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## Municipal Financial Reserves

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**Date of Approval by Council:** 08/29/90; 09/05/95  
02/15/2000; 07/02/02; 02/21/06; 11/04/08; 07/08/2014

**Resolution No:** C94/90; 715/95  
70/2000; 575/2002; 87/2006; 589/2008; 266/2014

**Lead Role:** Chief Commissioner

**Replaces:** 40-43-004

**Last Review Date:** July 8, 2014

**Next Review Date:** 07/2017

**Administrative Responsibility:** ~~Associate Commissioner,~~ Chief Financial Officer

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### Policy Statement

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A Reserve Policy is a prudent business practice that will enhance Strathcona County's financial strength, flexibility, cash flow management, and ability to achieve the Council Vision and the Strategic Plan priorities.

A Reserve Policy is required to establish, maintain and manage Reserve funds that:

- maintain and improve Strathcona County's working capital requirements;
- provide for future funding requirements; and
- provide stabilization for fluctuations in operating and capital activities.

The purpose of this policy is to maintain consistent standards and guidelines for the management of Reserves and execution of Reserve Transactions, and to ensure that all Reserve Transactions are approved by Council and carried out in accordance with Council's approval.

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### Definitions

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#### Committed Balance

Funding approved as per FIN-001-024: Municipal Financial Reserves policy to be applied towards specific expenditures.

#### Designated Balance

Funding designated to Reserves for a specific purpose, which has not yet been approved by Council to be applied towards specific expenditures.

#### Infrastructure Lifecycle, Maintenance and Replacement Reserves

A Reserve roll up category for reporting which captures all Reserves that tie to Infrastructure Lifecycle, Maintenance and Replacement of Strathcona County tangible capital assets.

#### Optimal Balance

Where applicable, Reserves Descriptions will require a indicate the minimum and or maximum recommended balance for the Reserve. These recommendations will be a formula based on adequate levels to maintain services as determined by departments, and endorsed approved by the Executive Team, and approved by Council. Schedule "A" of the policy will provide a listing of the Reserve Descriptions and their recommended formulas, if applicable.

#### Projects Reserves

A Reserve roll up category for reporting which captures all Reserves that tie to the non-cyclical Reserve needs of departments including operating and tangible capital asset projects.

**Redesignation of Reserve Funds**

The process to change the specific purpose of Reserved funds from one Reserve Description to another.

**Release of Reserve Funds**

Reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any funding resulting from the release of a Reserve will be identified for redesignation to another Reserve or General Surplus.

**Reserve**

Reserves are created when funds are set aside (designated) for a future purpose. Funds within a Reserve are restricted and will be applied as outlined in the approved Reserve Description.

**Reserve Description**

A listing of Reserve Descriptions is found in Schedule "B" of this policy. Each Reserve Description contains the following:

- the overall purpose of the Reserve;
- the source of the Reserve funds;
- when the Reserve can be accessed (the application);
- a reference to Schedule "A" for the Optimal Balance formula, if applicable;
- the duration; and
- interest entitlement.

**Reserve Transaction**

The following activity is considered a Reserve Transaction:

- contributions to the Reserve from internal or external sources
- withdrawals from the Reserve to fund expenditures
- Redesignation of the Reserve Funds
- Release of the Reserve Funds

**Special Purpose Reserves**

A Reserve roll up category for reporting which captures unique Reserves that have a one to one relationship with the Reserve Description. For these Reserves, a policy is in place as referenced in the Reserve Description, or external influences are a factor.

**Stabilization and Contingency Reserves**

A Reserve roll up category for reporting which captures all Reserves that maintain funds to aid in stabilizing and smoothing the temporary impact of unforeseen events, or planned fluctuations in activity.

**Guidelines**

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1. All Reserve Transactions will be ratified by Council.
2. All Reserves will be administered by the Chief Financial Officer or his/her designate in accordance with current municipal policies and the Public Sector Accounting Standards.
3. All Reserves must fall under an approved Reserve Description. The establishment of a new Reserve, which will require a new Reserve Description, must be approved by Council.
4. Reserves will be funded from internal or external sources as defined in the Reserve Descriptions.

