
FINANCIAL RESERVES

Date Issued: July 10, 2017

Mandated by: City Council

Current Revision: July 10, 2017

Cross Reference:

- School Playground Grant Program
Procedure FIN-019-C
- Allocation of Operating Budget Surplus
Policy FIN-022-C

Next Review: July 10, 2018

Responsibility: Chief Financial Officer

PURPOSE

A major objective of the City is to sustain financial viability, provide an adequate level of municipal services, and support the City's long term capital plan. The City recognizes that an important component for reaching and maintaining this objective is the establishment of reserves.

This policy provides consistent standards and guidelines for the management of existing reserves and the establishment of new reserves.

POLICY

The City shall establish reserves and commit funds on an ongoing basis for future funding requirements, stabilization of fluctuations in operating and capital activities, contingency funding, and to reduce the need for debt financing. The City shall manage reserves in a responsible manner and use reserve funds solely for the specific purpose previously determined.

DEFINITIONS

City – shall mean the City of Fort Saskatchewan.

Committed Balance – shall mean funds approved by Council to be applied towards specific expenditures.

Council – shall mean the municipal Council of the City of Fort Saskatchewan.

Designated Balance – shall mean funds designated to a reserve for a specific purpose, which has not yet been approved by Council to be applied towards a specific expenditure. Reserve funds remain designated for the specific purpose as outlined in the reserve report.

Interest Bearing – shall mean, where applicable, annual interest is earned on the reserve balance and is retained in the reserve. Interest will be paid to those reserves where funding has come from external

sources. If a reserve is deemed interest bearing, interest is applied to the respective reserve, and reinvested; otherwise, interest is applied to operations.

Optimal Balance – shall mean, where applicable, a recommended balance for the reserve to ensure that the respective balances are not depleted to the degree that those balances are no longer available to serve their intended purposes.

Redesignation of Reserve Funds – shall mean the process to change the purpose of reserve funds by transferring the funds from one reserve to another.

Release of Reserve Funds – shall mean reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any remaining funding will be identified for redesignation to another reserve.

RESERVE CATEGORIES

Contingency Reserves – A reserve category capturing the reserves established to provide non-designated funds to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue and to ensure service levels.

Projects Reserves – A reserve category capturing the reserves that are established to fund operating and capital projects or future operations.

Infrastructure Lifecycle, Maintenance, and Replacement Reserves – A reserve category capturing the reserves that are established to fund expenditures for the repair, lifecycle replacement, or upgrade of City infrastructure, equipment or vehicles.

Other Reserves – A reserve category capturing other reserves that have a 1:1 relationship with the reserve description.

Developer Levy Reserves - A reserve category capturing the reserves established to hold developer levies collected through developer agreements to fund new assets/infrastructure required due to the growth of the City without placing an undue burden on existing City resources.

Utilities Infrastructure Lifecycle, Maintenance, and Replacement Reserves – A reserve category capturing the reserve established to provide funds to assist in meeting future requirements for the expansion, replacement, refurbishment, and maintenance of utility assets or infrastructure as well as for operating and capital projects required to meet customer service delivery objectives.

GUIDING PRINCIPLES

1. All reserve transactions will be approved by Council prior to the transaction occurring.
2. All reserves must include all fields required in the reserve report. A reserve report contains the following:
 - Reserve name
 - Reserve category
 - Overall purpose of the reserve
 - Source(s) of funding
 - Specific use of funds
 - Optimal balance formula, if applicable

- Duration of the reserve
 - Whether or not the reserve is interest bearing
 - The coordinator(s) of the reserve
 - Schedule of review
3. Reserves will be funded from either internal or external sources as defined in the reserve report.
 4. Where appropriate, each reserve will be supported by a 5-year projection for receipt and disbursement of funds. These projections will be updated annually by the appropriate Department as part of the budget process. All reserve accounts must be presented in the City's annual budget documents.
 5. Strategies to maintain the recommended optimal balance will be addressed by the appropriate Department through budget cycles. The appropriate Department shall prepare an action plan to return a reserve back into compliance when:
 - A reserve has been over funded and has exceeded its recommended optimal balance as approved by Council; or
 - A reserve has been under funded and has not maintained its recommended optimal balance as approved by Council.
 6. As part of the year end process, reserves which have a recommended optimal balance will be assessed in comparison to the actual balance. Reserves which are lower than their recommended optimal balance will be considered in the distribution of an annual operating budget surplus. If the funding source allows for it, reserves which exceed their recommended optimal balance will be considered for redesignation.
 7. Interest is allocated to reserve balances based on the City's annual average interest earned on investments. Interest earnings will be applied to the reserves which have been deemed interest bearing as indicated in the reserve report.
 8. This Policy will be reviewed by Administration annually. Unless otherwise stated in the reserve report, reserve schedules and balances will be reviewed annually.

