

Section: 2.0 General Government and Administrative Services
- B. Finance

Authority: Council

**Administering
Department:** Corporate Services

Statement

The Municipal District of Bonnyville (M.D.) is committed to prudent business practices that will enhance the M.D.'s financial health, improve financial flexibility, provide property tax stability, ensure the consistent provision of municipal services, and reduce the need for debt financing.

Purpose

The purpose of this policy is to provide structure and clarity for the management of an Emergency Management Reserve to support the M.D.'s Financial Sustainability Plan and to address the Response and Recovery phases of the Emergency Management Plan.

Definitions

For the purposes of this policy:

- (1) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) "Council" means the duly elected Council of the M.D.;
- (3) "Financial Sustainability Plan" means the plan that allows the municipality to sustain itself over the long term so that it is able to support its mission;
- (4) "Operating Reserve" means a reserve fund that is established by Council for a specific municipal purpose and is not mandated by the Province of Alberta;
- (5) "Pro Rata Basis" means the proportionate allocation of an amount. In this case, the greater the value of the reserve the greater the allocation of interest to that reserve;
- (6) "Response Phase" means the reaction to the occurrence of a catastrophic disaster or emergency and consists of actions which are aimed at saving lives, reducing economic losses and alleviating suffering. The response phase comprises the coordination and management of resources utilizing the Incident Command System. Responses may include activating the emergency operations centre, evacuating threatened populations, opening shelters and providing mass care, emergency rescue and medical care, fire fighting and search and rescue;
- (7) "Recovery Phase" means activities that continue beyond the emergency period to restore critical community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The

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goal of the recovery phase is to bring the affected area back to some degree of normalcy, including restoration of basic services and the repair of physical, social and economic damages. Typical recovery actions include debris cleanup, financial assistance to individuals, rebuilding of roads and bridges and key facilities, and sustained mass care for displaced human and animal populations.

Policy

- (1) This policy is established by Council and administered by the CAO for the specific purpose of resourcing the response and recovery phases of the Emergency Management Plan.
- (2) Acceptable uses for the Emergency Management Reserve are:
 - (a) Debris cleanup.
 - (b) Financial assistance to individuals.
 - (c) Rebuilding of damaged infrastructure.
 - (d) Sustained mass care for displaced human and animal populations.
 - (e) Other Council directed use of this reserve.
- (3) Acceptable revenue sources for allocation to this reserve are:
 - (a) Council approved annual budget transfers to reserve from operating.
 - (b) Other Council approved transfers to reserve.
 - (c) Annual allocation of excess investment interest earnings which are not required to fund the operating budget. Surplus interest will be allocated on a pro rata basis to this and other identified reserves, as per policy.
 - (d) Surplus funds from capital projects funded by this reserve.
 - (e) Contributions from other local or provincial or federal governments for future use, including reimbursements from other levels of government for incurred expenditures.
 - (f) Contributions or donations from other sources.
- (4) Acceptable expenditure types for this reserve are:
 - (a) Expenditures incurred to resource the response and recovery phases of the Emergency Management Plan.
 - (b) Council approved transfers from this reserve.
 - (c) Council approved capital plan budget funds for capital projects funded by this reserve.

Policy Review

Within four (4) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	Policy: Reserve Framework Policy (#C-2B.039)
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