Rural Municipality of Miltonvale Park Council
MINUTES

Milton Community Hall **Wednesday, January 17, 2018**

Present: Mayor Hal Parker, Councillors Philip Hooper, Tamsyn Cosh-MacKenzie, Sheila Curtis, Helen Shaw, and Denise MacDonald-Vail; Administrator Shari MacDonald
Regrets: Councillor Sheila MacKinnon

1. **CALL TO ORDER –** Mayor Parker called the meeting to order at 7:30 p.m.

2. **APPROVAL OF AGENDA - INTRODUCTION OF ADDITIONAL AGENDA ITEMS**

Motion 2018:01 – Moved by Councillor Sheila Curtis, seconded by Councillor Tamsyn Cosh-MacKenzie **that the agenda be approved as circulated.** Motion carried 5-0.

3. **DISCLOSURE OF PECUNIARY OR OTHER CONFLICT OF INTEREST**

No potential conflict of interest agenda items were identified.

4. **APPROVAL OF MINUTES**

Motion 2018:02 – Moved by Councillor Helen Shaw, seconded by Councillor Philip Hooper **that the minutes of the Council Meeting for December 20, 2017 be approved as circulated.** Motion carried 5-0.

5. **PRESENTATIONS –** No presentations were scheduled.

6. **BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

a. **Notional Gas Tax/Internet –** The administrator is still working on Request for Proposals and hopes to have it finalized soon.
b. **Website** – There has been no further progress with revitalizing the website.
c. **Municipal Government Act/Cooperation/Amalgamation –**–Council has received motions from Kingston, Cornwall, Clyde River, York, Union Road and Brackley. Warren Grove, Darlington and North Wiltshire are no longer interested in participating in the study. Another group meeting should be arranged to finalize an application and agree on a Memorandum of Understanding for how the project would be administered.
d. **Canada 150 Project–** The book was sent to the printer on January 15. The book launch is scheduled for Friday, January 26, from 6:30-8 p.m. John MacAllar is booked to perform Canadian songs, and "Canadian" snacks will be served. The book did not contain as many stories as we had hoped.
e. **Municipal Government Act**
   i. The Municipal Government Act and its regulations were proclaimed Dec 23, 2017. The Administrator will print copies of the Act for all Councillors. The Act and regulations are available online at the following links.

https://www.princeedwardisland.ca/sites/default/files/legislation/m-12.1-municipal_government_act_3.pdf
https://www.princeedwardisland.ca/sites/default/files/legislation/m12-1-2-municipal_election_regulations.pdf
https://www.princeedwardisland.ca/sites/default/files/legislation/m12-1-4-procedural_bylaw_regulations.pdf
https://www.princeedwardisland.ca/en/legislation/municipal-government-act/financial-plan-regulations
https://www.princeedwardisland.ca/sites/default/files/legislation/m12-1-3-principles_standards_and_criteria_regulations.pdf

ii. **Bylaws** – The first five draft bylaws, as required by the new Municipal Government Act require second reading, approval and adoption at this meeting;

Motion 2018:03 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw **that Bylaw 2017-01, the Fees Bylaw, receive approval for its second reading.** Motion carried, 5-0.

Motion 2018:04 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Philip Hooper **that Bylaw 2017-01, the Fees Bylaw, be adopted by the Rural Municipality of Miltonvale Park.** Motion carried, 5-0.

Motion 2018:05 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw **that Bylaw 2017-02, the Borrowing Bylaw, receive approval for its second reading**. Motion carried, 5-0.

Motion 2018:06 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Denise MacDonald-Vail **that Bylaw 2017-02, the Borrowing Bylaw, be adopted by the Rural Municipality of Miltonvale Park**. Motion carried, 5-0.

Motion 2018:07 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Sheila Curtis **that Bylaw 2017-03, the Remuneration Bylaw, receive approval for its second reading**. Motion carried, 5-0.

Motion 2018:08 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Philip Hooper **that Bylaw 2017-03, the Remuneration Bylaw, be adopted by the Rural Municipality of Miltonvale Park**. Motion carried, 5-0.

Motion 2018:09 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Denise MacDonald-Vail **that Bylaw 2017-04, the Tax Rate Group Bylaw, receive approval for its second reading**. Motion carried, 5-0.

Motion 2018:10 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Sheila Curtis **that Bylaw 2017-04, the Tax Rate Group Bylaw, be adopted by the Rural Municipality of Miltonvale Park**. Motion carried, 5-0.

Motion 2018:11 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Philip Hooper **that Bylaw 2017-05, the Grants Bylaw, receive approval for its second reading**. Motion carried, 5-0.

Motion 2018:12 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Sheila Curtis **that Bylaw 2017-05, the Grants Bylaw, be adopted by the Rural Municipality of Miltonvale Park**. Motion carried, 5-0.

Motion 2018:13 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Helen Shaw, **that Bylaw 2017-06, the Reserve Fund Bylaw, receive approval for its second reading**. Motion carried, 5-0.

Motion 2018:14 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Denise MacDonald-Vail **that Bylaw 2017-06, the Reserve Fund Bylaw, be adopted by the Rural Municipality of Miltonvale Park**. Motion carried, 5-0.

There are other mandatory bylaws which will be required this year. Templates are now available from Municipal Affairs for the conflict of interest, code of conduct for Council and procedural bylaw. Other bylaws that will have to be adopted are Access to information and protection of privacy bylaw; Election bylaw; Records retention bylaw; Procurement bylaw; and a Code of conduct policy for employees.

7. **CORRESPONDENCE**

a. **Requests for Funding –** The Cornwall and Area Watershed Group requested Council provide a summer student and mileage for their 2018 summer program.

Motion 2018:15 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Sheila Curtis **the Rural Municipality of Miltonvale Park apply for funding through the Canada Summer Jobs, Jobs for Youth, and Post Secondary Student Programs and provide mileage for a watershed student for the Cornwall and Area Watershed Group**. Motion carried, 5-0.

Crime stoppers also requested funding to support crime prevention.

b. **Request for Capital Funds** – Communities 13 sent information on their capital fund and requested the annual commitment from the municipality for $4154. This will be included in the budget.

c. **Letter from Minister Robert Mitchell** – While he was still Communities, Land and Environment Minister, Minister Mitchell notified Miltonvale Park that the new Municipal Government Act was proclaimed, and that information and tools are found at www.princeedwardisland.ca/mga. Council was thanked for its "continued commitment to your community and your openness to engage with your municipal neighbours in conversations about change…"

d. **Christmas cards** –Holiday wishes were received from MP Wayne Easter, Premier MacLauchlan, MLA Bush Dumville, and the Federations of PEI and Canadian Municipalities.

e. **Insect control** – A proposal was received from Atlantic Bug Busters for $2134.85 for black fly and mosquito on the Crabbe Road. The contract is due March 25. Information has not yet been received for the Loyalist Road. This amount will be put in the budget.

f. **Gas Tax -** The Municipal Strategic Component (MSC) deadline is March 16, 2018. Priorities for funding are Drinking water and Capacity Building (projects investing in growth management).

g. **Smart Cities Challenge** – The deadline is April 24, 2018, for this contest with the $5,000,000 prize.

