

Resort Village of Elk Ridge
Agenda
February 20, 2024 at 3:00 p.m. – Regular Meeting – Elk Ridge Resort

1. Call to Order – The Mayor called the meeting of Council to order.

2. Approval of Agenda:

MOTION: That the agenda for this meeting be approved as presented.

3. Adoption of Minutes:

3.1 Minutes of the January 16, 2024 Regular Meeting

MOTION: That the Minutes of the January 16, 2024 Regular Meeting be approved as presented.

4. Declaration of Conflict of Interest: None

5. Delegations Scheduled:

6. Public Hearings:

7. Public Acknowledgements:

7.1 Holly MckAY – CAO would like to acknowledge the many hours Holly volunteered verifying the addresses and working with myself updating records for the upcoming Canada Post mail box installation.

8. Business Arising from Minutes:

9. New Business:

9.1 Emergency Measures – Councillor Hewett

9.2 Purchasing Policy – Councillor Hewett

9.3 Security Cameras – Councillor Engel

9.4 Sask Lotteries – Councillor Smith-Windsor

9.5 Utility Steering Committee – Mayor MckAY

9.6 Councillor Danberg resignation – February 4, 2024

MOTION: That Council accept Councillor Danberg's resignation as tendered.

10. Motions:

10.1 PubWorks 3150

MOTION: That Council approve the purchase of *Pubworks 3150* software from Munisoft at a cost of \$4990.00 to comply with PSAB asset registry and reporting requirements.

10.2 Utility Billing

MOTION: That Council approve the purchase of *Utility Billing* software from Munisoft at a cost of \$5500.00 for regular billing of the Utility.

10.3

11. Administration Reports:

11.1 CAO Report and Updates

12. Reading of Bylaw(s):

13. Notice of Motion:

14. Inquiries:

15. In camera:

16. Information Items/Correspondence:

16.1 Minutes of Utility Steering Committee -

17. Adjournment



**Resort Village of Elk Ridge
Regular Council Meeting Minutes
January 16, 2024**

A regular meeting of Council held on Tuesday, January 16, 2024 at 3:00 p.m. in the White Tail Room at Elk Ridge Resort Lodge.

Present: Mayor Garry McKay
Councillors Trudy Engel
 Ross Hewett
 Margaret Smith-Windsor

CAO Michele Bonneau

Regrets: Councillor Ryan Danberg

1. CALL TO ORDER

Mayor McKay called the meeting to order at 3:00 p.m.

	2.	APPROVAL OF AGENDA
2024-01		HEWETT: That the agenda for this meeting be approved as presented
		ENGEL: Seconded the motion
		CARRIED

	3.	ADOPTION OF MINUTES
	3.1	Regular Council Meeting December 19, 2023
2024-02		SMITH-WINDSOR: That the minutes of the December 19, 2023 Regular Council Meeting be adopted.
		HEWETT: Seconded the motion
		CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

5. DELEGATIONS

6. PUBLIC HEARINGS

7. PUBLIC ACKNOWLEDGEMENTS

	8.	BUSINESS ARISING FROM MINUTES
2024-03		Public Disclosures – Annual declarations

		ENGEL: Acknowledging that all but one annual declaration has been received and that the 2022 financial statements are almost complete.
		SMITH WINDSOR: Seconded the motion
		CARRIED

	9.	NEW BUSINESS
2024-04	9.1	Office Hours/Work HEWETT: That the Village office adopt a winter hours of work and summer hours of work schedule as follows: Winter (November – April): Tuesdays/Thursdays 8:00 – 4:00 pm Summer (May – October): Wednesdays 11:00 – 3:00 pm, Thursdays 8:00 – 4:00 pm and Saturdays 11:00 – 3:00 pm).
		ENGEL: Seconded the motion
		CARRIED

	9.2	Utility Implementation Steering Committee
2024-05		SMITH-WINDSOR: That the Resort Village of Elk Ridge appoint Mayor McKAY from Council to represent the Resort Village of Elk Ridge and Roger Arnold to represent the utility membership on the Steering Committee.
		ENGEL: SECONDED the motion
		CARRIED

	9.3	2022 Audit
2024-06		ENGEL: That Council approve an additional \$4000 payable to Grant Thornton for the cost of completing the 2022 Audit.
		HEWETT: Seconded the motion
		CARRIED

2024-07		HEWETT: That Council approve compensation to Nicole Lerat for work done preparing for the Resort Village’s 2022 audit.
		SMITH-WINDSOR: Seconded the motion
		CARRIED

	9.4	Council Meetings 2024
2024-08		SMITH-WINDSOR: That Council meetings be set for the third Thursday at 10:00 am effective March 2024.
		HEWETT: Seconded the motion
		CARRIED

10. MOTIONS

	11.	ADMINISTRATION REPORT
2024-09		Accept Administration Report ENGEL: That Council receive and file the financial statement and list of accounts payable for December 2023.

