

501 UTILITY AUTHORITY INC.
Board of Directors Agenda
Tuesday August 11th, 2020
RM of Frenchman Butte No. 501, Boardroom

MEETING AGENDA

Attendance:

Regrets:

Alternates:

Delegations:

SECTION A - REGULAR AGENDA

1. Call to Order @ _____

2. Agenda

Additions/changes. ✓*Motion to adopt* _____ Seconded _____

3. Minutes Regular Board Meeting - July 14th, 2020

Errors or Omissions ✓*Motion to approve* _____ Seconded _____

• Business arising from the Minutes

- Carrier Agreements 2020 – Overdrive approved and agreement forwarded
- Signage for Lagoon, Booster Station and Truck dumps (Galt/Fischer)
 - Sask 1st Call - Database and IT contact is Marvin Loewen, Bernard Ecker, Merle Bielecki, St. Walburg (tbd) _____
 - Fees: One time membership fee \$50.00 plus GST; once activated,
 - Associated Engineering - Follow up on requested GPS coordinates as well as process involved regarding staking line for visual locate by Utility maintenance
 - Chelsea Chiasson, attached copy of database July 30 with 3m buffer, Marvin Loewen to review, verification letter to be signed and returned;
 - Test ticket to be sent prior to full activation
- St. Walburg Fire Committee – tour of facilities September 15 before meeting;
- Drone photos by Naomi Tschetter - quote of \$150.00
- Website - Updates and development continuing and content will be uploaded as permanent signed documents are delivered to Beagle Productions
 - Regional photos will be reviewed for selection and uploaded
 - Primary email - admin@501utility.ca is being activated and will be managed by the Chair and Administrator

Governance and Policy Committee:

- Motion to Approve “Harassment Prevention Policy”

Motion to Approve _____ Seconder _____ (3 readings)

- Motion to Approve “Procurement Policy & Guidelines”

Motion to Approve _____ Seconder _____ (3 readings)

SECTION B – FINANCIAL REPORTS, ACCOUNTING

- a. Financial Statements, Balance Sheet misstatement - update:

- Asset transfer to the 501 Utility Authority Inc. – report from St. Walburg

- b. Attached July 31st Bank statement and reconciliation, balance sheet, receipts, payments and Budget 2020 Variance Report

✓Motion to Receive Reports _____ Seconder _____ Carried _____

- c. Total Payables for Approval July 15th to August 11, 2020 \$ _____

✓Motion to approve _____ Seconder _____ Carried _____

- d. Variance Report - Budget v Operations to July 31st - performance and forecast

- Sask Power reconciliation (Galt)
- Sask Tel - \$1,250 security deposit credited to SaskTel account
- Synergy – July charges (Mills Midgley)

- **Maintenance and Operations** – Updates on Maintenance reports/logs and process
 - Issues Management Protocol (Maintenance requirements/Sewer back-ups/Haulers with Fobs/Billing Fobs/To Do list) Galt to develop
 - Marvin Loewen, Associated Engineering re: drainage issue update
 - AE ‘check lists’; B.Ecker has documents; Galt will coordinate with Town Admin;
 - Fobs – are they programmable to work only at the lagoon? (HSI/Fischer)

- **Old Business**

- **New Business**

- North fence required at lagoon site

- **Correspondence**

- **Next meeting - Tuesday, September 15th, 2020 @ 1:30 p.m.**

Motion to Approve _____ Seconder _____ Carried _____

- **Adjournment @ _____**

_____ Motion to Adjourn

**Minutes of the 501 Utility Authority Inc. Board of Directors held July 14, 2020
RM of Frenchman Butte No 501**

Attendance: RM of Frenchman Butte No. 501

**Gay Noeth
Bonnie Mills Midgley**

Town of St. Walburg

**Virginia Mowery (Teleconference)
Don Nicholson**

Village of Paradise Hill

**Merle Bielecki
Bernard Ecker**

**Administrator
Policy/Governance Advisors**

**Galt Group
Alan Thomarat, Principal
Elaine Unrau, VP Business Dev.**

The meeting was called to order by Chair Mills Midgley at 2:40 p.m.