8. **REPORTS**

i. **Environment and Community Living**

a. **Watershed Update** – Councillor Cosh-MacKenzie reported that the Cornwall and Area Watershed Group met on January 10. The October 2017 fish kill in Hyde Creek by the North York River Road, was unintentional, and it is now known what occurred, but charges are not pending. An update on Coles Creek is forthcoming. The watershed group is applying for funding to hire summer staff. The Watershed Management Fund's new funding formula has increased CAWG's funding to $30,000 annually. CAWG's annual meeting is planned for May 17, tentatively in the Cornwall. The Stewardship Plan is due March 31. There are bank beavers which are causing problems in some rivers, such as fish blockages in Warren Grove. It costs $150-200 to trap each beaver.

b. **Communities 13, Inc**. – The financial statements were received at the Office, after the recent meeting Communities 13 Board Meeting.

c. **Projects**

a. **New Horizons for Seniors Program - Making Memories in Miltonvale Park** – Acquiring information for the book is continuing. The project needs to be finished by mid-March. There was a "Memory Monday" event on January 15, and a presentation on preserving photos and artifacts will be on Tuesday, February 20 at 10 a.m.

b. **PEI Senior Secretariat Funding -**Four "Lunch and Learns" are being held on topics related to elder abuse. On Tuesday, January 23, Kelly Robinson, from Community Legal Information Association will speak about Wills, Health Care Directives, Power of Attorney and Nursing Home Information; A Lunch and Learn with PEI Family Service Bureau is tentatively scheduled for Friday, February 2 about Protecting Yourself Financially; A third will be held on Monday, February 12 with a speaker from Family Violence Prevention, in conjunction with the Blanket Making event. Details are being finalized for a presentation with the RCMP about Frauds and Scams.

c. **Wellness Grant – "Fit as a Fiddle**" – All of the walks, hikes, exercise and yoga stopped over the Christmas break. Exercise resumed on Jan 8, and yoga returned on Jan 10. Tuesday walks should start on

January16. The AbBunDANCE instructor is not returning; and as turnout was low for that class, it will be replaced with line dancing on Monday afternoons. Margaret Prouse will be giving two sessions: Eating for Weight Loss on Tuesday, January 30, at 7:30 p.m. and Healthy Snacking Ideas on Monday, February 12, at 7 p.m. There will also be one session from the Applied Human Science Program Planning class. There are still some pedometers to distribute.

d. **Family Violence Prevention Week** –The Municipality is hosting another blanket making event on 10:30 a.m., Monday, February 12; followed by a Lunch and Learn.

ii. Emergency Measures -The administrator made and posted a poster about emergency preparedness. There has not been further communication with North River Fire Department regarding the comments from the municipality's insurer.

iii. Finance/Payment of Accounts

a. Remittance –The remittance was paid for the quarter ending in December 2017.

b. Reports and Payment of Accounts – Finance Chair Philip Hooper reviewed the circulated financial statements. It was noted that the year end adjustments, such as depreciation and capitalization, prepaids and deferred, have not been made. Unadjusted income for 2017 was reported at $224,628.17 with operating and capital expenses of $271,457.48, which included almost $51,000 for the tennis court and fencing.

Motion 2018:16 – Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw, **that the financial report be approved**. Motion carried, 5-0.

iv. Planning Board

The Development Officer will be working remotely during February and March. He provided a written update on planning issues which Mayor Parker reviewed.

a. Permits - The following permits were issued:

Permit 2017-23 was issued on 12-20-2017 at 18157 Route 2, Springvale, PID 0280768 to erect a 3,200 square foot farm machine storage building.

Permit 2017-24 was issued on 12-20-2017 at 827 Crabbe Road, PID 0529701 for a change of use to Residential/Agricultural and to erect a 1,280 square foot private storage building.

Permit MP-0993 was issued on 12-20-2017 at 1214 Loyalist Road, Springvale, on Parcel 0281303 for Preliminary Approval to erect a 4,920 square foot resource industrial building and operate a commercial wood blocking operation with a 120 square foot shelter.

Permit MP-1031 was issued on 12-20-2017 at 536 Rustico Rd, North Milton, Parcel 1013374 for Preliminary Approval to erect silage bunkers.

Permit 2017-25 was issued on 12-21-2017 at 1214 Loyalist Road, on Parcel 0281303 to demolish a single detached dwelling.

Preliminary Approval was issued on 12-21-2017 to MPS-286 to subdivide a lot approximately 2.2 acres in size from Parcel 0281691 at 813 Rustico Road, North Milton.

b. **Complying with the Architects Act –** Further information was received by the Council Office from the Department of Communities, Land & Environment and lawyer Perlene Morrison.
c. **Arnold MacRae – Request for Rezoning & Application for Subdivision– Parcel No. 283739 –** Council received preliminary remarks and questions for clarification from the Department of Transportation on January 15 and responded.
d. **Applications #MP-0914 & MP-0934—Oscar O'Halloran (Phillip O'Halloran) -** The solicitor is working with counsel for the Commission and the O'Hallorans to prepare the Order for the Court regarding the permit to place fill.
e. **Application No. MP-0993—Cory & Jill Gallant** - Council granted approval subject to conditions, including a development agreement at its last meeting. A draft agreement was forwarded to the Applicants, who have not yet responded.
f. **Application No. MP-1031—Sunny Meadows Farms Inc.** -The Applicant Corporation has applied to erect silage bunkers in two phases on the parcel. Council granted approval, subject to receipt of a surface drainage plan and another condition at its December meeting. The drainage plan has not yet been received.
g. **Department of Finance Request for Permission to Disclose Information –** The municipality received a request from the Provincial Tax Commissioner, who had been requested by the Canada Revenue Agency (CRA) to consolidate and provide to them the detailed building permit information gathered by municipalities for purposes of property assessment. The Provincial Tax Commissioner has also received requests for the release of a summary of the number of building permits received for each municipality as open data for the public.

