

Township of Georgian Bluffs  
Appendix B to Reserve and Reserve Fund Policy (FIN-03-2019) - Reserve and Reserve Fund Policy Schedule

Reserve Category	Reserve Name	Sources of Funding	Uses of Funding	Purpose	Target Balance	Target Balance Minimum	Target Balance Maximum	2023 Audited Balance	Proposed Reserve Reallocation	Proposed 2024 Beginning Balance
	Administrative Capital - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	1,193,439	- 1,193,439	-
	Balmy Beach Boat Launch	Surplus user fees	Replace, renew or acquire Balmy Beach boat launch components	Capital	Maximum 4 times the estimated replacement cost	2023 replacment cost estimated at \$41,164	- 164,656	42,732	-	42,732
	Balmy Beach Tennis Court	Surplus user fees	Replace, renew or acquire Balmy Beach tennis courts components	Capital	Maximum 4 times the estimated replacement cost	2023 replacment cost estimated at \$38,497	- 153,988	8,298	-	8,298
	Bridges	Budget transfers	Replace, renew or acquire bridges	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$2,000,000	2,000,000 10,000,000	1,188,082	1,326,643	2,514,725
	Equipment & Fleet	Budget transfers	Replace, renew or acquire equipment or fleet	Capital	Minimum two years average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$2,000,000	2,000,000 10,000,000	882,987	951,837	1,834,824
Asset Replacement Reserves	General Parks & Recreation - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA NA	1,604,467	- 1,604,467	-
	IT Hardware & Software	Budget transfers	Replace, renew or acquire computer hardware and software	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$400,000	400,000 2,000,000	497,065	80,935	578,000
	Municipal Facilities & Fixtures - <b>New</b>	Budget transfers	Replace, renew or acquire Township owned buildings, furniture and fixtures	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$1,750,000	1,750,000 8,750,000	-	2,025,000	2,025,000
	Parks - <b>New</b>	Budget transfers	Replace, renew or acquire parks and equipment at parks	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$1,000,000	1,000,000 5,000,000	-	1,250,000	1,250,000
	Roads	Budget transfers	Replace, renew or acquire roads	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$2,500,000	2,500,000 12,500,000	2,290,231	588,755	2,878,986
	Stormwater Management	Budget transfers	Replace, renew or acquire stormwater management assets	Capital	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated minimum at \$1,000,000	1,000,000 5,000,000	20,000	1,020,000	1,040,000
	Building Permit Sustainability	Surplus departmental user fees and budget transfers	To mitigate the impact of fluctuations in building permit activities year over year	Operating	Minimum of 5% of the previous five year departmental expenditures (excluding transfer to reserves). Maximum 25% of previous five year departmental expenditures.	5 year expenditure (2023-2019) \$1,382,271	69,114 345,568	762,581	- 165,000	597,581
	Boyd Cemetery - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA NA	8,583	- 8,583	-

Stabilization Reserves	Cemeteries Sustainability - <b>New</b>	Surplus user fees, departmental tax surplus and budget transfers	To fund operational pressures and capital expenditures at Township owned cemeteries	Capital and/or Operating	Minimum of 2% of the previous five year departmental expenditures (excluding transfer to reserves). Maximum 100% of previous five year departmental expenditures.	5 year expenditure (2023-2019) \$371,476	7,430	371,476	-	304,085	304,085	
	Compensation Sustainability - <b>New</b>	Unspent salaries and benefits, funded from tax levy	To manage operating budget variances related to employee benefits and other compensation related costs including medical/dental benefits, STD, LTD, severances, EAP, arbitration related costs, regulatory audit decisions, job evaluations, and pay equity	Operating	Minimum balance of 5% of annual budgeted salaries and benefits with a maximum of 10%	2023 budgeted salaries & benefits \$4,345,150	217,258	434,515	-	-	-	
	Emergency Management	Budget transfers	To mitigate the tax levy impact of providing emergency services (i.e. Emergency Planning & Protection, Fire, Police), to fund costs associated with updating and maintain emergency plans and purchase necessary equipment for emergency preparedness	Capital and/or Operating	Minimum balance of 10% of the previous five year Emergency Planning & Protection, Fire and Police department expenditures with a maximum of 25%	5 year expenditure (2023-2019) \$3,699,204	369,920	924,801	100,685	506,209	606,894	
	Environmental Stabilization - <b>New</b>	Road Maintenance (including winter control) and drainage departmental tax surplus and/or budget transfers	To mitigate the tax levy impact of extreme environmental events including but not limited to winter storms, harsh winters, freezes, heavy downpours and floods	Operating	Minimum balance of 5% of departmental annual budget with a maximum of 10%	5 year expenditure (2023-2019) \$5,011,304	250,565	501,130	-	-	-	
	Fire Services - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	100,000	-	100,000	-
	Mount Pleasant Cemetery - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	254,416	-	254,416	-
	Oxenden Cemetery - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	41,086	-	41,086	-
	Working Capital	Budget transfers	Support ongoing financial operations and cash flows	Working funds	Minimum balance of 2% of annual tax levy with a maximum of 10%	2023 annual tax levy - \$11,745,500	234,910	1,174,550	5,022,855	-	4,435,580	587,275
	Winter Control - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	105,985	-	105,985	-
	Airport - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	62,250	-	62,250	-
Asset Management Plan	Budget transfers	To fund costs associated with updating and maintain asset management plan to comply with provincial regulations	Operating	Minimum 1.5 times the historical cost updating the asset management plan. Maximum 5 times the historical cost updating the asset management plan.	2024 cost - \$55,195	82,793	275,975	127,638	-	-	127,638	
Climate Change	25% of annual operating surplus	To fund costs associated with emission reduction projects and projects stemming from the Township's Corporate Climate Action Plan	Capital and/or Operating	Maximum 10% of the annual tax levy	2023 annual tax levy - \$11,745,500	NA	1,174,550	231,166	61,023	-	292,189	