ADDITIONS/CHANGES TO THE AGENDA

2020-07-14-01 Bielecki/Nicholson: That the 501 Utility Authority Board approve the agenda as amended and that it be used as a guide for the meeting.

Carried.

MINUTES, JUNE 9, 2020

2020-07-14-02 Nicholson/Ecker: That the 501 Utility Authority Inc. Board approve the June 9, 2020 meeting minutes as presented.

Carried.

BUSINESS ARISING FROM THE MINUTES

2020-07-14-03 Bielecki/Ecker: That the 501 Utility Authority Board approve Associated Engineering's recommendation to have a 3 meter buffer on each side of the waste collection line as per Sask 1st Call recommendation that all datasets have a buffer.

Carried.

FINANCIAL REPORTS, PAYMENTS, RESOLUTIONS

2020-07-14-04 Nicholson/Bielecki: That the 501 Utility Authority Board receive the following reports: June Bank Statement, Bank Reconciliation, Balance Sheet, Receipts, Payments and Variance Report.

Carried.

2020-07-14-05 Nicholson/Ecker: That the 501 Utility Authority Board authorize payments from June 9, 2020 to July 14, 2020 in the total amount of \$7,318.22 as attached to, and forming part of these minutes.

Carried.

NEXT MEETING

2020-07-14-06 Nicholson/Ecker: That the 501 Utility Authority Board approve that the next meeting date is August 11, 2020, to commence at 1:30 p.m.

Carried.

ADJOURNMENT

2020-07-14-07 Mowery: That the 501 Utility Authority Board meeting now be adjourned at 4:45 p.m.

Carried.

Minutes Approved on August 11, 2020

B Bonnie Mills Midgley, Chair

Merle Bielecki, Vice-Chair

501 UTILITY AUTHORITY INC.
Paradise Hill Lift Station
AUTHORIZED PERSONNEL ONLY
FOR EMERGENCIES CALL
306.123.4567

- 1. Paradise Hill Lift Station - 3' x 5'*
- 2. 501 Lagoon Access Road – 3' x 5'*

501 UTILITY AUTHORITY INC.
LAGOON ACCESS ONLY
NO THROUGH TRAFFIC | NO EXIT
NO UNAUTHORIZED PERSONNEL
FOR EMERGENCIES or
IN THE EVENT OF POWER FAILURE
CALL 1.306.123.4567

**501 Utility Authority Inc.
Booster Station**

AUTHORIZED PERSONNEL ONLY

FOR EMERGENCIES CALL

1.306.123.4567

3. 501 Utility Authority Booster Station 3.0' x 5.0'

4. 501 Utility Authority St Walburg Lift Station

**501 UTILITY AUTHORITY INC.
St. Walburg Lift Station**

AUTHORIZED PERSONNEL ONLY

FOR EMERGENCIES CALL

306.123.4567

501 UTILITY AUTHORITY INC.

St. Walburg Truck Dump

AUTHORIZED PERSONNEL ONLY

FOR EMERGENCIES PLEASE CALL

1.306.123.4567

5. 501 Utility Authority St Walburg Truck Dump 3.0' x 5.0'

6. 501 Utility Authority RM of Frenchman Butte Truck Dump 3.0' x 5.0'

501 UTILITY AUTHORITY INC.

RM of Frenchman Butte

No. 501 Truck Dump

AUTHORIZED PERSONNEL ONLY

FOR EMERGENCIES PLEASE CALL

1.306.123.4567

TRUCK DUMP OPERATING PROCEDURE SIGNS - 2.0' x 2.0'(2)

**501 UTILITY AUTHORITY INC.
ST WALBURG TRUCK DUMP**

**LIMIT 2,000 GALLONS/9.1 M³
IF RED LIGHT IS ON THEN
THIS DUMP IS FULL
PLEASE PROCEED TO THE
LAGOON**

**FOR ASSISTANCE CALL
1.306.123.4567**

**501 UTILITY AUTHORITY INC.
RM OF FRENCHMAN BUTTE NO 501
TRUCK DUMP**

**LIMIT 2,000 GALLONS/9.1 M³
IF RED LIGHT IS ON THEN
THIS DUMP IS FULL
PLEASE PROCEED TO THE
LAGOON**

**FOR ASSISTANCE CALL
1.306.123.4567**

501 UTILITY AUTHORITY INC.

BYLAW No. 12/20

PROCUREMENT POLICY AND GUIDELINES

A BYLAW TO GUIDE THE PURCHASING AND AUTHORIZATION OF EXPENDITURES OF THE 501 UTILITY AUTHORITY INC. AND THE CONDUCT OF ITS DIRECTORS, OFFICERS, AFFILIATES, STAFF AND STAKEHOLDERS