5. Funding to and from the Reserve will be approved through Council via:
  - existing municipal policies;
  - the annual budget process;
  - the year end Reserve request and approval process;
  - the approved Reserve Description ~~for contributions~~; or
  - Council resolution.
6. If Reserve Transactions have not been approved through any of the above means, approval must be obtained prior to a transaction occurring from:
  - The Chief Commissioner, based on the recommendation of an Associate Commissioner, for projects totalling \$50,000 or less;
  - Council for projects greater than \$50,000.
7. As part of the year end Reserve request and approval process, any potential Release of Reserve Funds or Redesignation of Reserve Funds will be identified.
8. As part of the year end process for Reserves that have Optimal Balances, an assessment will be made between the actual designated Reserve balance and the recommended Optimal Balance. Reserves which are lower than their established Optimal Balance will be considered in the distribution of the annual operating surplus. Reserves which exceed their established optimal balance will be considered for redesignation. Strategies to maintain the Optimal Balance will be addressed through and in the annual business plan and budget process cycles. ~~Strategies to maintain the Optimal Balance at minimum or maximum levels will be addressed in the individual Reserve Descriptions. Schedule "A" details the formula calculations to be used in determining the Optimal Balance for the reserves that have been identified to require an Optimal Balance.~~
9. Interest earnings will be applied to the Reserves which have been deemed interest bearing as indicated in the Reserve Description.
10. Reporting
  - Regular reporting on the Reserves will occur through the quarterly management report. The quarterly reporting will indicate the total of Reserves as grouped in the four Reserve roll up categories, and will include the current balance, segregated between Committed Balance and Designated Balance.
  - The Consolidated Financial Statements of the County report Reserves within accumulated surplus, along with equity in tangible capital assets and unrestricted surplus (deficit).
11. Roles and Responsibilities
  - Departments

It is the responsibility of departments to be in compliance with the Municipal Reserves Policy and the related Reserve Administrative Procedures. Departments will need to partner with Financial Services annually to confirm Reserve structure and Optimal Balances.
  - Financial Services

It is the responsibility of Financial Services to administer Strathcona County's Reserves, and to partner with departments to ensure on-going compliance with the Municipal Reserves Policy. Financial Services will provide guidance to departments in complying with the intent of the policy by developing administrative procedure guidelines to support the Municipal Reserves Policy.

**ATTACHMENTS:**

Schedule "A" Optimal Balance Formulas  
Schedule "B" Reserve Descriptions

**SCHEDULE A**  
**Strathcona County Financial Reserves**

**Optimal Balance Formulas**

<b>Reserve Description</b>	<b>Optimal Balance Formula</b>
<b>Municipal Reserves</b>	
R1) Stabilization Reserve	Equivalent 12% tax revenue base increase on current tax base
R2) Contingency Reserve	43% of prior year's municipal operating expenses
R3) Year End Carry Forwards – Municipal Reserve	Not applicable
R4) Municipal Projects Reserve	Part a) Specific project allocations (current balance) Part b) Capital projects (historical percentage of capital projects funded from capital projects reserve applied to the five year capital forecast). Part c) Operating projects (five year historical average funded from fiscal projects allowance).
R5) Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve	Five year average of the capital forecast for annual program related projects
R6) Council Priority Funds	Not applicable
R7) Strathcona Community Investment Program Reserve	As per Policy GOV-002-030 Strathcona Community Investment Program – the maximum is 200% of the annual allocated amount. in Schedule "A"
R8) Public Reserve Trust	Not applicable
R9) General Land	50% of the 5 year capital forecast for land acquisitions
R10) Municipal Levy Debt Repayment Reserve	Not applicable
R11) Major Recreation Facility Debt Repayment Reserve	Not applicable
R12) Cultural Development Fund	To be determined
R13) Internal Financing	To be determined
R14) Secondary Approaches	Not applicable
R15) Broadmoor Golf Course	To be determined
<b>Utilities Reserves</b>	
RU1) Utility Rate Stabilization and Contingency	5% of prior year's Utility operations expenses
RU2) Year End Carry Forwards – Utilities Reserve	Not applicable
RU3) Utilities Projects Reserve	To be determined <del>Not applicable</del>
RU4) Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve	5% of Utilities current asset replacement value
RU5) Utility Levy Debt Repayment Reserve	Not applicable
<b>Library Reserves</b>	In accordance with the Library Reserve policy FI02

