



Council Workshop
Council Chambers
March 20, 2017
6:00 p.m.

1. Call to Order
2. Modification to or Adoption of Agenda
3. Adoption of Minutes
 - 3.1 March 6, 2017 Council Workshop Minutes
4. Update on Volunteer Event
5. Municipal Excellence Awards – update/discussion
6. Report on Reserves - discussion
7. Future topics for Council Workshop and Council Meeting Agendas:

Councillor / Date	Topic
Thompson / January 23 2017	Exit Interviews
Blatchford / February 6 2017	Contracting of Arena Services
Blatchford / Vardas March 6, 2017	Business Incentives
Thompson / March 13, 2017	Mill Rate – Vacant Commercial

8. In-Camera
 - 8.1 Legal – Contract - FOIPP Section 27
 - 8.2 Legal – Land – FOIPP Section 16
9. Adjournment

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551.



Council Workshop
Council Chambers
March 6, 2017
7:00 p.m.

In attendance: Mayor Leslie, Councillors: Verna McFadden, Cheri Funke, Nolan Blatchford, Myron Thompson, and Chris Vardas

Absent: Councillor Isaac

Staff in attendance:

Angie Lucas, CAO (Interim)
Vic Pirie, Director of Finance and Administration
Ian James, Community Services Manager
Cynthia Robey, Legislative Executive Assistant

1. Call to Order

Mayor Leslie called the Workshop to order at 7:00 p.m.

2. Modification to or Adoption of Agenda

Councillor Funke moved that the Town of Sundre Council adopt the March 6, 2017 Workshop Agenda with the following additions/amendments:

- Addition of one item: In-Camera – Labour

Carried

3. Adoption of Minutes

Councillor Vardas moved that the Town of Sundre adopt the February 21, 2017 Workshop Minutes, as presented. **Carried**

4. Explore Sundre Adventure and Expo Show request

Mr. Ian James, Community Services Manager, approached Council to ask for direction concerning a suggestion to rectify the issue of the coldness of the Arena cement floor. The chill felt from the floor is making it uncomfortable for vendors and participants during any indoor event, and complaints have been received in the past. With the Expo coming up May 11-13, 2017, Mr. James told Council that Mr. Beukeboom, President of the Sundre Chamber of Commerce, approached him and asked if an additional heater could be brought in to assist in heating up the cement floor, not only for the Expo event, but for any indoor event that will be taking place in the Arena from May 2017 and onward.

Initials



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Mr. Beukeboom, President of the Sundre Chamber of Commerce, approached Council and asked if Council would consider covering the additional utility costs that would be incurred if an additional heater was brought in to heat the Arena concrete floor. Mayor Leslie asked Mr. Beukeboom and Mr. James to provide Council with more information at a future Council Meeting concerning the actual cost of the additional utilities. Once Council receives this information, they will be better prepared to make a decision to authorize the additional costs.

Councillor Thompson arrived at 7:05 p.m.

5. Business Incentives – discussion

During the January 30, 2017 Regular Council Meeting, Councillor Blatchford asked Administration to put this topic forward to a future Council Workshop for discussion. Councillor Vardas added two photographs to this Agenda, each picture was of iron street signs that the Town of Innsifail currently uses.

The following points came of the discussion:

- Explore contacting businesses to see if there is interest in sponsoring the construction of the iron signs. It was suggested that businesses could add their business names to the bottom of the signs.
- Sponsorship: Explore adding company names onto signage and then post this signage on to Town owned buildings. Administration commented that the Sponsorship Policy is currently being reviewed. Administration also suggested that Alberta Transportation may have to be contacted to make sure that the street signage wouldn't negatively impact the moving of over-size vehicle loads through the downtown core.
- Mr. Beukeboom suggested that there were a couple of local companies that have the technology to manufacture the signs.

6. 2016 Fiscal Year End Transfers - discussion

Mr. Vic Pirie, Director of Finance and Administration, provided to Council the 2016 Fiscal Year End Transfers Report for review and discussion prior to this item coming to the March 13, 2017 Regular Council Meeting for approval. Mr. Pirie gave a thorough verbal overview of this document. While discussing the 2016 Fiscal Year End Transfers Report, he also briefly spoke about the RFD Fiscal Year End Transfers, which is also scheduled to be brought to the March 13, 2017 Regular Council Meeting.