		HEWETT: Seconded the motion.
		CARRIED

12. READING OF BYLAWS

13. NOTICE OF MOTION

14. INQUIRIES

15. IN-CAMERA

16. INFORMATION ITEMS/CORRESPONDENCE

17. ADJOURNMENT

2024-10

HEWETT: That this meeting now be adjourned at 5:30 p.m.
 ENGEL: Seconded the motion

CARRIED

Mayor Garry McKay

CAO Michele Bonneau



SASK LOTTERIES

E-MAILED
15/02/24

COMMUNITY GRANT PROGRAM 2025 APPLICATION FORM

PLEASE MAKE ANY CHANGES TO THE CONTACT INFORMATION AND INCLUDE AN EMAIL ADDRESS.

Name of Community		
Elk Ridge, Resort Village of		
Contact Name		
Heather Scott Michele Borneau		
Address		
Box 171		
Town/City		Postal Code
Waskesiu		S0J 2Y0
Home Phone #	Work Phone #	Fax #
(306) 940-9052	(306) 940-9052	
Email Address * REQUIRED		
infoelkridge@sasktel.net		

THIS SECTION FOR OFFICE USE ONLY	
Grant #	
CG:25:	
C# / R#	
C885 / R17	

A) Eligible Amount			
Community per capita rate.			
Population		Per Capita Amount	
89 132		x \$10.95	
		= \$ 975 445.40	

B) Allocation Amount				
Complete this section only if you are receiving an allocation from a Band, Town, Village or R.M.				
Signature of Mayor/Reeve/Chief (or attach a letter from allocating community)	RM#/Community Name	Population	Per Capita Amount	
			X	=
			X	=
			X	=
			X	=
TOTAL				= \$

C) Total Grant Applied For 2024		(minimum \$250)
A) Eligible Amount + B) Allocation Amount Total		= \$ 445.40

Signature and Title of Bonded Authorized Officer of the Community		
I hereby agree that the conditions outlined in the Community Grant Program Guidelines have been met and that the application is a correct and true statement.		
	CAO	15/02/24
Signature	Title	Date

Application deadline is February 28, 2024. LATE APPLICATIONS WILL NOT BE ACCEPTED.

PLEASE SUBMIT TO: SASK LOTTERIES TRUST FUND FOR SPORT, CULTURE AND RECREATION
1870 Lorne Street | Regina, SK | S4P 2L7 sasklotteries.ca
P 306.780.9344 TF 1.888.780.9344 F 306.781.6021 E Lhodnefield@sasksport.ca

Feb 4th, 2024

Ryan Danberg
Box 3661 Melfort, SK
S0E 1A0

Re: Resignation Village of Elk Ridge Resort effective Feb 4th, 2024

To: CAO & Council

Please accept this letter as my resignation from my role of Councillor effective Feb 4th, 2024. I am resigning for personal reasons and wish the Resort Village all the success moving forward. I really enjoyed my time on Council and commend all of you for your work, on making the Resort Village a better place to live.

Sincerely,

Ryan Danberg
RSD

DECISION ITEM

Subject	PubWorks 3150
Council Meeting Date Presented:	February 20, 2014
Agenda Item:	10.1
Prepared By:	Michele Bonneau

BACKGROUND:

PUBWORKS 3150



Product Information



DO I NEED THIS SOFTWARE?

You need this application if you want to:

- Calculate depreciation schedules with minimal effort
- Save precious time and expedite data entry
- Access a number of beneficial reports
- Comply with PSAB asset registry and reporting requirements

WHAT WILL THIS APPLICATION DO FOR ME?