Motion 2018:17 – Moved by Councillor Philip Hooper, seconded by Councillor Helen Shaw, **that the Rural Municipality of Miltonvale Park authorize the release of detailed development permit information and a summary of development permits to the Provincial Tax Commissioner**. Motion carried, 5-0.

h. **Other Applications, Inquiries –** A letter has been sent to a property on Rte two regarding a fence erected without a permit and a possible change of use to commercial. Inquiries were received regarding the existing accessory apartment in a barn on Parcel No. 281626. A real estate listing shows three dwelling units in the main building; however, there is no record for any residential activity being approved on the property other than a single-family dwelling. Staff was asked to follow up with the listing agent. A possible purchaser for a parcel on the south side of Route 2 near the intersection with

Route 7 intended to create office space for 10 employees and a warehouse (commercial), discussed rezoning and Special Planning Area issues with the Development Officer and was referred to the Department of Transportation, Infrastructure & Energy to discuss access to Route 2. An inquirer about the possible subdivision of an A1parcel on the Royalty Road was informed the property is not an existing parcel and has insufficient frontage for subdivision. A landowner inquired about consolidating part of a parcel with an adjacent parcel which he also owns (Property Numbers 925867 & 283440). Counsel for the owner of Property No. 778399 inquired about having subdivision approval of the lot from the parent parcel confirmed.

vi. Report from Staff – The administrator was on vacation from December 22 - Jan 2, 2018 and has one week of vacation to carry over into 2018. Some activities completed included compiling minutes, accounting, organizing Lunch and Learns, the Canada 150 project and posters and publicity for events, e-news and distributing some print copies of upcoming events. The HST rebate form was remitted. A review of new bylaw templates has been started. Priorities are to finish the RFP for the internet project, and make progress on the history book project, compile a winter newsletter, move the amalgamation project forward, finalize the budget, prepare for the audit, work on asset management; and make application for Canada Summer Job funding.

9. BUSINESS

i. Canada Summer Jobs – The deadline for applications to the federal funding program is February 2, 2018. Options include applying for one to three students, including one or two for the park, along with one for the watershed.

Motion 2018:18 – Moved by Councillor Tamsyn Cosh-MacKenzie, seconded by Councillor Denise MacDonald-Vail **that by the Rural Municipality of Miltonvale Park apply for funding for two students for the park and one for the watershed group.** Motion carried, 5-0.

ii. Budget –The draft budget was reviewed, and suggestions were made for inclusion in the next draft. The new Municipal Government Act requires a public meeting at least two weeks before the budget it passed. This meeting will be arranged for late February or early March, so the budget can be passed at the March meeting. Consideration for capital purchases include a speed sign, trees/ landscaping near the tennis court, replacing/repairing some siding on the park shelter. The seniors' project costs need to be determined, as well as those involved in amalgamation costs/meetings, the legal review of bylaws, a possible Bylaw and Official Plan amendment involving subdivisions, drainage plans, and mini homes in Sleepy Hollow.

10. NEXT MEETING DATE

The next Council meeting is scheduled for Wednesday, February 21, 2018 at 7:30 p.m.

11. ADJOURNMENT

Motion 2018:19 – Moved by Councillor Denise MacDonald-Vail **that the meeting be adjourned,** and Mayor Parker declared it so at 8:43 p.m.

_____ _____

Mayor Administrator

February 21, 2018

Date approved

Rural Municipality of Miltonvale Park
Bylaw to Establish Fees for Various Municipal Services
Bylaw # 2017-01

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

1. Title

1.1. This bylaw shall be known and cited as the “Fees Bylaw”.

2. Purpose

2.1 To enable the Council of the Municipality to pass bylaws establishing and requiring the payment of fees, such as business licenses, inspections, parking, recreation and other matters, for the purpose of raising revenues.

3. Authority

3.1. Subclause 162(1)(a)(i) of the *Municipal Government Act,* R.S.P.E.I. 1988, Cap. M-12.1., and the *Planning Act*, R.S.P.E.I. 1988, Cap. P-8, provides that Council may, by bylaw, impose requirements for, establish fees for, and establish a process for the collection of fees in accordance with the Act.

4. Application

4.1. This bylaw enables the authority for council to establish fees and charges for the provision of goods and services and applies to any person upon which a fee or charge is imposed under this bylaw

4.2. These fees are set out in Schedule "A" attached to this bylaw and form part of the bylaw.

5. Definitions

5.1. “Act” means the *Municipal Government Act*.

5.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

5.3. “Council” means the Mayor and other members of the Council of the municipality.

5.4. “resolution” means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.

5.5. "Municipality" means the Rural Municipality of Miltonvale Park.

6. Establishment of Fees

6.1. The Municipality hereby establishes fees to be charged for business licenses, inspections, parking, recreation and other matters, in accordance with the Act.

6.2. The Municipality shall charge fees that are higher for persons or businesses that do not reside or maintain a place of business in the Municipality, where so outlined in Schedule "A" attached to this bylaw.

6.3. By resolution, Council may revise fees at any time in accordance with section 135 of the Act and shall ensure that Schedule "A" to this bylaw is updated accordingly.

6.4. The fees set out in Schedule "A" to this bylaw are subject to the Harmonized Sales Tax (H.S.T.) where applicable.

6.5. In addition to the fees established in this bylaw, the Municipality may also establish fees in other bylaws where those fees are specifically related to the matters addressed in that bylaw.

7. Collection of Fees

7.1. The Municipality may take into revenue, deposits and investments, any charges for the operation of a service or municipal utility under the control of Council and any other funds the Municipality may acquire pursuant to this bylaw or any other bylaw establishing fees, in accordance with section 162 of the Act.

7.2. The fees and charges set out in Schedule "A" to this bylaw shall come into force and effect on the date of passage, unless otherwise specified.

7.3. All fees charged in accordance with this bylaw are owing at the time of the service, or as otherwise outlined in Schedule "A" to this bylaw.

7.4. The fees listed in Schedule "A" to this bylaw are in addition to any costs incurred by the Municipality, which costs may be payable in addition to the fees set out in this bylaw.

7.5. Pursuant to subsection 142(2), the Municipality may by resolution cancel or write off any arrears of fees, penalties or interest charges that are prescribed by bylaw or specified in a resolution that, in the opinion of Council, are no longer collectable from the person, institution, association, group or body that is liable to pay them.

8. Penalties

8.1. The Municipality may, in accordance with subsection 162(3) of the Act, refuse to issue or renew any license or authorization that the Municipality is authorized under this bylaw, or under the Act or another enactment, to issue or renew to a person who has failed to pay charges, fees, fines or penalties established in Schedule "A" to this bylaw, including any interest accruing to any of them.

9. Effective Date

9.1. This Fees Bylaw, Bylaw# 2017-01, shall be effective on the date of approval and adoption below.

First Reading:

This Fees Bylaw, Bylaw# 2017-01, was read a first time at the Council meeting held on the _____ day of_____, 2017.

