

Town of Strasbourg

Regular meeting of Council held in the Town Council Chambers
Strasbourg, Saskatchewan

Wednesday, July 10, 2019



Present: Mayor: Kelvin Schapansky
Council Members: Peter Barry
Cliff Eisler
Lorne Gottselig
Bernie Josephson
Administrator: Jennifer Josephson
Absent: Kevin Flavel
Murray Kondratiuk

A quorum being present, Mayor Schapansky called the meeting to order at 7:00 p.m.

Declarations No declarations of conflict of interest or financial interest were made.

Minutes - Regular 174/2019 Josephson:Gottselig
"THAT the minutes from the June 26, 2019 regular meeting of Council be approved as presented by the Administrator."

CARRIED

Foreman Tyler Hilderman and Assistant Foreman Keith Hilderman joined the meeting at 7:02 p.m.

Correspondence 175/2019 Barry:Eisler
"THAT the following correspondence from the July 10, 2019 meeting, as presented by the Administrator, be filed:
a) FCM re: *Asset Management Funding Dispersed*
b) Affinity Credit Union re: *Funding for Strasbourg Memorial Hall.*"

CARRIED


Reports 176/2019 Barry:Josephson
"THAT the Town of Strasbourg acknowledge the following meeting reports:
a) Waterworks Compliance Inspection Report
b) Wastewater Compliance Inspection Report
c) July 2019 Public Works Report
d) Council Reports
i. Councillor Josephson reported on attending an EMO Committee meeting with the EMO Coordinator on July 4, 2019 to prepare for the upcoming town-wide water shut off.
ii. Mayor Schapansky, and Councillors Josephson, Barry and Gottselig reported on attending a Fire Committee meeting on July 10, 2019, in which the committee discussed two draft fire bylaws.
iii. Councillor Barry discussed the thank you letter written to the Maple Street delegation from the previous meeting, and suggested we amend the Town's recognition policy to include a form of recognition for new residential homebuilders in our Town."

CARRIED

Tyler and Keith Hilderman left the meeting at 7:30 p.m.

Financial Reports 177/2019 Gottselig:Josephson
"THAT the Statement of Financial Activities and Bank Reconciliation for the month of June 2019 be accepted as presented by the Administrator."

CARRIED


Mayor

Payment for Sewer Cleaning 178/2019 Josephson:Gottselig
"THAT the Town cancel cheque 11798 to Atlas Sanitary Services for \$577.20, and reissue a cheque to Harold Hubick for 50% of the invoice, or \$288.60, as partial reimbursement for his sewer cleaning fees, where part of the blockage occurred on the Town's portion of sewer line."

CARRIED

Payment of Accounts 179/2019 Barry:Eisler
"THAT the List of Accounts for Approval, including cheque 11773 to cheque 11866, and excluding cheque 11798, in the total amount of \$298,833.90 as attached hereto and forming a part of these minutes, be approved for payment."

CARRIED

Policy #GG-012 180/2019 Eisler:Gottselig
"THAT the Town of Strasbourg approve General Government Policy #GG-012, also known as the Harassment Policy, which is attached hereto and forms part of these minutes."

CARRIED

Policy #GG-013 181/2019 Barry:Josephson
"THAT the Town of Strasbourg approve General Government Policy #GG-013, also known as the Employee Code of Conduct Policy, which is attached hereto and forms part of these minutes."

CARRIED

Policy #UT-001 182/2019 Josephson:Eisler
"THAT the Town of Strasbourg amend Utility Policy #UT-001, also known as the 2019 Waterworks Rate Policy, which is attached hereto and forms part of these minutes."

CARRIED

Building Permit 183/2019 Gottselig:Josephson
"THAT the Town of Strasbourg approve Building Permit:
a) 19-007 at Pt Lot 7, Block M, Plan 65R18384 for an addition subject to Professional Building Inspections, Inc. plan review requirements."

CARRIED

Adjourn 184/2019 Barry:
"THAT this meeting of the Council of the Town of Strasbourg be adjourned."

CARRIED
Time: 8:05 p.m.

Mayor



Administrator

Report Date
2019-07-10 1:45 PM

Town of Strasbourg
List of Accounts for Approval
As of 2019-07-10
Batch: 2019-00042 to 2019-00047

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
11773	2019-06-18	GMR Concepts 06172019	Hall Lobby Window Blind	675.00	675.00
11774	2019-06-26	Brayden Mytopher June/19-Wage1	June 1-15, 2019 Wages	599.41	599.41
11775	2019-06-26	Cheryl Pirie Jun/19-Contract	June/19 Office Maint Contract	500.00	500.00
11776	2019-06-26	Crystal Mytopher June/19-Wage	June 2019 Wages	1,118.67	1,118.67
11777	2019-06-26	Don Josephson June/19-Wage1	June 1-15, 2019 Wages	495.82	495.82
11778	2019-06-26	Emily Hubick June/19-Wage1	June 1-15, 2019 Museum Wages	311.13	311.13
11779	2019-06-26	Grace Edwards June/19-Wage1	June 1-15, 2019 Museum Wages	46.03	46.03
11780	2019-06-26	Jennifer Josephson June/19-Wage	June 2019 Wages	2,121.30	2,121.30
11781	2019-06-26	Jessica Dreger Jun/19-Contract	Jun/19 Museum Curator Contract	350.00	350.00
11782	2019-06-26	Josh Buhay June/19-Wage	June 19-30, 2019 Wages	1,324.40	1,324.40
11783	2019-06-26	Keith Hilderman June/19-Wage	June 2019 Wages	3,714.67	3,714.67
11784	2019-06-26	MEPP June/19-REM	June 2019 Deductions	3,674.92	3,674.92
11785	2019-06-26	Natalie Fritzler 190095-010	Overpayment of Taxes	81.50	81.50
11786	2019-06-26	Rebecca Tamlin June/19-Wage1	June 1-15, 2019 Museum Wages	115.08	115.08
11787	2019-06-26	Receiver General of Canada June/19-REM	June 2019 Remittance	12,182.02	12,182.02
11788	2019-06-26	Rodger Yauck June/19-ap	Bi-Directional Tractor-1st 50%	30,000.00	30,000.00
11789	2019-06-26	Roy Erickson Jun/19-Contract	June/19 Hall Maint Contract	600.00	600.00
11790	2019-06-26	S.U.M.A. June/19-REM	May 2019 Deductions	1,595.81	1,595.81
11791	2019-06-26	Sandy Frison June/19-Wage June/19-ap	June 2019 Wages Office - Coffee	2,463.97 79.98	2,543.95
11792	2019-06-26	Seth Dreger			

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		June/19-REF	Utility Deposit REFUND	150.00	150.00
11793	2019-06-26	Shaye Frizzell			
		June/19-Wage1	June 1-15, 2019 Wages	889.52	889.52
11794	2019-06-26	Strasbourg Tiny Tots & Helping			
		190081-005	Overpayment of Taxes	76.45	76.45
11795	2019-06-26	Travis Taypotat			
		June/19-Wage1	June 1-15/19 Hall Wages	165.66	165.66
11796	2019-06-26	Tyler Hilderman			
		June/19-Wage	June 2019 Wages	4,267.64	4,267.64
11797	2019-07-02	Ministry of Finance			
		June/19-Rem	June 2019 Remittance	134,834.49	134,834.49
11798	2019-07-10	Atlas Sanitary Services	- cancelled July 10/19		
		43381	111 George-Sewer Line Cleanout	577.20	577.20
11799	2019-07-10	Bazaar & Novelty			
		56174	Hall - Plaque, Chair Plates	152.92	152.92
11800	2019-07-10	Beaton Planning			
		Strasbourg-June	Professional Planning - G & L	305.81	305.81
11801	2019-07-10	Bernard Josephson			
		Apr-June/19-Rem	April - June 2019 Remuneration	1,125.00	1,125.00
11802	2019-07-10	Brayden Mytopher			
		June/19-Wage2	June 16-30, 2019 Wages	759.73	759.73
11803	2019-07-10	Voided by the print process			
11804	2019-07-10	Bulyea Co-operative Assn Ltd			
		887	Pails - 4	39.03	
		889	Fuel Hoses, Couplings	18.02	
		8270	Fire Truck Adaptors	217.31	
		58	Fire Tanker - hose, fitting	22.04	
		Apr/19-Cor	Correction to Apr Fuel receipt	4.45	
		May/19-Fuel1	Diesel - hotsy	23.94	
		May/19-Fuel2	Fuel - Dodge RAM	91.56	
		May/19-Fuel3	Diesel & Reg Fuel - P/W	480.96	
		May/19-Fuel4	Diesel & Reg Fuel - P/W	521.30	
		May/19-Fuel5	Fuel - Chev 1/2 Ton, 1 Ton	354.20	
		2472	Fire Dept - Batteries	26.60	
		2848	Oil	59.27	
		801	Fire Tanker - Diesel	125.00	
		1073	Fuel - P/W	86.20	
		June/19-Fuel1	Fuel - RAM	91.44	
		June/19-Fuel2	Fuel-Backhoe,Chev 1/2Ton,RAM	279.81	
		June/19-Fuel3	Diesel & Reg Fuel - P/W	601.36	3,042.49
11805	2019-07-10	Canadian Pacific Railway Co.			
		1000-0011112456	Flasher with Gate Shared	279.00	279.00
11806	2019-07-10	Canadian Tire Store #629			
		556744	Shop supplies	267.45	
		556745	Battery Charger	128.75	396.20