PubWorks 3150 enables you to meet the PSAB requirements. It also allows you to update to PubWorks Standard — full asset management software — at a later date without losing your TCA data.

WHAT CAN I LOOK FORWARD TO WHEN USING THIS PROGRAM?

Ease-of-Use:

- You will appreciate the program's user-friendly design; all data entry windows have the same basic format
- You will use Compact and Repair and Record Consolidation functions to declutter your database without any manual effort

Easy, Speedy Data Entry

- You will speed up data entry by using pre-set drop lists
- You will strengthen the consistency of your data by using categorized data

Complete Customization:

- You will build your asset registry database to best suit your office's needs
- You can use up to 20 user-definable fields to describe your assets

Accurate Calculations:

- You will enhance the accuracy of your data by allowing your program to calculate depreciation schedules for each of your assets
- You will find assistance in the Asset Deflation Calculator tool to help you calculate unknown original costs

Valuable Features:

- You can set a location as the Master location — which can be broken down into individual segments — for more detailed analyses
- You will utilize the More button — allowing you to link scanned documents and pictures to any asset — to keep all your information on an asset in one convenient place

Options Available: Upgrade from 3150 to PubWorks Standard, which is compatible with a number of optional modules such as Fleet Manager, Service Request and Work Orders. To place an order, please visit our [Software Order Desk](#) on our website or email clientcare@munisoft.ca.

RECOMMENDATION:

This program is required for completion of the 2023 audit. We are required to record our capital assets and depreciate them as per the Public Services Accounting Board Requirements. You don't have to the first year (2022), but you need to after that. Our capital assets include the roads that were transferred from the District of Lakeland and the Fire Hall building.

The Training required for this program is built into the cost of \$4990.00. The monthly payments of \$54.17 start after the first year of using this program.

Respectfully Submitted by: Michele Bonneau, CAO

DECISION ITEM

Subject	Utility Billing
Council Meeting Date Presented:	February 20, 2024
Agenda Item:	10.2
Prepared By:	Michele Bonneau

BACKGROUND:

UTILITY BILLING



Product Information



DO I NEED THIS SOFTWARE?

You need this application if you want to:

- Handle any utility billing situation
- Customize rates, charges, aging periods and more
- Save precious time and minimize data entry
- Improve services for your ratepayers

WHAT WILL THIS APPLICATION DO FOR ME?

With MuniSoft's Utility Billing program you will have full control when it comes to charging your customers for their water, sewer, hydro, gas usage and more. You can set up multiple billing groups, as well as, export usage statistics for setting rates and planning revenue.

WHAT CAN I LOOK FORWARD TO WHEN USING THIS PROGRAM?

Seamless Integration:

- You will automate customer information creation from Tax's shared customer database, saving time and effort

Power and Control

- You will enjoy freedom and flexibility to configure unlimited rate settings and billing frequencies that work best for your office and your customers
- You will have full control on discount, interest and penalty policies

- You will have access to history records showing all changes made to property information --- including occupant, meter, rate changes and more --- to help you determine future billing details

Valuable Features:

- You will expedite Final Billings for customers moving out with the independent Final Billing Processing functionality available any time throughout the billing cycle

- You will enhance your confidence in your billing with system features like Issue Missed Billing
- You will strengthen the integrity of the billing process using the Find Errors features, flagging erroneous billings at the time of meter reading entry
- You will appreciate the program's capability to transfer utility arrears to a Tax roll at year end

Extensions Available: eNotices, Remote Meter Reading System, Multi-Batch and Preauthorized Debit. To place an order, please visit our [Software Order Desk](#) on our website or email clientcare@munisoft.ca.

RECOMMENDATION:

This program is required for eventual utility billing. The current plan is for the Village office do the July billing.