Councillor Funke brought forward a proposal for use of surplus funds to hire a contract assistant to assist the Emergency Management Department for the period of one year. Mr. Pirie responded

Initials



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suggesting that a recommendation concerning this should come through Administration in order to be reviewed and then brought forward to Council. Mayor Leslie said that the surplus funds would better be served being given back to ratepayers, etc., but that this topic should be discussed with the new CAO at a later date.

8. Future Topics for Council Workshop and Council Meeting Agendas:

Topics currently identified: none

Councillor Vardas moved that the Town of Sundre Council go into In-Camera at 8:47 p.m. **CARRIED**

9. In-Camera

Labour – FOIPP – Section 19

Councillor Funke moved that the Town of Sundre Council come out of In-Camera at 9:06 p.m. **CARRIED**

10. Adjournment

Councillor Blatchford moved that the Town of Sundre Council conclude the Workshop at 9:07 p.m. **CARRIED**

Mayor

I hereby certify these minutes are correct.

Interim Chief Administrative Officer

Initials

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

(suggested topic - Recycling)

SMALLER MUNICIPALITIES AWARD – SUBMISSION FORM

Submissions to the Minister's Award for Municipal Excellence are evaluated based on the information provided in this form. The submissions are evaluated by a Review Committee comprised of representatives from the AUMA, AAMDC, LGAA, ARMAA, SLGM, and GFOA.

The Review Committee is interested in how well the submitted practice has been planned, communicated, organized, implemented and managed. Information about the improvements experienced using the practice is very important as evidence of the success of the practice in achieving the stated goals. Submissions must demonstrate that the practice has been in place for a sufficient length of time to produce verifiable results.

The emphasis for the **Smaller Municipalities** category will be:

- **demonstrating creative solutions** to the challenges that smaller communities face, including and beyond, community safety, innovation and partnerships);
- Smaller municipalities are defined as those with a **population less than 3,000**; and
- Initiatives or policies that **identify targets/goals and demonstrate improvement** are especially significant.

NOTE: Points will be awarded for the degree of difficulty relative to available resources, scope of innovation and level of collaboration amongst partners as relevant

In addition to the specific evaluation criteria for this category, each submission is also evaluated on the following qualities:

- **Sustainability** - viability of the practice in the long run and documentation of efforts to evolve and improve the practice over time.
- **Relevance** – suitability of the practice to the local conditions, size of municipality and available resources
- **Transferability** - effect the practice has or could have on local government throughout the province and the effort expended in order to assist other municipalities in understanding and implementing the practice.
- **Quality of submission** - clarity, logic and completeness of practice document and supporting materials

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

General Information

Date	
Name of Practice	
Name of Municipality	
Municipality Website	
Municipality Email	
Name of Contact Person	
Email of Contact Person	

INTRODUCTION

What is the practice you are submitting (brief description)?

Why do you believe this municipal practice should be considered for a Municipal Excellence Award? Please briefly list the reasons.

How does this practice demonstrate creativity?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

What were the goals, objectives and/or desired outcome of implementing this practice? What need was this addressing in your organization or community?

IMPLEMENTATION

What was the process you went through to implement this practice?

EVALUATION

How have you evaluated your practice? Are statistics, data, or performance measures available?

How has your municipality benefited from this practice?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

KEY LESSONS

What key lessons did you/your municipality learn as a result of implementing this practice in your community?

ADVICE TO OTHERS

What advice would you give to another municipality that is considering adopting your practice? Is there anything you might have done differently?

COMMENTS

Anything else you would like to mention about this practice?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

ADDITIONAL DOCUMENTATION (optional)

Please attach electronic versions of the **ONE** or **TWO** documents you feel the Review Committee should be aware of in relation to your practice. List the names of those documents here.

1.

2.

Please email your completed submission by noon on **March 31, 2017** to menet@gov.ab.ca.

IMPORTANT NOTES:

- *The Awards program is only open to submissions by municipalities.*
- *A practice may be submitted to one category only per Award year.*
- *A municipality may submit a maximum of two practices per Award year.*

If you have any questions, please call (780) 427-2225 or toll free: 310-0000, or email menet@gov.ab.ca

The information provided on this form will be used in support of the Minister's Awards for Municipal Excellence Program. It is being collected under the authority of section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the FOIP Act. If you have any questions about this collection, please contact the Municipal Excellence team, 17th Floor Commerce Place, 10155 - 102nd Street, Edmonton, Alberta, T5J 4L4, (780) 427-2225 (Outside Edmonton, call 310-0000 to be connected toll free).