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
11807	2019-07-10	Carol Schultz July/19-ap	Ancestor's Day - Flowers	159.70	159.70
11808	2019-07-10	Clark's Supply and Service Ltd IN339618 IN338321	Grasshopper - Oil filter Whipper Snipper - Line	87.83 88.43	176.26
11809	2019-07-10	Cliff Eisler Apr-Jun/19-Rem	Aril - June 2019 Remuneration	975.00	975.00
11810	2019-07-10	Commissionaires 26251	Bylaw Enforcement Officer	518.18	518.18
11811	2019-07-10	Crystal Mytopher July/19-ADV	July 2019 Advance	1,000.00	1,000.00
11812	2019-07-10	Don Josephson June/19-Wage2	June 16-30, 2019 Wages	74.92	74.92
11813	2019-07-10	Eighty-Nine Imprinting Ltd. 107277	P/W Safety Clothing	280.83	280.83
11814	2019-07-10	Emily Hubick June/19-Wage2	June 16-30, 2019 Museum Wages	215.39	215.39
11815	2019-07-10	Grace Edwards June/19-Wage2	June 16-30, 2019 Museum Wages	230.17	230.17
11816	2019-07-10	Heavy Construction Safety 2019-09065	Power Mobile Equip Evaluator	183.75	183.75
11817	2019-07-10	Hubick's Plumbing and Heating 19061708	WTP - Fittings, Labour	263.63	263.63
11818	2019-07-10	Jennifer Josephson July/19-ADV	July 2019 Advance	1,300.00	1,300.00
11819	2019-07-10	Josh Buhay July/19-ADV	July 2019 Advance	1,300.00	1,300.00
11820	2019-07-10	Keifer Scholefield June/19-Fire	2018 - 21 hrs @ \$13	273.00	273.00
11821	2019-07-10	Keith Hilderman July/19-ADV	July 2019 Advance	1,600.00	1,600.00
11822	2019-07-10	Kelvin Schapansky Apr-Jun/19-Rem	April - June 2019 Remuneration	785.00	785.00
11823	2019-07-10	Kenny Gustavson June/19-REF	Utility Deposit REFUND	150.00	150.00
11824	2019-07-10	Kevin Flavel Apr-Jun/19-Rem	April - June 2019 Remuneration	675.00	675.00
11825	2019-07-10	Last Mountain Electric 1340	Shop Electrical Panel Upgrade	5,278.05	5,278.05
11826	2019-07-10	Levitt-Safety 2020111-00	WTP - SCBA	2,953.11	2,953.11
11827	2019-07-10	Loraas Disposal South Ltd. 0007637853	June/19 Garbage & Recycling	12,877.48	12,877.48

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
11828	2019-07-10	Lorne Gottselig Apr-Jun/19-Rem	April - June 2019 Remuneration	645.00	645.00
11829	2019-07-10	Murray Kondratiuk Apr-Jun/19-Rem	April - June 2019 Remuneration	675.00	675.00
11830	2019-07-10	Operator Certification Board July/19-Ren	Tyler - Renew to Sept 2020	150.00	150.00
11831	2019-07-10	Parkland Regional Library 4277	Municipal Levy 2nd 50%	5,280.00	5,280.00
11832	2019-07-10	Peter Barry Apr-Jun/19-Rem	April - June 2019 Remuneration	1,115.00	1,115.00
11833	2019-07-10	Prairie Roots Tree Care & 589193	Tree Pruning/Consultation	266.40	266.40
11834	2019-07-10	Princess Auto 1870158 1876920 1876950	Shop - Supplies Shop - supplies Shop - Tool Hooks, Storage	63.77 71.00 62.06	196.83
11835	2019-07-10	Professional Building Insp Inc 19063068	June/19 - Building Insp Fees	1,943.53	1,943.53
11836	2019-07-10	RCAP Leasing Inc. 2144801	Office Phones Lease - Aug	64.84	64.84
11837	2019-07-10	Rebecca Tamlin June/19-Wage2	June 16-30, 2019 Museum Wages	115.08	115.08
11838	2019-07-10	Receiver General Of Canada June/19-Rem	June 2019 Remittance	735.56	735.56
11839	2019-07-10	Regina Rent-It-Centre 111003	Echo PAS 2620, Safety Kit	699.30	699.30
11840	2019-07-10	Robbie Johnston 190100-011	Overpayment of Taxes	76.84	76.84
11841	2019-07-10	Robertson Stromberg LLP 613850	Legal Advice - ICM, Land Trans	1,438.91	1,438.91
11842	2019-07-10	Rocky Mountain Phoenix IN019956 IN0117824	FireDept-ReFab/Paint New Door Fire Dept - Gasket	1,896.36 30.25	1,926.61
11843	2019-07-10	Ronald Griffin June/19-Cell	Cell Phone Reimbursement-June	70.00	70.00
11844	2019-07-10	Royal Bank of Canada June/19-ap1 June/19-ap2 June/19-ap3 June/19-ap4 June/19-ap5	Museum-Heater, Office-Shelf JD1575 Mower Blades Tandem, Bi-Dir,Brooms JD1575 - filters Water Tests	251.66 125.30 259.03 263.51 92.00	991.50
11845	2019-07-10	Ruth Heintz 14	Flower Pots, Hanging Baskets	461.89	461.89

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
11846	2019-07-10	Sandy Frison July/19-ADV	July 2019 Advance	500.00	500.00
11847	2019-07-10	Sask Power June/19-OFFICE June/19-MUS June/19-LIGHTS June/19-HALL June/19- FIRE June/19-SHOP June/19-GREEN June/19-WELLS June/19-LAGOON	Office - Power & Energy Museum - Power & Energy Streetlights Hall - Power & Energy Firehall - Power & Energy Shop - Power & Energy Greenspace - Power Wells/Pumps-Power&Energy Lagoon - Power	410.67 112.52 1,447.12 176.74 128.68 186.30 38.82 1,185.61 19.65	3,706.11
11848	2019-07-10	Sask Tel June/19-3707 June/19-3421 June/19-3465 June/19-9191 June/19-Shop June/19-Museum	Office Phone/Internet & Alarms Hall Phone Firehall Phone/Highspeed Fire Alarm Shop - Internet Museum Phone & Internet	1,036.52 65.36 125.14 76.46 62.05 130.69	1,496.22
11849	2019-07-10	SaskBattery 182204	Fire Dept - Batteries	80.15	80.15
11850	2019-07-10	SGL Auto Fund July/19-plates July/19- plates	2017 Mobility Bus - plates '98 GMC Garbage Truck - plates	610.18 873.60	1,483.78
11851	2019-07-10	Shaye Frizzell June/19-Wage2	June 16-30, 2019 Wages	863.80	863.80
11852	2019-07-10	Voided by the print process			
11853	2019-07-10	Strasbourg Building & 218509 219550 218552 218581 218619 218650 218698 218777 218885 218931 218950 219291 219366 219424 219498 219593	Shop - Bits Shop - lumber Shop Roof - Sealer, Foam Hall - Paint Water Break - Cement Block Water Break - Insulation Hall - Mirror Hooks Shop - Overhead Door Office - Paint Office - Paint Office - Paint Hall - Maintenance Shop - Level Wrecking Bar Curbs - Paint Curbs - Paint, supplies	7.09 607.54 384.53 62.19 30.59 12.61 3.76 5,555.28 142.61 71.30 71.58 11.74 24.96 21.08 150.95 36.64	7,194.45
11854	2019-07-10	Strasbourg Co-operative Ltd. 5503	Office - Coffee supplies	13.68	

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Town of Strasbourg
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		8266	Shop - Coffee supplies	9.99	23.67
11855	2019-07-10	Strasbourg Pharmacy Ltd.			
		512830	Museum - Work Gloves	12.53	
		514238	Museum - 1st Aid Case	33.29	45.82
11856	2019-07-10	Success Office Systems			
		INV249202	Copier usage - Apr - Jun	611.95	611.95
11857	2019-07-10	SUMA			
		000089974	Bylaw Enf Webinar	47.25	
		000089740	Signs (2)	168.98	
		000089905	EMO - Folders, Name Tags	199.76	
		000089830	Office Supplies	65.68	481.67
11858	2019-07-10	The Wireless Age			
		230829-91	Radios (6)	3,982.28	3,982.28
11859	2019-07-10	Travis Taypotat			
		June/19-Wage2	June 16-30/19 Hall Wages	23.02	23.02
11860	2019-07-10	True Value V&S			
		1299614	Hall - Florescent Bulbs	39.90	
		1299624	Bolts	38.30	
		1299756	WTP - elbox, adaptor	12.28	
		1299815	Plunger	8.31	
		1300256	Antifreeze	48.82	
		1301583	Shop Supplies	65.46	
		1301946	Hose Barb, Hose Clamp	15.50	
		1301941	Tire Inflator, Hose Barb	41.04	
		1302551	Hitch Pins	34.94	
		1302791	Batteries	31.06	335.61
11861	2019-07-10	Tyler Hilderman			
		July/19-ADV	July 2019 Advance	1,600.00	
		June/19-Cell	Cell Phone Reimbursement - Jun	90.00	1,690.00
11862	2019-07-10	Vital Effect Inc.			
		5555	Website Fee - June	51.45	51.45
11863	2019-07-10	WFR Wholesale Fire & Rescue			
		116728	Rescue Wipes, Nightstick	281.10	281.10
11864	2019-07-10	Wilson's Water & Ice			
		1700	Water Cooler - June	22.00	
		1701	Shop Water Cooler - June	16.50	38.50
11865	2019-07-10	Wolseley Waterworks Group			
		3809405	Water Meters (4)	1,358.46	
		3754531	Water & Sewer Stock	1,684.12	
		3805021	Water & Sewer Stock	15,584.71	
		3805022	Shop/WTP-Power Louvers (2)	519.61	19,146.90
11866	2019-07-10	Wood Wyant			
		358567	Office Washroom Janitorial	181.04	181.04
				Total for AP:	299,411.10

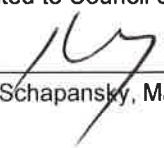
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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
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Certified correct and in accordance with the records
Presented to Council on this 10th day of July, 2019..