AUTHORITY / RESPONSIBILITY TO IMPLEMENT

1. It is the responsibility of the Chief Financial Officer to administer compliance with this Policy, and for compliance with City Bylaws, the Municipal Government Act, and other applicable legislation. The CFO is responsible for the administration of the City's reserves by reviewing and recommending appropriate reserve usage.
2. It is the responsibility of department Directors to be in compliance with this Policy. Departments must notify Finance when reserve funding for expenditures is required. Departments will need to partner with Finance annually to confirm reserve structure and recommended optimal balances.

SCHEDULE OF RESERVES

Municipal Reserves

Contingency Reserves

- Financial Stabilization Reserve
- Snow Removal Reserve

Projects Reserves

- Fire Waterline Reserve
- Future Facility Operating Reserve
- Land Purchases Reserve
- Parks Reserve
- Perpetual Care Reserve
- Capital Projects Reserve

Infrastructure Lifecycle, Maintenance, and Replacement Reserves

- Harbour Pool Lifecycle Reserve
- Culture Services Equipment & Exhibits Reserve
- Dow Centennial Centre Equipment Lifecycle Reserve
- Facility Lifecycle Maintenance Reserve
- Fire Equipment Reserve
- Information Technology Equipment Reserve
- Mobile Equipment & Vehicle Fleet Reserve
- Protective Services Equipment Reserve

Other Reserves

- Art in Public Places Reserve
- Drug Abuse Resistance Education (D.A.R.E.) Reserve
- Economic Development Reserve
- Family & Community Support Services Reserve
- Health, Safety, and Wellness Reserve
- Transportation Assistance Reserve
- Westpark Estate Community Enhancement Reserve

Developer Levy Reserves

- Fort Centre Offsite Levy Reserve
- Medium Industrial Offsite Levy Reserve
- Southfort Offsite Levy Reserve
- Westpark Estates Offsite Levy Reserve

Utilities Reserves

Infrastructure Lifecycle, Maintenance, and Replacement Reserves

- Utilities Infrastructure Reserve

Reserve Name:	Financial Stabilization Reserve
Reserve Category:	Contingency Reserves
Purpose:	A contingency fund for emergent, non-recurring, one-time expenditures or loss of revenues that will not be built into the operating budget in future years
Source of Funding:	<ol style="list-style-type: none">1) Allocation of the annual operating budget surplus2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, annual contributions from operations4) Other sources as approved by Council
Use of Funds:	The funds are not designated and can be used to protect the City against any unforeseen operating costs that will cause the City to incur an operating deficit. Funds will be used for stabilizing unbudgeted impacts as a result of unanticipated events. Examples are losses incurred due increased emergency response costs, unforeseen climactic events, declines in revenues, special projects, or other items that would result in an overall deficit.
Optimal Balance:	Balance of funds already committed to specific projects plus two months of the City's operating expenditures.
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Chief Financial Officer
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Snow Removal Reserve
Reserve Category:	Contingency Reserves
Purpose:	To provide funds for emergency use for the snow/ice removal program
Source of Funding:	<ol style="list-style-type: none">1) Unspent portion of funding pertaining to the snow and ice removal operating budget2) If deemed appropriate, annual contributions from operations3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	Major, unforeseen snow/ice events
Optimal Balance:	50% of the snow and ice removal operating budget
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Infrastructure Management
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Fire Waterline Reserve
Reserve Category:	Projects Reserves
Purpose:	To provide funds for future fire waterline construction/replacement
Source of Funding:	Established with funds received from Dow Chemical in 1981; no annual contributions
Use of Funds:	Funds have been allocated to the Medium Industrial Secondary Water Supply Line project
Optimal Balance:	N/A
Duration:	Ongoing – Until current funds are disbursed
Interest Bearing:	No
Coordinator:	Director, Project Management
Review Schedule:	Last review: July 2017 Next review: July 2020