**SCHEDULE B****Strathcona County Financial Reserves****Reserve Descriptions**

## Municipal Reserves

## Stabilization and Contingency Reserves

- R1) Stabilization Reserve
- R2) Contingency Reserve

## Projects Reserves

- R3) Year End Carry Forwards – Municipal Reserve
- R4) Municipal Projects Reserve
- ~~R5) Internal Financing~~

## Infrastructure Lifecycle, Maintenance and Replacement Reserves

- R5) Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve

## Special Purpose Reserves

- R6) Council Priority Funds
- R7) Strathcona Community Investment Program Reserve**
- R8) Public Reserve Trust
- R9) General Land
- R10) Municipal Levy Debt Repayment Reserve
- R11) Major Recreation Facility Debt Repayment Reserve
- R12) Cultural Development Fund
- ~~R13) Rural Subdivision Approaches~~
- R13) Internal Financing**
- R14) Secondary Approaches
- R15) Broadmoor Golf Course

## Utilities Reserves

## Stabilization and Contingency Reserves

- RU1) Utility Rate Stabilization and Contingency

## Projects Reserves

- RU2) Year End Carry Forwards – Utilities Reserve
- RU3) Utilities Projects Reserve**

## Infrastructure Lifecycle, Maintenance and Replacement Reserves

- RU4) Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve

## Special Purpose Reserves

- RU5) Utility Levy Debt Repayment Reserve

## Library Reserves

The Library Reserves are maintained by Library administration and approved by the Strathcona County

Library Board in accordance with the Library Reserve policy FI02.

Financial Reserves – Description R1	
Type:	Municipal
Roll up Category:	Stabilization and Contingency Reserves
Name:	Stabilization Reserve
Purpose:	To provide funds to smooth the future property tax dollar increases in periods of high inflation, to stabilize fluctuations in operating and capital activity, and to address the risk of revenue or expenditure volatility.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	Funds from this Reserve will be used for stabilizing periods of high inflation or other items that would result in volatility of future property tax dollar requirements.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 11/26/13

Financial Reserves – Description R2	
Type:	Municipal
Roll up Category:	Stabilization and Contingency Reserves
Name:	Contingency Reserve
Purpose:	To provide funds to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue; and to ensure the orderly provision of services to citizens. Examples of these contingencies would include, but not be limited to, Unforeseen Climatic Conditions and Protective Services Extraordinary Circumstances.
Source of Funding:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council.</li> <li>b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008.</li> <li>c) Other sources as approved by Council.</li> </ul>
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	Funds from this Reserve will be used for stabilizing unbudgeted impacts resulting from unanticipated events. Examples are unforeseen increases in emergency response costs, unforeseen climatic conditions, reductions in the carrying cost of investments, losses incurred due to assessment changes, extraordinary events, insurance premiums and/or deductible payment fluctuations, or other items that would result in an overall deficit to the municipal operation.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 New

