



REGIONAL DISTRICT of Fraser-Fort George

Main Office: 155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4400 / Fax: (250) 563-7520
Toll Free: 1-800-667-1959 / www.rdffg.ca

REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Sarah White, General Manager of Financial Services

DATE: July 4, 2025

SUBJECT: Reserve Fund – 2024 Annual Update

SUMMARY: Purpose: For Consideration

Attachments:

1. Reserve Summary at December 31, 2024
2. RD-22-21 Reserve Fund Policy
3. Backgrounder
4. Amended Policy RD-22-21 Reserve Fund Policy

Previous Reports:

1. Item No. 11.2.2, July 2024

RECOMMENDATION(S):

1. THAT the report dated July 4, 2025 regarding "Reserve Fund – 2024 Annual Update" be received for information.
2. THAT amended Policy RD-22-21 Reserve Fund Policy, as attached to the report dated July 4, 2025, be approved.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All 1 Director/1 vote	Majority

ISSUE(S):

In September 2021, Board approved Policy RD-22-21 Reserve Fund Policy (the "Policy").

This report is to provide an annual update to the Board in accordance with the requirement in the Policy.

The Backgrounder attached to this report contains further details regarding the annual update.

The information provided in the Backgrounder is based on information available as of December 31, 2024.

The policy has been amended to reflect the following changes:

- Additional information has been included regarding contributions and withdrawals
- Additional information has been included regarding internal borrowing

The Board is being asked to consider approving the changes to the RD-22-21 Reserve Fund Policy.

RELEVANT POLICIES:

1. *Community Charter*, Section 188
 - A Board may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund.
2. *Community Charter*, Section 189
 - Subject to this section, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established.
3. *Local Government Act*, Section 373 (2)
 - The regional district financial officer must keep separate financial records for each service that include full particulars of assets and liabilities, revenues and expenditures, information concerning reserve funds and other pertinent financial details.
4. RD-22-21 Reserve Fund Policy
 - Framework for reserve fund management.

STRATEGIC ALIGNMENT:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input checked="" type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement | <input checked="" type="checkbox"/> Statutory or Routine Business | | |

Commented [CC1]: These are the old SPs - need to update

SERVICE RELEVANCE:

Financial Services is responsible for the management of reserve funds held by all service areas of the Regional District.

FINANCIAL CONSIDERATION(S):

Reserve balances are utilized to fund expenses throughout the year based on approved usage of reserves in each service area's annual approved budget. Investment income earned by the Regional District's investment portfolio is attributed to the reserve balances that comprise the Regional District's investment portfolio on a monthly basis.

OTHER CONSIDERATION(S):

N/A

DECISION OPTIONS:

1. Approve recommendation.
 - The Regional District's Reserve Policy RD-22-21 will be amended.

Other Options:

- a. Do not approve recommendations:
 - The amended Reserve Policy will not be implemented.
- b. Postpone decision if further information is required.

COMMENTS:

In accordance with Policy RD-22-21 Reserve Fund Policy, this report is being provided as an update on the Regional District's reserve funds.

Approval of the policy amendments to the Regional District's Reserve Policy RD-22-21 will update the Policy to reflect current reserve fund information.

Respectfully submitted,

“Sarah White”

Sarah White
General Manager of Financial Services

SW:bl