

ADOPTED this 20th day of October, 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 0028

A BY-LAW TO ESTABLISH A LAND RESERVE FUND

WHEREAS pursuant to Section 188 of the Municipal Act, the Council of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, vehicles, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Municipal Act, may from time to time be paid into the fund or funds.

NOW THEREFORE the Municipal Council of the District of Barriere in open meeting assembled enacts as follows:

1. This By-law may be cited as the "District of Barriere, Land Reserve Fund By-law No. 0028, 2008."
2. There shall be established a reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for the purchase of land in the District of Barriere.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME this 6th day of October, 2008

READ FOR A SECOND TIME this 6th day of October, 2008

READ FOR A THIRD TIME this 6th day of October, 2008

ADOPTED this 20th day of October, 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 192

A Bylaw to Establish a Capital Reserve Fund to be used for the Sole Purpose of Acquiring Park Lands

The Council of The District of Barriere, in open meeting assembled, ENACTS AS FOLLOWS;

1. This Bylaw may be cited as the "Parkland Acquisition Reserve Fund Bylaw No. 192."
2. There shall be and is hereby established a reserve fund under the provisions of Section 188 (2) of the Community Charter, to be known as the "Parkland Acquisition Reserve Fund".
3. The purpose of this fund is to acquire park lands.
4. Monies received from the sale of park land, from the disposal of park land under section 27 (2) (b) of the Community Charter and from 5% in lieu of subdivision park lands under Section 941 (12) of the Local Government Act, are credited to this Reserve Fund.
5. Monies may be paid into this Reserve Fund from the General Revenue Fund or as otherwise authorized in the District's Annual Financial Plan and from other Reserve Funds as authorized by bylaw.
6. Monies in this Reserve Fund shall be solely used to acquire park lands.

READ FOR A FIRST TIME the 21st day of December, 2020

READ FOR A SECOND TIME the 21st day of December, 2020

READ FOR A THIRD TIME the 21st day of December, 2020

ADOPTED this 11th day of January, 2021

Original signed by, _____
Mayor Ward Stamer

Original signed by, _____
Tasha Buchanan, Corporate Officer

DISTRICT OF BARRIERE

BY-LAW NO. 241

A BYLAW TO ESTABLISH A RESERVE FUND FOR CAPITAL AND PLANNING PURPOSES OF THE COMMUNITY GROWTH FUND

WHEREAS the Council of The Corporation of the District of Barriere deems it expedient to provide for a segregated reserve fund for the Community Growth Fund grant received from the Province of British Columbia under Section 188 of the Community Charter;

NOW THEREFORE, the Council of The Corporation of the District of Barriere enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as "*Growing Communities Fund Bylaw No. 241*".

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Purpose of Reserve

- 3.1 Community Growth Fund grants received from the Province of British Columbia shall be deposited into this reserve fund.
- 3.2 Expenditures from this fund shall be authorized by an expenditure resolution of Council citing the Community Growth Fund as the source of funds, and specify the use of the funds.
- 3.3 Amounts in this fund shall be invested in accordance with the District's investment policy and practice as determined from time to time, and interest so earned shall be credited to this fund.
- 3.4 Eligible expenditures from this fund are for capital projects, as follows:
- 3.4.1 Enhancement of the public drinking water supply, treatment facilities, and water distribution
 - 3.4.2 The local portion of affordable/attainable housing developments
 - 3.4.3 Childcare facilities
 - 3.4.4 Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities

- 3.4.5 Wastewater conveyance and treatment facilities
- 3.4.6 Storm water management
- 3.4.7 Solid waste management infrastructure
- 3.4.8 Public safety/emergency management equipment and facilities not funded by senior level of government
- 3.4.9 Local road improvements and upgrades
- 3.4.10 Sidewalks, curbing and lighting
- 3.4.11 Active transportation amenities not funded by senior level governments
- 3.4.12 Improvements that facilitate transit service
- 3.4.13 Natural hazard mitigation
- 3.4.14 Park additions/maintenance/upgrades including washroom/meeting space and other amenities,
- 3.4.15 Recreation-related amenities
- 3.4.16 Further to the above noted capital costs, one-off costs can include:
 - (a) Costs of feasibility studies, including infrastructure capacity assessment
 - (b) Other early-stage development work
 - (c) Costs of designing and tendering
 - (d) Costs of acquiring land where it is wholly required for constructing an eligible infrastructure project
 - (e) And, in limited situations, non-capital administrative costs where these are necessary for the completion of the eligible project

READ FOR A FIRST TIME this 22nd day of April, 2024

READ FOR A SECOND TIME this 22nd day of April, 2024

READ FOR A THIRD TIME this 22nd day of April, 2024

ADOPTED this 13th day of May, 2024



Mayor Ward Stamer



Tasha Buchanan, Corporate Officer