Financial Reserves – Description R3	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Year End Carry Forwards – Municipal Reserve
Purpose:	To carry the funding for specific operating programs and projects where the service or acquisition was not completed or received by year end, but will occur in the following year, to eliminate the requirement to re-budget or cancel partially completed projects.
Source of Funding:	The funding required to complete a specific program or project which was previously approved by Council in the operating budget and will need to continue into the following year.
Optimal Balance:	<del>Not applicable</del> See Schedule A
Application:	Funds from this Reserve will be used to fund expenditures for the intended purpose as included in the budget approved by Council.
Duration:	<ul style="list-style-type: none"> <li>a) Projects or programs not completed in the fiscal year they were budgeted will be carried forward as part of the annual Reserve request and approval process.</li> <li>b) Any project that has not been completed within one year of being carried forward will be automatically released unless decided otherwise at the direction of the Chief Commissioner.</li> </ul>
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description R4	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Municipal Projects Reserve
Purpose:	To provide funding for operating and capital multi-year projects that will be undertaken in the future, to build funding for non-annual programs, and to assist in meeting future funding requirements for projects
Source of Funding:	<ul style="list-style-type: none"> <li>a) Annual budget transfers as approved by Council.</li> <li>b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008.</li> <li>c) Proceeds received from the sale of disposed assets by virtue of this Reserve Description are authorized to be transferred to this Reserve</li> <li>d) Other sources as approved by Council.</li> </ul>
Optimal Balance:	Not applicable See Schedule A
Application:	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council, or approved through the budget.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 02/17/09

Financial Reserves – Description R5	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Internal Financing
Purpose:	To provide funds for internal financing of approved projects.
Source of Funding:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council.</li> <li>b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008.</li> <li>c) Other sources as approved by Council.</li> </ul>
Optimal Balance:	To be determined

Application:	<del>This Reserve will be used as a source of funds for the internal funding of operating and capital projects as approved by Council, in accordance with Policy FIN-001-025 Debt Management Policy, guideline 5.</del>
Duration:	Ongoing
Interest Bearing:	No
Approved by Council: Revised:	2/13/96 2/23/10

Financial Reserves – Description R6R5	
Type:	Municipal
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserve
Name:	Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve
Purpose:	<p>To provide funds for Infrastructure Lifecycle, Maintenance and Replacement projects including, but not limited to:</p> <ul style="list-style-type: none"> <li>a) Meeting future municipal requirements for existing assets</li> <li>b) The scheduled replacement, refurbishment and maintenance of Strathcona County's vehicle and transit fleet.</li> <li>c) The overlay and construction of arterial roads in the Urban Services Area and the reconstruction of roads to attain the objectives of the Sustainable Rural Roads Master Plan (SRRMP)</li> <li>d) Annual Transportation and Agricultural Services programs</li> <li>e) Annual equipment replacement programs</li> </ul>
Source of Funding:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council</li> <li>b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008</li> <li>c) Proceeds received from the sale of disposed infrastructure lifecycle assets by virtue of this Reserve Description are authorized to be transferred to this Reserve</li> <li>d) Other sources as approved by Council</li> </ul>
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	This Reserve will be used to fund the replacement, refurbishment and maintenance of the Strathcona County's infrastructure assets as approved through the budget, or as presented to Council to smooth out fluctuation impacts in annual costs.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council Revised:	07/08/14 02/13/96 02/17/09 02/13/96

Financial Reserves – Description <del>R7</del> R6	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Council Priority Funds
Purpose:	To assist with the management of Council Priority Funds in accordance with Policy GOV-001-032 Council Priority Fund Expenditures.
Source of Funding:	This Reserve is funded in accordance with Policy GOV-001-032 Council Priority Fund Expenditures. By virtue of this Reserve Description, unused portions of the current operating budget which was previously approved by Council are authorized to be transferred to the Council Priority Funds Reserve.
Optimal Balance:	<del>Not applicable</del> See Schedule A
Application:	Funds from this Reserve will be expended in accordance with the Policy GOV-001-032 Council Priority Fund Expenditures guidelines and must be approved by Council resolution prior to the expenditures being made (policy guideline 4).
Duration:	In accordance with Policy GOV-001-032 Council Priority Fund Expenditures guideline 9, at the end of each term all uncommitted Council Priority Funds will be returned to general revenue.
Interest Bearing:	No
Approved by Council:	07/08/14 02/19/13