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

INNOVATION AWARD – SUBMISSION FORM (suggested topic - Wayfinding)

Submissions to the Minister's Award for Municipal Excellence are evaluated based on the information provided in this form. The submissions are evaluated by a Review Committee comprised of representatives from the AUMA, AAMDC, LGAA, ARMAA, SLGM, and GFOA.

The Review Committee is interested in how well the submitted practice has been planned, communicated, organized, implemented and managed. Information about the improvements experienced using the practice is very important as evidence of the success of the practice in achieving the stated goals. Submissions must demonstrate that the practice has been in place for a sufficient length of time to produce verifiable results.

For the **Innovation** category, submissions will be evaluated on how well they align with and/or demonstrate the following:

- **creative solutions** for providing improved services, governance, productivity, or conditions in the community
- Initiatives or policies that **identify goals, benefits and demonstrated improvement** are especially significant.

NOTE: Points will be awarded for the degree of difficulty relative to available resources, scope of innovation and level of collaboration amongst partners as relevant

In addition to the specific evaluation criteria for this category, each submission is also evaluated on the following qualities:

- **Sustainability** - viability of the practice in the long run and documentation of efforts to evolve and improve the practice over time.
- **Relevance** – suitability of the practice to the local conditions, size of municipality and available resources
- **Transferability** - effect the practice has or could have on local government throughout the province and the effort expended in order to assist other municipalities in understanding and implementing the practice.
- **Quality of submission** - clarity, logic and completeness of practice document and supporting materials

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

General Information

Date (MM/DD/YYYY)	
Name of Practice	
Name of Municipality	
Municipality Website	
Municipality Email	
Name of Contact Person	
Email of Contact Person	

INTRODUCTION

What is the practice you are submitting (brief description)?

Why do you believe this municipal practice should be considered for a Municipal Excellence Award? Please briefly list the reasons.

How does this practice demonstrate innovation (i.e. what makes this different from other or similar practices)?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

What were the goals, objectives and/or desired outcome of implementing this practice? What need was this addressing in your organization or community?

IMPLEMENTATION

What was the process you went through to implement this practice?

EVALUATION

How have you evaluated your practice? Are statistics, data, or performance measures available?

How has your municipality benefited from this practice?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

KEY LESSONS

What key lessons did you/your municipality learn as a result of implementing this practice in your community?

ADVICE TO OTHERS

What advice would you give to another municipality that is considering adopting your practice? Is there anything you might have done differently?

COMMENTS

Anything else you would like to mention about this practice?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

ADDITIONAL DOCUMENTATION (optional)

Please attach electronic versions of the **ONE** or **TWO** documents you feel the Review Committee should be aware of in relation to your practice. List the names of those documents here.

1.

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Please email your completed submission by noon on **March 31, 2017** to menet@gov.ab.ca.

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Report on Reserves

Prepared by Vic Pirie, Director of Finance and Administration

March 20, 2017

Background Information

Current Town of Sundre Policy No. 321 *Financial Reporting* states the purpose of the policy is “To establish a process for handling revenue from the sale of tangible capital assets and to identify and establish procedures and reporting requirements for reserve accounts.” This policy was approved in November 2007 and requires significant updating which will be one of the outcomes of the current review of reserves.

As part of developing a Long Term Financial Strategy, this policy will be updated. A review of the Government Finance Officers Association (GFOA) and other recommended best practices indicates that reserve policies should include the purpose for which the reserves can be used, approvals and conditions for transfer into and out of the reserves, the minimum and maximum limits, and the rationale used to establish the limits. Administration will conduct a review of reserve policies adopted by a selection of municipalities and will use the findings to guide the proposed new policy.

As a first step in the process, Administration is providing Council with the current status (as at December 31, 2016) of its reserves. Following the review of the Town's current reserves, Administration will continue the process of refining a new policy for reserves and will bring it forward to future Council workshops for further input. The table below provides a summary position of the reserves of the Town as at December 31, 2016. These may change slightly as the audit for 2016 is completed. Following the Summary Table is the details for each of the reserves.

