

Guide to Establishing a Municipal District

For Municipalities

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Introduction

This guide, published March 2019, is intended to assist elected officials and administrators in determining if restructuring to form a Municipal District (MD) is right for their municipality and to assist them with the process. The application to incorporate as a MD is a voluntary decision of the participating municipalities.

The guide will explain items to consider when thinking about restructuring and outlines the process. Individual municipalities will need to consider modifying certain materials to suit local conditions. It is based on the legislation contained in *The Municipalities Act* (the Act) and applies to all types of municipalities that operate pursuant to the Act. The information provided is not a substitution for legislation. It is important to examine the exact wording of legislative references. Questions of a legal nature should be directed to a solicitor.

It is strongly encouraged that a ministry official at the Ministry of Government Relations (ministry) is consulted early on in the process. Ministry officials are available to assist administrators and council with understanding the process and undertaking required tasks throughout the restructuring.

Legislation

Legislation regarding restructuring as a MD is found in Part IV of the Act, section 51.1. Other sections of the Act which may apply are listed within section 51.1. Legislative requirements to restructure as a MD are general, allowing municipalities to address matters specific to their situation.

Restructuring applications must be submitted to the Minister of Government Relations and approved through the issuance of a Minister's Order.

Municipal District

A MD is the voluntary restructuring or merger of at least one rural municipality and at least one urban municipality. A MD is an incorporated municipality created under the authority of the Act.

Potential opportunities for two or more municipalities becoming one municipality may include:

- harmonized bylaws;
- administration efficiencies;
- consistent planning and development goals and requirements;
- savings through economies of scale;
- efficiencies gained through the sharing of equipment and assets;
- opportunities to explore options to improve services and operations; and
- flexibility to structure in a way that meets regional interests.

Common questions:

Does a council have the authority to create a MD?

No. A MD is only created by Minister's Order. Councils involved would make a voluntary application to the minister to incorporate as a MD.

Is there different legislative authority and/or requirements on a MD than a rural municipality, town, village, or resort village, within the Act?

Yes. Each type of municipality has its own characteristics and a MD is no exception. While legislative authorities provided in the Act are similar for all types of municipalities, each type may have specific legislative provisions that only apply to them, including a MD. For example, subsection 51.1(5) of the Act determines that when there is a reference to an urban municipality in the Act, it is deemed to be part of the MD that was formerly an urban municipality. This is also the same for a rural municipality.

Can a portion of a rural municipality and a town form a MD?

No. A MD must contain at least one former rural municipality and one former urban municipality in their entirety.

There are two different options for a portion of a municipality to be included in another municipality:

- involved municipalities may agree on merging a portion of the one municipality with the other; or
- one municipality may apply to annex a portion of another municipality.

The results and consequences of these two types of processes may differ. Contact a ministry official for further details regarding these processes.

How is the election scheme determined for a MD?

The municipalities involved will decide to follow the election process for a rural municipality, resort village or an urban municipality, in accordance with *The Local Government Election Act, 2015*. This decision will be set out in the restructuring agreement and the Minister's Order.

What happens with grants, such as revenue sharing and gas tax?

Grants are reviewed on a regular basis, therefore, the following information is as of the date of writing this guide. It is important to check with the ministry to verify allocations and identify changes, if any.

- **Municipal Revenue Sharing (MRS) Grant:** The amount of the MRS grant will be calculated as the combination of the grants for each of the former urban and rural municipalities.
- **Gas Tax Grant:** The gas tax grant is calculated on a per capita basis, in accordance with Statistics Canada's most current census, as per the bilateral agreement negotiated between the federal and provincial governments. The census population for each of the

former urban and rural municipalities would be used to determine the population of the new MD.

- **Other Grants:** Each grant has its own specific criteria. Therefore, it will be important to inquire with the ministry or organization providing the grant, whether or not the grant to the municipality will be affected by becoming part of a MD.

How will the assets and liabilities of each municipality be settled when the MD is formed?

The Minister will appoint a person to settle the assets and liabilities of the former municipalities. Decisions of the councils regarding the disposition of assets and liabilities should be thorough and clear in the restructuring agreement so that this process is more streamlined. Due to the fact that the end of a financial year for a municipality is December 31st, it would make for a smoother transition and assist in this process, if the effective date of the restructuring was January 1st. This date would also be beneficial for the required final audits of the former municipalities.

Can a MD use different mill rates and tax tools for different areas within the MD?

