



Town of Whitby Policy

Policy Title:	Environmental Guide Reserve
Policy Number:	F 320
Reference:	Council Resolution #300-18
Date Approved:	September 17, 2018
Date Revised:	Not Applicable
Approval:	Council
Point of Contact:	Financial Services Department

Policy Statement

This is a policy governing the use and administration of the discretionary Environmental Guide reserve.

Purpose

The purpose of the reserve is to provide a funding source for the design, printing and distribution of environmental guides within the Town of Whitby.

Scope

This policy applies to the collection and management of fees collected for environmental guides within the Town of Whitby.

Index

1	Definitions	1
2	Responsibilities	2
3	Utilization of Funds	2
4	Funding Sources	2
5	Reserve Target Level	2

1 Definitions

- 1.1 Capital Budget Monitoring Policy** is a Council approved policy that stipulates the authorization levels for any in-year capital budget changes.
- 1.2 Discretionary Reserves** are monies set aside by Council for a specific purpose and their funding sources and use is determined solely by Council.

- 1.3 Quarterly Operating Projection** is a periodic report to Council that provides an operating budget projection of year-end results compared to the approved budget.

2 Responsibilities

- 2.1** The Commissioner of Financial Services / Treasurer or delegate has the authority to utilize the reserve as approved under section 3.2 of this policy.

3 Utilization of Funds

- 3.1** The reserve can be used for the Operating and Capital costs associated with environmental guides within the Town of Whitby as specified in the purpose of this policy.
- 3.2** Usage of the reserve must be identified in the Council approved annual budget or approved via the Capital Budget Monitoring Policy or Quarterly Operating Projection report.

4 Funding Sources

- 4.1** The initial funding source for the reserve is a transfer from individual Future Specified accounts collected through the planning application process for environmental guides.
- 4.2** This reserve will accumulate any fees charged through the planning application process for environmental guides within the Town of Whitby.

5 Reserve Target Level

- 5.1** At minimum, the reserve target level cannot go below \$0.00.
- 5.2** A maximum, the reserve target level has not been established.

This Policy is hereby approved by Council Resolution #300-18 on this 17th day of September, 2018.