Financial Reserves – Description R7	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Strathcona Community Investment Program
Purpose:	To assist with the management of the Strathcona Community Investment Program in accordance with Policy GOV-002-030 Strathcona Community Investment Program.
Source of Funding:	This Reserve is funded in accordance with Policy GOV-002-030 Strathcona Community Investment Program.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be expended in accordance with the Policy GOV-002-030 Strathcona Community Investment Program guidelines.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	<b>N</b> ew

Financial Reserves – Description R8	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Public Reserve Trust
Purpose:	To set aside proceeds from the sale of public reserve lands as dictated by the Municipal Government Act, Sections 671-677.
Source of Funding:	<p>As per Municipal Policy SER-012-005 Disposal of Public Reserve Lands, this Reserve is funded through:</p> <ul style="list-style-type: none"> <li>a) Proceeds from the sale of public reserve lands as approved by Council</li> <li>b) Cash received in lieu of reserve on subdivisions as approved by the Subdivision Approving Authority.</li> </ul> <p><del>Reference should be given to the Municipal Policy SER-012-005 for the Disposal of Public Reserve Lands.</del></p>
Optimal Balance:	<del>Not applicable</del> See Schedule A
Application:	Funds from this Reserve can be applied to parks, recreation or for school purposes as dictated by the Municipal Government Act, Section 671-677.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council: Revised:	<p>07/08/14</p> <p>02/13/96</p> <p>02/23/10</p> <p>02/13/96</p>

Financial Reserves – Description R9	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	General Land
Purpose:	To set aside funds for future expenditures on land, as per Municipal Policy SER-012-002 General Land Reserve.
Source of Funding:	<p>This Reserve is funded in accordance with Municipal Policy SER-012-002 General Land Reserve, specifically through:</p> <ul style="list-style-type: none"> <li>a) Proceeds from the sale of general land and considerations paid for the granting of easements across such land.</li> <li>b) Budgeted transfers as approved by Council.</li> <li>c) Surplus proceeds (including accumulated interest) from the sale of tax recovery property in accordance with the Municipal Government Act.</li> <li>d) Other funding as approved by Council.</li> </ul>
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	<p>As per Municipal Policy SER-012-002, the General Land Reserve may be used to fund:</p> <ul style="list-style-type: none"> <li>a) The acquisition of general land.</li> <li>b) Servicing cost of general land, which may include but not be limited to: sewer, water, roads, electrical, offsite levies and gas;</li> <li>c) Payments on debentures which have been issued for the acquisition of general land.</li> <li>d) Direct costs associated with the 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.</li> <li>e) 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.</li> </ul>
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description R10	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Municipal Levy Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved municipal levy supported debentures.
Source of Funding:	This Reserve will be funded from off-site developer levy revenues for approved levy debt. By virtue of this Reserve Description, municipal levy developer revenue is authorized to be transferred to the Municipal Levy Debt Repayment Reserve in accordance with approved capital project funding, municipal levy debt bylaws or to repay interim financing.
Optimal Balance:	<del>Not applicable</del> See Schedule A
Application:	<p>This Reserve will be used to repay the principal and interest of outstanding approved levy debentures over the term of the debt, in accordance with approved municipal levy debt (borrowing) bylaws.</p> <p>Transition: This reserve results from a change in accounting treatment for off-site developer levy revenue. To allow for this transition, it may be necessary to interim finance some levy funded capital projects due to timing differences between collection of developer levy funds and approved expenditures. By virtue of this reserve description, Municipal Levy Debt Repayment Reserve funds are authorized to provide interim financing for those levy funded capital projects that are approved up to February 25, 2014, as required. If interim financing is provided, as municipal developer levy revenue is collected, these funds will be transferred to the Municipal Levy Debt Repayment Reserve to repay any interim financing as a first priority.</p>
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