Yes. At the time of restructuring, an area may be designated as a 'special service area' (SSA). A SSA is a geographical area established in the Minister's Order for the purpose of providing different services or levels of services than the rest of the municipality. The municipality may use a different mill rate and/or tax tools within the boundaries of a SSA.

Other options include establishing an additional service area to provide for different services or levels of services in parts of the municipality or levy of a special tax for a specific service or purpose that will be completed within the taxation year.

What will be the effect of requisitions, such as policing, library, and assessment for a MD?

The effect requisitions will have on a MD may vary. For example, library requisitions are calculated on a per capita basis and policing costs are based on a combination of population and other factors, such as the location of the detachment. It is important to contact the appropriate authorities to determine if there will be any changes to the requisitions by becoming a MD.

How will tax exemption provisions apply to a MD?

Where legislative provisions only apply to an urban municipality, it is deemed to include the part of a MD that was formerly an urban municipality. Where any legislative provisions only apply to a rural municipality, it is deemed to include the part of the MD that was formerly a rural municipality. Therefore, this would apply to all tax exemptions provided by the Act or any other act. For example, the application of section 293 of the Act, being exempt from taxation in rural municipalities (commonly known as the rural dwelling exemption), would only apply to the part of the MD that was formerly a rural municipality.

What provincial association does a MD belong to?

Municipalities interested in applying for incorporation as a MD should consult with the different provincial municipal associations such as Saskatchewan Urban Municipalities Association and Saskatchewan Association of Rural Municipalities, to discuss their options.

Initial Considerations

Why would a municipality want to become part of a Municipal District?

Reasons to consider being part of a MD will vary depending on the needs, interests, and goals of each individual municipality. MDs may provide:

- opportunities to explore options to improve services, development, planning, and operations/governance;
- flexibility to structure in a way that meets their regional interests;
- economies of scale which is sometimes described by the old adage 'combined budgets, combined buying power, combined might';
- attractive job opportunities which may also reduce recruitment and retention concerns;
- prominence; a strong, reputable, and distinct entity; and/or
- a broader based vision to address the current and future needs of the communities.

Potential Partners

A municipality interested in exploring incorporating as a MD may wish to consider the following questions:

- Is there at least one rural and one urban municipality?
- Where do our citizens work, do business, and obtain recreational services?
- What partnerships or inter-municipal agreements already exist?
- Are there common goals and/or a shared vision in some of the neighbouring municipalities?
- Which municipalities may be interested in joining?

Next Steps

Initial Resolution

Once council has determined that they would like to explore restructuring as a MD, a resolution would be passed to that affect. It is always important to ensure all council decisions are made through the passing of resolutions or bylaws, as required in the Act.

One of the first steps is to contact a ministry official who will provide technical assistance to support compliance with legislation. A ministry official will assist municipalities step-by-step through the process and provide suggestions to ease the transition.

Joint Meetings

Where a council has decided to consult with potential municipal partners to discuss the council's ideas and considerations, it is necessary to authorize administration, by resolution, to set up an initial meeting with those potential municipal partners. Prior to the joint meeting, it is advisable to research and prepare some initial information for the invited municipality(ies). This will allow each municipal council to understand and make an informed decision about exploring the potential of merging municipalities to form a MD.

Priorities/Goals

Setting priorities is always important, especially when there is more than one municipality involved. Working together to agree upon and establish priorities may assist with the advancement of common goals and desired outcomes.

It is important to remember that restructuring is more than just a physical changing of boundaries. It is a merging of cultures, which may vary from municipality to municipality, including cultures within the work places, standards and practices, community organizations, volunteers, and the public, to name a few. Even with the best intentions and plans there will still be unexpected challenges. Be prepared and create a pro-active plan on how to deal with questions, concerns, rumours, and challenges.