Kelvin Schapansky, Mayor


Jennifer Josephson, Administrator

Town of Strasbourg
Statement of Financial Activities - Detailed
For the Period Ending June 30, 2019

	Current	Year To Date	Budget	Variance
REVENUES				
TAXATION				
Municipal Taxes				
410-110-100 - General Municipal Levy	654,331.13	654,331.13	654,000.00	331.13
410-120-100 - Abatements and Adjustments	(577.50)	(577.50)	(2,500.00)	1,922.50
410-130-100 - Tax Discounts	(22,135.81)	(23,516.95)	(29,000.00)	5,483.05
	631,617.82	630,236.68	622,500.00	7,736.68
Trailer License Fees				
410-300-100 - Trailer License Fees	(246.48)	701.52	700.00	1.52
	(246.48)	701.52	700.00	1.52
Penalties on Tax Arrears				
410-400-110 - Penalty on Municipal Taxes - Property	632.62	4,720.66	5,000.00	(279.34)
	632.62	4,720.66	5,000.00	(279.34)
TOTAL TAXATION:	632,003.96	635,658.86	628,200.00	7,458.86
FEES AND CHARGES				
Custom Work				
420-100-100 - F&C - Custom Work/Signs	150.00	1,595.00	2,000.00	(405.00)
	150.00	1,595.00	2,000.00	(405.00)
Sale of Supplies and Gravel				
420-200-210 - F&C - Sale of Supplies - Misc.	60.00	750.00	100.00	650.00
420-200-500 - F&C - Fax/Copying		78.50	100.00	(21.50)
420-200-700 - F&C - Mobility Van			1,000.00	(1,000.00)
420-200-910 - F&C - Housing Authority Surplus			1,000.00	(1,000.00)
420-200-920 - F&C - Notary/Title Transfer Fees	25.00	134.00		134.00
	85.00	962.50	2,200.00	(1,237.50)
Rentals				
420-300-100 - F&C - Rentals - Office/Shop/Land	50.00	28,900.00	27,000.00	1,900.00
420-300-110 - F&C - Rentals - Trailer Lots		3,600.00	3,600.00	
	50.00	32,500.00	30,600.00	1,900.00
Policing and Fire Fees				
420-400-100 - F&C - Policing Fees - Fines	403.15	1,261.69	100.00	1,161.69
420-400-300 - F&C - (J) Fire Callout Fees		8,264.80	15,000.00	(6,735.20)
420-400-350 - F&C - (J) Fire Levies			45,000.00	(45,000.00)
	403.15	9,526.49	60,100.00	(50,573.51)
Recreation Fees				
420-530-100 - F&C - Museum Collections		852.05	1,000.00	(147.95)
420-530-200 - F&C - Community Hall Fees	1,225.00	10,512.50	15,000.00	(4,487.50)
420-530-300 - F&C - Campground Fees	60.00	60.00	2,500.00	(2,440.00)
	1,285.00	11,424.55	18,500.00	(7,075.45)
Cemetery Fees				
420-600-100 - F&C - Cemetery Fees	1,550.00	3,050.00	2,000.00	1,050.00
	1,550.00	3,050.00	2,000.00	1,050.00
Licenses and Permits				
420-700-200 - F&C - Licences - Business	200.00	6,300.00	5,500.00	800.00
420-700-210 - F&C - Licences - Pets	(15.00)	1,200.00	1,000.00	200.00
420-700-220 - F&C - Licences - Marriage		180.00	100.00	80.00

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Town of Strasbourg
Statement of Financial Activities - Detailed
For the Period Ending June 30, 2019

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	Current	Year To Date	Budget	Variance
420-710-100 - F&C - Building Permits	265.00	805.00	5,500.00	(4,695.00)
420-720-100 - F&C - Fire Pit Permits	25.00	150.00	100.00	50.00
	475.00	8,635.00	12,200.00	(3,565.00)
Other				
Tax Certificate				
420-800-100 - F&C - Tax Certificate	25.00	200.00	500.00	(300.00)
	25.00	200.00	500.00	(300.00)
Landfill/Waste Collection Fees				
420-850-120 - F&C - Waste Collection Fees		2,356.00	3,000.00	(644.00)
	0.00	2,356.00	3,000.00	(644.00)
TOTAL FEES AND CHARGES:	4,023.15	70,249.54	131,100.00	(60,850.46)
UTILITIES				
Water & Sewer				
440-100-100 - Water - Well Charges	1,000.00	6,000.00	10,000.00	(4,000.00)
440-110-100 - Water		86,929.00	177,000.00	(90,071.00)
440-140-100 - Water - Connection Fees	25.00	175.00	500.00	(325.00)
440-190-900 - Water - Other Revenue		1,140.00		1,140.00
440-220-100 - Sewer		34,762.00	68,000.00	(33,238.00)
440-230-100 - Sewer - Cleaning/Rentals & Supplies		750.00		750.00
440-240-100 - Sewer - Infrastructure Fees		40,200.00	79,000.00	(38,800.00)
440-290-900 - Sewer - Lagoon Dumping Fees	440.00	1,780.00	1,000.00	780.00
TOTAL UTILITIES:	1,465.00	171,736.00	335,500.00	(163,764.00)
UNCONDITIONAL/CONDITIONAL GRANTS				
450-110-100 - Unconditional-Municipal Operating Grant	41,314.00	41,314.00	165,000.00	(123,686.00)
450-200-070 - Conditional - Federal - Gas Tax		23,537.60	42,000.00	(18,462.40)
450-220-100 - Conditional - Federal - FCM Asset Man.			26,000.00	(26,000.00)
450-230-100 - Conditional - Federal - Student Emp			4,400.00	(4,400.00)
450-340-100 - Conditional - Prov - Transit Disabled			200.00	(200.00)
450-400-050 - Conditional - Local		450.00		450.00
450-430-100 - Conditional - Prov - Recycling		3,776.91	3,500.00	276.91
TOTAL UNCONDITIONAL/CONDITIONAL GRANTS:	41,314.00	69,078.51	241,100.00	(172,021.49)
GRANTS IN LIEU OF TAXES				
450-500-100 - GIL - Federal			1,000.00	(1,000.00)
450-600-100 - GIL - Provincial	1,240.06	1,240.06	1,200.00	40.06
450-620-100 - GIL - Prov - Sask. Energy	1,605.14	13,634.12	13,000.00	634.12
450-800-100 - GIL - SPC Surcharge	3,564.01	18,722.19	35,000.00	(16,277.81)
TOTAL GRANTS IN LIEU OF TAXES:	6,409.21	33,596.37	50,200.00	(16,603.63)
CAPITAL ASSET PROCEEDS				
460-200-100 - GG - Land Sales - Gain/Loss		(3,977.81)		(3,977.81)
460-220-500 - TS - Sale of Machinery/Eqmt - Gain/Loss		1,755.00		1,755.00
TOTAL CAPITAL ASSET PROCEEDS:	0.00	(2,222.81)	0.00	(2,222.81)
INVESTMENT INCOME AND COMMISSIONS				
470-100-100 - Interest Revenue/Equity	384.68	414.68	100.00	314.68

Town of Strasbourg
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	Current	Year To Date	Budget	Variance
470-100-110 - Interest Revenue - Reserve Funds	1,506.22	5,253.72	9,000.00	(3,746.28)
TOTAL INVESTMENT INCOME AND COMMISSIONS:	1,890.90	5,668.40	9,100.00	(3,431.60)
OTHER REVENUES				
480-100-100 - Museum - Grants - SK Lotteries		2,500.00	2,500.00	
480-140-100 - Hall General Fundraising Projects	100.00	700.00		700.00
480-150-100 - Donations - General		500.00	100.00	400.00
480-160-100 - Donations - Hall		500.00	500.00	
480-170-100 - Donations - Museum	500.00	1,600.00	100.00	1,500.00
480-180-100 - Donations - Cemetery			100.00	(100.00)
480-190-100 - Donations - Green Space/Park		250.00	100.00	150.00
TOTAL OTHER REVENUES:	600.00	6,050.00	3,400.00	2,650.00
TOTAL REVENUES:	687,706.22	989,814.87	1,398,600.00	(408,785.13)
EXPENDITURES				
GENERAL GOVERNMENT SERVICES				
Wages & Benefits				
510-110-110 - GG - Council - Indemnity		4,404.12	15,000.00	10,595.88
510-110-140 - GG - Council - Indemnity Committee		1,875.00	6,500.00	4,625.00
510-110-300 - GG - Salaries - Office	10,047.13	56,356.68	112,000.00	55,643.32
510-130-300 - GG - Benefits - Office	1,857.03	11,200.99	24,800.00	13,599.01
510-150-530 - GG - Benefits - Clothing	360.40	360.40	300.00	(60.40)
	12,264.56	74,197.19	158,600.00	84,402.81
Professional/Contract Services				
510-200-110 - GG - Cont. - Legal		100.00	25,000.00	24,900.00
510-200-130 - GG - Cont. - Audit/Accounting	9,858.00	9,858.00	10,000.00	142.00
510-200-150 - GG - Cont. - Assessment - SAMA		11,289.65	12,000.00	710.35
510-200-170 - GG - Advertising/Printing	364.40	735.00	2,000.00	1,265.00
510-210-100 - GG - Council Travel/Meals/Laptop		2,822.05	6,000.00	3,177.95
510-210-170 - GG - Admin. - Training, Travel & Meals		1,835.81	3,500.00	1,664.19
510-220-100 - GG - Cont. - Office Caretaking Wages	500.00	3,000.00	6,000.00	3,000.00
510-230-100 - GG - Cont. - Insurance, General & Bond		3,891.40	3,700.00	(191.40)
510-240-100 - GG - Cont. - Memberships & Subscriptions	160.00	2,614.12	3,200.00	585.88
510-260-100 - GG - Cont. - Tax Enforcement/Collection	(396.50)	(617.72)	800.00	1,417.72
510-260-150 - GG - Cont. - Elections		256.80	800.00	543.20
510-270-100 - GG - Town Office Copier/Supplies	2,545.99	16,637.17	23,000.00	6,362.83
510-270-110 - GG - Admin Bldg Maint/Supplies/Repairs	360.05	1,645.89	5,000.00	3,354.11
510-280-130 - GG - Cont. - Marriage Licenses	350.00	350.00	200.00	(150.00)
510-280-170 - GG - Cont. - Appeals		150.00	300.00	150.00
510-290-100 - GG - Cont. - Bank Charges	218.44	1,051.94	6,000.00	4,948.06
	13,960.38	55,620.11	107,500.00	51,879.89
Utilities				
510-300-110 - GG - Heat, Power & Water - Admin Bldg	454.95	3,109.60	8,000.00	4,890.40
510-300-140 - GG - Utility - Telephone/Alarm	443.42	1,987.07	4,000.00	2,012.93
	898.37	5,096.67	12,000.00	6,903.33
Maintenance, Material and Supplies				
510-400-110 - GG - Postage	1,000.00	3,000.00	5,500.00	2,500.00
510-410-140 - GG - Office Supplies & Stationery	223.49	647.93	4,000.00	3,352.07