This Fees Bylaw, Bylaw# 2017-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

Second Reading:

This Fees Bylaw, Bylaw# 2017-01, was read a second time at the Council meeting held on the _____ day of_____, 2018.

This Fees Bylaw, Bylaw# 2017-01, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Fees Bylaw, Bylaw# v, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

10. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

Schedule "A"
Rural Municipality of Miltonvale Park Fees

Type	Amount and Description	Payment Terms
1. Recreation Facility Fees	There will be no charge for drop-in use of the facilities at the Miltonvale Community Park, 413 Sleepy Hollow Road, during the hours the Community Park is open. **1. Use of the Softball Field - 413 Sleepy Hollow Road** There will be a charge of $125.00 for one daily use per week, per season, for adult rentals and a charge of $85.00 for youth ball teams to reserve and use the field for a specific day/evening for the season. If the field is left in an unacceptable condition more than once, than the team shall forfeit the booking for the remainder of the season, with no reimbursement of fee. Youth teams from the Community of Miltonvale Park may use the fields free of charge. **2. Use of the Tennis/pickleball courts - 413 Sleepy Hollow Road** There will be a $25/hour charge to a maximum of $100/day to reserve and book the courts. **3. Use of the Recreational soccer field.** There will be a fee of $10/day or $75 for a particular day/evening for the season to reserve the soccer field. Drop in use of recreational facilities is free. **4. Use of the Park Shelter outside of Recreation Program Hours** **For Residents** – Residents of the Municipality are permitted use of the Park Shelter, free of charge. Damage deposit of $100 cash, cheque or email transfer is required. In the event the actual cost for damage or clean up exceeds $100, the user shall be responsible to reimburse the Municipality for the actual costs incurred. **For Non-Residents** – Non-residents may use the Park Shelter for a fee of $50 for half day or $75	Rental fee is due and payable upon receipt and no later than 21 days of the date of the invoice. Damage deposit is required at the time of booking A damage deposit of $200 is required at time of booking. Rental fee is due and payable upon receipt and no later than 21 days of the date of the invoice.

	for full day. Damage deposit is $200. Actual costs will be charged if damage occurs or if clean up is required) The Rural Municipality of Miltonvale Park may waive fees for non-profit or other similar uses.	
2. Recreation/Seniors/ Community Programming	Fees for activities for recreation/seniors/ community programming may range between $3-$25 and will be determined on a case-by-case basis and advertised/promoted for each activity. The Municipality may charge fees that are higher for persons or businesses that do not reside or maintain a place of business in the Municipality.	At time of use
3. Permits and Approvals	See Zoning and Development Bylaw	
4. Pasture Rental	As per the terms of the bid as set forth in the Request for Proposals for Pasture Rental and as accepted by Council.	The first installment of rent ($500) is due by April 1 annually. The final installment is payable annually by December 15.

Rural Municipality of Miltonvale Park
Bylaw to Authorize General Borrowing
Bylaw # 2017-02

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

11. Title

11.1. This bylaw shall be known and cited as the "General Borrowing Bylaw."

12. Authority

12.1. Sections 164 – 166 of the *Municipal Government Act,* R.S.P.E.I. 1988, Cap. M-12.1, enable the Municipality to provide, by bylaw, for the borrowing of money for the purpose of capital expenditures and to finance operating expenditures on a short-term basis through the adoption of a bylaw for those purposes.

13. Application

13.1. This bylaw applies to the borrowing of money for capital expenditures or to finance operating expenditures on a short-term basis.

13.2. All borrowing of money shall be authorized by a resolution of Council.

14. Definitions

14.1. "Act" means the *Municipal Government Act*.

14.2. "Chief Administrative Officer" or "CAO" means the administrative head of the Municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

14.3. "Council" means the Mayor and other members of the council of the Municipality.

14.4. "resolution" means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.

14.5. "Municipality" means the Rural Municipality of Miltonvale Park.

15. Borrowing for Capital Expenditures

15.1. Pursuant to subsection 164(3) of the Act, Council shall only borrow money for capital expenditures where the amount borrowed does not increase the total capital debt of the Municipality, including the capital debt of a controlled corporation, to an amount in excess of ten per cent (10%) of the current assessed value of real property in the Municipality.

15.2. In accordance with subsection 164(5) of the Act, where a contribution agreement has been signed between Council and the Government of Prince Edward Island or the Government of Canada, any monies borrowed by the Council for capital expenditures made pursuant to the agreement shall not be included in calculations to determine the borrowing debt limit, to the extent of the contribution of monies coming from the Government of Prince Edward Island or the Government of Canada, as the case may be, to the Municipality.

15.3. Pursuant to subsection 165(1) of the Act, Council shall use money borrowed for a capital expenditure only for the purpose that is stated in the resolution authorizing the borrowing of money for that capital project.

15.4. Despite subsection 5.3 of this bylaw, upon completion of the capital project for which money was borrowed, Council may, by resolution, authorize that the unexpended balance of money for that capital project be used for another municipal purpose, in accordance with subsection 165(2) of the Act.

16. Short Term Borrowing

16.1. Pursuant to subsection 166(1) of the Act, Council may, from time to time and on a short-term basis, borrow money for the purpose of financing operating expenditures of the Municipality.

16.2. Pursuant to subsection 166(2) of the Act, Council shall only borrow money, in the short term, to finance operating expenditures where the amount borrowed does not exceed 50 per cent (50%) of the total estimated revenues of the Municipality as set out in the adopted operating budget contained in the financial plan for that fiscal year.

17. Resolution Required for the Purpose of Borrowing

17.1. Council is hereby authorized, by way of resolution, to borrow money as may reasonably be required from time to time for the following:

(a) capital expenditures; and

(b) short term borrowing.

18. Contents of Borrowing Resolution

18.1. A resolution made pursuant to this bylaw shall, in accordance with section 168 of the Act, include at a minimum:

(a) the amount proposed to be borrowed;

(b) a statement that the amount borrowed will not cause the Municipality to exceed its debt limit;

(c) the purpose for which the expenditure is to be made;

(d) the proposed term or terms and amortization of the loan;

(e) the estimated rate of interest and commissions or other costs payable on the loan;

(f) the method of repayment;

(g) the security, if any, to be given by the Municipality for the repayment of the loan; and

(h) the revenue sources to be used to repay the capital and interest owing for the amount to be borrowed.

19. Signing Authority

19.1. Pursuant to subsection 156(1) of the Act, all borrowing agreements shall be signed by both:

(a) the Mayor

(b) the Chief Administrative Officer

19.2. The Mayor and Chief Administrative Officer may each, in writing, designate another person to sign a borrowing agreement, in accordance with subsection 156(2) of the Act.

