

**TOWN OF COMOX**

**BYLAW NO. 2025**

**A BYLAW TO ESTABLISH RESERVE FUNDS**

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**Please note:** This is a consolidated bylaw prepared for Convenience only and is not a certified copy.

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Consolidated to include the following bylaws:

<b>Bylaw No.</b>	<b>Adopted</b>	<b>Name</b>	<b>Purpose</b>
2025.01	March 5, 2025	Comox Reserve Funds Amendment Bylaw No.2025.01	To change section 2(J) to allow funds to be spent in the entire Comox Valley.
2025.02	April 1, 2026	Comox Reserve Funds Amendment Bylaw No.2025.02	To add section 2(p) post employment benefit reserve fund, 2(q) working fund reserve fund, and 2(r) tax stabilization reserve fund.
2025.03	May 6, 2026	Comox Reserve Funds Amendment Bylaw No.2025.03	To add section 2(s) Infrastructure Renewal Fund reserve, and to set out the funding and usage of the reserve.

WHEREAS section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes and direct that money be placed to the credit of the reserve funds;

NOW THEREFORE the Council of the Town of Comox in open meeting assembled enacts as follows:

**1. Title**

This bylaw may be cited for all purposes as the "Comox Reserve Funds Bylaw No. 2025, 2023".

**2. Reserve Funds**

Monies deposited into each Reserve Fund, together with interest thereon, shall only be expended for the purposes listed under each fund.

(a) MACHINERY AND EQUIPMENT RESERVE FUND

- (i) The purchase of machinery and equipment to maintain municipal property and to protect persons and property.
- (ii) Depreciation and obsolescence of any machinery and equipment.

(b) PUBLIC OPEN SPACE RESERVE FUND

- (i) A capital or debt payment, including engineering and legal costs for providing public open space.
    - (ii) The interest earned on money deposited in this reserve fund may also be used to provide fencing, landscaping, drainage and irrigation, restrooms and changing rooms, playground and playing field equipment on parkland owned by the Municipality or parkland owned by the Crown and managed by the Municipality.
  - (c) MUNICIPAL MARINA RESERVE FUND
    - (i) Capital expenditures for the Municipal Marina
    - (ii) Redemption of debentures issued for the Municipal Marina
  - (d) CAPITAL WORKS RESERVE FUND
    - (i) Capital projects and land acquisition
    - (ii) Extension and renewal of existing capital works
    - (iii) Machinery and equipment necessary for (i) or (ii) above
  - (e) SEWER UTILITY RESERVE FUND
    - (i) Capital expenditure for the sewer utility
    - (ii) Repayment of long-term debt issued for the sewer utility
  - (f) WATER UTILITY RESERVE FUND
    - (i) Capital expenditure for the water utility
    - (ii) Repayment of long term debt issued for the water utility
  - (g) WATERFRONT WALKWAY CAPITAL RESERVE FUND
    - (i) Acquisition of land and rights-of-way for a waterfront walkway, including survey and legal costs
    - (ii) Design, construction and improvement of waterfront walkways
  - (h) FIRE DEPARTMENT CAPITAL RESERVE FUND
    - (i) Capital expenditures for the Comox Fire Department
    - (ii) Repayment of long-term debt (including leases) for property used by the Comox Fire Department
  - (i) OFF-STREET PARKING RESERVE FUND
    - (i) Costs for providing off-street parking spaces
- (section 2(j) updated from 'in Comox' to 'in the Comox Valley', Bylaw 2025.01, March 5, 2025)**
- (j) AFFORDABLE HOUSING RESERVE FUND
    - (i) Expenditures for the acquisition of land, or for the construction of, or acquisition of residential housing units that will be used to provide affordable housing in the Comox Valley.
  - (k) ALTERNATIVE TRANSPORTATION RESERVE FUND
    - (i) Costs for transportation infrastructure that supports walking, bicycling, public

transit or other alternative forms of transportation.

(l) LANCASTER HEIGHTS SEWER LIFT STATION CAPITAL RESERVE FUND

- (i) Capital expenditures for the upgrade, replacement and decommissioning of the Lancaster Heights sanitary sewer lift station.

(m) POINT HOLMES SEWER LIFT STATION CAPITAL RESERVE FUND

- (i) Capital expenditures for the upgrade, replacement and decommissioning of the Point Holmes sanitary sewer lift station

(n) PUBLIC SAFETY RESERVE FUND

- (i) Expenditures for public safety, policing, response to emergencies and disasters, and recovery from emergencies and disasters

(o) MACK LAING RESERVE FUND

- (i) Capital expenditures for a replacement structure for Shakesides
- (ii) Expenditures for the maintenance and repair of the replacement structure

**(sections 2(p)(q)(r) added, Bylaw 2025.02, April 1, 2026)**

(p) POST EMPLOYMENT BENEFIT RESERVE FUND

- (i) Funding to generally come from annual surplus, if any, as determined by policy.
- (ii) Expenditures to be used for the payment of post employment benefits.
- (iii) No interest will be allocated to the fund.

(q) WORKING FUND RESERVE FUND

- (i) Funding to generally come from annual surplus, if any, as determined by policy.
- (ii) Funds in the account will be retained for the purpose of providing liquid assets to manage the Town's daily operating costs and sustainable, uninterrupted operations.
- (iii) No interest will be allocated to the fund.

(r) TAX STABILIZATION RESERVE FUND

- (i) Funding to generally come from annual surplus, if any, as determined by policy.
- (ii) Expenditures to be used for mitigating revenue volatility, funding unexpected expenses, or managing one-time, non-recurring costs or as determined by policy.
- (iii) No interest will be allocated to the fund.

**(sections 2(s) added, Bylaw 2025.03, May 6, 2026)**

(s) INFRASTRUCTURE RENEWAL FUND RESERVE FUND

- (i) Funding to generally come from the Infrastructure Renewal Fund levy, or other

sources as budgeted.

- (ii) Expenditures to primarily be used for the refurbishment or replacement of existing infrastructure, known as tangible capital assets, as they reach the end of their useful life or to extend their useful life. Funds also may be used for non-capital expenditures that support asset management goals such as; asset management software, asset condition assessments, asset management plans, and similar expenditures.
- (iii) No interest will be allocated to the fund.

### 3. REPEAL OF BYLAW

Comox Reserve Funds Bylaw, 2015 is repealed.

### 4. Adoption

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|-----------------------------|------------------|--------|------|--------|
| (1) READ A FIRST time this  | 14 <sup>th</sup> | day of | June | , 2023 |
| (2) READ A SECOND time this | 14 <sup>th</sup> | day of | June | , 2023 |
| (3) READ A THIRD time this  | 14 <sup>th</sup> | day of | June | , 2023 |
| (4) ADOPTED this            | 5 <sup>th</sup>  | day of | July | , 2023 |

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MAYOR

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CORPORATE OFFICER