

SER-012-002

Strathcona County  
Municipal Policy Handbook

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## General Land Reserve

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**Date of Approval by Council:** 12/16/86; 11/21/06  
12/08/2009

**Resolution No:** 1107/86; 728/2006  
771/2009

**Lead Role:** Chief Commissioner

**Replaces:** 50-55-005

**Last Review Date:** December 8, 2009

**Next Review Date:** 12/2012

**Administrative Responsibility:** Financial Services

### Policy Statement

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The adoption of a General Land Reserve Policy is a prudent business practice that will enhance Strathcona County's financial strength, flexibility and cash flow management.

The purpose of this policy is to establish guidelines for the management of the general land reserve.

### Definitions

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General Land: means all land that is an interest in land or land acquired, disposed, or managed by Strathcona County that is not reserve land. General land includes legacy land.

Legacy Land: means all land that is an interest in land or land acquired specifically for its natural resources to be conserved and managed for long-term protection.

Reserve Land: means all land that is specified as municipal reserve, environmental reserve, school reserve or municipal and school reserve according to the Municipal Government Act and registered at the Land Titles Office, and all land owned by the County which acquisition was funded by the Public Reserve Trust Account.

### Guidelines

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1. Planning and Development Services shall:
  - In consultation with other Departments, prepare an annual budget for general land transactions.
  - Process all expenditure transactions which have been approved to be funded from the General Land Reserve.
  - Ensure all financial activities are recorded and do not exceed the reserve balance.
  - Forecast anticipated long-term revenues and expenditure funding requirements.
  
2. Financial Services shall:
  - Monitor general land transactions to ensure transactions are in accordance with this Policy.
  - Maintain accurate records of all transactions processed through the account.
  - Generate monthly and annual reserve reports for review.

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- Review the reserve balance on an annual basis to ensure it is adequate to meet the ongoing and future requirements for general land.
3. The General Land Reserve shall be funded by:
- Proceeds from the sale of general land and considerations paid for the granting of easements across such land.
  - Contributions from annual departmental budgets requiring land interests to be secured for capital projects proposed in future years.
  - Surplus proceeds (including accumulated interest) from the sale of tax recovery property in accordance with the Municipal Government Act.
  - Other funding approved by Council from time to time.
4. The General Land Reserve may be used to fund:
- The acquisition of general land.
  - Servicing cost of general land, which may include but not be limited to: sewer, water, roads, electrical, offsite levies, and gas.
  - Payments on debentures which have been issued for the acquisition of general land.
  - Direct costs associated with an acquisition or disposal of general land, which may include but not be limited to: advertising, land survey, appraisals, real estate commissions, legal costs, subdivision fees and offsite levies.
  - The cost of improvements to general land, excluding buildings or structures, which may include but not be limited to: fencing, brushing and clearing of land, demolition of buildings, installation of an approach, or any other expenditure which maintains or increases the value of the land asset.