Summary Table of Town of Sundre Reserves

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
General	190,084.40	220,684.45	54,943.87	355,824.98
Infrastructure	769,268.88	89,192.93	111,791.14	746,670.67
Sundre Golf	52,558.58	0.00	0.00	52,558.58
Bylaw	9,321.73	6,000.00	0.00	15,321.73
Fire - Donation	30,472.41	10,500.00	15,879.46	25,092.95
Fire - Operations	50,902.37	6,097.63	7,000.00	50,000.00
Fire - Capital	303,134.34	207,720.20	82,408.60	428,445.94
Roads	467,128.45	228,388.25	0.00	695,516.70
Water & Wastewater	793,849.91	417,301.05	146,518.50	1,064,632.46
Solid Waste	0.00	124,433.46	0.00	124,433.46
Development and Planning	231,168.93	0.00	0.00	231,168.93
Economic Development	57,136.91	20,000.00	21,967.93	55,168.98
Sundre Community Centre	65,722.01	46,971.05	59,091.39	53,601.67
Arena	213,689.34	22,000.00	0.00	235,689.34
Greenwood Campground	69,666.78	0.00	0.00	69,666.78

Parks	119,513.04	38,190.00	46,433.00	111,270.04
Recreation & Culture	13,973.08	0.00	11,704.00	2,269.08
Community Services	10,067.68	0.00	0.00	10,067.68
Trails	50,636.41	10,000.00	0.00	60,636.41
Outdoor Recreation	30,699.65	5,000.00	11,685.00	24,014.65
Gas	398,494.35	260,924.28	44,315.36	615,103.27
Sub Totals	3,927,489.25	1,713,403.30	613,738.25	5,027,154.30
Fire – Mountain View County	122,973.14	146,232.02	18,577.50	250,627.66
Off-site Levies	298,114.88	0.00	0.00	298,114.88
Municipal: Cash-in-lieu	41,477.07	0.00	0.00	41,477.07
Totals	4,390,054.34	1,859,635.32	632,315.75	5,617,373.91

Current Status:

Included in each reserve category are a number of projects that have been identified as requiring specific allocations.

General Reserves

In March 2015 Council approved allocating \$55,000 for Facilities that was included in the 2015 and 2016 operational budgets. Council approved utilizing \$50,000 of the 2015 excess funds to establish a Budget Stabilization fund. An additional fund for the CAO transition was established for 2016. Council approved funds of \$62,500 in March 2016 for the CAO transition. Annual transfers out of operations were made for 2016.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Legislative - Survey	5,000.00	0.00	0.00	5,000.00
Council Computers	8,000.00	1,000.00	0.00	9,000.00
Office Computers	11,500.00	7,500.00	0.00	19,000.00
Facility Upgrades	55,000.00	55,000.00	22,184.45	87,815.55
Arena Radiant Heaters	0.00	22,184.45	19,823.77	2,360.68
Budget Stabilization	50,000.00	60,000.00	0.00	110,000.00
CAO Transition	0.00	62,500.00	0.00	62,500.00
Questica Software	6,341.30	0.00	0.00	6,341.30
New Phone System	5,000.00	5,000.00	0.00	10,000.00
Server Replacement	2,500.00	2,500.00	0.00	5,000.00
New Library	12,500.00	2,500.00	0.00	15,000.00
SCC Building Upgrade	7,500.00	2,500.00	0.00	10,000.00
Unallocated	26,743.10	0.00	12,935.65	13,807.45
Totals	190,084.40	220,684.45	54,943.87	355,824.98

Infrastructure Reserves

Beginning with the 2016 fiscal year Council is allocating a portion of the Fortis Franchise Fee to the infrastructure reserve. For 2016 the allocation was 2% of the franchise fee. The majority of the funds have not been allocated, but will be utilized in part over the next 5 years to help fund various capital projects contained in the 2017-2021 capital plan.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Totem Development Payback	65,232.00	0.00	0.00	65,232.00
Activity Centre Purchase	521.90	0.00	0.00	521.90
Firehall Floor Replacement	1,748.04	0.00	0.00	1,748.04
Land Reclamation	8,000.00	0.00	0.00	8,000.00
Fortis Fee	0.00	33,192.93	0.00	33,192.93
Property Condition Assessment	0.00	6,000.00	5,800.00	200.00
Preliminary Capital Planning	0.00	50,000.00	25,115.26	24,884.74
Broadband Business Planning	55,210.24	0.00	24,875.88	30,334.36
Unallocated	638,556.70	0.00	56,000.00	582,556.70
Totals	769,268.88	89,192.93	111,791.14	746,670.67

Fleet Reserve

For 2016 there is no consolidated reserve for the Town's fleet. Commencing with the 2017 operational budget, Administration will consolidate all vehicle reserves into a fleet reserve for Council approval.