Some priorities may include:

- **Understanding the process:** Ensure both the legislative/ministry process and any additional process that the municipalities would like to follow, is clear and well understood.
- **Realistic timelines:** Timing is one of the most important aspects of the restructuring process. It may be useful to create a calendar of dates to set timelines for specific goals/activities to be completed. This timetable may change as new priorities emerge and other matters may become less significant as the process evolves. However, it is helpful for all municipalities to agree on a timeline and proceed toward a common goal. It will be important to not get sidetracked on minor issues. Organization will be essential in accomplishing the timelines established and assist in keeping with the goals.
- **Communication:** Communication is often the key to finding success in any event and restructuring is no exception. Councils need to determine acceptable standards of conduct and communication among themselves and their committees. A communication plan discussing when and how council will communicate with their staff, ratepayers, businesses, and volunteer community organizations is extremely beneficial. A few tips to remember as the communication strategy is determined:
 - educate and engage the public, the most valuable asset. Help them become advocates for change;

- plan key speaking points ahead of time so members of council and/or committees clearly and consistently articulate the desired message. This may include preparing actual written statements and/or questions and answers;
 - be prepared to respond to common fears such as loss of identity and ‘what ifs’;
 - know and speak the facts. Always be honest with the public and respect the decisions of council as a whole;
 - consider appointing one spokesperson for media communications; and
 - if an answer is unknown or if a matter has not been discussed yet, be honest and up front. Establish ahead of time, the best method for getting answers back to individuals in this type of situation.
- **Transition process:** As the different stages are worked through, it is important to be flexible. Make necessary adjustments and changes to the original plan to ensure a smooth transition. Depending on the needs and desires of the affected municipalities, certain work may be completed prior to the actual effective date.

Some work may be completed as part of the restructuring agreement and some of the work may be completed following the formation of the MD. The critical thing to remember is that consideration is given to the appropriate timing for each matter including services, bylaws, including the development plan and zoning bylaw, staffing, and other operations.

Many of these items may be included in the restructuring agreement, however, matters that are completed prior to becoming a MD may be stated differently or not addressed at all in the agreement.

- **Staff workload throughout the process:** Municipal staff are key to a smooth and successful transition. An increased workload is likely inevitable, temporarily at least, as staff members continue to manage and maintain their own operations, but also work through the restructuring process by providing multiple reports, options, recommendations and attending meetings. In addition, they will be working toward combining or standardizing services, bylaws, and other operations as requested by a transition committee and/or councils. Be considerate of the staff and, if necessary, be prepared to appoint additional individuals to assist. Appendix “A” contains a checklist to assist the administrators with keeping track of key actions relating to restructuring.
- **Celebrate successes:** The process of change will be both exciting and challenging. The individuals opposed may be shouting from the rooftops and those who agree may often be silent. Success takes time and patience is key. It will take the vision and dedication of many people to see this process through successfully. Plan to publicly celebrate when major hurdles are overcome or important benchmarks have been met.

Restructuring Agreement

It is never too early in the process to think about a restructuring agreement. It is important to realize that if an application to restructure proceeds, early discussions and decisions will form a

basis for matters to be included in a restructuring agreement. Legislation requires specific matters be addressed in the agreement, while other matters are optional.

The order in which matters are discussed is not important. The goals and priorities for one municipality may be different than another municipality, but each of the topics below are required to be addressed at some point during the process.

The following are required in a restructuring agreement:

- name of municipal district;
- location of the municipal office(s);
- adoption of restructuring principles;
- disposition of assets, including allocation of any grants, surplus funds, reserves, and the manner of dealing with liabilities (if required);
- imposition of special levies for the purpose of equalizing mill rates, renewing municipal infrastructure, remedying, and reclaiming sites (if required);
- election provisions:
 - an election must be held in the newly formed MD either as of the date of the Minister's Order establishing the area as a MD or at a specified date, in which case, there would be an interim council appointed in the Order;
 - establish whether the rural, urban, or resort village election provisions will apply;
 - other electoral matters including the manner in which council will be constituted (number of council members, divisions, wards or at large); and
 - depending on the provision chosen above, the municipalities will need to determine the boundaries of the divisions or wards, or if it will be an at large system;
- establishment of Special Service Areas, if desired:
 - for the purpose of providing different service levels, assigning different tax rates and applying different tax tools, it must be addressed in the restructuring agreement;
- provisions for altering and amending any provisions of the agreement including a minimum period, if any, during which no changes may be made;
- thresholds for properties to be eligible to use the simplified method for assessment appeals:
 - this is currently different for urban and rural municipalities. The Minister's Order will state the negotiated value to be applied in the new MD; and
- a mechanism for dispute resolution.

Optional matters that may be considered in the restructuring agreement are:

- the process for integrating municipal administration and service delivery:
 - What administration and services are currently provided?

