



TOWN OF THREE HILLS

POLICY # 710

DISASTER SERVICES RESERVE POLICY

Adopted by Council on: July 13, 2020
Resolution No.: 359-2020

1. PURPOSE

- 1.1. The purpose of this Policy is to establish a Disaster Services Reserve in accordance with Policy 530 – Reserves Policy, as amended.
- 1.2. The Disaster Services Reserve shall be used to provide emergency funding for the Town to deal with disasters when they occur, with minimal impact to the approved Operating and Capital Budgets.
- 1.3. This reserve is intended for cleanup or repairs during and following an emergency where costs exceed any current program funding and/or government disaster relief programs announced by the Province. The funds in this reserve may also be utilized to purchase necessary disaster services equipment and/or to undertake an emergency exercise or training.

2. AUTHORITY

- 2.1. The authority for this Policy is by resolution of the Council of the Town of Three Hills.
- 2.2. This Policy shall comply with Policy 530 – Reserve Policy, as amended.

3. TARGETS

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|------------------------------------|--------------|
| 3.1. Targeted Minimum Balance: | \$50,000.00 |
| 3.2. Targeted Maximum Balance: | \$250,000.00 |
| 3.3. Targeted Annual Contribution: | \$25,000.00 |

4. POLICY GUIDELINES

- 4.1. The General Ledger account for the Disaster Services Reserve will be GL # 1-4-2400-76100 – Disaster Services Reserve.
- 4.2. The Chief Administrative Officer, or designate, will ensure the overall effective administration of dedicated reserves in accordance with Policy 530 – Reserves Policy.
- 4.3. Annually, in conjunction with the budget process and the presentation of the audited

financial statements to Council, a list indicating the current and previous year-end balances for this reserve will be provided.

4.4. The use of this reserve to fund any expenditure must be by way of a Council.

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