19.3. Pursuant to subsection 156(5) of the Act, Council may by resolution authorize the Chief Administrative Officer alone to sign borrowing agreements if

(a) the value of the contract or agreement does not exceed $25,000; and

(b) the Chief Administrative Officer tables a written summary of the nature and value of the contract or agreement at the next meeting of Council.

20. Effective Date

20.1. This General Borrowing Bylaw, Bylaw# 2017-02, shall be effective on the date of approval and adoption below.

First Reading:

This General Borrowing Bylaw, Bylaw# 2017-02 was read a first time at the Council meeting held on the _____ day of_____, 2017.

This General Borrowing Bylaw, Bylaw# 2017-02 was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

Second Reading:

This General Borrowing Bylaw, Bylaw# 2017-02, was read a second time at the Council meeting held on the _____ day of_____, 2018.

This General Borrowing Bylaw, Bylaw# 2017-02, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This General Borrowing Bylaw, Bylaw# 2017-02, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

21. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

Rural Municipality of Miltonvale Park
Bylaw to Regulate Remuneration of Council and Appointees
Bylaw # 2017-03

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

22. Title

22.1. This bylaw shall be known and cited as the "Remuneration Bylaw."

23. Authority

23.1. Section 82 of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., enables Council, by bylaw, to establish the types, rates, and conditions of payments to be made to or on behalf of a member of the Council, a member of a Council committee or another person.

24. Application

24.1. This bylaw applies to all members of Council. For greater certainty, this includes the Mayor and any Deputy Mayor.

25. Definitions

25.1. "Act" means the *Municipal Government Act*.

25.2. "Chief Administrative Officer" or "CAO" means the administrative head of the Municipality as appointed by council under subsection 86(2)(c) of the *Municipal Government Act*.

25.3. “Compensation” means a form of monetary payment for the performance of some work or service.

25.4. “Council” means the Mayor and other members of the Council of the Municipality.

25.5. “Councillor” means a member of Council other than the Mayor.

25.6. “Commission” means the Remuneration and Allowances Commission appointed pursuant to subsection 82(3) of the Act.

25.7. “resolution” means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.

25.8. “Remuneration” means both monetary payment for the performance of some work or service and non-monetary payments such as medical insurance, pension schemes, retirement benefits, etc.

26. Establishing a Remuneration Bylaw

26.1. Council may, by bylaw, establish the level of remuneration and reimbursement that ensures:

(a) residents who have been elected to the position of Mayor, Deputy Mayor, or member of Council are provided reasonable remuneration for their service to the Municipality;

(b) individuals who have been appointed by Council to municipal committees are provided reasonable remuneration for their service to the Municipality; and

(c) the orderly and consistent payment and reimbursement to the Mayor, Deputy Mayor, Councillors, and committee members.

27. Remuneration of Council Members

27.1. The Mayor shall be paid remuneration for discharge of the duties of office in the amount of $ 55.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings to a maximum of $110.00 per day.

27.2. The Deputy Mayor shall be paid remuneration for discharge of the duties of office in the amount of $ 45.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings to a maximum of $90.00 per day.

27.3. Each Councillor shall be paid remuneration for discharge of the duties of office in the amount of $ 45.00 per meeting attended. Meetings over three hours in length shall be counted as two meetings to a maximum of $90.00 per day.

27.4. Each year, remuneration shall be paid on or about March 31, June 30, September 30 and December 31, less any deductions required by law.

28. Allowance for Legitimate Expenses

28.1. The Mayor, Deputy Mayor, and Councillors shall be reimbursed for their legitimate expenses incurred through the execution of their duties as office holders of the municipality in accordance with Schedule "A" that is attached to, and forms part of, this bylaw.

29. Remuneration of Appointees

29.1. For the purpose of this section, "council committee" means a committee or other body established by the Municipality that has no members other than those members appointed by the Council.

29.2. Subject to 6.4, persons, other than members of Council, appointed by Council as members of the following council committees shall receive remuneration in the amount of $ 45.00 per meeting:

(a) Planning Board.

29.3. Any such appointee who attends less than 50% of all regular and special meetings of a Council committee during a calendar year, without a resolution of Council, shall be deemed to have resigned, notwithstanding that his or her term may not have expired.

29.4. Any appointees to a Council committee, who are nominated by external organizations or who must be a member of the particular external organization in order to qualify for appointment on a Council committee, shall not be eligible to receive remuneration from the Municipality.

29.5. Remuneration shall be paid on or about March 31, June 30, September 30 and December 31 each year, subject to the CAO receiving a report from the secretary of the Council committee detailing the attendance of each appointee.

30. Revisions to this Bylaw

30.1. Prior to making any amendments to this bylaw that alters existing types, rates and conditions of compensation, allowances or benefits to be paid to members of Council, Council shall, in accordance with section 82(3) of the Act, appoint an independent Commission.

30.2. The Commission shall be made up of three members, who shall not be members of Council or staff of the Municipality, but shall reside or work within the Municipality.

30.3. The members of the Commission shall be reimbursed for their time in accordance with the reimbursement amounts set out for appointees to committees under Section 6.

30.4. The Commission shall review and to make recommendations to council respecting the compensation, reimbursement or payments that should be made to members of council, giving consideration to:

(a) compensation, reimbursement and payment rates of comparably-sized municipalities;

(b) the budgetary impact of any changes to existing types, rates and conditions of compensation, allowances or benefits;

(c) the impact of any changes on the ability of the municipality to ensure an active and engaged council through the recruitment of candidates for election; and

(d) the time requirements associated with participation on council and council committees.

30.5. The Commission shall report to council within 120 days of being appointed or within another time frame identified in the resolution appointing the Commission.

31. Repeal of Existing Bylaw

31.1. Upon adoption, this bylaw replaces Bylaw No 01; 2011**.**

32. Effective Date

32.1. This Remuneration Bylaw, Bylaw# 2017-03, shall be effective on the date of approval and adoption below.

First Reading:

This Remuneration Bylaw, Bylaw# 2017-03, was read a first time at the Council meeting held on the _____ day of_____, 2017.

This Remuneration Bylaw, Bylaw# 2017-03, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

Second Reading:

This Remuneration Bylaw, Bylaw# 2017-03, was read a second time at the Council meeting held on the _____ day of_____, 2018.