Sundre Golf Reserve

These funds were restricted until September 30, 2011. After this date, Council can use the funds for whatever purpose Council deems appropriate.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
New Arena	51,179.11	0.00	0.00	51,179.11
Aquaplex Review & Audit	873.57	0.00	0.00	873.57
Unallocated	505.90	0.00	0.00	505.90
Totals	52,558.58	0.00	0.00	52,558.58

Bylaw Reserve

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Enforcement Automation System	1,000.00	1,000.00	0.00	2,000.00
Bylaw Vehicle Replacement	8,000.00	5,000.00	0.00	13,000.00
Unallocated	321.73	0.00	0.00	321.73
Totals	9,321.73	6,000.00	0.00	15,321.73

Fire Reserves

There are four reserves associated with Fire Services. Of the four, three are related to the fire services agreement between the Town and Mountain View County. These three are the Town’s Operating reserve, Town’s Capital Reserve and Mountain View County Reserves. The fourth reserve is a Donation Reserve.

Fire – Donations

From time to time the Fire department receives donations from businesses, groups, and individuals. These donations are put into a reserve and are used to purchase equipment.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Fire Training Facility	20,000.00	10,000.00	10,000.00	20,000.00
Unallocated	10,472.41	500.00	5,879.46	5,092.95
Totals	30,472.41	10,500.00	15,879.46	25,092.95

Fire – Operations

Under the 2013 fire services agreement between the Town and Mountain View County up to 10% of the fire call revenues will be allocated to a operational reserve. However, included in the fire services agreement is a cap of \$50,000 for the reserve. Once the cap is reached the 10% will be allocated to the Capital reserve.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Phones for Vehicles	7,000.00	0.00	7,000.00	0.00
Unallocated	43,902.37	6,097.63	0.00	50,000.00
Totals	50,902.37	6,097.63	7,000.00	50,000.00

Fire – Capital

Under the 2013 fire services agreement between the Town and Mountain View County 65% of the fire call revenues will be allocated to a capital reserve with 50% allocated to the Town of Sundre capital reserve and the other 50% to Mountain View County capital reserve.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
MVC Bay Rental	85,000.00	10,000.00	0.00	95,000.00
Motor Vehicle Call-outs	91,283.75	35,258.47	0.00	126,542.22
Regional Fire Assist & Initiatives	15,494.00	0.00	0.00	15,494.00
Fire Helmets & Gears	1,500.00	750.00	0.00	2,250.00
2015 Command Vehicle	6,012.49	0.00	0.00	6,012.49
2016 Training Facility	8,500.00	10,077.50	18,577.50	0.00
2019 ATV Quad & Utility Cart	2,000.00	2,000.00	0.00	4,000.00
2020 Unit 571 Rescue Trailer	2,000.00	2,000.00	0.00	4,000.00
2021 Unit 520 Pumper	41,513.00	20,000.00	0.00	61,513.00
2022 SCBA Equipment	4,000.00	31,626.80	35,626.80	0.00

2022 Unit 531 Rescue Vehicle	5,000.00	5,000.00	0.00	10,000.00
2027 SCBA Compressor	2,000.00	2,000.00	0.00	4,000.00
Unallocated	38,831.10	89,007.43	28,204.30	99,634.23
Totals	303,134.34	207,720.20	82,408.60	428,445.94

Fire – Mountain View County Capital

Under the 2013 fire services agreement between the Town and Mountain View County 65% of the fire call revenues will be allocated to a capital reserve with 50% allocated to the Mountain View County capital reserve and the other 50% to Town of Sundre capital reserve.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Mountain View County Usage	122,973.14	146,232.02	18,577.50	250,627.66
Unallocated	0.00	0.00	0.00	0.00
Totals	122,973.14	146,232.02	18,577.50	250,627.66

