

## **Appendix A**

### **Reserve Template – Request to Create a New Reserve**

**Reserve Name** Off-Site Transportation Improvements in Lieu of Parking Fund

#### **Purpose of New Reserve**

The purpose of the reserve is to hold monies collected from developments in lieu of providing on-site vehicle parking. The money is to be used for a range of transportation improvements identified, by area, in section 6 of Council Policy *Calgary Parking Policies* (TP017). The intent of the policy is to improve off-site infrastructure for all travel options in parking areas when vehicle parking is not provided on-site.

#### **Type of Reserve**

Capital

#### **Expected Time Period**

Ongoing; will receive voluntary contributions from developments that do not provide the required amount of vehicle parking on-site.

#### **Specific project or on-going program**

Ongoing; will incrementally fund transportation improvements in collection areas as deposits are received. As funds are realized, they will be transferred into project budgets to enable construction of improvements.

#### **Anticipated funding Source**

The funding source will be voluntary contributions from developments that do not provide the required amount of vehicle parking on-site.

#### **Calculations Associated with Funding Source(s) (if required)**

The per stall fee required for each stall not provided is determined by Appendix 2 in Council Policy TP017. Section 6 of the policy outlines the rationale for area parking fees.

#### **List Budget Programs Affected**

There is no single budget program that would be affected. Affected programs will depend on the nature of the use of the received funds.

#### **Anticipated Target Balance for the Reserve**

The target balance for the reserve should be zero. The intent is to use the reserve to hold monies until transportation improvements are identified and then draw down the reserve to fund said improvements. However, in cases where the monies are being assembled for a larger or longer-term project, they may remain in the reserve in the interim.

**Other Reporting Requirements**

No additional formal requirements. Reporting to stakeholders will be provided via The City's website on the use of funds and reserve balance (this will be coordinated by the Transportation department).

**List and explain any Condition(s) and/or Restrictions**

The funds should be used for transportation improvements in the areas identified by policy in section 6 of Council Policy TP017. They should not be used for operational expenses.

**Consequence of not creating the reserve**

If no reserve were created, there will be no place to collect funds received from new developments. This would negate the ability to achieve Council's approved policy.

**Reserve Review Guideline**

Three-year review cycle is appropriate.

**List Key operating and financial contacts responsible (for information purposes only).**

Financial – Finance Lead, Transportation Planning & Roads, Finance  
Operating – Manager, Transportation Strategy, Transportation Planning