

**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:

1. Title

- 1.1. This bylaw shall be known and cited as the “Reserve Funds Bylaw.”

2. Authority

- 2.1. 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.

3. Application

- 3.1. 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.
- 3.2. This bylaw also allows for the consolidation of the authority for all reserve funds into one bylaw.

4. Definitions

- 4.1. “Act” means the *Municipal Government Act*.
- 4.2. “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*.
- 4.3. “Council” means the Mayor and other members of the Council of the Municipality.
- 4.4. “Reserve Fund” means money set aside for a specific purpose by approval of Council.
- 4.5. “Reserve Fund Policy” means the policy established by Council for a Reserve Fund.
- 4.6. “resolution” means a resolution duly made by Council in accordance with the Act during a regular meeting or a special meeting of Council.
- 4.7. “Municipality” means the Rural Municipality of Miltonvale Park.

5. Principles

- 5.1. 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.

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

- 6.1. 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.
- 6.2. Any interest derived from a Reserve Fund shall be reported as revenue fund earnings and shall be considered part of the Reserve Fund.
- 6.3. All withdrawals from the Reserve Fund shall be approved by a resolution of Council.
- 6.4. 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.

7. Closure of Reserve Funds

- 7.1. 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.
- 7.2. 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.

8. Reporting

- 8.1. 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.

9. Effective Date

- 9.1. 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 20th day of December, 2017.

This Reserve Funds Bylaw, Bylaw# 2017-06, was approved by a majority of Council members present at the Council meeting held on the 20th day of December, 2017.

Second Reading:

This Reserve Funds Bylaw, Bylaw# 2017-06, was read a second time at the Council meeting held on the 17th day of January, 2018.

This Reserve Funds Bylaw, Bylaw# 2017-06, was approved by a majority of Council members present at the Council meeting held on the 17th day of January, 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 17th day of January, 2018.

10. 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.	