Objective:

To ensure that all expenditures made by the 501 Utility Authority Inc. are properly authorized.

Background:

Persuant to the The Municipalities Act "Subsection 111(2)

The administrator shall ensure that:

- (j) the funds of the [Utility] are disbursed only in the manner and to those persons that are directed by law or by the bylaws or resolutions of the [Board]."

"Section 159

The Utility may only make an expenditure that is:

- a. Included in its budget or otherwise authorized by its [Board];
- b. For an emergency;
- c. Legally required to be paid."

"Section 184

- 1) Subject to the regulations, the Board may establish a purchasing policy setting out the manner in which it is authorized to make purchases.
- 2) If a [utility] establishes a purchasing policy, the [utility] may only make purchases in a manner authorized by its purchasing policy, unless the [Board] authorizes a departure from that policy.
- 3) The Lieutenant Governor in Council may make regulations respecting the required contents of any Utility purchasing policy to be established pursuant to this section¹."

Policy:

1. Authorization and Payment of Accounts

- a) The particulars of all 501 Utility Authority expenditures made by cheque, credit card or by

¹ While the New West Partnership Trade Agreement specifies thresholds for the MASH sector (municipalities, agencies, schools and hospitals et al) nothing in the Agreement specifies Utilities, however entities controlled by the foregoing are bound by NWTPA and other trade agreements that enjoin Saskatchewan as an abiding signatory.

electronic transfer shall be presented at a regular meeting of the Board for review and approval, including;

- i) The transaction date,
- ii) The amount paid,
- iii) The payee
- iv) A description of what the payment is for.

b) Notwithstanding Section (a) above, the particulars of any expenditure whose disclosure would be restricted under *The Local Authority Freedom of Information and Protection of Privacy Act* shall not be disclosed in any verbal or written form.

c) The Chair, together with another person designated by the Board to sign cheques on its behalf, is authorized to pay by cheque or by electronic transfer the following budgeted expenditures in a timely fashion without prior approval of the Board:

- i) wages and salaries payable to municipal employees,
- ii) statutory payroll remittances,
- iii) employee payroll deductions for benefits, including Public Utility portions,
- iv) telephone, natural gas, power,
- v) payments to suppliers of bulk fuel,
- vi) collections on behalf of other taxing authorities,
- vii) amounts requiring to be paid by contract or by law,
- vi) any approved budgeted operating expenditure less than \$50,000.

The expenditure to be reviewed and approved at the next regular board meeting as described in a) above.

d) The Chair and Officers of the Board, at their discretion, are authorized to issue purchase orders and/or to make expenditures not specifically budgeted to a maximum of \$10,000. The expenditure to be reviewed and approved at the next regular [Board] meeting as described in a) above.

e) Any expenditure other than those listed in c) and d) above requires prior approval of the Board before the payment is made.

2. Purchase Orders

a) The Administrator/Chair/Vice-Chair are empowered to issue a purchase order by email confirmation without additional approval of the Board for any Approved Budgeted Operating Expenditure to a maximum of \$25,000.

b) The Certified WWII Operators are authorized to issue a purchase order for Budgeted Operating Expenditure as follows:

- i) Up to \$5,000 without prior approval of the Board Chair and Vice-Chair;
- ii) Over \$5,000 and up to \$10,000 with prior verbal approval of the Board Chair and Vice-Chair;
- iii) Over \$10,000 and up to 25,000 with prior written approval of the Board Chair and Vice-Chair.

c) The Certified WWII Operators are authorized to issue a purchase order for budgeted operating expenditures as follows:

- i) Up to \$500 without prior approval of the Chair and Vice-Chair;
- ii) Over \$500 and up to \$1,000 with prior verbal approval of the Chair and Vice-Chair;
- iii) Over \$1,000 and up to \$2,500 with prior written approval of the Chair and Vice-Chair.

