

THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

DATE: February 10th, 2009

RESOLUTION: 6(c)/02/10/09

MOVED BY: Nancy Tapley

SECONDED BY: Margaret Casey

BE IT RESOLVED THAT the Finance & Corporate Services Committee recommend to the Council of the Corporation of the Township of Lake of Bays the adoption of the draft policy for Building Services Reserve Fund.

RECORDED VOTE

NAYS

YEAS

- Councillor Ben Boivin
- Councillor Philip Cote
- Councillor Margaret Casey
- Councillor Ruth Ross
- Councillor Ginny Burgess
- Councillor Nancy Tapley
- Mayor Janet P. Peake

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MOTION CARRIED _____
MOTION DEFEATED _____

CHAIR Ben Boivin

TOWNSHIP OF LAKE OF BAYS POLICY MANUAL			
Chapter:	Building Department	Index No.	2.0
Section:	Reserve Funds	Effective Date:	Mar 10/09
Subject:	Building Services Reserve Fund	Revision Date:	N/A
		Page:	1 of 1

1 PURPOSE:

1.01 To establish guidelines for the appropriate dollar value and use of a Building Services reserve fund.

2 POLICY:

2.01 This policy is to establish a Building Services reserves fund and use of said funds as permitted in the Building Code Act and Ontario Building Code.

2.02 The reserve fund shall be collected from the Building Services general revenue only and used as established in the Building Code Act and Ontario Building Code.

2.03 The reserve fund shall not exceed 1.5 x of the Building Services Department's operational budget (i.e. "gross" or "expenses").

2.04 The reserve fund may be utilized for the administration and enforcement of the Building Code Act to address:

- Shortfall in revenue;
- Shortfall in anticipated revenue for budget purposes;
- Capital expenditures;
 - increasing office space;
 - computer purchase;
 - increasing storage area;
 - purchase of new furniture;
 - software upgrades;
- Training for substantial code changes;
- Vehicles;
- Septic re-inspection programs;
- Unbudgeted legal; and
- Unbudgeted emergency items.

3 ADMINISTRATION:

3.01 All staff shall follow this policy.

4 ATTACHMENTS:

None