Financial Reserves – Description R11	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Major Recreation Facility Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved debentures applied towards the construction of major recreation facilities in accordance with Policy SER-008-013 Major Recreation Facility Funding.
Source of Funding:	This Reserve may be funded from Major Recreation Facility contributions. By virtue of this Reserve Description, Major Recreation Facility contribution revenues are authorized to be transferred to the Major Facility Debt Repayment Reserve in accordance with approved capital project funding and municipal levy debt bylaws.
Optimal Balance:	<del>Not applicable</del> See Schedule A
Application:	This Reserve will be used to repay the principal and interest of outstanding debentures applied towards the construction of Major Recreation Facilities over the term of the debt.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

Financial Reserves – Description R12	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Cultural Development Fund
Purpose:	To provide funds that will assist in the delivery of cultural services by community organizations and Recreation, Parks & Culture.
Source of Funding:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council.</li> <li>b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008.</li> <li>c) Donations and fund raising</li> <li>d) Other sources as approved by Council.</li> </ul>
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	This Reserve will be used to provide funding assistance for the delivery of cultural services toward the arts, culture and heritage development of our community, <u>and to fund the Public Art program</u> . <del>Funding would be allocated through a grant program to be approved by Council.</del>
Duration:	Ongoing
Interest Bearing:	<u>No</u> <del>Yes</del>
Approved by Council: Revised:	<u>07/08/14</u> <del>02/13/96</del> <u>02/08/05</u> <u>02/13/96</u>

Financial Reserves – Description R13	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Rural Subdivision Approaches
Purpose:	<del>To provide for construction of rural subdivision approaches which were pre-paid by the Developer.</del>
Source of Funding:	<del>a) Budgeted transfers as approved by Council. b) Developer Contributions c) Other sources as approved by Council.</del>
Optimal Balance:	To be determined
Application:	<del>This Reserve will be used to fund expenditures for the construction of rural subdivision approaches.</del>
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	2/13/96
Revised:	2/10/98
Financial Reserves – Description R13	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Internal Financing
Purpose:	To provide funds for internal financing of approved projects.
Source of Funding:	d) Budgeted transfers as approved by Council. e) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. f) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used as a source of funds for the internal funding of operating and capital projects as approved by Council, in accordance with Policy FIN-001-025 Debt Management Policy, guideline 5.
Duration:	Ongoing

Interest Bearing:	No
Approved by Council: Revised:	07/08/14 <del>02/13/96</del> 02/23/10 02/13/96

Financial Reserves – Description R14	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Secondary Approaches
Purpose:	To provide funds for the maintenance of approved secondary approaches to Rural Roads or Country Residential Subdivision Roads, where the secondary approach culvert requires general maintenance including blockage removal or culvert replacement at the end of its life.
Source of Funding:	a) Resident application fees paid for secondary approaches to private property. b) Other sources as approved by Council.
Optimal Balance:	<del>To be determined</del> Not applicable See Schedule A
Application:	This Reserve will be used to fund expenses required to maintain the approved secondary approaches which will include, but is not limited to, culvert maintenance and replacement.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/22/11

Financial Reserves – Description R15	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Broadmoor Public Golf Course
Purpose:	To set aside annual operating results at year end to support the financial sustainability of Broadmoor Public Golf Course.
Source of Funding:	a) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. b) Other sources as approved by Council.
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	This Reserve will be used to fund the Broadmoor Public Golf Course operations, equipment replacement and course improvements and other priorities or to fund any annual operating shortfalls.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council: Revised:	07/08/14 <del>02/13/96</del> 02/17/09 02/13/96

Financial Reserves – Description RU1	
Type:	Utilities
Roll up Category:	Stabilization and Contingency Reserves
Name:	Utility Rate Stabilization and Contingency
Purpose:	To stabilize solid waste, water, and wastewater rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating and capital activity; and to address the risk of revenue or expenditure volatility.
Source of Funding:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council.</li> <li>b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008.</li> <li>c) Other sources as approved by Council.</li> </ul>
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	Funds from this Reserve will be used to smooth the impact of utility rate increases within the annual operating budget, and for stabilizing unbudgeted impacts resulting from the unanticipated events.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/21/06