Respectfully Submitted by: Michele Bonneau, CAO

ADMINISTRATORS'S REPORT - February 20, 2024

<u>Date</u>	<u>ADMINISTRATION HIGHLIGHTS:</u>
	Auditor almost complete. Feb 13, 2024 - <i>The audit has gone through the manager review process, and is currently with the Principal for his final quality review. The audit and the financial statements are just in the final stages to ensure that the restructuring has been properly presented in the financial statements.</i>
	CRA needs the Resort Village to be designated as a municipality in order to authorize the GST returns. I've submitted a copy of the Minister's Order and our Corporate entity papers.
	Canada Post Community Mail Boxes - location change - likely will be by adjacent to the Waste depot area. We are awaiting approval from the Routes2SK Inc group.
	Amendment to Bylaw 1 - first reading postponed to March council meeting.
<u>Date</u>	<u>MINUTES FOLLOW UP</u>
	Thank you to Holly McKAY for the many hours put in assisting with the updating of the lists required by Canada Post for the mail boxes.
<u>Date</u>	<u>OFFICE NOTES</u>
	Currently planning to update get the SAMA material updated and Assessment Notice out to properties where there has been a change of ownership or development.
<u>Date</u>	<u>HR/Personell NOTES</u>
	T4s are ready for printing.
	CAO hours: Pay Period 1: 46 hours, Pay Period 2: 34 hours Pay Period 3: 39.5 AVG: 39.83
<u>Date</u>	<u>GRANT UPDATES/UPCOMING</u>
	Councillor Smith-Windsor completed the Sask Lotteries Grant.
<u>Date</u>	<u>RATEPAYER CONCERNS</u>

Resort Village of Elk Ridge
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2024

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Municipal Taxes					
410-130-100 - Discount on Municipal Tax - Property	(919.66)	(919.66)		(919.66)	
	(919.66)	(919.66)	0.00	(919.66)	0.00
Penalties on Tax Arrears					
410-400-210 - Penalty on Mun Taxes Arrears - Proper	126.04	126.04		126.04	
	126.04	126.04	0.00	126.04	0.00
TOTAL TAXATION:	(793.62)	(793.62)	0.00	(793.62)	0.00
FEES AND CHARGES					
Other					
Tax Certificate					
420-800-100 - F&C - Tax Certificate	25.00	25.00		25.00	
	25.00	25.00	0.00	25.00	0.00
	25.00	25.00	0.00	25.00	0.00
TOTAL FEES AND CHARGES:	25.00	25.00	0.00	25.00	0.00
TOTAL REVENUES:	(768.62)	(768.62)	0.00	(768.62)	0.00

ASSETS

110-110-110 - Cash - On Hand - Petty Cash	2.72	
110-110-120 - Cash - Bank - Operating	48,758.94	
110-110-130 - Cash - Bank - Term Deposit	608,000.00	
110-110-140 - Cash - Reserves	60,000.00	
110-200-100 - Municipal - Tax Receivable - Current	1,327.72	
110-200-110 - Municipal - Tax Receivable - Arrears	(21,349.31)	
110-200-300 - Municipal Fire Levy #1 - Current	207.59	
110-200-310 - Municipal Fire Levy #1 - Arrears	(1,111.42)	
110-210-100 - Sask Rivers SD #11 Taxes Receivable	(19,368.91)	
110-340-110 - GST Receivable - 100% Rebate	12,494.05	
120-110-100 - Prepaid Expense	(297.14)	
170-100-100 - Land - Cost	90,000.00	
170-100-200 - Buildings - Cost	180.00	
170-100-600 - Infrastructure - Road/Str Const - Cost	163,440.00	
Total Assets		<u>942,284.24</u>

LIABILITIES

210-200-100 - Receiver General Deductions Payable	367.96	
210-200-110 - C.P.P. Payable xxx	882.11	
210-200-120 - E.I. Payable xxx	311.77	
210-200-130 - Income Tax Payable xxx	1,623.31	
210-200-140 - MEPP Payable	(669.48)	
210-200-150 - Vacation Pay Payable	405.80	
210-200-170 - SUMA Benefits Payable	364.47	
210-200-180 - EasyPay Wage Clearing	11.02	
210-200-300 - General Accounts Payable	(3,632.33)	
210-210-100 - Sask Rivers SD #119 Collection Liability	63,849.54	
210-210-110 - Sask Rivers SD #119 Taxes Collected	408,859.10	
210-210-160 - Sask Rivers SD #11 - Collected - Penalty	852.92	
210-210-190 - Due To SRSD #119 - Paid	(468,407.84)	
210-250-100 - Sask Rivers SD #119 - Tax Liability	(19,368.91)	
210-400-900 - Suspense	(20.00)	
210-900-900 - Building Permit Deposit	7,000.00	
Total Liabilities		(7,570.56)