- What is the current cost?
- Will administration and other services continue as currently provided?
- Will the administrative structure and qualifications change?
- Will Special Service Areas/additional service areas be an option?
- How will changes be communicated to the staff and public?
- How will this integration take place? For example, it may be desired to continue some services as they are currently provided for the first two years, while costs, levels of service and potential efficiencies can be analyzed and decisions made in the third budget cycle of the MD;
- staffing, including the appointment of a qualified administrator;
- bylaws:
 - When will a new official community plan and zoning bylaw for the MD be developed and implemented? (e.g. prior to, at the time of or after formation of the MD).
 - When will other bylaws be considered?
- association membership;
- grants; and
- facilities.

Depending on the complexity, there may be different matters to be addressed. Appendix “B” contains a sample restructuring agreement for guidance purposes only. It is always wise to consult a solicitor to assist with the preparation of the restructuring agreement. It is important that good, open dialogue occurs between the municipalities in order to address as many matters as possible.

Each municipality is required to pass a resolution or bylaw to enter into the agreement and to authorize its execution. The resolution or bylaw must be passed at a properly constituted meeting of the council of each municipality.

Development, Growth and Budget Plans

Plans for development, growth, and budgeting may have been discussed earlier in the process, however, it will be important to develop a written plan that will provide evidence of the capacity and sustainability of the MD. The ministry and the public will want to review and evaluate the proposed plan to assure a safe, healthy and vibrant municipality with the capacity to provide good government and meet service level demands. The plan and proposed budget should address key services such as:

- roads;
- recreational facilities;
- water and sewer services;
- waste collection/disposal;
- emergency preparedness; and/or
- others.

Public Consultation

Providing opportunities to consult with the public of all the involved municipalities is critical. The application to the minister should include information about how public consultation is undertaken. Opportunities for the public to hear the facts, view the restructuring agreement, offer suggestions and comments, ask questions and submit comments is part of being open and transparent. The public consultation process also provides the decision-makers with further information and feedback which may inform/influence their research and future plans.

While setting a date for a public meeting, the councils should consider all of the parties affected by the restructuring. Exercise care and consideration in selecting a date, time and place for the meeting that would accommodate the other affected municipalities, all ratepayers and other affected parties. The councils may wish to consider having more than one public meeting, potentially one earlier on in the process to provide information and facts to the public and receive feedback and then another meeting when details are more formalized.

It is important to discuss how and where to publish notice of the public meeting. Ensure that all citizens have sufficient notice in order to review the application and attend the meeting.

Review and Finalization

It is important for the involved municipalities to take the time to get together and debrief after the public consultation. Be sure to ask:

- What were the suggestions or concerns?
- What did we learn?
- Are there any matters we should address prior to making an application to restructure?
 - Follow-up meeting?
 - More information for municipalities? For the public?
 - Matters of concern?
 - Other matters?

The restructuring agreement is the core document which will direct the terms of restructuring and governance, as well as terms affecting the consequences and future of the MD. Review of the restructuring agreement a final time will be beneficial to ensure all matters are addressed in such a manner that achieves the desired outcomes.

Application

The final step of the application process is to apply jointly for incorporation as a MD to the Ministry of Government Relations. The application must be in a form directed by the minister. Please contact a ministry official to obtain the application and they will provide assistance in ensuring all necessary information is included with the application.

The application must include a letter stating the request to restructure as a MD and include the following supporting documentation:

- resolutions of the councils making the application;

- choice of election date and provisions (rural, urban or resort village) and (wards/divisions, or at large);
- when and where public consultations were held;
- written submissions received from the public;
- signed restructuring agreement addressing the matters required in the Act subsection 53(3);
- proposed capital and operating budget;
- plans for growth and development;
- evidence of sustainability;
- desired effective date of the Minister’s Order (consider year-end for efficient transfer purposes);
- suggested names for interim council members, if necessary;
- population, dwellings and taxable assessment of individual municipalities and combined totals; and
- any other information requested by the ministry.

Other Considerations

The length of time to work through this process may vary significantly depending on factors including, but not limited to, size, location, desired changes and outcomes. It is important to keep in touch with a ministry official to ensure compliance with current legislative and other ministry requirements.