Reserve Name:	Future Facility Operating Reserve
Reserve Category:	Projects Reserves
Purpose:	To set aside funds for future operating costs associated with the expansion of the City's facilities
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	To fund the capital development, operation, and debt repayments (if applicable) of new City facilities
Optimal Balance:	Projected operating impacts (including debenture costs if applicable) of any new facility anticipated to be completed within the next fiscal year
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Chief Financial Officer
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Land Purchases Reserve
Reserve Category:	Projects Reserves
Purpose:	To fund future land purchases or improvements to City land for development and/or sale
Source of Funding:	<ol style="list-style-type: none">1) Proceeds from the sale of land2) Allocation of the annual operating budget surplus3) Unspent portion of funding pertaining to completed projects4) If deemed appropriate, annual contributions from operations5) Other sources as approved by Council
Use of Funds:	<ol style="list-style-type: none">1) Future purchases of land2) Servicing costs3) Payments on debentures which have been issued for land acquisitions4) Costs associated with the purchase or disposal of land (e.g. advertising, surveys, appraisals, real estate commissions, legal costs, subdivision fees)5) Cost of improvement of City owned land which has not yet been developed or recently purchased land (e.g. fencing, clearing, demolition of buildings, or any other expenditure that maintains or increases the value of the land)
Optimal Balance:	50% of projected land purchases within the City's 10 year capital plan
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Chief Financial Officer
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Parks Reserve
Reserve Category:	Projects Reserves
Purpose:	<p>This reserve is made up of restricted and unrestricted balances.</p> <ol style="list-style-type: none">1) Restricted: To set aside funds provided in place of municipal reserve, school reserve, or municipal and school reserve and the interest earned on that money as per Section 671 of the Municipal Government Act, RSA 2000, Chapter M-262) Unrestricted: To set aside funds for parks and playground maintenance or upgrades and projects within the river valley
Source of Funding:	<ol style="list-style-type: none">1) Restricted:<ul style="list-style-type: none">• Payments for development in lieu of providing park space in accordance with Section 671 of the MGA2) Unrestricted:<ul style="list-style-type: none">• Annual contributions from operations• Unspent portion of funding pertaining to completed projects• If deemed appropriate, allocation of the annual operating budget surplus• Other sources as approved by Council
Use of Funds:	<ol style="list-style-type: none">1) Restricted: Purchase of park, public recreation, school and buffer land, or constructing improvements on any such land. The monies must be allocated between the municipality and the school authority, in accordance with any agreement.2) Unrestricted: Enhancements to existing parks and playgrounds, playground structure lifecycle replacements, playground grants, and river valley enhancements
Optimal Balance:	<p>Restricted: N/A</p> <p>Unrestricted: Five year average of the annual capital forecast of the relevant assets</p>
Duration:	Ongoing
Interest Bearing:	Yes – Restricted portion only
Coordinator:	City Manager Chief Financial Officer Director, Planning & Development Director, Infrastructure Management Manager, Parks Services
Review Schedule:	<p>Last review: July 2017</p> <p>Next review: July 2018</p>

