



**KNEEHILL COUNTY  
SPECIAL COUNCIL MEETING**

**AGENDA**

**Wednesday, November 9, 2016**

**8:30 a.m.**

**Kneehill County Council Chambers**

**1600- 2<sup>ND</sup> Street NE**

**Three Hills, Alberta**

**1.0 Call to Order – 8:30 a.m.**

**2.0 Agenda**

- 2.1 Additions to the Agenda
- 2.2 Adoption of the Agenda

**3.0 2017 Operating and Capital Budget**

- 3.1 2017 Interim Operating Budget
- 3.2 2017 Interim Capital Budget
- 3.3 Policy # 16-8 and Reserve Transfer

**Adjournment**



# REQUEST FOR DECISION

Agenda Item #

## 3.1

<b>SUBJECT:</b>	<b>2017 Interim Operating Budget</b>
<b>MEETING DATE:</b>	<b>2016-11-09</b>
<b>PRESENTED BY:</b>	<b>Mike Morton, Director of Corporate Services</b>
<b>BACKGROUND/ PROPOSAL</b>	Section 245 of the MGA requires a Municipality to pass the Operating Budget annually.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	<p>Each Department will be presenting to Council highlights from their 2017 Operating and Capital Budgets.</p> <p>Please note that the following 393/16 Motion Will be rescinded as this project has been added to the 2017 Budget:</p> <p><i>Councillor Hoppins moved that Council approve a transfer from the Building Reserve in the amount of \$200,000.00 to the Contingency Reserve to be allocated for a sidewalk project.</i></p> <p style="text-align: right;"><i>CARRIED</i></p>
<b>COSTS/SOURCE OF FUNDING:</b>	All operating expenses will be funded through a combination of taxation, user fees and other, grants and reserves
<b>COMMUNICATIONS:</b>	Website, publication
<b>LINK TO STRATEGIC PLAN:</b>	Fiscal Sustainability
<b>ATTACHMENTS:</b>	2017 Interim Operating Budget
<b>RECOMMENDED ACTION:</b>	To approve the 2017 Interim Operating Budget.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. To approve the 2017 Interim Operating Budget as presented.</li> <li>2. To approve 2017 Interim Operating Budget as amended.</li> <li>3. Direct Administration to come back with more information.</li> </ol>
<b>MOTION:</b>	That Council approves the 2017 Interim Operating Budget as presented.

Prepared By: Will Wolfe  
Accounting Supervisor

Approved By: Mike Morton  
Director of Corporate Services

Reviewed By: Al Hoggan  
Chief Administrative Officer



# REQUEST FOR DECISION

Agenda Item #

## 3.2

<b>SUBJECT:</b>	<b>2017 Interim Capital Budget</b>
<b>MEETING DATE:</b>	<b>2016-11-09</b>
<b>PRESENTED BY:</b>	<b>Mike Morton, Director of Corporate Services</b>
<b>BACKGROUND/ PROPOSAL</b>	Section 245 of the MGA requires a Municipality to pass the capital budget annually.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	<p>Each Department will be presenting to Council highlights from their 2017 Operating and Capital Budgets.</p> <p>Please note that the following 393/16 Motion Will be rescinded as this project has been added to the 2017 Budget:</p> <p><i>Councillor Hoppins moved that Council approve a transfer from the Building Reserve in the amount of \$200,000.00 to the Contingency Reserve to be allocated for a sidewalk project.</i></p> <p style="text-align: right;"><i>CARRIED</i></p>
<b>COSTS/SOURCE OF FUNDING:</b>	All projects will be funded through combination of operating, grants and reserves
<b>COMMUNICATIONS:</b>	Website, publication
<b>LINK TO STRATEGIC PLAN:</b>	Fiscal Sustainability
<b>ATTACHMENTS:</b>	2017 Interim Capital and Projects Budget
<b>RECOMMENDED ACTION:</b>	To approve the 2017 Interim Capital Budget.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. To approve the 2017 Interim Capital Budget as presented.</li> <li>2. To approve 2017 Interim Capital Budget as amended.</li> <li>3. To not approve the 2017 Interim Capital Budget.</li> </ol>
<b>MOTION:</b>	<ol style="list-style-type: none"> <li>1. Council hereby approves the 2017 Interim Capital Budget as presented.</li> </ol>