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Town of Strasbourg
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	Current	Year To Date	Budget	Variance
510-410-170 - GG - Office Furniture & Equipment		326.33	1,000.00	673.67
	1,223.49	3,974.26	10,500.00	6,525.74
Capital Expenditures				
510-600-199 - GG - Amortization			9,200.00	9,200.00
	0.00	0.00	9,200.00	9,200.00
Interest				
510-700-110 - GG - School Interest		17.82		(17.82)
	0.00	17.82	0.00	(17.82)
TOTAL GENERAL GOVERNMENT SERVICES:	28,346.80	138,906.05	297,800.00	158,893.95
PROTECTIVE SERVICES				
POLICE PROTECTION				
520-210-110 - PS - RCMP - Contracted Services			63,000.00	63,000.00
520-210-120 - PS - Bylaw Enf Off - Contracted Services	329.00	987.00	3,600.00	2,613.00
TOTAL POLICE PROTECTION:	329.00	987.00	66,600.00	65,613.00
FIRE PROTECTION				
Wages and Benefits				
525-110-110 - PS - (J)Fire - Salaries			20,000.00	20,000.00
525-120-110 - PS - (J)Fire - Benefits		84.11	500.00	415.89
	0.00	84.11	20,500.00	20,415.89
Professional/Contractual Services				
525-210-100 - PS - (J)Fire - EMS Contract - 911		2,150.00	2,300.00	150.00
525-210-110 - PS - (J)Fire - Contract/Supply			900.00	900.00
525-210-120 - PS - (J)Fire - Ambulance			500.00	500.00
525-220-100 - PS - (J)Fire - Travel, Meals & Hotel	1,289.84	8,917.79	12,000.00	3,082.21
525-230-100 - PS - (J)Fire - Insurance		12,333.90	9,000.00	(3,333.90)
525-250-100 - PS - (J)Fire - Cont Repairs/Services		5,329.02	3,000.00	(2,329.02)
	1,289.84	28,730.71	27,700.00	(1,030.71)
Utilities				
525-300-110 - PS - (J) Heat, Power & Water - Fire Hall	236.65	1,588.78	2,400.00	811.22
525-300-140 - PS - (J) Fire Hall - Phone/Highspeed	107.38	537.22	1,200.00	662.78
525-300-150 - PS - (J) Fire Hall - Alarm/Cell Phone	134.02	1,248.55	3,300.00	2,051.45
	478.05	3,374.55	6,900.00	3,525.45
Maintenance, Materials and Supplies				
525-410-100 - PS - (J)Fire - Advert/Stationery/Postage			500.00	500.00
525-420-100 - PS - (J)Fire - Materials/Supplies	1,218.15	4,655.43	12,000.00	7,344.57
525-430-100 - PS - (J)Fire - Repairs (Parts/Mat Only)	257.32	3,313.30	2,300.00	(1,013.30)
525-430-105 - PS - (J)Fire - Building Repairs			1,500.00	1,500.00
525-430-110 - PS - (J)Fire - Oil & Gas	393.59	1,378.19	2,300.00	921.81
	1,869.06	9,346.92	18,600.00	9,253.08
Capital Expenditures				
525-600-199 - PS - Fire - Amortization			12,500.00	12,500.00
	0.00	0.00	12,500.00	12,500.00
Other				
525-920-110 - PS - E.M.O. Fees & Charges		50.00	1,500.00	1,450.00
	0.00	50.00	1,500.00	1,450.00

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	Current	Year To Date	Budget	Variance
TOTAL FIRE PROTECTION:	3,636.95	41,586.29	87,700.00	46,113.71
TOTAL PROTECTIVE SERVICES:	3,965.95	42,573.29	154,300.00	111,726.71
TRANSPORTATION SERVICES				
MAINTENANCE				
Wages & Benefits				
530-110-120 - TS - Wages - Public Works	12,387.90	37,185.53	110,000.00	72,814.47
530-120-120 - TS - Benefits - Public Works	1,420.32	5,976.69	14,500.00	8,523.31
530-120-130 - TS - Benefits - Clothing	340.26	1,436.30	2,500.00	1,063.70
	14,148.48	44,598.52	127,000.00	82,401.48
Professional/Contractual Services				
530-210-110 - TS - Maint. - Contract - Street/Sidewalk		927.50	80,000.00	79,072.50
530-210-120 - TS - Maint. - Contract - Trees		1,505.00	5,000.00	3,495.00
530-210-140 - TS - Maint. - Contract - CPR Signals	279.00	1,395.00	3,500.00	2,105.00
530-250-100 - TS - Maint. - Travel, Meal & Training	882.00	1,814.58	5,000.00	3,185.42
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.		5,846.48	9,300.00	3,453.52
	1,161.00	11,488.56	102,800.00	91,311.44
Utilities				
530-300-110 - TS - Heat, Power & Water - Workshop	188.60	3,133.26	4,000.00	866.74
530-300-140 - TS - Maint. - Utility - Cell Phone	160.00	640.00	2,500.00	1,860.00
530-300-150 - TS - Maint. - Utility - Internet/Alarm	150.10	338.37	500.00	161.63
530-310-100 - TS - Street Lights & Decorative Lights	1,381.35	6,867.18	17,500.00	10,632.82
	1,880.05	10,978.81	24,500.00	13,521.19
Maintenance, Materials & Supplies				
530-410-100 - TS - Maint. - Shop Supply & Small Tools	548.82	7,562.49	7,500.00	(62.49)
530-410-120 - TS - Maint. - Workshop Maintenance	715.50	15,433.88	8,000.00	(7,433.88)
530-420-100 - TS - Maint. - Vehicle/Equip Repair/Parts	239.73	4,381.90	10,000.00	5,618.10
530-420-110 - TS - Maint. - Oil & Gas	235.25	4,892.08	15,000.00	10,107.92
530-440-100 - TS - Maint. - Gravel/Sand		282.60	12,000.00	11,717.40
530-450-100 - TS - Maint. - Culverts & Signs	267.46	267.46	3,500.00	3,232.54
	2,006.76	32,820.41	56,000.00	23,179.59
Capital Expenditures				
530-600-199 - TS - Maint. - Amortization			90,500.00	90,500.00
	0.00	0.00	90,500.00	90,500.00
TOTAL MAINTENANCE:	19,196.29	99,886.30	400,800.00	300,913.70
TOTAL TRANSPORTATION SERVICES:	19,196.29	99,886.30	400,800.00	300,913.70
ENVIRONMENTAL SERVICES				
540-200-110 - EH - Cont. - Landfill/Transfer Stat Fees			5,000.00	5,000.00
540-200-120 - EH - Cont. - Loraas Garbage/Recycling	27,007.16	61,380.51	140,000.00	78,619.49
540-210-100 - EH - Cont. - Pest Control	159.58	159.58	1,000.00	840.42
540-210-200 - EH - Cont. - Lot Remediation			500.00	500.00
540-250-100 - EH - Cont. - Cemetery Maintenance	1,174.00	1,174.00	20,000.00	18,826.00
540-300-150 - EH - Utility - Landfill Closure			2,400.00	2,400.00
540-600-199 - EH - Amortization			9,100.00	9,100.00
TOTAL ENVIRONMENTAL SERVICES:	28,340.74	62,714.09	178,000.00	115,285.91
PUBLIC HEALTH AND WELFARE SERVICES				

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Town of Strasbourg
Statement of Financial Activities - Detailed
For the Period Ending June 30, 2019

	Current	Year To Date	Budget	Variance
550-900-110 - H&W - Mobility Van	57.15	1,342.35	3,000.00	1,657.65
TOTAL PUBLIC HEALTH AND WELFARE SERVICES:	57.15	1,342.35	3,000.00	1,657.65
PLANNING AND DEVELOPMENT SERVICES				
560-200-110 - P&D - Cont. - Building Inspection Fees	80.00	420.00	10,000.00	9,580.00
560-200-130 - P&D - Cont. - Surveying/Subdivision Fees			2,500.00	2,500.00
560-210-100 - P&D - Cont. - Website/Advertising		1,945.00	4,500.00	2,555.00
560-220-100 - P&D - Cont. - Planner Contracts	591.25	3,286.25	15,000.00	11,713.75
560-230-100 - P&D - Cont. - Asset Management Contracts		24,700.00	5,000.00	(19,700.00)
560-240-100 - P&D - Cont. - Mapping		322.62	1,200.00	877.38
560-400-110 - P&D - Materials & Supplies (Local)	973.70	1,570.60	4,500.00	2,929.40
560-400-120 - P&D - Scholarship	14.57	14.57	1,200.00	1,185.43
560-600-199 - P&D - Amortization			1,300.00	1,300.00
TOTAL PLANNING AND DEVELOPMENT SERVICES:	1,659.52	32,259.04	45,200.00	12,940.96
RECREATION AND CULTURAL SERVICES				
Wages & Benefits				
570-110-150 - R&C - Salaries - Hall	766.46	4,170.72	15,000.00	10,829.28
570-110-160 - R&C - Salaries - Museum	1,431.44	2,131.44	7,600.00	5,468.56
570-120-180 - R&C - Benefits - Hall/Museum	14.92	133.59	600.00	466.41
	2,212.82	6,435.75	23,200.00	16,764.25
Professional/Contractual Services				
570-200-110 - R&C - Cont. - Museum Advertising	192.78	192.78	300.00	107.22
570-230-100 - R&C - Cont. - Insurance		9,024.02	9,000.00	(24.02)
570-270-100 - R&C - Cont. - Contract Hall Maintenance		3,015.64	10,000.00	6,984.36
570-290-100 - R&C - Cont. - Library Levy		6,029.15	12,000.00	5,970.85
	192.78	18,261.59	31,300.00	13,038.41
Utilities - Other				
570-340-150 - R&C - Heat/Power/Water/Phone - Hall	798.34	7,155.37	15,000.00	7,844.63
570-340-160 - R&C - Heat/Power/Water/Phone - Museum	374.30	1,965.02	4,000.00	2,034.98
570-340-170 - R&C - Power - Park	77.99	373.76	3,000.00	2,626.24
570-340-180 - R&C - Power - Green Space	37.29	191.03	500.00	308.97
	1,287.92	9,685.18	22,500.00	12,814.82
Maintenance, Materials and Supplies				
570-420-150 - R&C - Supplies/Repairs - Hall	1,264.35	6,349.52	13,000.00	6,650.48
570-420-160 - R&C - Supplies/Repairs - Museum	476.00	690.04	5,000.00	4,309.96
570-420-170 - R&C - Supplies/Repairs-Park/Green Space		745.26	3,000.00	2,254.74
	1,740.35	7,784.82	21,000.00	13,215.18
Grants and Contributions				
570-500-110 - R&C - Grants and Contributions	100.00	2,600.00	15,000.00	12,400.00
570-500-130 - R&C - Grants - Library		1,500.00	2,300.00	800.00
	100.00	4,100.00	17,300.00	13,200.00
Capital Expenditures				
570-600-199 - R&C - Amortization			11,000.00	11,000.00
	0.00	0.00	11,000.00	11,000.00
TOTAL RECREATION AND CULTURAL SERVICES:	5,533.87	46,267.34	126,300.00	80,032.66

