

# Mayne Island Improvement District

## Bylaws - Operational Guideline

The Mayne Island Improvement District shall maintain bylaws pursuant to the requirements of the *Local Government Act* as deemed necessary by the Ministry of Community Services and that all of the said bylaws are duly registered.

### PROCEDURE

- The Administrative Officer or designate shall maintain and register the bylaws as directed by the *Improvement District Manual*.
- Bylaws will be recorded and filed in the office of the Administrative Officer and published on the Improvement District website when enacted or approved by the Ministry as applicable.
- Tax advance bylaws must be registered with the Inspector of Municipalities on or before November 30<sup>th</sup> of each year.