



## MEMORANDUM

**DATE:** November 6, 2025

**TO:** CVRD Board of Directors

**FROM:** Tracy Bowen, Chief Financial Officer

**SUBJECT:** Operating Reserve Balances Summary

The Finance Division has completed a summary of the balances of operating reserves that are either over or under the minimum/maximum amounts (please see the table below) based on the Operating Reserve Fund Policy.

Finance Division staff continue to have regular discussions with Division and Department Managers regarding the operating reserve balances to determine if funds should be transferred over to their Capital Reserves.

Numerous transfers occurred in 2025 which were in line with existing reserve policies. It should be noted that some of the functions do not have Capital Reserve fund accounts (since they do not have capital assets), while with other functions, the assets do not belong to the CVRD. Some requests have been submitted by CVRD Managers to keep amounts within the reserve fund for future projects coming within 2026 (such as JUB, software purchases, and new reservoirs, to name a few).

### **Operating Reserves: Functions Over/Under Policy**

	<b>FUNCTION:</b>	<b>Excess Over Maximum</b>	<b>Under Minimum</b>
100	General Government	3,979,613.59	
106	Commuter Transit	135,805.33	
109	Emergency 9-1-1		(71,402.12)
121	Economic Development	27,908.56	
131	Environmental Initiatives	1,160,498.59	
196	GM Operations Division		(39,080.98)
197	GM Land Use Services		(3,924.92)
198	GM Corporate Services	72,916.29	
199	GM Community Services/Facilities	67,378.30	
205	Emergency Planning	32,461.04	
231	Community Parks - Area A	7,181.19	
232	Community Parks - Area B	1,015.61	

<b>FUNCTION:</b>		<b>Excess Over Maximum</b>	<b>Under Minimum</b>
233	Community Parks - Area C	389.14	
234	Community Parks - Area D		
235	Community Parks - Area E	523.87	
236	Community Parks - Area F	331.29	
237	Community Parks - Area G	301.93	
238	Community Parks - Area H	184.90	
239	Community Parks - Area I	513.28	
250	Electoral Area Services		(17,834.35)
279	Parks & Trails		(454.68)
280	Regional Parks	6,540.22	
281	Bright Angel Park	601.47	
282	South Cowichan Community Parks	1,436.67	
283	Kinsol Trestle	307,005.55	
310	Animal Control	18,974.67	
320	Building Inspection	289,633.53	
325	Community Planning	118,393.86	
328	Bylaw Enforcement	513,326.61	
350	Fire Protection - North Oyster	8,994.46	
351	Fire Protection - Mesachie Lake		(20,026.34)
354	Fire Protection - Sahtlam	5,195.76	
357	Fire Protection - Honeymoon Bay	987.70	
358	Fire Protection - Youbou	7,312.46	
405	Cowichan Lake Recreation	509.58	
411	Kerry Park Recreation		(262,089.36)
420	CCC - Events and Services		
423	CCC - Arena		(160,844.95)
426	Cowichan Performing Arts Centre		(207,322.82)
427	CCC - Library	29,448.56	
456	Recreation Saltair	532.26	
464	Shawnigan Lake Community Centre	375.47	
515	Curbside Garbage & Recycling		(41,859.41)
531	South Cowichan Water Study Plan	57,066.80	
532	Drinking Water and Watershed Protection	607,444.00	
550	Street Lighting - Mesachie		(691.91)
551	Street Lighting - Youbou	4,253.79	
552	Street Lighting - Brentwood		(915.65)
553	Street Lighting - Cowichan Bay	4,719.97	
554	Street Lighting - Honeymoon Bay	2,974.41	
555	Street Lighting - Mill Bay		(1,737.92)
556	Street Lighting - Cobble Hill	2,976.26	
557	Critical Street Lighting A	1,295.05	

<b>FUNCTION:</b>		<b>Excess Over Maximum</b>	<b>Under Minimum</b>
558	Critical Street Lighting B	3,677.33	
559	Critical Street Lighting C	875.63	
560	Critical Street Lighting D	2,542.76	
561	Critical Street Lighting E		(810.45)
565	Critical Street Lighting I		(563.58)
575	Engineering Services - Administration	84,951.39	
580	Street Lighting - Wilmot Road	5,812.94	
581	Street Lighting - Sentinel Ridge	4,384.56	
583	Street Lighting - Twin Cedars	3,643.82	
586	Mill Springs Street Lighting	14,614.29	
601	Satellite Park Water	24,778.79	
604	Lambourn Water	52,096.61	
611	Bald Mountain Water	385.97	
613	Dogwood Ridge Water		(3,746.17)
615	Arbutus Ridge Water		(59,040.92)
617	Shellwood Water		(2,754.27)
618	Woodley Range Water		
619	Burnum Water	3,461.37	
620	Mesachie Lake Water		(14,000.25)
640	Saltair Water	193,919.69	
660	Honeymoon Bay Water	19,095.71	
680	Shawnigan Lake North Water	17,978.39	
800	Cowichan Bay Sewer	518,557.93	
802	Sentinel Ridge Sewer	20,209.74	
804	Lambourn Sewer	13,170.34	
806	Malahat Sewer	3,894.57	
810	Mesachie Lake Sewer	26,813.62	
811	Bald Mountain Sewer	85.49	
812	Cobble Hill Village Sewer		(3,328.77)
813	Mill Springs Sewer		(58,999.14)
815	Arbutus Ridge Sewer	7,539.07	
820	Eagle Heights Sewer	356,946.10	
830	Maple Hills Sewer	6,258.79	
840	Shawnigan Lake Sewer	137,118.56	
860	Youbou Sewer System	6,482.02	

END OF MEMO  
TB/jr