UTILITIES

Wages and Benefits

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Town of Strasbourg
Statement of Financial Activities - Detailed
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	Current	Year To Date	Budget	Variance
580-110-110 - UT - Utilities - Salaries	15,736.95	85,652.27	140,000.00	54,347.73
580-120-110 - UT - Utilities - Benefits	2,039.33	12,523.37	21,300.00	8,776.63
	17,776.28	98,175.64	161,300.00	63,124.36
Professional/Contractual Services				
580-200-110 - UT - Utility - Engineering Fees			5,000.00	5,000.00
580-230-100 - UT - Utility - Travel, Meals & Training	90.00	625.24	4,000.00	3,374.76
580-240-100 - UT - Utility - Insurance - Gen & Bond		4,526.72	4,000.00	(526.72)
580-285-120 - UT - Utility - Water & Sewer Line Breaks	37,254.97	52,877.59	80,000.00	27,122.41
580-285-130 - UT - Utility - Repairs - Catch Basin		1,378.00	8,500.00	7,122.00
580-285-140 - UT - Utility - Repairs - WTP	308.14	5,437.87	25,000.00	19,562.13
580-295-100 - UT - Utility - Water & Sewer Tests	394.20	897.90	3,500.00	2,602.10
	38,047.31	65,743.32	130,000.00	64,256.68
Utilities				
580-300-110 - UT - WTP - Heat/Power/Water/Phone/Alarm	1,305.46	6,275.37	15,000.00	8,724.63
580-300-120 - UT - Lagoon - Power		611.76	2,500.00	1,888.24
580-300-150 - UT - Water - Well Easement			100.00	100.00
	1,305.46	6,887.13	17,600.00	10,712.87
Maintenance, Materials & Supplies				
580-430-100 - UT - WTP - Materials & Supplies	33.63	7,637.51	7,500.00	(137.51)
580-450-100 - UT - WTP - Chemicals	580.31	5,286.81	12,000.00	6,713.19
580-450-110 - UT - Lagoon - Supplies/Maintenance	1,107.70	4,864.22	5,000.00	135.78
	1,721.64	17,788.54	24,500.00	6,711.46
Capital Expenditures				
580-600-199 - UT - Utility - Amortization			51,000.00	51,000.00
	0.00	0.00	51,000.00	51,000.00
Interest				
580-700-120 - UT - Utility- Interest Lagoon & WTP Loan	(2,916.87)	15,554.13	45,000.00	29,445.87
	(2,916.87)	15,554.13	45,000.00	29,445.87
TOTAL UTILITIES:	55,933.82	204,148.76	429,400.00	225,251.24
TOTAL EXPENDITURES:	143,034.14	628,097.22	1,634,800.00	1,006,702.78
NET SURPLUS	544,672.08	361,717.65	(236,200.00)	597,917.65

Certified correct and in accordance with the records.
Presented to Council on this 10th day of July, 2019.


Kelvin Schapansky, Mayor


Jennifer Josephson, Administrator

Town of Strasbourg
Statement of Financial Activities - Detailed
For the Period Ending June 30, 2019

	Current	Year To Date	Budget	Variance
	Current	Year to Date	Balance	
ACCOUNT BALANCES				
Cash and Investments				
110-110-110 - Cash - On Hand - Petty Cash			200.00	
110-110-120 - Cash - Bank - General Operating Account	387,069.72	48,570.59	520,973.38	
110-110-130 - Cash - Bank - Premium Investment Account	1,506.22	5,253.72	1,097,592.83	
Total Cash and Investments:	388,575.94	53,824.31	1,618,766.21	
Municipal Taxes Receivable				
110-200-100 - Municipal - Tax Receivable - Current	284,554.12	266,878.05	644,223.05	
110-200-110 - Municipal - Tax Receivable - Arrears	(4,163.11)	(37,915.44)	(325,431.93)	
Total Municipal Taxes Receivable:	280,391.01	228,962.61	318,791.12	
Capital Assets				
170-100-110 - General Government Assets - Cost			409,138.00	
170-100-200 - Protective Services Assets - Cost			387,174.74	
170-100-250 - Transportation Assets - Cost	30,000.00	38,934.57	3,991,308.19	
170-100-280 - Enviro & Public Health Assets - Cost			137,272.64	
170-100-300 - Planning & Development Assets - Cost			37,678.00	
170-100-350 - Recreation & Culture Assets - Cost			504,373.54	
170-100-400 - Water & Sewer Assets - Cost		1,750.24	4,905,027.17	
175-100-600 - WTP - Asset Under Construction	4,953.43	79,224.20	798,365.71	
Total Capital Assets:	34,953.43	119,909.01	11,170,337.99	
Reserves				
310-100-200 - Cemetery Fund Reserve			5,207.28	
310-100-300 - Future Reserves			24,465.60	
310-100-400 - Fire Reserve			117,164.13	
310-100-500 - Public Reserves			2,032.01	
310-100-600 - Water Treatment Plant Upgrade			123,326.23	
310-100-620 - Pioneer Home Reserve			12,320.83	
310-110-200 - Water & Sewer Infrastructure			673,030.29	
310-110-300 - Transportation Capital Reserve			25,321.86	
Total Reserves:	0.00	0.00	982,868.23	

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Policy #GG-012

Policy Title: **TOWN OF STRASBOURG HARASSMENT POLICY**

Policy Objective	This harassment policy encourages the reporting of all incidents of harassment experienced by any individual as a result of his or her work with the Town of Strasbourg, as well as conform to Section 36 of the <i>Occupational Health and Safety Regulations, 1996</i> .
Authority	Resolution #180/2019
Supporting Bylaw	Bylaw #371/16 Council Code of Ethics
Related Policy	Personnel Policy and Procedures Manual

This policy shall supersede any previous policy passed by the Town of Strasbourg Council.

Legislative Authority:

*The Saskatchewan Employment Act
The Saskatchewan Human Rights Code
The Occupational Health and Safety Regulations, 1996, Section 36*

Definitions:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- b. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- c. **Mayor** - The Head of Council and, in the absence of the individual elected to the position of Mayor, this duty shall be assumed by the individual appointed by Council as Deputy Mayor.
- d. **Personnel Committee** - The individuals appointed by Council who have been delegated the responsibility as liaison between Council and employees of the Town.
- e. **Town** - The Town of Strasbourg.

Policy:

1. STATEMENT OF COMMITMENT

Every worker is entitled to employment free of harassment. The Council is committed to ensuring a productive work environment where the dignity and worth of every person is respected. Workplace harassment will not be tolerated and the Council will take all reasonable steps to prevent harassment and stop it if it occurs.

2. DEFINITION OF HARASSMENT

This harassment policy covers the following:

2.1 Harassment Based on Prohibited Grounds

This includes any inappropriate conduct, comment, display, action, or gesture by a person that:

- is made on the basis of race, creed, religion, colour, sex, sexual orientation,

- marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
- constitutes a threat to the health or safety of the worker.

This type of harassment is prohibited in *The Saskatchewan Employment Act* and the Saskatchewan Human Rights Code.

It also extends to sexual harassment, which is conduct, comments, gestures, or contact of a sexual nature that is offensive, unsolicited, or unwelcome.

Sexual harassment may include:

- a direct or implied threat of reprisal for refusing to comply with a sexually-oriented request;
- unwelcome remarks, jokes, innuendos, propositions or taunting about a person'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 behavior of a sexual nature; or
- refusing to work with or have contact with workers because of their sex, gender, or sexual orientation.

2.2 Personal Harassment

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- adversely affects a worker's psychological or physical well-being; and
- the perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.

Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting, harmful effect on the worker. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:

- verbal or written abuse or threats;
- insulting, derogatory or degrading comments, jokes, or gestures;
- personal ridicule or malicious gossip;
- unjustifiable interference with another's work or work sabotage;
- refusing to work or co-operate with others; or
- interference with or vandalizing personal property.

3. WHAT IS NOT HARASSMENT

This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action. These actions are not harassment, even if they sometimes involve unpleasant consequences. Managerial actions must be carried out in a manner that is reasonable and not abusive.

The policy also does not extend to harassment that arises out of circumstances unrelated to the worker's employment. For example, harassment is not covered if it occurs during a social gathering of co-workers that is not sponsored by the employer. However, harassment that occurs while attending a conference or training session at the

request of the employer is covered.

Other situations that do not constitute harassment include:

- physical contact necessary for the performance of the work using accepted industry standards; conduct which all parties agree is inoffensive or welcome; or
- conflict or disagreements in the workplace, where the conflict or disagreement is not based on one of the prohibited grounds.

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

4. EMPLOYER'S COMMITMENT

The Council and Administrator will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

This commitment includes:

4.1 Informing all persons in the workplace of their rights and obligations

- A copy of the harassment policy will be provided to all workers and they will be required to sign off that they have read the policy.
- The copy of the harassment policy will be posted in each work area in a location that is visible to all workers and the public, including the Town's Administration Office and Town Shop.