Reserve Name:	Perpetual Care Reserve
Reserve Category:	Projects Reserves
Purpose:	To provide funding for the perpetual care of the cemetery
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations. For near term sustainment and development outlined in the Cemetery Master Plan, 100% of regular plot, monument foundation, and columbarium niche revenue. For future development of Phase 3 outlined in the Cemetery Master Plan, annual contributions designated to meet cost requirements at the time of development.2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	For maintenance and capital costs as required to sustain and develop the cemetery
Optimal Balance:	Five year average of the annual capital forecast outlined in the Cemetery Master Plan
Duration:	Ongoing
Interest Bearing:	Yes – Revenue portion only
Coordinator:	Director, Infrastructure Management Manager, Parks Services
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Capital Projects Reserve
Reserve Category:	Projects Reserves
Purpose:	<ol style="list-style-type: none">1) To fund capital projects as determined in the annual capital budget2) To hold annual capital funding3) Contingency funding for unforeseen projects or emergency needs
Source of Funding:	<ol style="list-style-type: none">1) Allocation of the annual operating budget surplus2) Unspent portion of funding pertaining to completed projects3) Expired debenture funds to be used to offset future debenture payments4) Annual capital funding from operations5) If deemed appropriate, annual contributions from operations6) Other sources as approved by Council
Use of Funds:	Capital projects or infrastructure investments that are not specifically funded from other established reserves or are not eligible for grant funding
Optimal Balance:	Balance of funds already committed to specific projects plus balance of funds identified as Capital Projects Reserve funded for the next 5 years in the 10 year capital plan
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Chief Financial Officer
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Harbour Pool Lifecycle Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	For replacement and upgrading of aquatic system components and equipment
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations equal to at least 10% of the value of the relevant assets (valued at historical cost)2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	Purchase and maintenance of aquatic system components and equipment such as re-grouting of the pool basin, pool heating system, pool pumps, epoxy coating of filter tanks, lockers, deck furniture, bleachers, spray toys, sound system, etc.
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Recreation Aquatics Operations Supervisor
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Culture Services Equipment & Exhibits Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	For replacement and upgrading of culture services equipment and exhibits
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations equal to at least 8% of the value of the relevant assets (valued at historical cost)2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	<ol style="list-style-type: none">1) Theatre equipment (sounds and lighting consoles, speakers, stage floor, ticketing system, etc.)2) Fort Heritage Precinct exhibits3) NWMP Fort palisade walls4) Portable art gallery display walls and display cases
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Culture Shell Theatre Supervisor
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Dow Centennial Centre Equipment Lifecycle Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	For replacement and upgrading of equipment and recreation components within the Dow Centennial Centre
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations equal to at least 10% of the value of the relevant assets (valued at historical cost)2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	<ol style="list-style-type: none">1) Equipment such as floor machines, Genie lift, commercial vacuums, AV equipment, etc.2) Lockers, turf replacement, divider curtains, ice compressors, scoreboards, etc.3) Purchase of new fitness equipment not currently at the facility and spin bike fleet replacement4) Electronic sign
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Recreation Manager, Dow Centennial Centre
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Facility Life Cycle Maintenance Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	To provide funds for the scheduled repair, maintenance, and replacement of tangible capital assets in existing City facilities. Assets which are part of the building envelope, are structural in nature, or essential to the building operation of the facility are covered under this reserve.
Source of Funding:	<ol style="list-style-type: none">1) Unspent portion of funding pertaining to postponed or completed projects2) If deemed appropriate, annual contributions from operations3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	To fund facility lifecycle maintenance projects such as the replacement of roofs, boilers, HVAC systems, flooring, exterior doors, exterior windows, exterior siding, and restoration of the exterior historical assets.
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Project Management Manager, Facilities Services
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Fire Equipment Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	For replacement and upgrading of fire equipment
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations equal to at least 7% of the value of the relevant assets (valued at historical cost)2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	Purchase of fire equipment such as breathing apparatus, gear washers, communications equipment, vehicle replacements, and other fire apparatus
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Fire Chief
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	IT Equipment Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	For replacement and upgrading of IT equipment
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations equal to at least 12.5% of the value of the relevant assets (valued at historical cost)2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	Purchase of IT hardware and software such network infrastructure, computer hardware, audio visual equipment, software systems, and licenses
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Information Technology
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Mobile Equipment & Vehicle Fleet Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	For replacement and upgrading of the City's mobile equipment and vehicle fleet
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations equal to at least 10% of the value of the relevant assets (valued at historical cost)2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	Purchase of vehicles, Zambonis, machinery, and equipment
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Project Management Director, Infrastructure Management Manager, Facilities Services Manager, Parks Services
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Protective Services Equipment Reserve
Reserve Category:	Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	For replacement and upgrading of protective services equipment
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations equal to at least 15% of the value of the relevant assets (valued at historical cost)2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	Purchase of protective services equipment such as intersection safety device camera systems, telephone recording systems, radios, and other required equipment
Optimal Balance:	Five year average of the annual capital forecast of the relevant assets
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Protective Services
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Art in Public Places Reserve
Reserve Category:	Other Reserves
Purpose:	To provide funds for the purchase and maintenance of City wide public art. These funds will be used to increase public awareness and appreciation of the arts, stimulate growth of the arts, and to build a civic art collection.
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from operations2) Unspent portion of funding pertaining to completed projects3) If deemed appropriate, allocation of the annual operating budget surplus4) Other sources as approved by Council
Use of Funds:	For the purchase of City wide public art and the management and maintenance of the public art program. Public artworks can include, but are not limited to: sculptures, paintings, drawings, installations, prints, photography, murals, mosaics, or multi-media projects.
Optimal Balance:	Cost of projects identified to be completed within the next fiscal year
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Culture
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Drug Abuse Resistance Education (D.A.R.E.) Reserve
Reserve Category:	Other Reserves
Purpose:	To manage funds for the D.A.R.E. program on behalf of the RCMP
Source of Funding:	1) Community donations 2) Annual surplus of the D.A.R.E. program
Use of Funds:	D.A.R.E. program
Optimal Balance:	N/A
Duration:	Ongoing
Interest Bearing:	Yes
Coordinator:	RCMP
Review Schedule:	Last review: July 2017 Next review: July 2020