Further Information

For further information, contact:

Ministry of Government Relations
 Advisory Services and Municipal Relations
 1010 - 1855 Victoria Avenue
 REGINA SK S4P 3T2
 Phone: (306) 787-2680

Appendix “A”

INITIATING MUNICIPALITY - RESTRUCTURING CHECKLIST

<i>Date</i>	<i>Action</i>
_____	Council passes resolution to initiate the restructuring process, meet with affected municipality(ies) and invite ministry official to meeting.
_____	Meeting between municipalities to be restructured.
_____	Other affected municipality(ies) pass a complementary resolution.
_____	Further meeting(s) between municipalities to negotiate restructuring agreement.
_____	Initial public meeting to discuss proposed restructuring, if desired.
_____	Draft a restructuring agreement.
_____	Meeting(s) between municipalities to be restructured, if required, to finalize agreement.
_____	Resolution of each municipality to enter into restructuring agreement and authorizing mayor/reeve and administrator to sign agreement.
_____	Restructuring agreement signed by all municipalities.
_____	Start to prepare the application to restructure.
_____	Resolution to advertise the public notice of intention to restructure (determine final date for submissions to include in the notice).
_____	Date(s) of publication(s) of the public notice.
_____	Date of public meeting.
_____	Last date to file submissions to restructuring proposal.
_____	Completion of the restructuring application.
_____	Resolution of each municipality to forward the joint application to the Minister of Government Relations.
_____	Restructuring application forwarded to the ministry.
_____	Minister’s Order signed.

Appendix “B”

SAMPLE AGREEMENT

RESTRUCTURING AGREEMENT

between the

Village of Somewhere

(name of municipality initiating restructuring)

and the

Town of Anywhere

(name of municipality initiating restructuring)

and the

Rural Municipality of Everywhere No. 900

(name of affected municipality)

(must be at least one urban and one rural municipality)

(This is a sample agreement between three municipalities that wish to form a MD that include some of the terms municipalities may wish to include in their restructuring agreement for a MD. Municipalities should review and carefully consider any areas of potential concern or areas where a common understanding on specific matters may be beneficial for inclusion within the agreement. Please ensure reference to the municipality type throughout the agreement is referred to in the correct context (i.e. Village/Town/Rural Municipality).

Opening Statement

1. This agreement has been entered into by the Village of Somewhere (Village), the Town of Anywhere (Town) and the Rural Municipality of Everywhere No. 900 (RM) for the purpose of merging the municipalities together to form the newly incorporated Municipal District.
2. The Village, Town and the RM will be referred to as the “former municipalities” for the purposes of this agreement.

Name and Boundaries

3. The name of the new Municipal District shall be the Municipal District of Go There (MD);
(name of new municipality)
4. The MD consists of the land as described in Schedule A.
5. A reference to any land described in Schedule A in any order, regulations, bylaw, or resolution, certificate of title, agreement or other instrument is deemed to be a reference to the MD.

Location of the Municipal Office

6. The MD Municipal Office shall be located at the following location:
_____.

Application of Bylaws and Resolutions of the Former Municipalities

7. Bylaws and resolutions in force in the former municipalities continue to apply to the territory of the former municipalities for one year or until they are sooner repealed or others are made in their place.

Municipal Election

8. The provisions of *The Local Government Election Act, 2015* for _____ (rural, urban or resort village) municipalities shall apply to the MD.
9. The election of members of the first council of the MD is to take place on _____.
10. The municipal costs of the election process are a charge on the MD as a whole.

Composition of First Council

11. Until changed by a bylaw of the MD:
 - a) The council of the MD consists of a _____ (mayor/reeve) and _____ (pick number) other councillors,
 - b) The _____ (mayor/reeve) is to be elected at large.

Election of Councillors on Basis of Wards/Divisions

(In the event the councils choose to establish wards/divisions, the following terms may be included.)

12. The councillors of the MD are to be elected on the basis of _____ (wards or divisions).
13. The _____ (wards or divisions) of the MD are established as described in Schedule B.

Designation of Special Service Areas

(In the event the councils choose to designate Special Service Areas (SSA), include applicable terms and conditions).

14. The following areas shall be designated as Special Service Areas for the purpose of assigning different tax rates and/or application of tax tools and providing different service levels:

a) _____(description of lands); and

b) _____(description of lands).

15. All revenues and expenditures collected for and within each of the Special Service Areas shall be recorded through separate revenue and expense ledger accounts and the administrator of the MD shall annually report to council the amount of funds allocated to each of the areas, the expenditures made from those funds and the balance of the accumulated surplus, if any, to the credit of each of the areas to ensure accountability.

(In the event SSAs are designated, specific and general terms and/or percentages may be assigned to each SSA. All revenues and expenses relating to an SSA must be allocated to the SSA. There is no general 'pot' of money until such time as the SSAs are dissolved by Minister's Order.)