Financial Reserves – Description RU2	
Type:	Utilities
Roll up Category:	Projects Reserves
Name:	Year End Carry Forwards – Utilities Reserve
Purpose:	To carry the funding for specific operating programs and projects where the service or acquisition was not completed or received by year end, but will occur in the following year, to eliminate the requirement to re-budget or cancel partially completed projects.
Source of Funding:	The funding required to complete a specific project or program which was previously approved by Council in the operating budget and will need to continue into the following year.
Optimal Balance:	<del>Not applicable</del> See Schedule A
Application:	Funds from this Reserve will be used to fund expenditures for the intended purpose as included in the budget approved by Council.
Duration:	<ul style="list-style-type: none"> <li>a) Projects or programs not completed in the fiscal year they were budgeted will be carried forward as part of the annual Reserve request and approval process.</li> <li>b) Any project that has not been completed within one year of being carried forward will be automatically released into the Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve, unless decided otherwise at the direction of the Chief Commissioner.</li> </ul>
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description RU3	
Type:	Utilities
Roll up Category:	Projects Reserves
Name:	Utilities Projects Reserve
Purpose:	To provide funding for operating and capital multi-year projects that will be undertaken in the future, to build funding for non-annual programs, and to assist in meeting future funding requirements for projects
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council, or approved through the budget.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	new

Financial Reserves – Description RU3RU4	
Type:	Utilities
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserves
Name:	Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve
Purpose:	<p>To provide funds to assist in meeting future requirements for the expansion, replacement, refurbishment and maintenance of tangible capital assets managed by Utility Operations.</p> <p>These requirements include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a) water transmission and distribution systems;</li> <li>b) wastewater collection, trunk and storm systems;</li> <li>c) solid waste systems; and</li> <li>d) community (district) energy systems.</li> <li>e) related supplemental works as may be required from time to time</li> </ul>
Source of Funding:	<ul style="list-style-type: none"> <li>a) Budgeted transfers as approved by Council.</li> <li>b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008.</li> <li>c) Release of Reserve balances not used in the Year End Carry Forwards – Utilities Reserve.</li> <li>d) Proceeds received from the sale of disposed infrastructure lifecycle assets by virtue of this Reserve Description are authorized to be transferred to this Reserve</li> <li>e) Other sources as approved by Council.</li> </ul>
Optimal Balance:	<del>To be determined</del> See Schedule A
Application:	Reserve funds will be used to provide for operating and capital projects required to meet the customer service delivery objectives and other costs associated with Utilities Infrastructure Lifecycle, Maintenance and Replacement as identified and approved in the Utility annual budget and capital plan.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/20/07

Financial Reserves – Description RU4RU5	
Type:	Utilities
Roll up Category:	Special Purpose Reserves
Name:	Utility Levy Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved utility levy supported debentures.
Source of Funding:	This Reserve is funded from off-site developer levy revenues for approved levy debt. By virtue of this Reserve Description, utility levy developer revenue is authorized to be transferred to the Utility Levy Debt Repayment Reserve in accordance with the approved capital project funding, utility levy debt bylaws or to repay interim financing.
Optimal Balance:	<del>Not applicable</del> See Schedule A
Application:	<p>This Reserve will be used to repay the principal and interest of outstanding approved levy debentures over the term of the debt, in accordance with approved utility levy debt (borrowing) bylaws.</p> <p>Transition: This reserve results from a change in accounting treatment for off-site developer levy revenue. To allow for this transition, it may be necessary to interim finance some levy funded capital projects due to timing differences between collection of developer levy funds and approved expenditures. By virtue of this reserve description, Municipal Levy Debt Repayment Reserve funds are authorized to provide interim financing for those levy funded capital projects that are approved up to February 25, 2014, as required. If interim financing is provided, as municipal developer levy revenue is collected, these funds will be transferred to the Municipal Levy Debt Repayment Reserve to repay any interim financing as a first priority.</p>
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14