3. Emergency/Urgent Situation Expenditures

- a) Emergency/Urgent situations are defined for purposes of this policy as situations where:
 - i) there is substantial risk of injury of any person;
 - ii) there is potential for substantial economic loss to the Utility or to a resident of the partner municipalities and the situation requires immediate action and resolution.
- b) Notwithstanding 3 (a) above in the case of an Emergency/Urgent situation:
 - i) all purchase authorities defined in this policy are doubled;
 - ii) Officers of the Board are authorized to make expenditures up to \$5,000 if required with written or email notification to the Board.
- c) Operations Committee to facilitate a) and b) above.

4. Purchase of Goods and Services

All purchases should be made with a view to economy. This does not necessarily mean that the lowest priced item will be purchased in any particular case. Economy in purchase price must be balanced against the quality of the product is use and ongoing costs that might be associated with using the product. Any purchase made should be considered to be the most economical in the longer term.

All purchases for goods and services up to \$10,000 can be made based on written quotes only, past experience with suppliers, knowledge of the market, and at the discretion of the purchasing authority within the limits of their authority as specified in this policy.

Any purchases of goods and services of \$75,000 or more require a tender process carried out using best practices and following the legal framework that is applicable. Currently, this requires preparing a formal tender document and posting it on the 'SaskTender' website.

The applicable 'appointed officer' shall manage the tendering process to ensure that the documentation and process comply with legal requirements and best practice. All tenders shall be reviewed and approved by the Board, its Officers and/or Administrator before they are posted publicly.

501 Utility Authority Inc - Code of Ethics

1. I will be motivated primarily by an earnest desire to serve the Utility and the people of my community to the best of my ability.
2. I will endeavor to attend all Board meetings.
3. I will recognize that the expenditure of utility funds is a public trust, and I will endeavor to see that all such funds shall be expended efficiently, economically and in the best interest of the 501 Utility and Region.
4. I will not use the 501 Utility or any program for my own personal advantage or for the advantage of my friends.
5. I will do everything possible to maintain the integrity, confidence, and dignity of the office of the 501 Utility Authority Board of Directors.
6. I will always comply with all legislation, bylaws and laws of our utility, municipalities, Saskatchewan, and Canada.
7. I will listen to what other Board members, individuals or groups may have to say before making final decisions.
8. I will endeavor to avoid hostility and bitterness, to observe proper decorum and behaviour, to encourage full and open discussions in all matters and not to withhold or conceal from my fellow Board members any information or matter in which they should be concerned.
9. I will make no disparaging remarks, in or out of a council meeting, about other members of the Board or their opinions, but I reserve the right to make honest and respectful criticism.
10. I will consider it unethical to pursue any procedure calculated to embarrass a fellow member of the Board, a member of the Utility staff or another local government body.
11. I will treat my fellow Board members, the municipal staff, and the public I serve with respect and consideration.
12. I will recognize that authority rests with the Board in legal session, and not with individual members of the Board.
13. I will abide by majority decisions of the Board once they are made.
14. I will not discuss confidential business of the 501 Utility Authority outside of board and committee meetings.
15. I will endeavour to keep informed on all local, provincial and national municipal developments of significance.
16. I will earnestly try to interpret the peoples' needs of the entire region and do my best to implement action to meet those needs, keeping in mind budget limitations of the 501 Utility Authority Inc.

Name

Date

Signature

BYLAW NO. 21/20

501 UTILITY AUTHORITY INC.

HARASSMENT PREVENTION POLICY

1. POLICY STATEMENT

The 501 UTILITY AUTHORITY INC. (the Utility) is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee whether on contract or salary is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Board member, worker, volunteer, contractor, supervisor and the Utility.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel and municipality-sponsored social events. The Utility will make every reasonable, practicable effort to ensure that no individual is subjected to workplace harassment. The Utility will investigate any incidents of harassment and take corrective action to address the incidents.