Roads Reserves

Over the years Council has transferred into road reserves funds for a number of specific projects. Commencing in 2015 Council charged \$5.00 per service to assist with storm sewer development and upgrades especially for those areas without storm sewer services. In 2016 Council approved a initial allocation for a snow removal reserve.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Storm Sewer Improvements	78,579.81	81,388.25	0.00	159,968.06
Snow Removal	0.00	50,000.00	0.00	50,000.00
Pathway from IGA to Cornerbrook	10,000.00	0.00	0.00	10,000.00
Old Town Shop Reclamation	50,000.00	0.00	0.00	50,000.00
Sidewalks	60,000.00	0.00	0.00	60,000.00
Street Improvements	16,255.00	0.00	0.00	16,255.00
Questica Software	4,096.34	0.00	0.00	4,096.34
WW Project Centre St East to Bridge	8,333.00	0.00	0.00	8,333.00
2015 1 st Ave NE Expansion	40,000.00	0.00	0.00	40,000.00
2017 Centre Street Improvements	75,000.00	0.00	0.00	75,000.00
2017 Unit 113 Gravel Truck	35,000.00	22,000.00	0.00	57,000.00
2017 Unit 136 Replacement	5,000.00	10,000.00	0.00	15,000.00
WW Project Centre St East to Bridge	5,000.00	5,000.00	0.00	10,000.00
Main Ave Upgrade – Phase I	20,000.00	40,000.00	0.00	60,000.00
Unit 143 Replacement	2,500.00	5,000.00	0.00	7,500.00
Unit 1138 Sweeper Replacement	35,000.00	15,000.00	0.00	50,000.00
Unallocated	22,364.30	0.00	0.00	22,364.30
Totals	467,128.45	228,388.25	0.00	695,516.70

Water (W) and Wastewater (WW) Reserves

Transfer into water and wastewater reserves primarily comes from user fees. Council established in the 2015 budget a capacity building project for both water and wastewater. To fund this project Council approved transferring 5% of operational costs (minus transfer to reserves). Council through the budget process allocates transfer to reserves and if any surplus is generated in either water or wastewater the surplus is transferred into the reserve.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
WW Application – Price Difference	25,000.00	0.00	0.00	25,000.00
W & WW Capacity Building	65,502.47	77,216.00	0.00	142,718.47
Water Wireless Telemetry	4,905.58	0.00	0.00	4,905.58
Questica Software	4,096.34	0.00	0.00	4,096.34
WTP PLC Control System	74,517.88	0.00	0.00	74,517.88
W Quality Based Effluent Limit Study	0.00	65,000.00	12,555.00	52,445.00
W /WW Mobile Meter Reading Equip	6,750.00	1,750.00	9,404.83	(904.83)
Mag Flow Meter	0.00	14,530.00	14,528.67	1.33
WW Project Centre St East to Bridge	20,000.00	20,000.00	0.00	40,000.00
Replace Services on Centre St. South	30,000.00	0.00	0.00	30,000.00
Lagoon Security Gate	3,750.00	0.00	0.00	3,750.00
Lift Station No. 5 - Upgrade	30,000.00	20,000.00	0.00	50,000.00
Sewer Lagoon Expansion/Upgrade	310,555.00	100,000.00	0.00	410,555.00
W/WW Project Centre St. East to Bridge	10,000.00	10,000.00	0.00	20,000.00
Unit 2014 Truck Replacement	9,500.00	5,000.00	0.00	14,500.00
Water Leak Detection Equipment	3,000.00	1,000.00	0.00	4,000.00
Bulk Water Touch Pad	5,500.00	16,500.00	15,000.00	7,000.00
WW Line Camera	3,000.00	1,000.00	0.00	4,000.00
Unit 149 Truck Replacement	6,000.00	2,500.00	0.00	8,500.00
Bulk Water Station Relocation	12,000.00	2,000.00	0.00	14,000.00
Water Treatment Plant Upgrade	7,500.00	2,500.00	0.00	10,000.00
New Well	7,500.00	2,500.00	0.00	10,000.00
Unallocated	154,772.64	75,805.05	95,030.00	135,547.69
Totals	793,849.91	417,301.05	146,518.50	1,064,632.46

