



REQUEST FOR DECISION

Meeting: [Click or tap to enter a date.](#)

Reserve Transfers – December 31, 2024

DESCRIPTION/BACKGROUND:

Administration requires a motion from Council in order to allocate unrestricted funds to restricted funds (Reserves) as have been included in the draft 2024 Financial Statements prior to the 2024 Financials being approved.

DISCUSSION/OPTIONS:

On March 25, 2024, administration reviewed the year end reserve transfers with the Audit and Finance Committee. The transfers presented were included as part of the 2024 yearend entries.

A discussion regarding the reserve transfers transactions that occurred throughout the year was held, including transfers into and out of the reserves and the current reserve balances. Many of the reserve transfers were approved within the 2024 budget or by Council Resolution during the year for specified projects/purchases. In addition to the approved reserve entries, there were a few year-end transfers made to set aside 2024 surpluses for future use.

The committee has made a recommendation to Council for transfers to or from the reserves, which includes amounts within the 2024 budget and motions made by council but includes the updated exact numbers/costs.

Transfers out of Reserves:

Council passed several motions in 2024 for additional funding or to fund various projects throughout the year. Below is a list of those motions:

- MOTION #24-059 - Water Shortage Response Plan - to direct administration to complete a supplementary pumping strategy for the Pine Coulee Reservoir, at a cost not to exceed \$20,800 plus GST, with a 50% contribution from the M.D. of Willow Creek, and that expenses come from Water and Sewer Utility Capital Reserves.
- MOTION #24-089 - GIS Ortho Photos / Subdivision Project - to approve the out-of-budget expense for the completion of the Willow Park subdivision project up to \$5,000, to be paid out of land reserves.
- MOTION #24-090 - GIS Ortho Photos / Subdivision Project - Moved by Councillor Ross to approve the out-of-budget expense for GIS photos in the amount of \$5,429 to be paid out of land reserves.
- MOTION #24-101 - Arena Rink Divider - to approve the out of budget expenditure of \$2,051.97 for the Rink Board Dividers, a 20% contribution to the overall cost, with proceeds to come from the Town's Arena Reserves.
- MOTION #24-102 - Water Treatment & Supply Capital Projects - Moved by Councillor Meister to approve an additional \$8,450 funding from the Water/Sewer

Capital Reserve to cover the overbudgeted costs associated with completing the Water Treatment Plant Numatics G3 Upgrade.

- MOTION #24-103 - Water Treatment & Supply Capital Projects - to approve the updated budget of \$250,000 for the Highway Pump Station Generator Upgrade/Replacement capital project with the additional \$45,700 over the approved 2024 Capital Budget being funded from the Water/Sewer Capital Reserve.
- MOTION #24-104 - Water Treatment & Supply Capital Projects - Moved by Councillor Ross to approve the updated budget of \$110,200 for the Water Utility SCADA Computer and Radios Upgrade capital project with the additional \$7,600 over the approved 2024 Capital Budget being funded from the Water/Sewer Capital Reserve.
- A budget reallocation request for Fire Services, approved by the CAO and Director of Corporate Services to fund the purchase of Security Cameras and the replacement of a Thermal Imaging Camera from the unspent roof replacement capital budget as some roof repairs were completed and a replacement was not required.

Transfers into Reserves:

- Fire Services had a favorable budget variance being transferred to the Fire capital reserve.
- Water, Sewer, and Garbage Services had surpluses within their departments, which were transferred to Water/Sewer capital reserve and the garbage surplus to Garbage/Recycling Equipment capital reserve.
- Gains from the sale of old skatepark equipment were transferred to the Parks & Pathways Capital Reserve
- Canada Carbon Rebate for the years 2020, 2021, 2022 & 2023 was received and transferred to the Common Equipment capital reserve.
- The remaining surplus of \$37,359.50 was allocated as follows:
 - \$16,375 to General Operational reserves
 - \$20,984.50 to General Capital reserves

Administrations recommendation is that Council pass a motion to approve the transfers to and from reserves as presented. If Council would like to make any changes to the transfers presented, they will be reflected as part of the 2025 transfers.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to transfer out of reserve funds for 2024 operational and capital purposes in the amount of \$1,572,747.91 for the year ended December 31, 2024, as follows:

Transfers from Operating Reserves

General - \$3,150
Healthcare Professional Recruitment - \$2,600
Economic Development - \$4,582.50
Office (Admin.) - \$17,810

Transfers from Capital Reserves

Arena - \$2,051.97
Fire - \$223,475
Water & Sewer - \$689,661.19
Land & Development - \$607,237.25
Cemetery - \$22,180

Moved by Councillor _____ to transfer the 2024 unrestricted surplus funds of \$1,453,211.71 to reserves for the year ended December 31, 2024, as follows:

Transfers to Operating Reserves

General - \$61,975

Fill Dirt (Comm Srvs.) - \$10,000

Transfers to Capital Reserves

General - \$139,984.50

Recreation - \$19,000

Fire - \$20,000

Parks & Pathways - \$18,000

Water & Sewer - \$955,910.80

Garbage & Recycling - \$128,903.15

Enforcement Vehicle - \$2,000

Cemetery - \$36,838.26

Common Equipment - \$60,600

ATTACHMENTS:

- 1.) December 31, 2024, Reserve Schedule

APPLICABLE LEGISLATION:

- 1.)

PREPARED BY: Jennifer Place, Director of Corporate Services

APPROVED BY: Abe Tinney, CAO

DATE: April 4, 2025