Prepared By: Will Wolfe  
Accounting Supervisor

Approved By: Mike Morton  
Director of Corporate Services

Reviewed By: Al Hoggan  
Chief Administrative Officer



## REQUEST FOR DECISION

Agenda Item #

**3.3**

<b>SUBJECT:</b>	<b>Policy #16-8, Municipal Disaster and Emergency Reserve</b>
<b>MEETING DATE:</b>	<b>2016-11-09</b>
<b>PRESENTED BY:</b>	<b>Mike Morton, Director of Corporate Services</b>
<b>BACKGROUND/ PROPOSAL</b>	Council at their recent Strategic Plan Session have directed Administration to set up a Hamlet Infrastructure Reserve account to assist in the next steps towards Hamlet Infrastructure Deficit, noted in Council's Strategic Plan, Safe and Viable Communities.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	<p>In order to fund this project Council has directed Administration to transfer funds out of the Municipal Disaster and Emergency Reserve to the Hamlet Infrastructure Reserve and to delete Policy #16-8, Municipal Disaster and Emergency Reserve Policy.</p> <p>If Council approves this change, two motions will be needed. One to delete Policy #16-8, and the other motion to transfer all funds from the Disaster Reserve to the Hamlet Reserve.</p>
<b>COSTS/SOURCE OF FUNDING:</b>	Transfer all remaining funds from the Municipal Disaster and Emergency Reserve to the Hamlet Infrastructure Reserve.
<b>COMMUNICATIONS:</b>	N/A
<b>LINK TO STRATEGIC PLAN:</b>	Safe and Viable Communities
<b>ATTACHMENTS:</b>	Policy # 16-8, Municipal Disaster and Emergency Reserve Policy
<b>RECOMMENDED ACTION:</b>	To delete Policy # 16-8 and to transfer funds from the Disaster Reserve to the Hamlet Infrastructure Reserve.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. To delete Policy # 16-8 and transfer \$300,000 to the Hamlet Infrastructure Reserve.</li> <li>2. To delete Policy # 16-8 and transfer a partial amount of funds to Hamlet Infrastructure Reserve.</li> <li>3. To receive as information.</li> </ol>
<b>MOTION:</b>	<ol style="list-style-type: none"> <li>1. That Council approve of creating a Hamlet Infrastructure Reserve and to transfer all reserves (\$300,000.00) from the Municipal Disaster and Emergency Reserve to the Hamlet Infrastructure Reserve.</li> <li>2. That Council delete Policy #16-8, Municipal Disaster and Emergency Reserve Policy.</li> </ol>

Prepared By: Will Wolfe  
Accounting Supervisor

Approved By: Mike Morton  
Director of Corporate Services

Reviewed By: Al Hoggan  
Chief Administrative Officer



Section <b>Financial</b>	Policy No. <b>16-8</b>	Page <b>1 of 2</b>
Policy Title <b>Municipal Disaster and Emergency Reserve</b>	Date: <b>November 25, 2014</b>	Resolution No. <b>413/14</b>

**Purpose:**

To administer a monetary reserve for the purpose of providing funds to respond to unbudgeted expenses incurred as a result of local emergencies or disasters.

**Policy Statement:**

A financial reserve shall be established for the purpose of providing monetary funds to respond to unbudgeted expenses incurred by the County as a result of a state of local emergency or other disasters. The reserve balance shall not exceed Five Hundred Thousand (\$500,000.00) dollars.

The County Disaster and Emergency Reserve funds are primarily intended for:

- 1) Providing funding necessary to meet obligations of the County during a state of local emergency; and
- 2) Meeting the County's obligations associated with Provincial and Federal government disaster or emergency programs. (eg. Municipal Wildfire Assistance program)

**Definitions:**

**Disaster:** means an event that has resulted or may result in serious harm to the safety, health, or welfare of people, or in widespread damage to property.

**Emergency:** means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property. An urgent need for assistance.

**POLICY**

Section <b>Financial</b>	Policy No. <b>16-8</b>	Page <b>2 of 2</b>
Policy Title <b>Municipal Disaster and Emergency Reserve</b>	Date: <b>November 25, 2014</b>	Resolution No. <b>413/14</b>

**Policy Guidelines:**

- 1) The Council shall ensure that an amount of \$500,000.00 is maintained annually in the County Disaster and Emergency Reserve, and that the Reserve does not exceed that amount. Should the Reserve be used and is not immediately reimbursed by the Provincial or Federal Government, the maximum yearly contribution to replenish the funds would be \$100,000.00 from Operating funds, subject to a motion by Council.
- 2) The Director of Disaster Services, or the designate, is authorized to utilize funds from the County Disaster Reserve during a state of local emergency to meet unbudgeted expenses.
- 3) Funds from the County Disaster and Emergency Reserve may be used to meet unbudgeted expenses for local emergencies or disasters which did not require a state of local emergency, only upon Council approval.
- 4) Council shall be advised as soon as practical as to the amount of funds used and general areas of expenditure (e.g. wages, contracted services, materials, etc.) whenever funds are drawn from this reserve.



Bob Long  
Reeve



Al Hoggan,  
CAO

Approved: November 13, 2003 526/03

Amended: November 25, 2014

Review Date: **November 25, 2017**