SURPLUS

310-100-200 - Reserve - Infrastructure	50,000.00	
310-110-300 - Organized Hamlet #3 Reserve	10,000.00	
390-900-900 - Operating Fund - Surplus	529,980.85	
390-900-910 - Current Year's Surplus	213,512.70	
390-900-990 - Equity in Capital Assets	163,440.00	
Net Surplus (Deficit):	(17,078.75)	
Total Surplus		<u>949,854.80</u>
Total Liabilities and Surplus		<u>942,284.24</u>

**Resort Village of Elk Ridge
Payment Register**

Report Date
2024-02-16 11:04 AM

Batch: 2024-00002 to 2024-00002

Page 1

Bank Code: Bank1 - Main Demand

Payment #	Vendor	Date	Amount
Computer Cheque			
309	AON CANADA INC. - T57048C	2024-01-31	2,139.00
305	De Lage Landen Financial Services C	2024-01-31	91.21
306	GRANT THORNTON LLP	2024-01-31	4,750.80
310	GREENLAND WASTE DISPOSAL LT	2024-01-31	802.40
307	SASKATCHEWAN PUBLIC SAFETY	2024-01-31	186.90
308	SUMA	2024-01-31	704.28
Total for Computer Cheque:			8,674.59
E-Transfer			
2024-0006	CANADA REVENUE AGENCY	2024-01-31	567.23
2024-0001	ELK RIDGE RESORT	2024-01-12	525.00
2024-0002	Gary Provencher	2024-01-12	175.00
2024-0004	LAKELAND EXCAVATING SERVICE	2024-01-31	1,415.70
2024-0007	MINISTRY OF FINANCE	2024-01-31	20,023.58
2024-0003	MUNISOFT	2024-01-12	415.14
2024-0005	PENTElsa	2024-01-31	2,622.38
Total for E-Transfer:			25,744.03
Online Banking			
2024-0001	SASKENERGY	2024-01-31	99.51
Total for Online Banking:			99.51
Total for Bank1:			<u>34,518.13</u>

Payments Printed: 14



**Transition Steering Committee
Meeting Minutes
February 63, 2024**



The first meeting of the Transition Steering Committee for the amalgamation of Elk Ridge Utility within the Resort Village of Elk Ridge took place via ZOOM on Saturday February 3, 2024 hosted by Clint Austin.

Present: Chair Clint Austin
 ERU Darcy Simoneau
 ERU Rob Thurmeier
 Membership Roger Arnold
 RVER Garry McKAY
 RVER Michele Bonneau

1.	CALL TO ORDER
	Clint Austin called the meeting to order at 8:30 am.

2.	ROLL CALL and INTRODUCTIONS
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3.	APPROVAL OF AGENDA
	Arnold: That the agenda for this meeting be approved as presented Remove
	Simoneau: Seconded the motion
	CARRIED

4.	TERMS OF REFERENCE
	Austin: That the Transition Steering Committee adopt the Terms of Reference dated Feb 3, 2024.
	Thumeier: Seconded the motion
	CARRIED

5.	REPORTS
	Resort Village of Elk Ridge <ul style="list-style-type: none"> • Looking forward to getting minutes and updates • Currently working on 2024 budget • Thank you to Roger Arnold for putting your name forward for this committee • Learning curve for Michele (CAO) • Acknowledge we have the right people to move this project forward
	Elk Ridge Utility <ul style="list-style-type: none"> • Hope to wrap up this process by October 31, 2024 (fiscal year end) • A study done by BCL indicated our existing filters are aging, need new equipment and more capacity as Elk Ridge expands.

6.	OUTLINE OF TRANSITION PLAN
	Austin: That the Transition Steering Committee adopt the Transition Plan as circulated.

	Simoneau: Seconded the motion
	CARRIED

6.	IMPLEMENTATION TEAM & ASSIGNMENTS
	McKAY: That the Transition Steering Committee approve the Proposed Implementation Team & Assignments as amended.
	Arnold: Seconded the motion
	CARRIED
	ACTION: Roger will assist Clint in scoping out work parcels for Legal Service Providers
	ACTION: Rob will provide a list of third-party service providers and costs to Clint and Michele
	ACTION: Clint to provide Roger with MLT Report and discuss legal situation and approach offline. Proposed plan of action will be forwarded to the Transition Steering Committee.