Employees

(If there are specific concerns or consideration of appointments it should be addressed here).

16. Effective _____, the employees of the former municipalities continue as employees of the MD.

(This clause would leave the decisions regarding employees to the new council. You may also want to list each employee separately, or list those which you know will not continue as employees of the MD. The Village, Town and RM would need to provide appropriate notice prior to the restructuring of any employees who will not be continuing as employees of the MD).

Assets and Liabilities

(These are sample terms/conditions. Council may wish to change, alter, remove or add terms which are suitable to the situation).

17. All assets and liabilities of the former municipalities shall become the assets and liabilities of the MD upon the effective date of the restructuring.

18. Cash assets remaining subsequent to the settlement of the assets and liabilities of each of the former municipalities shall be set aside for the provision of services and/or benefits within each of the former municipalities respectively. *(This could be done with or without the designation of Special Service Areas. Alternatively, councils may wish to consider combining cash assets for use by the MD).*
19. All grants received by the MD in recognition of the former municipalities will be set aside for provisions and/or benefits within the former municipalities respectively. *(For example, gas tax funding already allocated for a period of years; revenue sharing grant money apportioned to each Special Service Area, if designated; etc).*
20. *Include any other terms the municipalities may agree to regarding assets and liabilities including:*
 - a) *manner of dealing with liabilities; and*
 - b) *manner of dealing with reserves.*
21. The MD, pursuant to *The Municipalities Act* clause 53(3)(e) and subsections 283(3) and 283(4) may, by bylaw, impose special levies on affected properties for the following purposes:
 - a) renewing municipal infrastructure;
 - b) remedying and reclaiming contaminated sites;
 - c) settling any liabilities of the parties; or
 - d) equalizing mill rates.

(The special levy must not be for a term not greater than 10 years unless the special purpose levy is to retire a debt. In the case of retiring a debt, the term of the levy must not exceed the term of the outstanding debt.)

Consolidating Financial Operations

(Councils may wish to consider terms relating to the financial operations such as: integration of accounting systems, banking arrangements and integrated insurance policies).

Consolidating Physical Operations

(Councils may wish to consider terms relating to consolidating physical operations, such as: furnishing the municipal office, coordinating public vehicles and addressing excess facilities and equipment).

Amend Agreement

(In the event the councils choose to include an altering or amending section within the agreement, consideration may be given to terms and conditions in which the restructuring agreement may be amended by the council of the MD and a minimum period, if any, during which no changes may be made. Provisions may restrict amendments to certain sections of the agreement. Another factor to consider may be the percentage of council agreement needed to be in favor of an amendment).

22. The councils of the municipalities, party to this restructuring agreement, may amend this agreement prior to the application to the minister, by passing complementary resolutions, and authorizing the mayors/reeves and administrators to sign the amended agreement.
23. The council of the MD may only amend this restructuring agreement by resolution with unanimous consent during the first two years following the effective date of the Minister's Order and shall comply with all legislative requirements and processes regarding the same.

Dispute Resolution

(Councils must determine, for inclusion in the agreement, the process to resolve disputes. Options may include an appeal board, employing the Dispute Resolution Office with the Ministry of Justice or any other process agreed upon by the councils.)

Counterpart

24. This agreement shall be signed in counterparts and all shall be deemed one original instrument.

Effective Date

25. This agreement shall come into effect on the date of the restructuring as set out in the Minister's Order.

Signed this _____ day of _____, 20__ at _____, Saskatchewan.

Mayor, Village of Somewhere

SEAL

Administrator, Village of Somewhere

Signed this _____ day of _____, 20__ at _____, Saskatchewan.

Mayor, Town of Anywhere

SEAL

Administrator, Town of Anywhere

Signed this _____ day of _____, 20__ at _____, Saskatchewan.

Reeve, Rural Municipality of Everywhere No. 900

SEAL

Administrator, Rural Municipality of Everywhere No. 900

Schedule "A"

BOUNDARIES OF THE MUNICIPAL DISTRICT OF _____

Schedule "B"

DESCRIPTION OF DIVISIONS/WARDS

The Divisions/Wards of the MD are established as follows:

DIVISION/WARD *(No. and/or name)*

DIVISION/WARD *(No. and/or name)*

DIVISION/WARD *(No. and/or name)*

DIVISION/WARD *(No. and/or name)*

DIVISION/WARD *(No. and/or name)*

DIVISION/WARD *(No. and/or name)*