2. SCOPE

This policy applies to all Board members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, agents, applicants and representatives of the Utility when conducting business or performing duties or services on behalf of the Utility (regardless of location).

While attending a Utility workplace, directors, members of the public, visitors and individuals conducting business with the Utility, including but not limited to contractors, consultants, vendors or delivery persons, are expected to refrain from any form of harassment.

If the alleged harasser is a Board member, please refer to the Utility Code of Ethics Bylaw along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

3. DEFINITIONS

A. **Harassment** – refers to:

1. Discriminatory Harassment - Any inappropriate conduct, comment, display, action or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.
2. Sexual Harassment - A prohibited ground of discriminatory harassment which may include conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome. Sexual Harassment is, or may include, but is not limited to, the following:
 - A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
 - Unwelcome remarks, jokes, innuendoes, propositions or taunting about an employee's body, attire, sex or sexual orientation;
 - Displaying pornographic or sexually explicit pictures or materials;
 - Unwelcome physical contact;

- Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
 - Refusing to work with or have contact with individuals because of their sex, gender or sexual orientation.
3. Personal Harassment - An inappropriate conduct, comment, display, action or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the Utility, a manager or a supervisor relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure his or her conduct is not offensive to another.

- B. **Other Prohibited Behaviour** – The 501 Utility recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Utility, in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

4. WORKER RIGHTS

Every worker, whether paid or a volunteer, has the right to a harassment free work environment.

5. 501 UTILITY AUTHORITY INC. AND WORKER RESPONSIBILITY

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this policy.

6. 501 UTILITY AUTHORITY INC RESPONSIBILITY

The Utility, Board members, the Administrator/Chief Administrative Officer, managers and supervisors will take all complaints of harassment seriously. The Utility is committed to implementing a harassment free environment and will make every reasonable practicable effort to ensure that no individual is subjected to harassment, whether it is from a Board member, supervisor, co-worker or non-employee such as a member of the public.

7. PROCEDURE

A. Informal Process

An individual who believes that he or she has been the subject of conduct that is in violation of this policy is encouraged, where possible:

- a) to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b) to attempt to resolve the issue by direct discussion with the offending individual;

and may report the matter to the Board Chair. If the Board Chair is the accused harasser, then the matter may be reported to the Board Vice-chair. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the Utility may first try to resolve the issue informally.

B. Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should;

- i. Document the details of the alleged harassment including name(s), date, time, place, particular details of alleged harassment and any witnesses and
- ii. Submit a written report to the 501 Utility Board Chair or if the Chair is the accused harasser, then the written report may be submitted to the Vice-chair or Administrator.
- iii. The report may be delivered in a sealed envelope marked 'CONFIDENTIAL' or by confidential email to admin@501utility.com. The Administrator will then handle delivery of the Confidential correspondence as required.
- iv. The individual or investigator receiving the written report will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances outlined within the written report.

If there is a sufficient basis¹ in the written report or if the 501 Utility Board otherwise deems it necessary to do so, the Utility Chair or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The 501 Utility Board will decide (after in camera consultation) on any action to be taken as a result of the findings of the investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

- Where harassment is substantiated, the Utility will take appropriate corrective action and/or disciplinary action, up to and including termination of employment or engagement.
- Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith.
- Where, however, a complaint is fraudulent, malicious or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

¹ The Chair, Vice-Chair and/or investigator may wish to consult Sask Municipal Board, Saskatchewan Employment Standards Branch or Occupational Health and Safety to assist in determining sufficiency and next steps.

C. Board Director Process

If the alleged harasser is a Board member, please refer to the Utility's Code of Ethics Bylaw for the procedure to be followed and available sanctions.

8. TEMPORARY OR INTERIM MEASURES

In the event of an allegation of harassment, the Utility has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment. These measures should help to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace.

9. VARIATION FROM THE GENERAL PROCEDURE

The steps set out above and the manner in which an investigation is carried out is intended to be flexible in order to permit the Utility to respond to the specific circumstances at issue in each case. The Utility reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. In the event that an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Utility may still initiate a formal investigation of the conduct reported if the Utility determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

10. RETALIATION AND FRAUDULENT / MALICIOUS REPORTS

The Utility does not condone acts of retaliation against a individual who has reported harassment, either informally or formally, or participated in any manner in the investigation or resolution of a report of discrimination or harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective action and/or disciplinary action, up to and including termination of employment or engagement.