6.	LIST OF QUICK WINS
	Austin: That the Transition Steering Committee acknowledge the list of quick wins as presented.
	Simoneau: Seconded the motion
	CARRIED
	ACTION: Feb 28 Utility Board Meeting: Darcy to ask Utility Board whether there is value in having Council observe Board Meetings for the remainder of the year.

7.	MEETING SCHEDULE
	Austin: That the Transition Steering Committee approve the Meeting Schedule as amended
	Arnold: Seconded the motion
	CARRIED

Meeting ID	Key Reviews and Decisions	Date / Time (SK)
1	Decisions: SC Terms of Reference, Planning Detail, Implementation Team, Quick Wins, Steering Committee Meetings. Review Outline of Transition Plan	Feb 3 / 4PM
2	Kick-Off Meeting w/ SC and Implementation Team (30 mins)	Feb 6 / 4 PM
3	Implementation Team Interviews w Transition Coordinator (Receiving Planning Inputs from Team members)	Feb 12 – 29
4	SC Document Review and Feedback	Mar 6 - 10
5	SC Final Review of Plan, 1 st Review of Budget, 1 st Review of Schedule	Mar 12 / 830 AM
6	Final Review of Budget and Schedule (if required)	Mar 19 / 830 AM
7	SG1: Transfer Agreement Milestone Readiness	July 18 / 830 AM
8	SG2: Transfer Date Milestone Readiness	Oct 17 / 830 AM
9	SG 3: Completion Date Milestone Readiness	Dec 12 / 830 AM

18. ADJOURNMENT

Simoneau: That this meeting now be adjourned at 10:36 am.

Arnold: Seconded the motion

CARRIED

**TERMS OF REFERENCE
TRANSITION STEERING COMMITTEE FOR THE PURPOSE
OF OVERSEEING THE TRANSITION OF ELK RIDGE UTILITY
OPERATIONS AND ASSETS OVER TO THE RESORT
VILLAGE OF ELK RIDGE**

1. BACKGROUND

The Mayor and Council of the Resort Village of Elk Ridge ("Council") have authorized that a Transition Steering Committee be established to provide oversight and advice over the process to dissolve Elk Ridge Utility Ltd ("Utility") and to transfer its operations and assets to the Resort Village of Elk Ridge ("Resort Village").

The process of transferring the Utility's assets and operations over to the Resort Village and dissolving Elk Ridge Utility Ltd will be collectively referred to as the "Implementation Phase" of the public utility initiative.

2. PURPOSE

The purpose of the Transition Steering Committee ("Committee") is to provide guidance, support and oversight over the people, plan and budget during the Implementation Phase of the public utility initiative.

3. SCOPE OF WORK

The scope of the Committee shall be limited to advisory work. Key objectives of the Committee include the following:

- a. Developing the Terms of Reference of the Committee, and facilitating its approval by Council;
- b. Provide guidance, support and oversight over the development of the Transition Plan and Budget. The Committee shall make best efforts to incorporate the following elements into the Plan:
 - Brief overview of the current situation, transition requirements, identification of issues/risks, and key steps needed to meet the transition requirements;
 - Assure requirements of applicable acts, standards and regulations are completed, at the right time (e.g. Employment Act; Municipalities Act, Not-for Profit Corporations Act, etc.)
 - Implement the outcomes and recommendations described in the Final Report of the "Joint Committee Review of the Establishment of a Public Utility Through the Process of Amalgamation, dated November 15, 2023;
 - Schedule and sequence tasks in a manner to facilitate meeting the target milestone dates;
 - Mitigate implementation risk to a level that is low as reasonably possible;
- c. Identify and select the members of the Transition Team (See 10. Transition Team Responsibilities); and,
- d. Achieve the objectives of the scope of work, at a reasonable cost.

4. TARGET MILESTONES AND DATES FOR IMPLEMENTATION

The following transition milestones and target are described as follows:

- **Transfer Agreement:** This is a term agreement and schedule that outlines the list of assets to be transferred from the Utility to the Resort Village. The target date for achieving this milestone is July 26, 2024;
- **Transfer Date:** This is the formal date of transfer when the Resort Village is fully responsible for the day-day operations of the water and sewage works. All of the assets of the Utility will have been transferred by this date and the Utility will have submitted its Dissolution Certificate to the ISC ("Day 0"). The target date for achieving this milestone is 1 November 2024;

February 3, 2024

- **Completion Date:** The date for which all remaining matters of the Implementation Phase are completed (e.g. expenses, training, etc.) The target date for completion of this milestone is December 20, 2024.