This Remuneration Bylaw, Bylaw# 2017-03, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Remuneration Bylaw, Bylaw# 2017-03, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

33. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

Schedule "A"

Mileage Reimbursement

$0.50 per kilometer travelled

Meal Reimbursement Rates

Breakfast at the rate of $10.00

Lunch at the rate of $20.00 Dinner at the rate of $30.00

Meal reimbursements shall be supported by receipts.

a. No mileage will be paid for attendance at Council meetings, Council committee meetings, or for meetings held within the Municipality; Mileage allowance for meetings within the Municipality or at the Council office will be expensed against the per diem (i.e. will be used to reduce the taxable portion of the per diem), but will not add to the amount received by the Mayor or Councillor.

b. Mileage allowances for meetings outside the Municipality, or Council office, will be paid in addition to the meeting per diem.

c. No meal allowances will be paid for attendance at Council meetings, Council committee meetings, or for meetings held within the Municipality; however, meal allowance for meetings within the Municipality or at the Council office will be expensed against the per diem (i.e. will be used to reduce the taxable portion of the per diem), but will not add to the amount received by the Mayor or Councillor.

The Mayor and members of Council may be reimbursed for other expenses, incidental and necessary for the performance of their municipal duties, as approved by the Council and supported by receipts.

Rural Municipality of Miltonvale Park
Bylaw to Establish Tax Rate Groups
Bylaw # 2017-04

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

34. Title

34.1. This bylaw shall be known and cited as the "Tax Rate Groups Bylaw."

35. Authority

35.1. Subsection 8(1) of the *Real Property Tax Act*, R.S.P.E.I. 1988, Cap. R-5, provides the authority for Council to establish tax rates.

35.2. Subsection 160(1) of *Municipal Government Act,* R.S.P.E.I. 1988, Cap. M-12.1., enables Council to set and approve a rate or rates, by resolution, for all real property within the jurisdiction and boundaries of the Municipality.

35.3. Subsection 160(2) enables Council to establish, by bylaw, separate tax rate groups in the Municipality for purposes of raising revenue sufficient to defray projected municipal expenditures.

36. Application

3.1 This bylaw applies to all real property within the boundaries of the Municipality that is liable each calendar year to taxation by the Municipality.

37. Definitions

37.1. "Act" means the *Municipal Government Act*.

37.2. "Chief Administrative Officer" or "CAO" means the administrative head of the Municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

37.3. "Council" means the Mayor and other members of the Council of the municipality.

37.4.

37.5. "resolution" means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.

37.6. "Tax Rate Group" means, in accordance with section 159 of the Act, commercial or non-commercial real property in the Municipality that has similar specified attributes, including but not limited to (a) access to municipal services not available in other areas of the municipality; (b) access to a higher level of municipal services than that available in other areas of the Municipality; (c) geographic location in the Municipality; (d) property use; or (e) property ownership.

38. General

38.1. Council, through this bylaw, establishes Tax Rate Groups within the Municipality and may apply different tax rates to each group to reflect the differences in services provided.

38.2. The rate or rates of tax that may be approved by Council shall consist only of one commercial rate and one non-commercial rate for each Tax Rate Group.

38.3. Council shall set tax rates within the Municipality by resolution.

38.4. Council may set a different tax rate where it has created a Tax Rate Group based on property use or type in accordance with subsection 160(2) of the Act.

39. Tax Groups

6.1 The Municipality establishes, under this bylaw, the following Tax Rate Groups:

(a) commercial;

(b) non-commercial;

~~(c)~~ commercial serviced; and

~~(d)~~ non-commercial serviced.

Commented [JC1]: Review these Tax Rate Groups. The draft bylaw was unclear as to the number and title of these groups.

40. Establishing Group Rates

40.1. The tax rates for each Tax Rate Group shall be established by resolution of Council on an annual basis prior to March 31. Tax Rate Groups established in this bylaw are identified in Schedule "A" that is attached to, and forms part of, this bylaw.

41. Notification

41.1. Council shall notify the Provincial Tax Commissioner in writing regarding rate or rates of taxation to be set for the period of January to December prior to March 31 of the year to which rates apply.

41.2. Where the Municipality is restructured, Council shall notify the Provincial Tax Commissioner of the restructuring on or before September 30 of the preceding calendar year.

41.3. Where Council has established or changed a Tax Rate Group, Council shall notify the Provincial Tax Commissioner on or before December 31 of the preceding calendar year.

42. Restrictions on Rate Setting

42.1. Council shall not approve a change to a tax rate to take effect at any time except on January 1 of the year in which the new tax rate applies.

42.2. Council shall not approve a change to a tax rate to apply for a period of time less than a full calendar year.

43. Enforcement

43.1. The Minister of Finance collects and is responsible for enforcing the collection of taxes on behalf of the Municipality.

44. Effective Date

44.1. This Tax Rate Groups Bylaw Bylaw# 2017-04, shall be effective on the date of approval and adoption below.

First Reading:

This Tax Rate Groups Bylaw, Bylaw# 2017-04, was read a first time at the Council meeting held on the _____ day of_____, 2017.

This _____ Bylaw, Bylaw# 2017-04, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

Second Reading:

This Tax Rate Groups Bylaw, Bylaw# 2017-04, was read a second time at the Council meeting held on the _____ day of_____, 2018.

This Tax Rate Groups Bylaw, Bylaw# 2017-04, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Tax Rate Groups Bylaw, Bylaw# 2017-04, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

45. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

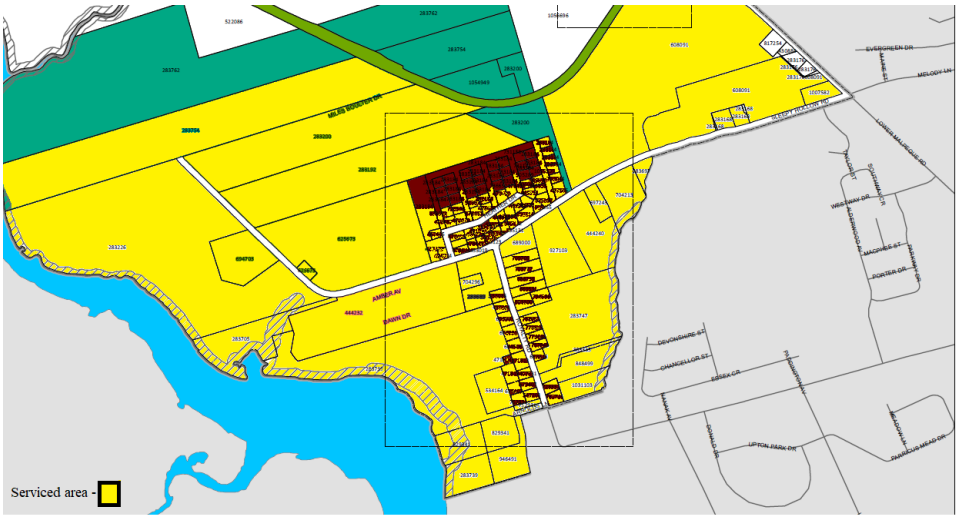
Schedule "A"
Rural Municipality of Miltonvale Park Tax Rate Groups

Tax Rate Group	Description
Commercial	Any parcel assessed for commercial use that does not have access to municipal water or sewer service.
Non- Commercial	Any parcel that is not assessed for commercial use and that does not have access to municipal water or sewer service.
Non-Commercial Serviced	All non-commercial parcels where municipal water and/**or** sewer service are available, such parcels being identified in the map attached as Schedule "B" of this bylaw, including those properties on Arnold's Lane, Amber Avenue, Dawn Drive, Royalty Road, Sleepy Hollow Road, and Heather Drive.
Commercial Serviced	All commercial properties that are identified in "Schedule B" of this bylaw and municipal water and/**or** sewer service are available.