Solid Waste Reserve

There are no projects identified in the solid waste reserve. Surplus funds in previous years have been used to fund water and wastewater projects and operations.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Unallocated	0.00	124,433.46	0.00	124,433.46
Totals	0.00	124,433.46	0.00	124,433.46

Off-Site Levy Reserve

The *Municipal Government Act, RSA 2000, Chapter M-26* Section 648 permits Council through a bylaw to “provide for the imposition and payment of a levy, to be know as an ‘off-site levy’, in respect of land that is to be developed or subdivided, and authorize an agreement to be entered into in respect of the payment of the levy.” Subsection 648(2) states:

An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:

- a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
- b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
- c) new or expanded storm sewer drainage facilities;
- c.1) new or expanded roads required for or impacted by a subdivision or development
- d) land required for or in connection with any facilities describe in clauses (a) to (c.1).

Council, at the November 23, 2015 meeting approved *Bylaw No. 04.15 - being a bylaw of the Town of Sundre to provide for the imposition and payment of a levy, to be known as an offsite levy, in respect of land that is to be developed or subdivided.*

Since 2006 the Town has collected through levies and interest \$548,114.88 and utilized in 2015 \$250,000.00 for wastewater main upgrade re: 2nd St. from 5th to 9th Avenue

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Unallocated	298,114.88	0.00	0.00	298,114.88
Totals	298,114.88	0.00	0.00	298,114.88

Municipal Reserve – Cash-in-lieu

The *Municipal Government Act RSA 2000, Chapter M-26* allows municipalities to collect cash in lieu of providing a municipal or school reserve. Subsection 671(2) states:

Municipal reserve, school reserve or municipal and school reserve may be used by a municipality or school authority or by them jointly only for any or all of the following purposes:

- a) a public park;
- b) a public recreation area;
- c) a school authority purposes;
- d) to separate areas of land that are used for different purposes.

Since 2013 the Town has collected through cash payments and interest \$41,477.07.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Unallocated	41,477.07	0.00	0.00	41,477.07
Totals	41,477.07	0.00	0.00	41,477.07

Development and Planning Reserves

Originally established to pay for possible legal action regarding development these funds are now used to assist in funding various planning activities as required.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Unallocated	231,168.93	0.00	0.00	231,168.93
Totals	231,168.93	0.00	0.00	231,168.93

Economic Development Reserves

Reserves are utilized to assist in various Council approved economic projects.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Downtown Storefront Improve.	2,500.00	0.00	0.00	2,500.00
SEDIF	0.00	1,500.00	0.00	1,500.00
Way Finding Signage	18,210.48	15,000.00	14,967.93	18,242.55
Furniture/Planters/Garbage Can	.24	0.00	0.00	.24
Bio Mass Stockpile Feasibility	0.00	3,500.00	3,500.00	0.00
Unallocated	36,426.19	0.00	3,500.00	32,926.19
Totals	57,136.91	20,000.00	21,967.93	55,168.98

Sundre Community Centre Reserves

Reserves are used to provide improvements to the Community Centre. Through lease arrangements with the Town tenants capital funding is provided to the reserve.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Town Supported Improvements	44,275.06	0.00	37,971.05	6,304.01
Dishwasher	0.00	4,000.00	0.00	4,000.00
Table & Chairs	0.00	4,000.00	0.00	4,000.00
CS Office Relocation	0.00	26,000.00	21,120.34	4,879.66
Town & Tenant Capital	27,018.00	5,000.00	0.00	32,018.00
Water Leak Roof Repair	2,400.00	0.00	0.00	2,400.00
Unallocated	(7,971.05)	7,971.05	0.00	0.00
Totals	65,722.01	46,971.05	59,091.39	53,601.67

Arena Reserves

Funds allocated to allow for proper maintenance on major pieces of equipment and the facility itself.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
General Arena or New Arena	96,957.00	5,000.00	0.00	101,957.00
Ice Plant	4,547.00	0.00	0.00	4,547.00
Olympia Ice Maker Replacement	101,000.00	12,000.00	0.00	113,000.00
Arena Compressor	5,000.00	5,000.00	0.00	10,000.00
Unallocated	6,185.34	0.00	0.00	6,185.34
Totals	213,689.34	22,000.00	0.00	235,689.34