11. CONFIDENTIALITY

The Utility will not disclose the name of the individual who reported the harassment, the alleged harasser or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for the purposes of investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including termination of employment or engagement.

12. OTHER LEGAL RIGHTS

Nothing in this policy is intended to prevent or discourage an individual from exercising:

- A. his or her statutory rights as set out in Part III of *The Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- B. his or her statutory rights as set out in *The Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and

C. any other legal rights pursuant to any other law.

13. AVAILABILITY OF THE POLICY

The Utility will make a copy of this policy readily available for workers', volunteers' or contractors' reference and post in a conspicuous place in the workplace(s).

14. REVISIONS

The Utility shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

15. CONTACT INFORMATION

Bonnie Mills Midgley, Chair
P.O. Box 84
Frenchman Butte, Saskatchewan
S0M 0W0

Merle Bielecki, Vice-Chair
P.O. Box 37
Paradise Hill, Saskatchewan
S0M 2G0

Virginia Mowery, Officer
P.O. Box 368
St. Walburg, Saskatchewan
S0M 2T0

Galt Group, Administrator
P.O. Box 22203, Wildwood
Saskatoon, Saskatchewan
S7H 5P1

501 UTILITY AUTHORITY INC. HARASSMENT PREVENTION POLICY

ACKNOWLEDGMENT AND DECLARATION FORM – EMPLOYEE/VOLUNTEER

I, _____, an employee, volunteer or contractor of the 501 Utility Authority Inc acknowledge that I have been provided with a copy of the 501 Utility Authority Inc. Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment or engagement.

Date

Employee/Volunteer Signature

501 UTILITY AUTHORITY INC. HARASSMENT PREVENTION POLICY

ACKNOWLEDGMENT AND DECLARATION FORM – BOARD MEMBER

I, _____, a Board member of the 501 Utility Authority Inc., acknowledge that I have been provided with a copy of the 501 Utility Authority Inc. Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face removal, disciplinary action or sanctions.

Date

Board Member Signature

9:31 AM
05/08/20
Accrual Basis

501 Utility Authority Inc.
STATEMENT OF OPERATIONS
July 2020

	<u>Jul 20</u>
Income	0.00
Expense	
8690 · INSURANCE	-74.96
8710 · INTEREST & BANK CHARGES	4.00
8860 · PROFESSIONAL/ MANAGEMENT/GOVERN	3,241.88
8865 · ACCOUNTING - AUDIT FEES	848.00
9218 · UTILITIES - GAS	234.39
9219 · UTILITIES - POWER	
9220 · SK POWER # 5100 0709 3626	585.24
9221 · SK POWER # 5100 0709 3659	478.88
9222 · SK POWER # 5100 0709 3634	63.78
9223 · SK POWER # 5100 0709 3394	1,328.08
9224 · SK POWER # 5100 0709 3618	161.89
Total 9219 · UTILITIES - POWER	<u>2,617.87</u>
9225 · SASK TEL (ALARM SYSEM)	191.60
Total Expense	<u>7,062.78</u>
Net Income	<u><u>-7,062.78</u></u>