Schedule "B"
Rural Municipality of Miltonvale Park Serviced Areas

Map of Serviced Area

The serviced area is shown in yellow and includes properties where municipal water and/or sewer are available, and includes properties along Sleepy Hollow Road, Heather Drive, Royalty Road, Dawn Drive, Amber Avenue and Arnold's Lane.



Rural Municipality of Miltonvale Park, PEI
Rural Municipality of Miltonvale Park
Bylaw to Establish Municipal Grants
Bylaw # 2017-05

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Parkas follows:

46. Title

46.1. This bylaw shall be known and cited as the "Grants Bylaw."

47. Authority

47.1. Subsection 158(1) of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., enables Council to provide, by bylaw, for the issuing of grants, including grants for service charges and fees, for any purpose that the Council considers to be in the best interests of the Municipality.

48. Application

48.1. This bylaw applies to Council, employees of the Municipality and any person, group or body for which municipal grants may be established, application may be made, reviewed and awarded.

49. Definitions

49.1. “Act” means the *Municipal Government Act*.

49.2. “Chief Administrative Officer” or “CAO” means the administrative head of the Municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

49.3. “Council” means the Mayor and other members of the Council of the Municipality.

49.4. “Councillor” means a member of Council other than the Mayor.

49.5. “Application” means an application for grant funding as found in Schedule "A" of this bylaw.

49.6. “Grant” means a sum of money given by the Municipality for a specified purpose.

49.7. “Fees” means payments made to the Municipality in exchange for services received.

49.8. “Committee of Council” refers to the Council of the Municipality as a single committee.

49.9. “In Kind” means a Grant paid by the Municipality in goods, commodities or services instead of money.

49.10. "Municipality" means the Rural Municipality of Miltonvale Park.

49.11. "Community Grants Policy" means the written policy adopted by Council for Grants.

50. General

50.1. The Municipality establishes under this bylaw a grant program for groups, organizations, and individuals who offer programs, activities and services in the interest of the Municipality or for any purpose that the Council considers to be in the best interests of the Municipality.

50.2. Each grant program will be established by way of a written policy adopted by Council. Each policy established by Council must include, at a minimum, the following information:

(a) name of grant;

(b) date grant is established;

(c) purpose of grant;

(d) application deadline;

(e) eligibility criteria; and

maximum amount available for grant.

50.3. Grant programs provided by Council must be identified and described in Schedule "A" of this bylaw. Schedule "A" is considered to be part of this Bylaw and may only be altered by amendment of this bylaw.

51. Principles

51.1. The principles governing grant programs include:

(a) Council recognizes that, through the provision of grants, Council is committed to providing assistance to groups, organizations and individuals offering services, activities and programs in the best interests of the Municipality.

(b) Council is committed to treating requests for grants from these groups, organizations and individuals in a consistent, fair, and equitable manner, subject to established priorities and budget.

(c) Council promotes public awareness of the principles and guidelines by which Council is:

(i) providing an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants; and

(ii) establishing a timeline for the submission and processing of such requests, so that Council can conduct a meaningful comparison and achieve an equitable distribution of assistance.

(d) Council advertises the Community Grants Policy and the application process through its website.

(e) Council recognizes that there may be deserving requests which may not fit within this statement of general principles and guidelines. Nothing in the Community Grants Policy prevents Council from making grants to groups, organizations and individuals at times and for purposes outside the scope of the Community Grants Policy if the request is in the best interests of the Municipality.

(f) Council may, at its discretion, provide Grants InKind or, in exceptional circumstances, a waiver of Fees, where by doing so could benefit the quality of life for residents in the Municipality.

52. Criteria and Conditions

52.1. Grants shall be awarded to groups, organizations and individualsoffering services, products or activities in the best interests of the Municipality.

52.2. Recipients of Grants are not required to live within the boundaries of the Municipality.

52.3. All Grants shall be approved and awarded in accordance with sections 142, 143, and 158 of the Act.

52.4. Donations made to the Municipality, which are designated to the Milton Community Hall, shall be transferred to the Milton Community Hall as a Grant.

53. Reporting

53.1. Council shall ensure that adequate and accurate records of all Grants awarded under this bylaw are filed and submitted each year during budget deliberations.

53.2. Council shall publish the Grants awarded and the recipients of each Grant on its website.

54. Restrictions

54.1. Actual amounts allocated for Grants will be based upon budget funds available in that particular year.

54.2. Grants allocated to a group, organization or individual shall be used first to clear any debts owing to the Municipality by the group, organization or individual. The balance of any remaining Grant shall then be forwarded to the group, organization or individual.

54.3. When a Grant is In Kind and includes the use of facilities belonging to the Municipality, proof of insurance, a security deposit and the usual terms and conditions of the facility shall continue to be applicable.

54.4. Unless otherwise approved by Council, no Grant shall be paid until the annual budget for the Municipality has been approved.

55. Funding Limits

55.1. Grants to any group, organization, individual, or event in any calendar year shall be capped at a maximum cash value of $5000.00 (including In Kind). If the annual budget of the Municipality permits, the Council has the discretion to increase this maximum cash value for an extraordinary, one–of-a-kind, activity that is in the best interests of the Municipality.

56. Effective Date

56.1. This Grants Bylaw, Bylaw# 2017-05, shall be effective on the date of approval and adoption below.

First Reading:

This Grants Bylaw, Bylaw# 2017-05, was read a first time at the Council meeting held on the _____ day of_____, 2017.

This Grants Bylaw, Bylaw# 2017-05, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

Second Reading:

This Grants Bylaw, Bylaw# 2017-05, was read a second time at the Council meeting held on the _____ day of_____, 2017.

