

Rural Municipality of West River, PEI
Reserve Funds Bylaw
Bylaw # 2021-15

BE IT ENACTED by the Council of the Rural Municipality of West River 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 a 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. “Councillor” means a member of Council other than the Mayor.
- 4.5. “Municipality” means the Rural Municipality of West River.
- 4.6. “Reserve fund” means money set aside for a specific purpose by approval of Council.

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;
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- (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.
- (f) The Chief Administrative Officer (CAO) will 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 Schedule 'A' of this bylaw are hereby established and money shall be allocated by the Council for the purpose(s) described
- 6.2. Any interest derived from a reserve fund is reported as revenue fund earnings and shall be considered part of the fund.
- 6.3. All withdrawals from the reserve fund must be approved by a resolution of Council.
- 6.4. All contributions and/or withdrawals from each reserve fund must 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 is required to 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 the following:
 - (a) That the purpose for which the reserve fund was established has been achieved;
 - (b) That the reserve fund is no longer required to achieve the long term financial planning goals of Council; or
 - (c) That the money set aside in a reserve fund would be better used for an alternate purpose
- 7.2. If Council determines that a reserve fund is to be closed, Council must, 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 Schedule "A". Schedule "A" is considered to be part of this Bylaw and may be altered in accordance with Section 135 of the Act.

8. Reporting

- 8.1. Reserve fund projected contributions and planned expenditure or withdrawals must be presented in the annual financial plan. Reserve fund balances, actual contributions, expenditures or withdrawals must be presented in the year-end financial statements.

9. Repeal of Existing Bylaw

- 9.1. On adoption, this bylaw replaces Community of West River Reserve Fund Bylaw #02, 2010, and Rural Municipality of West River- Reserve Funds Bylaw # 2021-13.
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10. Effective Date

10.1. This Reserve Funds Bylaw, Bylaw# 2021-15 shall be effective on the date of approval and adoption below.

First Reading:

This Reserve Funds Bylaw, Bylaw# 2021-15, was read a first time at the Council meeting held on the 8th day of April 2021.

This Reserve Funds Bylaw, Bylaw# 2021-15, was approved by a majority of Council members present at the Council meeting held on the April day of 8th 2021.

Second Reading:

This Reserve Funds Bylaw, Bylaw# 2021-15, was read a second time at the Council meeting held on the May day of 13th 2021.

This Reserve Funds Bylaw, Bylaw# 2021-15, was approved by a majority of Council members present at the Council meeting held on the May day of 13th 2021.

Approval and Adoption by Council:

This Reserve Funds Bylaw, Bylaw# 2021-15 was adopted by a majority of Council members present at the Council meeting held on the May day of 13th 2021.

11. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Reserve Funds Bylaw adopted by the Council of the Rural Municipality of West River on May 13th, 2021 is certified to be a true copy.

Chief Administrative Officer Signature

Date

Schedule 'A' – Reserve Funds

Note: This Schedule forms part of the bylaw and may only be amended in accordance with Part 5 Division 2 of the Act.

Name	Year Established	Purpose	Date of Fund Closure
Capital Reserve	2018	To provide for expenditures associated with major construction, maintenance, or improvement of a municipal asset.	N/A
Community Priority and Contingency Reserve	2021	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.	N/A
Bonshaw Community Centre Reserve	2018	To provide for major construction, maintenance, or improvements to the Centre.	N/A
Emergency Management Reserve	2018	To provide funds for costs incurred in clean-up after a disaster that cannot be accommodated in the operating budget and for future-proofing the Municipality against the costs resulting from a disaster to minimize financial implications.	N/A
Elections Reserve	2018	contributions for costs associated with municipal elections.	N/A
Lloyd Inman Park Reserve	2021	To provide funds for capital projects or purchase, depreciation, and replacement of existing infrastructure at Lloyd Inman Memorial Park.	N/A
Transition Fund Reserve	2021	To fund the project as Schedule A of Transitional Funding for the Rural Municipality of West River agreement which could not be completed by end on the 31st day of March 2022.	N/A
Legal Reserve Fund	2021	To fund the Municipality's legal fees if any required.	N/A