4.2 Training all persons in implementing the harassment policy

- An informational meeting will be held with all workers to answer questions about the new policy.
- The Administrator will review the policy with all new workers as part of their orientation.
- People designated to receive, investigate or resolve complaints will be trained in their roles and responsibilities.
- All Council members and the Administrator will be asked to set a good example and help foster a respectful workplace.

4.3 Assigning responsibility for implementing this policy

- The Council will designate a hierarchy of people who may receive harassment complaints as per Section 6 of this policy and assist in facilitating their resolution.
- The Council shall designate two (2) people who will investigate harassment complaints or secure the services of an outside contractor to investigate harassment complaints, as required.
- The Council will authorize the Administrator to take corrective action in accordance with this policy.

4.4 Protecting workers trying to prevent or stop harassment

- Harassment complaints and investigations will be held in the strictest of confidence except where disclosure is necessary to investigate the complaint, take corrective action, or required by law.
- Action will be taken to prevent reprisal against people who make a harassment complaint in good faith, which may mean informing complainants and alleged harassers of this commitment.

4.5 Promptly taking action necessary to stop and prevent harassment

- Appropriate action, sufficient to ensure the harassment stops and does not happen again, will be taken against people who are or were engaged in, or

- participated, in harassment.
- When necessary, ratepayers, contractors, or other visitors will be informed certain conduct will not be tolerated.

4.6 Ensuring the policy remains current

- The effectiveness of the policy will be reviewed in consultation with the Personnel Committee every three (3) years.

5. EMPLOYEE'S DUTY

In accordance with Part III of *The Saskatchewan Employment Act*, all workers, including the Administrator who is employed by the Town, shall refrain from causing or participating in the harassment of another worker, and co-operate with any person investigating harassment complaints.

As well, it is expected that if an employee has witnessed an instance of harassment between other employees or from Council members, they should safely confront the individual doing the harassing so that the behaviour can be identified and subsequently stopped. If the confronted individual does not rectify their behaviour, this will lead to the beginnings of the complaint procedure, as outlined in Section 7 of this policy.

6. HEIRARCHY FOR COMPLAINT RESOLUTION

The Town of Strasbourg is a multi-faceted organization with differing levels of management and oversight. Due to the complex nature of the organization, it is imperative that the Town explicitly outline, for employees and Council members, the appropriate hierarchy as to where harassment complaints are to be directed.

1. If the harassment occurs between employees (excluding the Administrator), the complaint is taken to the Administrator.
2. If the harassment is from the Administrator to the employees, the employees can take the complaint to the Mayor and/or Personnel Committee.
3. If the harassment is from the Mayor to the Administrator or employees, the Administrator and employees can take the complaint to the Personnel Committee.
4. If the harassment is from the entirety of Council to the Administrator, and even the employees, the Administrator and/or employees can take the complaint to the Saskatchewan Occupational Health and Safety Division, Saskatchewan Labour Relations Board, the Saskatchewan Human Rights Commission and/or the Ombudsman Saskatchewan.
5. If the harassment is between Council members, the Town's Council Code of Ethics Bylaw #371/16 will apply.

In this policy, where it is listed "Administrator, Mayor, or Personnel Committee," that is to be an all encompassing statement for whoever is dealing with the complaint based on the approved complaint hierarchy above.

7. COMPLAINT PROCEDURE

This policy sets out three types of complaint procedures that may be used in the following instances of harassment.

7.1 No Alleged Harasser Named and Informal Resolution Sought

Step 1: An individual reports an incident or concern.

Step 2: The Administrator, Mayor, or Personnel Committee receiving the complaint

reviews the procedures with the complainant.

Step 3: The Administrator, Mayor, or Personnel Committee takes action to address the complaint. Such action may include:

- having staff meetings to discuss and review the policy; or
- providing workshops or resource materials on the prevention of harassment such as videos, brochures and guides.

The Administrator, Mayor, or Personnel Committee informs the complainant of the action that will be taken to address the concern.

Confidentiality: The Administrator, Mayor, or Personnel Committee shall not disclose the complainant's name or other identifying information to any person. However, in certain circumstances, the complainant may agree to release identifying information to implement the harassment policy, the resolution process, or the resolution itself.

7.2 Alleged Harasser Named - Informal Resolution or Mediation Sought

Step 1: An individual reports an incident or concern. The complaint should be in writing in a form consistent with the harassment complaint form attached to this policy.

Where an informal resolution is sought, the complainant should indicate the type of resolution sought such as an apology, supervisory counselling, a facilitated meeting with the alleged harasser, workshops or training sessions, and mediation.

Step 2: The Administrator, Mayor, or Personnel Committee receiving the complaint reviews the procedures with the complainant. The person receiving the complaint will also meet privately with the alleged harasser to review the complaint and determine whether there is agreement on a resolution or resolution process.

Step 3: Where there is agreement on the resolution or resolution process, the Administrator, Mayor, or Personnel Committee receiving the complaint informs both parties of the agreement and facilitates the agreed upon resolution or process.

Step 4: The complainant is informed a formal complaint procedure is possible if the complainant and the alleged harasser do not agree or if the process does not resolve the matter to the complainant's satisfaction.

Step 5: Where the complainant and alleged harasser agree to a resolution, the Administrator, Mayor, or Personnel Committee follows up with the complainant to ensure the resolution was effective in stopping and preventing further harassment. Where the complainant indicates the harassment has not ended, either the Administrator, Mayor, or Personnel Committee counsels the complainant to pursue an alternate resolution process, including a formal investigation.

Confidentiality: The Administrator, Mayor, or Personnel Committee shall not disclose the complainant's or alleged harasser's name or other identifying information. In certain circumstances, the complainant and alleged harasser may agree to release identifying information to implement the harassment policy, the resolution process, or the resolution itself.

7.3 Alleged Harasser Named - Investigation Required

Step 1: An individual reports an incident or concern. The complaint should be in writing and contain:

- the name, job title, and contact information of the complainant;

- the name of the alleged harasser;
- description of the conduct considered objectionable, including dates and locations of events;
- the names and contact information of any possible witnesses;
- description of the basis of the alleged harassment, such as the prohibited grounds;
- the remedy sought;
- any other information or material the complainant considered relevant; and
- the signature of the complainant and the date.

Step 2: The Administrator, Mayor, or Personnel Committee receiving the complaint reviews the procedures with the complainant. The Administrator, Mayor, or Personnel Committee receiving the complaint also provides a copy of the written complaint to the alleged harasser and reviews the procedures with the alleged harasser.

Step 3: The Administrator, Mayor, or Personnel Committee receiving the complaint, review the complaint and determine whether conduct falls within the harassment policy. They will decide whether there are appropriate resolution options, other than an investigation, acceptable to the complainant and the alleged harasser. They will recommend an investigation if one is required.

Step 4: When an investigation is required, the Council appoints an investigator or investigation team. Investigators will be trained in conducting an investigation in accordance with this policy and will have no apparent bias or interest in the outcome.

Where the complainant and the alleged harasser objects to the appointment of an investigator, on the basis of bias or conflict of interest, the Council will appoint another investigator.

Step 5: Investigators must act in accordance with the following guidelines:

- The investigation commences and concludes as soon as reasonably possible.
- Witnesses are interviewed separately and written witness statements are prepared.
- Witnesses are asked to review and sign their written statements.
- Witnesses are advised to keep the investigation and the identity of the complainant and alleged harasser in confidence, unless required by law to disclose them.
- The complainant and alleged harasser are entitled to legal counsel.
- During the investigation, both the complainant and the alleged harasser are entitled to be informed of all the allegations and allowed to respond.

This does not mean either party is entitled to see or receive copies of the complete statements. However, both are entitled to see or receive an adequate summary of the evidence to make a full response.

Step 6: Once the investigation is complete, investigators will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, conclusions and reasons for reaching those conclusions, as well as the recommended corrective action if harassment has occurred.

The report will be delivered to the Administrator, Mayor, or Personnel Committee, the complainant and the alleged harasser. The report is marked confidential and delivered with the notation that it should be kept in confidence unless disclosure is

required by law or is necessary to implement corrective action.

Step 7: The Administrator, Mayor, or Personnel Committee will then:

- Take appropriate corrective action.
- Inform the complainant and harasser of the corrective action.
- Inform the complainant of the rights to file a complaint with the Saskatchewan Labour Relations Board, Saskatchewan Occupational Health and Safety Division, the Saskatchewan Human Rights Commission, and/or Ombudsman Saskatchewan.

Note: Where the corrective action is different from the action recommended in the report, the Administrator, Mayor, or Personnel Committee should provide reasons for not taking the investigators' recommended action.

Step 8: After corrective action has been taken, the Administrator, Mayor, or Personnel Committee follows up with the complainant to ensure that the corrective action was effective. If the complainant indicates harassment has not ended, or suffers reprisal, the Administrator, Mayor, or Personnel Committee should take additional or alternative corrective action. Further investigation may be necessary.

Confidentiality: The Administrator, Mayor, or Personnel Committee, shall not disclose the name of the complainant or the alleged harasser, nor any information that may identify them. The disclosure of such information may be necessary to conduct the investigation, implement corrective action, or pursue other legal remedies.

All documents and statements obtained during the course of the investigation, including the names and copies of witness statements, should not be disclosed to any person unless required by law.

8. TAKING ACTION TO STOP AND PREVENT HARASSMENT

In taking action to stop harassment and prevent its reoccurrence, the Council will be guided by the following:

7.1 Individual Awareness and Counselling

People may not be aware of the effects of their behaviour. In many cases, speaking to the person in private about the inappropriate behaviour will help resolve a situation.

In certain instances, it may be more effective for the Administrator, Mayor, or Personnel Committee to speak with the offending person or to arrange and facilitate a meeting between the complainant and alleged harasser.

Complainants should not be encouraged to confront the alleged harasser if they are reluctant, if the alleged harassment is of a serious nature or if the alleged harasser denies the alleged conduct.

7.2 Staff Awareness and Counselling

Standards of behaviour change over the years. Some individuals or groups may not be aware behaviour that was acceptable in the past is not acceptable anymore. A staff awareness session may be helpful to correct problems based on lack of awareness. Relevant videos, lectures and facilitated group discussions may increase awareness of behaviors that are unacceptable and the reasons for the changes.