Greenwood Campground Reserves

Reserves are used to provide improvements to the Greenwood Campground.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Entrance Sign	900.00	0.00	0.00	900.00
Greenwood Campground Trees	2,000.00	0.00	0.00	2,000.00
Wash House Improvements	29,843.00	0.00	0.00	29,843.00
Campground Expansion	35,000.00	0.00	0.00	35,000.00
Unallocated	1,923.78	0.00	0.00	1,923.78
Totals	69,666.78	0.00	0.00	69,666.78

Park Reserves

Park reserves are comprised of Town reserves and a joint park reserve between the Town and private entities.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Questica Software	2,113.76	0.00	0.00	2,113.76
Unit 1132 Mower replacement	52,250.00	19,440.00	46,433.00	25,257.00
Central Recreation Plan	5,000.00	5,000.00	0.00	10,000.00
Unit 144 Mule Replacement	6,250.00	6,250.00	0.00	12,500.00
Unit 146 Replacement	1,500.00	2,500.00	0.00	4,000.00
Unit 147 Replacement	1,500.00	2,500.00	0.00	4,000.00
Unit 148 Replacement	1,500.00	2,500.00	0.00	4,000.00
Unallocated	42,144.10	0.00	0.00	42,144.10
Sub Total	112,257.86	38,190.00	46,433.00	104,014.86
Joint Park Reserve				
Benches & Garbage Cans	7,198.00	0.00	0.00	7,198.00
Unallocated	57.18	0.00	0.00	57.18
Totals	119,513.04	38,190.00	46,433.00	111,270.04

Recreation & Culture Reserves

The 2015 Sundre & District Allied Arts Council grant was not distributed to the Allied Arts Council until 2016.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Recreation & Culture 2015 Grant	11,704.00	0.00	11,704.00	0.00
Unallocated	2,269.08	0.00	0.00	2,269.08
Totals	13,973.08	0.00	11,704.00	2,269.08

Community Services Reserves

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Town Flags & Celebrations	1,000.00	0.00	0.00	1,000.00
Unallocated	9,067.68	0.00	0.00	9,067.68
Totals	10,067.68	0.00	0.00	10,067.68

Trails Reserves

Funds have been set aside for trail connections and improved trail signage.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Trail Connections	10,000.00	10,000.00	0.00	20,000.00
Trail Signage	20,000.00	0.00	0.00	20,000.00
Unallocated	20,636.41	0.00	0.00	20,636.41
Totals	50,636.41	10,000.00	0.00	60,636.41

Outdoor Recreation Reserves

Funds have been set aside on an annual basis for dugout and ball fields improvements.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
Dugouts	10,000.00	5,000.00	11,685.00	3,315.00
Unallocated	20,699.65	0.00	0.00	20,699.65
Totals	30,699.65	5,000.00	11,685.00	24,014.65

Gas Reserves

Over the years Council has transferred into gas reserves funding for a number of specific projects. Commencing in 2014 Council introduced a new charge of \$0.20 per gigajoule for gas system improvements. In that same budget year Council began putting funds aside for capacity building. In 2016 the amount was approximately 4.00% of operational costs net of transfers to reserves.

	Opening Balance	Funds brought into the Reserve	Funds Used in 2016	Closing Balance
System Improvement Changes	40,688.86	42,315.52	0.00	83,004.38
Capacity Building	59,707.41	62,543.00	0.00	122,250.41
Gas Repairs	5,000.00	0.00	0.00	5,000.00
Questica Software	2,113.76	0.00	0.00	2,113.76
Unit 1121 Backhoe Replacement	107,000.00	25,000.00	0.00	132,000.00
Gas Piping Change Outs	31,317.00	40,000.00	17,590.51	53,726.49
Regulatory Gas Training	10,000.00	0.00	5,675.69	4,324.31
Mobile Meter Reading Equipment	6,750.00	1,750.00	9,404.82	(904.82)
Rodeo Pipeline Loop	17,500.00	7,500.00	0.00	25,000.00
Gas Odor Equipment	0.00	5,805.35	5,838.99	(33.64)
RMO Upgrade	10,000.00	25,000.00	0.00	35,000.00
Unallocated	108,417.32	51,010.41	5,805.35	153,622.38
Totals	398,494.35	260,924.28	44,315.36	615,103.27