Reserve Name:	Economic Development Reserve
Reserve Category:	Other Reserves
Purpose:	Funding for enhancement and development of commercial and industrial areas of the City
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions are from 10% of the annual business license fee collected2) AIHA seed funding reimbursement3) Unused fund from Business Support Grants4) Other sources as approved by Council
Use of Funds:	Any investment attraction project which improves or develops commercial and industrial areas of the City.
Optimal Balance:	N/A – Disbursements will be decided based on funds available at the time
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Economic Development
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Family & Community Support Services Reserve
Reserve Category:	Other Reserves
Purpose:	Funding can be used for any social project undertaken by the City. This reserve was established in 1991 to help offset the cost of homecare; however, Alberta Health Services has since taken over the homecare program.
Source of Funding:	Originally funded through the Federal Canada Assistance Plan grant which ended in 1997; no annual contributions
Use of Funds:	Funding can be used for any social project; mentorship programs, youth conferences, guest speakers at community engagements, etc.
Optimal Balance:	N/A
Duration:	Ongoing – Until current funds are disbursed
Interest Bearing:	No
Coordinator:	Director, FCSS
Review Schedule:	Last review: July 2017 Next review: July 2020

Reserve Name:	Health, Safety, and Wellness Reserve
Reserve Category:	Other Reserves
Purpose:	To provide funds for preventative and proactive health, safety, and wellness programs as part of the City's ongoing commitment to the health, safety, and wellness of employees
Source of Funding:	<ol style="list-style-type: none">1) Alberta Blue Cross premium rebates2) Annual Federal Employment Insurance (EI) rebate program3) Unanticipated WCB surplus rebates4) Other sources as approved by Council
Use of Funds:	<ol style="list-style-type: none">1) HR initiatives such as leadership development programs, Team Fort Sask events, and one-time benefit enhancements2) Health and safety initiatives, safety training programs, and legislative requirements
Optimal Balance:	N/A – Disbursements will be decided based on funds available at the time
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, People Services
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Transportation Assistance Reserve
Reserve Category:	Other Reserves
Purpose:	To manage funds for the Special Transportation Services Society (STSS)
Source of Funding:	1) Community donations 2) Annual surplus of the Special Transportation Services Society
Use of Funds:	Operating and capital needs of the Special Transportation Services Society
Optimal Balance:	N/A – The STSS board is responsible to ensuring funds needed for future projects are available
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, FCSS
Review Schedule:	Last review: July 2017 Next review: July 2020

Reserve Name:	Westpark Estates Community Enhancement Reserve
Reserve Category:	Other Reserves
Purpose:	Originally established for the purpose of future enhancements to the Westpark Estates Community. In 2015, all the funding was allocated to the conversion of the Pointe Aux Pins road to a multi-use trail project
Source of Funding:	Established with funds received pursuant to the Land Purchase Agreement with Bradson Development Ltd. In 1988; no annual contributions
Use of Funds:	Conversion of the Pointe Aux Pins road to a multi-use trail project
Optimal Balance:	N/A
Duration:	Ongoing – Until current funds are disbursed
Interest Bearing:	No
Coordinator:	Director, Project Management
Review Schedule:	Last review: July 2017 Next review: July 2020