7.3 Interim Action

The Administrator, Mayor, or Personnel Committee may have grounds to believe a complainant will be exposed to continued harassment or reprisal while waiting for the investigation or resolution process to occur. The Administrator, Mayor, or Personnel Committee must take immediate action to protect the worker from continued harassment or reprisal. Any interim action should respect the alleged harasser's rights based on the employment contract.

Considering the above-mentioned rights, the Administrator, Mayor, or Personnel Committee's action may include:

- cautioning the alleged harasser about the types of behaviour that will not be tolerated;
- moving the alleged harasser to another work location;
- moving the complainant to another work location at the complainant's request;
- suspending the alleged harasser with pay while waiting for a final determination.

7.4 Mediation

Mediation offers both parties the opportunity to develop an understanding of the problem and resolve the complaint before or during the formal investigation process. The mediator facilitates separate discussions or joint meetings between the complainant and the alleged harasser.

Mediation may take place at any point in the resolution process as long as both parties agree to participate. Where the complainant and alleged harasser agree to participate in mediation, the Council shall arrange for a mediator who is trained and independent.

7.5 Disciplinary Action

An employee who has knowingly engaged or participated in the harassment of a co-worker will be disciplined. The discipline will be subject to the employee's rights under the employment contract.

Discipline may include reprimand, relocation, demotion, suspension, or termination of employment. The severity of discipline will depend on:

7.5.1 Seriousness of the Alleged Conduct

- whether the conduct is an offence under the criminal code;
- whether the conduct is an offence under the *Saskatchewan Employment Act* or the *Saskatchewan Human Rights Code*;
- the extent of the mental or physical injury caused to the complainant;
- whether the harasser persisted in behaviour that was known to be offensive to the complainant; or
- whether the harasser abused a position of authority.

7.5.2 Risk of the Harasser Continuing with Similar Harassment of the Complainant or Others

- whether the harasser acknowledges that conduct was unacceptable and makes a commitment to refrain from future harassment;
- whether the harasser has apologized to the complainant or taken action to repair any harm; or
- whether the harasser has agreed to participate in awareness sessions, training, or other recommended counselling or treatment.

9. THIRD-PARTY HARASSERS

This policy covers harassment connected to any matter or circumstance arising out of the worker's employment. Ratepayers, property tenants, residents, contractors or their workers, those requiring information relating to the Town and others invited to the workplace could harass an employee. The Council may have limited ability to investigate or control their conduct. However, the Council shall take reasonably practicable action to stop or reduce the risk to its workers of being harassed by third parties.

This action may include:

- posting the harassment policy in a location visible to third parties;
- requiring certain contractors and their workers to accept and meet the terms of the harassment policy; and
- removing workers who participate in harassment.

Where an individual(s) has been asked to stop abusing or harassing a worker and does not, workers are authorized to:

- end telephone conversations;
- politely decline service;
- ask the individual(s) to leave the workplace; and
- call the RCMP.

10. MALICIOUS COMPLAINTS

Where an investigation finds a complainant has knowingly made a false allegation, the complainant will be subject to appropriate discipline.

11. OTHER OPTIONS FOR COMPLAINANTS

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to:

- The Saskatchewan Occupational Health and Safety Division under the *Saskatchewan Employment Act* and its regulations;
- The Saskatchewan Human Rights Commission under the Saskatchewan Human Rights Code;
- Ombudsman Saskatchewan;
- Saskatchewan Labour Relations Board;
- Any other legal avenues available.



Employer Formal Harassment Complaint Form

Complainant Information:

Name: _____ Phone Number: _____

Job Title: _____

Supervisor's Name: _____ Phone Number: _____

Witness Information:

List names of possible witnesses.

Name	Position	Contact Phone Number

Information about the individual(s) you feel has/have harassed you:

Name of person(s) against whom this complaint is made:

Date of incident (dd/mm/yyyy): _____

In your opinion is the harassment based on any of the following? Check the boxes that apply to your situation.

- | | | |
|---|--|--|
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> Disability | <input type="checkbox"/> Age |
| <input type="checkbox"/> Place of Origin | <input type="checkbox"/> Family Status | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Physical Weight/Height | <input type="checkbox"/> Colour | <input type="checkbox"/> Race |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Ancestry | <input type="checkbox"/> None of the Above |

If not based on any of the above grounds is the harassment based on either of the following:

a) Repeated incidents that have caused you to be humiliated or intimidated. ☐ Yes ☐ No

OR

b) A single serious incident that has had a lasting harmful effect on you. ☐ Yes ☐ No

In your own words, describe the conduct, comments or display you found objectionable. Give details of date and location of the incident(s) that is/are the basis of your complaint.

What type of resolution do you seek? (e.g., supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser; apology; workshops or training sessions; mediations; or other)

Declaration:

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser for the purpose of investigating this complaint.

Signature: _____

Date (dd/mm/yyyy): _____

Acknowledgement:

I acknowledge receipt of this complaint.

Signature: _____

Date (dd/mm/yyyy): _____



Employee Agreement

This policy has been read and understood by:

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

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(Date)

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

(Employee Signature)

(Date)



Policy #GG-013

Policy Title: EMPLOYEE CODE OF CONDUCT POLICY

Policy Objective	To ensure employee conduct is appropriate while working for the Town of Strasbourg, and to conform with the requirements set out in Section 111.1(1) of <i>The Municipalities Act</i> .
Authority	Resolution #181/2019
Supporting Bylaw	n/a
Related Policy	Personnel Policy and Procedures Manual, Policy #GG-009 Social Media Policy

This policy shall supersede any previous policy passed by the Town of Strasbourg Council.

Legislative Authority:

The Municipalities Act

Employee code of conduct

111.1(1) A council shall cause to be established and made publicly available a code of conduct for employees of the municipality that includes conflict of interest rules.

(2) The conflict of interest rules must:

(a) set out the types of conduct that are prohibited, including rules prohibiting an employee from:

(i) using information that is obtained as a result of his or her employment and that is not available to the public to:

(a) further, or seek to further, his or her private interests or those of his or her family; or

(b) seek to improperly further another person's private interests; or

(ii) using his or her position to seek to influence a decision of another person so as to:

(a) further, or seek to further, his or her private interests or those of his or her family; or

(b) seek to improperly further another person's private interests; and

(b) specify the procedure an employee is to follow if the employee suspects that he or she may be in a conflict of interest and the procedure for resolving a conflict.

Definitions:

- a. **Administrator** - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- b. **Council** - The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- c. **Mayor** - The Head of Council and, in the absence of the individual elected to the position of Mayor, this duty shall be assumed by the individual appointed by Council as Deputy Mayor.
- d. **Personnel Committee** - The individuals appointed by Council who have been delegated the responsibility as liaison between Council and employees of the Town.
- e. **Town** - The Town of Strasbourg.

Policy:

1. PRINCIPLES

This Code of Conduct is based on the primary principle that municipal employees must observe the highest standards of ethical conduct in the performance of their duties.

2. PURPOSE

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges, and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

3. CONFLICTS TO BE AVOIDED

Every municipal employee is required, as a condition of employment, to avoid situations in which their personal interests conflict, or appear to conflict, with the interests of the Town, particularly in their dealings with persons doing or seeking to do business with the Town.

No municipal employee may engage in any conduct or activity that contravenes any bylaws or any other laws in force in Saskatchewan.

No municipal employee may engage in any conduct or activity that might:

- detrimentally affect the Town's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the Town's ability to efficiently manage and direct its operations.

4. CONFIDENTIALITY

Every municipal employee must hold in strict confidence all confidential information acquired in the course of his or her employment with the Town.

Confidential information includes information that is not part of the public domain, information that is protected by privacy legislation, information that is subject to solicitor-client privilege, and information specifically designated by Council as confidential.

It is a breach of this Code of Conduct for a municipal employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, their private interests or those of their family; or
- seek to improperly further another person's private interests.

5. USE OF INFLUENCE

It is a breach of this Code of Conduct for a municipal employee to use their position with the Town to seek to influence a decision of another person so as to:

- further, or seek to further, their private interests or those of their family; or
- seek to improperly further another person's private interests.

6. SPECIFIC PROHIBITIONS

It is a breach of this Code of Conduct for a municipal employee to:

- accept gifts, monetary or otherwise, from members of the public or Council members, except gifts presented to the Administration Office or staff in general;
- use municipal property and/or assets for other than the conduct of municipal business unless otherwise specifically authorized by Council;
- hire family members or personal friends unless there are no other qualified individuals available to fill the position.

7. CONDUCT OUTSIDE WORK HOURS

It is expected that all employees who work for the Town will represent the Town in a positive fashion while outside of work, including posts on social media and the internet, and that employees will carry themselves professionally so as to set a good example for the general public.

8. PROCEDURES

Municipal employees are expected to comply with this Code of Conduct.

Municipal employees have a responsibility to request an interpretation of the Code from the Administrator if they are unsure whether their behaviour, circumstances, or interests are in breach of the Code.

Where a municipal employee suspects that they are, or may potentially be, in breach of the Code, the employee must disclose a detailed description of the conflict or potential conflict, in writing, to the Administrator. If the employee in breach is the Administrator, they shall make the required disclosure to Mayor or the Personnel Committee.

Where a disclosure is made, the matter will be treated seriously and in confidence. The Administrator, Mayor, or Personnel Committee must review the disclosure within five (5) business days from the date the disclosure is made and determine an appropriate corrective measure to address the actual or potential conflict.

9. CORRECTIVE MEASURES

A municipal employee who is found to be in breach of this Code of Conduct is required to withdraw from participation respecting the matter where the conflict or potential conflict exists and the Administrator may impose corrective measures to ensure that the conduct or activity does not recur, as appropriate, which may include:

- disciplinary letter, copy to be placed in the employee's file;
- employee training regarding ethics;
- short-term suspension;
- long-term suspension; or
- termination.

10. APPLICATION OF OTHER CODES OF CONDUCT

In addition to complying with this Code of Conduct, all staff certified by the Urban Municipal Administrators Association of Saskatchewan (UMAAS) shall abide by the Code of Conduct of the UMAAS organization, and a contravention of that Code of Conduct is also a contravention of this Code of Conduct.