501 Utility Authority Inc.
STATEMENT OF OPERATIONS
 January through July 2020

	Jan - Jul 20
Income	
8000 · INCOME - TOWN OF ST. WALBURG	67,095.00
8001 · INCOME VILLAGE OF PARADISE HILL	32,760.00
8002 · INCOME - RM FRENCHMAN BUTTE	5,145.00
	105,000.00
Total Income	
Expense	
8520 · ADVERTISING/PROMOTIONS/WEBSITE	2,114.29
8690 · INSURANCE	21,819.04
8710 · INTEREST & BANK CHARGES	48.00
8760 · MEMBERSHIPS, DUES, TAXES & LIC	460.00
8810 · OFFICE SUPPLIES	222.30
8860 · PROFESSIONAL/ MANAGEMENT/GOVERN	25,112.61
8865 · ACCOUNTING - AUDIT FEES	3,856.90
8960 · MAINTENANCE AND REPAIRS	53.00
9218 · UTILITIES - GAS	2,998.00
9219 · UTILITIES - POWER	
9220 · SK POWER # 5100 0709 3626	3,928.19
9221 · SK POWER # 5100 0709 3659	4,951.15
9222 · SK POWER # 5100 0709 3634	979.03
9223 · SK POWER # 5100 0709 3394	8,848.14
9224 · SK POWER # 5100 0709 3618	694.93
	19,401.44
Total 9219 · UTILITIES - POWER	
9225 · SASK TEL (ALARM SYSYEM)	2,461.26
	78,546.84
Total Expense	
Net Income	26,453.16

501 Utility Authority Inc.
Balance Sheet
As of 31 July 2020

	<u>31 Jul 20</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CHEQUING	<u>59,066</u>
Total Chequing/Savings	59,066
Other Current Assets	
1070 · GST RECEIVABLE	<u>4,111</u>
Total Other Current Assets	<u>4,111</u>
Total Current Assets	63,178
Other Assets	
2300 · CU PROFIT SHARES	<u>5</u>
Total Other Assets	<u>5</u>
TOTAL ASSETS	<u><u>63,183</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2628 · GST PAYABLE	209
2700 · Deferred Income	<u>15,000</u>
Total Other Current Liabilities	<u>15,209</u>
Total Current Liabilities	<u>15,209</u>
Total Liabilities	15,209
Equity	
3600 · RETAINED EARNINGS	21,521
Net Income	<u>26,453</u>
Total Equity	<u>47,974</u>
TOTAL LIABILITIES & EQUITY	<u><u>63,183</u></u>

9:30 AM

05/08/20

501 Utility Authority Inc.
Reconciliation Summary
1000 - CHEQUING, Period Ending 31/07/2020

	<u>31 Jul 20</u>
Beginning Balance	33,028.53
Cleared Transactions	
Cheques and Payments - 6 Items	-7,322.22
Deposits and Credits - 2 Items	33,359.96
Total Cleared Transactions	<u>26,037.74</u>
Cleared Balance	<u>59,066.27</u>
Register Balance as of 31/07/2020	59,066.27
Ending Balance	59,066.27

9:30 AM

05/08/20

501 Utility Authority Inc.
Reconciliation Detail
1000 - CHEQUING, Period Ending 31/07/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						33,028.53
Cleared Transactions						
Cheques and Payments - 6 items						
Cheque	14/07/2020	60	GALT RESOURCES...	X	-3,241.88	-3,241.88
Cheque	16/07/2020	56	SASK POWER	X	-2,741.55	-5,983.43
Cheque	16/07/2020	57	SASK ENERGY	X	-246.14	-6,229.57
Cheque	16/07/2020	58	SASKTEL	X	-200.65	-6,430.22
Cheque	22/07/2020	59	DERRICK DATA SE...	X	-888.00	-7,318.22
Cheque	31/07/2020	DM	PAPER STMT FEE	X	-4.00	-7,322.22
Total Cheques and Payments					-7,322.22	-7,322.22
Deposits and Credits - 2 items						
Deposit	09/07/2020			X	10,994.96	10,994.96
Deposit	09/07/2020			X	22,365.00	33,359.96
Total Deposits and Credits					33,359.96	33,359.96
Total Cleared Transactions					26,037.74	26,037.74
Cleared Balance					26,037.74	59,066.27
Register Balance as of 31/07/2020					26,037.74	59,066.27
Ending Balance					26,037.74	59,066.27

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05/08/20

501 Utility Authority Inc.
A/P Aging Summary
As of 31 July 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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05/08/20