Reserve Name:	Fort Centre Offsite Levy Reserve
Reserve Category:	Developer Levy Reserves
Purpose:	To assist in financing the City's infrastructure related to growth and development
Source of Funding:	1) Developer levies which are collected through developer agreements that establish levy payments and specific projects to be completed 2) Reimbursed funds collected from the City front ending projects
Use of Funds:	For future expansion of the City's water, sanitary sewer and storm sewer facilities, as well as arterial roadways and pedestrian walkways
Optimal Balance:	N/A – Developer contributions are on a uniform, per-hectare basis
Duration:	Ongoing – Until the build-out of the existing Fort Centre Offsite Levy lands is complete
Interest Bearing:	Yes
Coordinator:	Director, Project Management
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Medium Industrial Offsite Levy Reserve
Reserve Category:	Developer Levy Reserves
Purpose:	To assist in financing the City's infrastructure related to growth and development
Source of Funding:	1) Developer levies which are collected through developer agreements that establish levy payments and specific projects to be completed 2) Reimbursed funds collected from the City front ending projects
Use of Funds:	For future expansion of the City's water, sanitary sewer and storm sewer facilities, as well as arterial roadways and pedestrian walkways
Optimal Balance:	N/A – Developer contributions are on a uniform, per-hectare basis
Duration:	Ongoing – Until the build-out of the existing Medium Industrial Offsite Levy lands is complete
Interest Bearing:	Yes
Coordinator:	Director, Project Management
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Southfort Offsite Levy Reserve
Reserve Category:	Developer Levy Reserves
Purpose:	To assist in financing the City's infrastructure related to growth and development
Source of Funding:	1) Developer levies which are collected through developer agreements that establish levy payments and specific projects to be completed 2) Reimbursed funds collected from the City front ending projects
Use of Funds:	For future expansion of the City's water, sanitary sewer and storm sewer facilities, as well as arterial roadways and pedestrian walkways
Optimal Balance:	N/A – Developer contributions are on a uniform, per-hectare basis
Duration:	Ongoing – Until the build-out of the existing Southfort Offsite Levy lands is complete
Interest Bearing:	Yes
Coordinator:	Director, Project Management
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Westpark Estates Offsite Levy Reserve
Reserve Category:	Developer Levy Reserves
Purpose:	To assist in financing the City's infrastructure related to growth and development
Source of Funding:	1) Developer levies which are collected through developer agreements that establish levy payments and specific projects to be completed 2) Reimbursed funds collected from the City front ending projects
Use of Funds:	For future expansion of the City's water, sanitary sewer and storm sewer facilities, as well as arterial roadways and pedestrian walkways
Optimal Balance:	N/A – Developer contributions are on a uniform, per-hectare basis
Duration:	Ongoing – Until the build-out of the existing Westpark Estates Offsite Levy lands is complete
Interest Bearing:	Yes
Coordinator:	Director, Project Management
Review Schedule:	Last review: July 2017 Next review: July 2018

Reserve Name:	Utilities Infrastructure Reserve
Reserve Category:	Utilities Infrastructure Lifecycle, Maintenance, and Replacement Reserves
Purpose:	To provide funding for the expansion, replacement, refurbishment, and maintenance of the City's utility infrastructure and equipment
Source of Funding:	<ol style="list-style-type: none">1) Annual contributions from the utility operating budget equal to at least 3% of the value of the relevant assets (valued at historical cost) for water and sewer and at least 10% of the value of the relevant assets (valued at historical cost) for solid waste2) Unspent portion of funding pertaining to completed utility projects3) Allocation of the annual utility operating budget surplus4) Other sources as approved by Council
Use of Funds:	Replacement of the City's utility infrastructure and related equipment based on the long term capital plan. These include, but are not limited to: <ol style="list-style-type: none">1) Water transmission and distribution systems2) Wastewater collection and transmission3) Solid waste systems
Optimal Balance:	5% of the value of the relevant assets (valued at historical cost)
Duration:	Ongoing
Interest Bearing:	No
Coordinator:	Director, Infrastructure Management Manager, Utility Services
Review Schedule:	Last review: July 2017 Next review: July 2018