Specific Projects & New Initiatives Reserves	Elections	Budget transfers	To fund future municipal elections costs	Operating	Minimum 2 times the previous elections expenditures in the year before the next election (phased-in funding). Maximum 5 times the previous elections expenditures.	2022 election costs - \$55,180	110,360	275,900	87,820	-	87,820
	Georgian Bluffs/Chatsworth Wastewater Treatment	Budget transfers	To fund future operational and capital expenditures for the Georgian Bluffs Chatsworth Biodigester	Capital and/or Operating	Minimum 1.5 times the annual municipal contribution. Maximum 5 times the annual municipal contribution.	2023 contribution - \$98,352	147,528	491,760	100,000	47,528	147,528
	Modernization	Provincial funding	To modernize the delivery of critical municipal programs and services that the public rely on daily	Capital and/or Operating	Not applicable	Not applicable	NA	NA	122,658	-	122,658
	Planning - <b>New</b>	Budget transfers	To fund future planning study updates including but not limited to Official Plan background studies, Official Plan updates, community improvement plans (including provision of grants), secondary plans and zoning by-law updates	Capital and/or Operating	Minimum 2 times the cost of the most recent completed study. Maximum 10 times the cost of the most recent completed study.	2024 costs to date and PPS update - \$78,832	157,664	788,320	-	315,000	315,000
	Short-Term Accommodations	Surplus licensing fees and/or departmental tax surplus.	To mitigate any tax levy impact due to the short-term accommodations program	Operating	Maximum 1.5 times the annual cost of operating the program	2024 budgeted \$65,000	-	97,500	1,100	-	1,100
	Waste Management - <b>New</b>	Surplus departmental fees (for 2024) and Budget transfers	To mitigate the impact of changes in waste management anticipated for 2026	Operating	Anticipated increase in waste management contract upon expiration of current contract	Currently estimated at \$300,000	-	300,000	-	-	-
Discretionary Reserve Fund	East Linton Water System (ELWS)	Surplus ELWS user fees and/or budgeted transfer	Replace, renew or acquire capital assets for the ELWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$2,000,000	2,000,000	10,000,000	2,254,847	-	2,254,847
	Gateway Water System (GWS) - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	47,483	-	47,483
	GVI Sewage System	Surplus sewage system user fees and/or budgeted transfer; historical balance from GVI contributions	Replace, renew or acquire capital assets for the Sewage Treatment Plant or to mitigate annual operating costs and significant increase in sewage user fees	Capital and/or Operating	Minimum 10 times the annual revenue collected for Cobble Beach sewage. Maximum 5 times the annual revenue collected for Cobble Beach sewage.	2023 revenue collected - \$278,383	278,383	1,391,915	391,805	-	391,805
	Oxenden Water System (OWS)	Surplus OWS user fees and/or budgeted transfers	Replace, renew or acquire capital assets for the OWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$750,000	750,000	3,750,000	709,060	47,483	756,542
	Pottawatomi Water System (PWS)	Surplus PWS user fees and/or budgeted transfers	Replace, renew or acquire capital assets for the PWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$500,000	500,000	2,500,000	125,510	-	125,510

	Shallow Lake Water System (SLWS)	Surplus SLWS user fees and/or budgeted transfers	Replace, renew or acquire capital assets for the SLWS or to mitigate annual operating costs and significant increases in water system user fees	Capital and/or Operating	Minimum average annual replacement requirements based on lifecycle costing information. Maximum five years replacement requirements.	Per Asset Management Plan (AMP); in absence of updated AMP staff estimated at \$1,500,000	1,500,000	7,500,000	1,359,659	-	1,359,659
	Wiaraton Area Fire - <b>Reallocate and Close</b>	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	NA	NA	506,209	-	506,209
Obligatory Reserve Fund	Canada Community-Building Fund	Transfers pursuant to the Canada Community-Building Fund agreement	Construction, renewal or enhancements of capital assets as approved by agreement	Capital	Not applicable	Not applicable	NA	NA	308,422	-	308,422
	Parkland Dedication	Contributions under the Planning Act	Funding for future park space development	Capital	Not applicable	Not applicable	NA	NA	174,337	-	174,337
	Cash in lieu of Parking	Contributions under the Planning Act	Funding for future development	Capital	Not applicable	Not applicable	NA	NA	1,225	-	1,225