In addition to complying with this Code of Conduct, all staff certified by a professional association or professional organization shall abide by the Code of Conduct of the

professional association or professional organization, and a contravention of that Code of Conduct is also a contravention of this Code of Conduct.

11. FORMER EMPLOYEES DOING BUSINESS WITH THE TOWN

A person who ceases to be a municipal employee shall not request information or assistance from municipal employees beyond that which is provided as a matter of course to any member of the public.

No former municipal employee may be engaged in a contract with the Town during the period of one (1) year following the date on which they ceased to be an employee without the approval of Council.



Employee Agreement

This policy has been read and understood by:

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

(Employee Signature)

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(Date)

(Employee Printed Name)

(Employee Signature)

(Date)

(Employee Printed Name)

(Employee Signature)

(Date)



Policy #UT-001

Policy Title: **2019 WATERWORKS RATE & CAPITAL INVESTMENT STRATEGY POLICY**

Policy Objective	This policy is an annual requirement of <i>The Municipalities Regulations</i> whereby the municipality needs to submit to the Minister of Government Relations and to the ratepayers, a policy regarding the water, sewer, and infrastructure rates, a utility capital investment strategy, and financial information by September 1 of year.
Authority	Resolution #163/2018 Amended #182/2019
Supporting Bylaw	Bylaw #369/16
Related Policy	n/a

Legislative Authority:

The Municipalities Act Regulations

Information to be provided to the consumers and to the minister

55(1) On or before September 1 of each year, every council must provide the following information to its consumers respecting the municipality's municipal waterworks:

(a) A statement of the municipality's revenues, expenditures, and debt payments for the previous calendar year;

(b) A comparison of the municipality's revenues to the municipality's expenditures and debt payments, expressed as a ratio in accordance with the following formula:

$$\frac{R}{(E + D)}$$

where:

R is the municipality's revenues;

E is the municipality's expenditures; and

D is the municipality's debt payments;

(c) Any explanation of the ratio mentioned in clause (b) that the municipality considers necessary.

Waterworks Rates & Fees – As per Bylaw #369/16

- Adopted by resolution on October 12, 2016.
- Approved by the Local Government Committee of the Saskatchewan Municipal Board on October 21, 2016.
- Under the waterworks rate policy resolution, the following schedule from Bylaw #369/16 set the water rates as follows:

**SCHEDULE "A" to Bylaw #369/16
Water Rates**

1. Effective January 1, 2017

Water rates per three (3) month period:

0 to 10,000 gallons	\$90.00
10,001 gallons or more	\$5.00 per 1,000 gallons

2. Effective January 1, 2018

Water rates per three (3) month period:

0 to 10,000 gallons	\$93.00
10,001 gallons or more	\$5.00 per 1,000 gallons

3. Effective January 1, 2019

Water rates per three (3) month period:

0 to 10,000 gallons	\$96.00
10,001 gallons or more	\$5.00 per 1,000 gallons

4. Effective January 1, 2020

Water rates per three (3) month period:

0 to 10,000 gallons	\$99.00
10,001 gallons or more	\$5.00 per 1,000 gallons

5. Bulk Water Rates at 408 Gastle Street

\$4.00 per 100 gallons

**SCHEDULE "B" to Bylaw #369/16
Sewer Rates**

1. Effective January 1, 2017

Sewer rates per three (3) month period:

Apartments, multiple housing	\$39.00 per unit
Hotel	\$78.00
Last Mountain Pioneer Home	\$156.00
Laundromat	\$78.00
Residences	\$39.00
School	\$156.00
All others	\$39.00

**SCHEDULE "C" to Bylaw #369/16
Infrastructure Rates**

1. Effective January 1, 2017

Infrastructure rates per three (3) month period:

Apartments, multiple housing	\$45.00 per unit
Hotel	\$90.00
Last Mountain Pioneer Home	\$180.00
Laundromat	\$90.00
Residences	\$45.00
School	\$180.00
All others	\$45.00

Since the original waterworks policy was implemented on October 12, 2011, the current Council was to review the policy to ensure that waterworks revenues covered waterworks expenditures on an annual basis. This current waterworks policy is to reflect that Council is working to maintain a self-sustaining waterworks operation, whereby the users pay for the costs of the service. Council wants the waterworks operation to not compete with other key municipal financial demands under the municipal general revenue fund. By ensuring that waterworks rates are successfully covering all expenditures, the Town can maintain safe, quality drinking water for the residents without the need to sacrifice other funding areas of the municipality. The rates will also influence consumer demand, which will aid with water conservation within the municipality.

With the quarterly increases, the water rate has increased 4.00% per year since original the implementation of the policy in October of 2011. The proposed minimum quarterly rate will continue to increase 4.00% per year for the next four years to accommodate rising costs of water treatment plant maintenance and to ensure that enough capital funds are available for the planned projects. This waterworks increase comes at the recommendation from the 2015 *Waterworks System Assessment* completed by Stantec Consulting Ltd.

In July of 2013, Council implemented an infrastructure rate that has remained unchanged for the last six (6) years. This infrastructure rate was started to put away reserve funds for future infrastructure expenditures. Going forward over the next four years, the infrastructure fee will remain unchanged and will continue to be levied for the purpose of capital reserves.

At January 1, 2019, the minimum water rate increased to \$96.00 per 10,000 gallons, which is the base rate for three (3) months. If over 10,001 gallons, \$5.00 per 1,000 gallons is applied. The overage charge was set January 14, 2004 and will remain unchanged for the near future. The chart below lists the planned increases in the upcoming years:

Date	Minimum Quarterly Rate	Overage Charge
January 1, 2020	\$99.00	\$5.00 per 10,000 gallons
January 1, 2021	\$102.00	\$5.00 per 10,000 gallons
January 1, 2022	\$105.00	\$5.00 per 10,000 gallons
January 1, 2023	\$108.00	\$5.00 per 10,000 gallons
January 1, 2024	\$111.00	\$5.00 per 10,000 gallons

Currently, the minimum water rate generates enough waterworks revenues to cover the waterworks operating costs, with 0% of the operating costs being covered by monies from the

general funds. Waterworks operating costs, or expenditures, includes waterworks' staff salaries, benefits, and training, power, telephone, fuel, heat, alarm system, internet, insurance, chemicals, repairs, maintenance, supplies, etc.

The chart below lists the revenue and expenditures from the past five (5) years for our utility service, as outlined in Schedule 4 of our audited financial statements:

Year	Revenue	Expenditure	Difference
2014	\$345,145	\$206,927	+\$138,218
2015	\$347,757	\$267,636	+\$80,121
2016	\$398,206	\$163,099	+\$235,107
2017	\$2,978,350	\$247,940	+\$2,730,410
2018	\$396,457	\$325,741	+70,716

The surplus gained from the revenues over the expenditures is put into infrastructure reserves set out for water treatment plant upgrades and general infrastructure upgrades.

Waterworks Capital Investment Strategy

The objective of the waterworks capital investment strategy is to address anticipated waterworks infrastructure maintenance. Immediate drinking water infrastructure problems and future infrastructure replacement objectives are needed to be done in a timely fashion so as to ensure the municipal waterworks provides safe drinking water to residents and businesses. The capital investment strategy uses the recommendations outlined in the *2015 Waterworks System Assessment*, which is required by Water Security Agency, as well as the Town's newly created *Asset Management Plan* for infrastructure planning.

As noted above, in July of 2013, Council implemented an infrastructure levy that was a uniform amount applied to all residences and businesses for the express purpose of building up funds in capital reserves. As well, Council has been continually increasing the water rates to help add more funds annually into the reserves, but keeping in mind the rising costs of the water treatment plant operations.

Capital plans have been established to address the waterworks infrastructure deficiencies and replacements as identified and prioritized in the *2015 Waterworks System Assessment* to ensure safe drinking water for the community. The current and future waterworks capital plans and planned sources of funding are as follows:

Project	Planned Year of Completion	2019 Cost	Future Cost*	Source of Funding
WTP Reservoir Expansion	2019	\$700,000		Reserves & Loans
In-Town Well Repair	2019	\$15,000		General Expenditure
Remote Water Meter Reading System	2019-2021	\$65,000	\$130,000 (Year 2 and 3)	General Expenditure
Town-Wide Valve Replacements	2019	\$60,000		General Expenditure

200 Block Blackstock Street Water Main Replacement	2019	\$75,000		General Expenditure
Hydrogeologist Study	2020		\$18,727	General Expenditure
Water Meter Replacement in WTP	2020		\$1,872	General Expenditure
Secondary Containment of Chemicals	2020		\$1,224	General Expenditure
Filter Pressure Valves	2021		\$312,120	Reserves & Grants
Kerr Well Replacement	2024		\$218,484	Reserves & Grants

**Assuming 2% rate of inflation per year*

While many of the items listed are requiring reserves and grants for funding, the implementation of these projects will depend solely on the amount of reserve money from year to year. As well, if the Town is successful at receiving grant money from provincial and federal sources, this would drastically change the timeline as to when these projects could be completed.

Annual Financial Overview

Total 2018 waterworks revenues (as reported in the Financial Statement) - **\$396,457**

Total 2018 waterworks expenditures (as reported in the Financial Statement, which includes interest paid on waterworks infrastructure loans) - **\$325,741**

Total debt payments on waterworks infrastructure loans - **\$0**

Comparison of waterworks revenues to expenditures plus debt payments, expressed as ratio

$$\frac{(\$396,457)}{(\$325,741) + (\$0)} = 1.22$$

Amount of 2018 waterworks revenues transferred out of the utility, specifying where the revenues were transferred - **\$90,000 transferred into the Water and Sewer Infrastructure Reserve; \$50,000 transferred into Water Treatment Plant Upgrade Reserve**

Amount of 2018 supplementary funding required to cover expenditures, specifying the source of the supplementary funding from the general revenue fund - **\$0**

Reserves

Reserves available for waterworks capital infrastructure - **\$796,356**

Attachments

- 2015 Waterworks System Assessment under Section 35 of *The Water Regulations*, 2002.