
To: Mayor and Council
From: Paul Gipps, CAO
Meeting Date: April 1, 2025
Meeting Type: Regular Council Meeting

Prepared by: Trevor James, CFO, Director of Finance & Administration
Department: Finance & Administration

Title: Reserve Fund Amendment Bylaw 1273, 2025 and Reserve Fund Policy 195, 2022 Amendment
Description: Creation of the Slope Stability Reserve

RECOMMENDATION

THAT Reserve Fund Policy 195, 2022 be amended as shown in Attachment A to the report dated April 1, 2025.
AND THAT Reserve Fund Amendment Bylaw 1273, 2025 be read a first, second, and third time.
AND THAT the 2024 Financial Plan be amended to re-allocate \$200,000 of the \$240,000 Slope Stability capital project 24009 to the Slope Stability Reserve from the Financial Stabilization Reserve.

DISCUSSION/ANALYSIS

Based on discussions with Council at strategy sessions and previous budget deliberation meetings, there is a desire from Council to create a Slope Stability Reserve in order to fund expenditures for reactive and proactive slope stability works in the District.

While the majority of the discussions surrounding slope stability started around Pelmewash Parkway, there is a larger need for funding for slope stability in the District in general, not only for rock faces, but including retaining walls and rock fences and not limited to Pelmewash, but District wide. When it comes to slope stability, both preventative actions such as scaling, bolting, pinning and re-profiling and reactive actions such as barriers, fencing, netting and road re-alignment are important tools and measures for mitigating risk.

In the 2024 Financial Plan, Council added \$100,000 annually to the Transportation budget in order to create an annual contribution to a new Slope Stability Reserve. Additionally, Council approved a \$240,000 Pelmewash Slope Stability Capital Project (project 24009 in the 2024 Capital Budget) and expressed desire to re-allocate \$200,000 of this amount to the newly created Slope Stability Reserve. The balance of \$40,000 was carried forward for 2025 to complete an inventory and initial assessment of slopes and retaining walls throughout the District. Should Council approve this amendment to the Financial Plan, \$300,000 (plus investment income from 2024) would be available in the newly created reserve for 2025. This would grow by \$100,000 plus investment income each year less any expenditures.

The completion of the inventory and assessment in 2025 would lead to developing a Slope Stability Plan in 2026/27. This holistic approach should allow the District to focus any mitigation efforts on the areas that require them most with effective and efficient solutions. District staff will continue to monitor and respond to issues as we have been doing while this process is unfolding as in line with Slope Stability Policy Management Policy 191, 2021.

The addition to the Reserve Fund Policy would be as follows:

Slope Stability Reserve Fund

Purpose:

To fund expenditures for all reactive and proactive slope stability works in the District.

Funding Source	Minimum Level	Maximum Level
<ul style="list-style-type: none"> Annual allocation from Transportation budget as provided for in financial plan 	N/A – Slope stability projects can be unpredictable in volume, scope and size. Reserve will continue to grow based on contributions less any works that occur.	N/A – Slope stability projects can be unpredictable in volume, scope and size. No upper limit to the scale of slope stability works and as such reserve only limited by what Council determines to be reasonable contributions.

FINANCIAL IMPLICATIONS

None Budget Previously Approved Other (see below)

The \$100,000 annual contribution that was added to the Transportation budget for 2024 to be allocated to this reserve was already approved in the 2024 Financial Plan. This resolution would allocate an additional one-time amount of \$200,000 and establish the Slope Stability Reserve going forward.

COMMUNICATION

The desire to create a Slope Stability Reserve was included in the 2024 budget deliberations which included extensive communications to the public.

ALTERNATE RECOMMENDATION(S)

1. THAT Reserve Fund Policy 195, 2022 and Reserve Fund Amendment Bylaw 1273, 2025 be sent back to staff with direction on changes.

Respectfully Submitted.

Trevor James, CFO, Director of Finance & Administration

Report Approval Details

Document Title:	Reserve Fund Policy Amendment - Slope Stability Reserve.docx
Attachments:	- Reserve Fund Policy 195, 2022-2025-04-01 Amendment.docx - Reserve-Fund-Bylaw-989,-2017-CONSOLIDATED-2023-12-05.pdf - Reserve Fund Amendment Bylaw 1273, 2025-1.pdf
Final Approval Date:	Mar 24, 2025

This report and all of its attachments were approved and signed as outlined below:

Reyna Seabrook, Director of Corporate Services - Mar 20, 2025 - 12:52 PM

Paul Gipps, Chief Administrative Officer - Mar 20, 2025 - 3:29 PM

Makayla Ablitt, Legislative & FOI Coordinator - Mar 24, 2025 - 3:41 PM