501 Utility Authority Inc.
A/R Aging Summary
As of 31 July 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

501 Utility Authority Inc. - Variance Report - July 2020

Income:	2019	2020	2020	2020	2020	2020
	Audited	To June 30 2020	To July 31 2020	Approved Budget	Forecast	Variance
2019 Village of Paradise Hill (31.20% Share)	\$ 21,840.00	\$ 32,760.00	\$ 32,760.00	\$ 43,680.00	\$ 43,680.00	\$ 0.00
2019 Town of St. Warburg (63.90% Share)	\$ 44,730.00	\$ 67,095.00	\$ 67,095.00	\$ 89,460.00	\$ 89,460.00	\$ 0.00
2019 RM of Frenchman Butte (4.90% Share)	\$ 3,430.00	\$ 5,145.00	\$ 5,145.00	\$ 6,860.00	\$ 6,860.00	\$ 0.00
Loan proceeds \$ 5,000 each Partner						
Proposed Increase Levy						
Proposed Income						
Proposed Annual				\$ 140,000.00	\$ 140,000.00	
Total 501 Operating Income	\$ 70,000.00	\$ 105,000.00	\$ 105,000.00	\$ 140,000.00	\$ 140,000.00	\$ 0.00
Expenses:						
Administration		\$ 4,200.00	\$ 4,200.00	\$ 12,900.00	\$ 11,550.00	\$ 1,350.00
Amortization/TCAR/Op Reserve				\$ 18,000.00	\$ 18,000.00	\$ 0.00
Advertising / Promotions / Website		\$ 2,114.29	\$ 2,114.29		\$ 2,500.00	\$ (2,500.00)
Bank Charges/Interest	\$ 73.00	\$ 44.00	\$ 48.00	\$ 100.00	\$ 96.00	\$ 4.00
Board Meetings (Honorarium)						
Board Meetings expenses				\$ 500.00	\$ 0.00	\$ 500.00
Board Meetings mileage						
Education/Certification				\$ 1,000.00	\$ 1,000.00	\$ 0.00
Other Meetings				\$ 200.00	\$ 200.00	\$ 0.00
Accounting - Audit fees		\$ 3,008.90	\$ 3,856.90	\$ 7,500.00	\$ 7,500.00	\$ 0.00
Postage/Box Rental				\$ 500.00	\$ 500.00	\$ 0.00
Legal Fees/Corporation Fees				\$ 3,000.00	\$ 150.00	\$ 2,850.00
Insurance fees	\$ 10,550.00	\$ 21,894.00	\$ 21,819.04	\$ 22,000.00	\$ 21,894.00	\$ 106.00
Professional/Management/Governance	\$ 23,067.00	\$ 17,670.73	\$ 20,912.61	\$ 23,000.00	\$ 23,000.00	\$ 0.00
Maintenance and Repairs		\$ 53.00	\$ 53.00	\$ 15,000.00	\$ 2,500.00	\$ 12,500.00
Membership fees/Dues/Licences / Taxes	\$ 70.00	\$ 460.00	\$ 460.00	\$ 600.00	\$ 600.00	\$ 0.00
Office Supplies	\$ 254.00	\$ 222.30	\$ 222.30	\$ 500.00	\$ 500.00	\$ 0.00
SaskEnergy		\$ 2,763.61	\$ 2,998.00	\$ 12,000.00	\$ 16,070.00	\$ (4,070.00)
Sask Power/Utilities	\$ 17,915.00	\$ 16,783.57	\$ 19,401.44	\$ 15,000.00	\$ 24,875.00	\$ (9,875.00)
Sask Tel (Alarm system)		\$ 2,269.66	\$ 2,461.26	\$ 6,000.00	\$ 4,995.00	\$ 1,005.00
Website Hosting Fees					\$ 400.00	\$ (400.00)
Total Operating Expenses	\$ 51,929.00	\$ 71,484.06	\$ 78,546.84	\$ 137,800.00	\$ 136,330.00	\$ 1,470.00
Operating Surplus/Deficit	\$ 18,071.00	\$ 33,515.94	\$ 26,453.16	\$ 2,200.00	\$ 5,245.00	\$ 3,045.00
Carry Forward Retained Earnings 2019		\$ 18,071.00	\$ 18,071.00	\$ 18,071.00	\$ 18,071.00	
Net Retained Earnings/Reserves		\$ 51,586.94	\$ 44,524.16	\$ 20,271.00	\$ 23,316.00	
Notes to Financial Statement:						
1) Amortization: determining start date						
2) Chart of Accounts under Review						