This Grant Services Bylaw, Bylaw# 2017-05, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

Approval and Adoption by Council:

This Grants Bylaw, Bylaw# 2017-05, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

57. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

Schedule "A":

Rural Municipality of Miltonvale Park Grant Programs

Name	Date Established	Purpose	Deadline for Applications	Eligibility	Maximum Amount Available
Financial Grant Program	March 27, 2007	To provide discretionary financial support to residents of the Municipality representing the community or province in out-of-province competitions, workshops or events, or other worthwhile endeavours; and to support local fundraising initiatives such as a fundraiser for a resident with a health crisis.	Submit a letter to Council five weeks prior to event or need	Residents of the Municipality	$150 Requests from individuals for donations will be considered on a case-by-case basis, as funds permit.
In Kind Grant Program	March 2015	To provide resources and support for community organizations and groups	Submit a request at least five weeks prior to event or need.	Non-profit organizations benefitting the Municipality.	$5000
Grants for Taxes and/or Fees	January 2018	To provide a rebate on property taxes for catastrophic loss.	Upon written request within one year of the loss.	Non-commercial property owners in the Municipality	Actual amount of municipal tax.
Grants to Organizations	March 27, 2007	To facilitate programs and services that benefit the	Submit a request before	Milton Community Hall, Inc. North Milton South Milton and	Hall -$1500 WIs -$200

		Municipality and to provide discretionary financial support to groups actively benefitting the Municipality.	November 10 each year	Springvale Women's Institute Branches Other non-profit organizations operating in the Municipality	Non-profit groups - $500
Child Bursary Program	2000	To facilitate youth involvement in extracurricular activities.	Submit a request before December 10 each year	Parents/guardians of children living in the Municipality	$75/child/year
Green Initiative Grants	September 22, 2009	To encourage water saving initiatives.	Submit a request before December 15 each year	Residents of the Municipality	$50/ low flow replacement toilet (maximum two per household); $25/ low flow showerhead (maximum 2/household) and $50 HE washer (maximum one/household)

Rural Municipality of Miltonvale Park

Bylaw to Regulate Reserve Funds

Bylaw # 2017-06

BE IT ENACTED by the Council of the Rural Municipality of Miltonvale Park as follows:

58. Title

58.1. This bylaw shall be known and cited as the "Reserve Funds Bylaw."

59. Authority

59.1. Section 155.(1) of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., enables Council to establish, by bylaw, one or more reserve funds in the name of the Municipality for any municipal purpose.

60. Application

60.1. This bylaw applies to Council who may establish one or more reserve funds to facilitate efficient financial planning and ensure greater transparency and accountability to the public.

60.2. This bylaw also allows for the consolidation of the authority for all reserve funds into one bylaw.

61. Definitions

61.1. "Act" means the *Municipal Government Act*.

61.2. "Chief Administrative Officer" or "CAO" means the administrative head of the Municipality as appointed by Council under subsection 86(2)(c) of the *Municipal Government Act*.

61.3. "Council" means the Mayor and other members of the Council of the Municipality.

61.4. "Reserve Fund" means money set aside for a specific purpose by approval of Council.

61.5. "Reserve Fund Policy" means the policy established by Council for a Reserve Fund.

61.6. "resolution" means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.

61.7. "Municipality" means the Rural Municipality of Miltonvale Park.

62. Principles

62.1. The principles regarding reserve funds are as follows:

(a) Reserve Funds are important long term financial planning tools;

(b) Reserve Funds must be used to promote sound fiscal stewardship and management;

(c) Reserve Funds provide resources for balancing the use of long-term debt to provide for reoccurring or anticipated expenditures;

(d) Reserve Funds are intended to maintain a prudent level of financial resources to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures;

(e) Money set aside in Reserve Funds must only be approved by Council for the purposes identified in this bylaw and as authorized by the Reserve Fund Policy that governs each reserve fund adopted by Council.

(f) The Chief Administrative Officer shall administer and monitor all transactions involving Reserve Funds.

63. Criteria and Conditions for Reserve Fund Contributions, Transfers, Withdrawals

63.1. The Reserve Funds listed in Column I of Schedule "A" of this bylaw are hereby established and money shall be deposited into them as allocated by the Council for the purposes described in each "Reserve Fund Policy" established by Council.

63.2. Any interest derived from a Reserve Fund shall be reported as revenue fund earnings and shall be considered part of the Reserve Fund.

63.3. All withdrawals from the Reserve Fund shall be approved by a resolution of Council.

63.4. All contributions and/or withdrawals from each Reserve Fund shall be approved by Council either generally as part of the annual budget approval process or specifically by resolution at a duly constituted meeting of the Council. Council shall approve all transactions related to Reserve Funds in accordance with the Reserve Fund Policies established by Council.

64. Closure of Reserve Funds

64.1. A Reserve Fund may not be closed, and any remaining money may not be withdrawn, until such time as Council determines that:

(a) the purpose for which the Reserve Fund was established has been achieved;

(b) the Reserve Fund is no longer required to achieve the long term financial planning goals of Council; or

(c) the money set aside in a Reserve Fund would be better used for an alternate purpose that is in the best interests of the Municipality.

64.2. If Council determines that a Reserve Fund is to be closed, Council shall, by resolution, close the Reserve Fund and must amend Schedule "A" of this Reserve Fund Bylaw to reflect the closure date of the Reserve Fund. Any closure of a Reserve Fund must be documented in column 2 of Schedule "A". Schedule "A" is considered to be part of this bylaw and may only be altered by amendment of this bylaw.

65. Reporting

65.1. Reserve Fund balances, projected contributions, and planned expenditure or withdrawals shall be presented with the annual budget and in the year-end financial statements of the Municipality.

66. Effective Date

66.1. This Reserve Funds Bylaw, Bylaw# 2017-06, shall be effective on the date of approval and adoption below.

First Reading:

This Reserve Funds Bylaw, Bylaw# 2017-06, was read a first time at the Council meeting held on the _____ day of_____, 2017.

This Reserve Funds Bylaw, Bylaw# 2017-06, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2017.

Second Reading:

This Reserve Funds Bylaw, Bylaw# 2017-06, was read a second time at the Council meeting held on the _____ day of_____, 2018.

This Reserve Funds Bylaw, Bylaw# 2017-06, was approved by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

Approval and Adoption by Council:

This Reserve Funds Bylaw, Bylaw# 2017-06, was adopted by a majority of Council members present at the Council meeting held on the _____ day of _____, 2018.

67. Signatures

_____ _____

Mayor (signature sealed) **Chief Administrative Officer** (signature sealed)

Schedule "A"
Rural Municipality of Miltonvale Park Reserve Funds

Name	Year Established	Purpose	Date of Fund Closure
Capital Reserve	2018	To provide for expenditures associated with major construction, maintenance, improvement or replacement of assets or equipment of the Municipality.	
IRAC and Legal Hearings	2018	To provide for the cost of legal or administrative costs associated with participation in IRAC hearings or other legal matters involving the Municipality.	
Community Priority and Contingency Reserve	2018	To provide for unforeseen expenditures that may occur within a year which are not part of the approved budget, but that Council determines to be necessary or of considerable merit to the Municipality.	