5. BUDGET

The Committee shall develop a budget for items necessary for completing the scope of work. The Committee shall provide budgetary oversight throughout the Implementation Phase and provide recommendations for changes if required. The budget should segregate costs as applicable to the Resort Village or the Utility. Budgetary elements shall have approvals by the Resort Village and Utility, as applicable.

The Committee is authorized to contract professionals and approve any expenditure related to its scope of work or the approved Implementation Plan but is limited to the authorized total-budgetary amount allowed by the approved budget.

6. REIMBURSEMENT OF EXPENSES POLICY

Expenses related to the dissolution of the Utility, Utility staff notice and termination, contract termination or cancellation fees, audits, as well as any transition work provided by existing Utility operations or administrative staff to the Resort Village shall be reimbursed directly by the Utility. All other expenses shall be reimbursed by the Resort Village. Exceptions to this policy are allowed in the event that the Committee receives professional advice that is contrary to this policy (e.g. legal, banking, accounting, CRA, etc.).

Invoices shall be transmitted directly to the Resort Village CAO or Utility Treasurer and the responsible party shall execute the reimbursement or payment.

There may be some instances where an expense from a third party is invoiced to the wrong entity as per this policy. In this case, either party may choose to seek reimbursement from the other, provided this is done within 30 days of the third-party invoice and not later than 30 days before the Transfer Date milestone.

7. MEMBER COMPOSITION

The following six people have been appointed as members of the Steering Committee:

- Committee Chair: Clint Austin 403-992-5645 clintaustin@shaw.ca
- Resort Village Mayor: Garry McKay 306-690-1482 McKay.elkridge@sasktel.net
- Resort Village CAO: Michele Bonneau 306-940-9052 infoelkridge@sasktel.net
- Elk Ridge Utility President: Darcy Simoneau 403-999-8265 ypcpromo@telus.net
- Elk Ridge Utility Secretary-Treasurer: Rob Thurmeier 306-940-8250 thurmeier@gmail.com
- Committee Member-at-Large: Roger Arnold 306-221-1717 rarnold@cuelenaere.com

Steering Committee members are expected to be advocates for establishing a public utility and bring knowledge, problem solving and relevant business networks throughout the Implementation Phase.

The Committee Chair shall be Clint Austin and the Secretary shall be Michele Bonneau.

8. QUORUM

A minimum of three (3) Committee members shall constitute a quorum. If a quorum for a Committee meeting is not present within ten (10) minutes of the time fixed for the commencement of the meeting, the Chair of the meeting may either cancel or reschedule the meeting.

February 3, 2024

9. STEERING COMMITTEE RESPONSIBILITIES AND AUTHORITIES

The Committee has the authority to carry out its scope and objectives as described in Section 3 – Scope of Work, Section 5 – Budget, and Section 6 – Reimbursement of Expenses.

The Committee Chair, Resort Village CAO and the Utility Treasurer are authorized to validate the receipt of invoiced services and expenses related to these Terms of Reference. Validation shall be communicated by email.

The Committee’s work is limited to the Purpose and Scope described in these Terms of Reference. It has no authority over the routine operations or business affairs of the Utility or Resort Village.

10. IMPLEMENTATION TEAM RESPONSIBILITIES AND COMPOSITION

The Committee will be responsible for scoping the roles and identifying the members of the Implementation Team, with the exception of the Transition Coordinator who shall be appointed by Council.

The purpose of the Implementation Team (“Team”) is to execute the tasks that would ensure the dissolution of the Utility and the transition of its assets and operations to the Resort Village. The Team would have the responsibility to plan, manage, coordinate and execute the tasks necessary to integrate the assets, processes and management systems of the Utility with those of the Resort Village.

It is expected that several of the existing Utility policies, plans and processes will transfer as they are; however some may be replaced in their entirety or require modest modifications to allow for efficient integration. In some cases, new policies and planning processes will need to be established. Lower priority items have the option of being deferred to after the transition. Members of the Team would also advise the Utility board on tasks related to the formal dissolution of the corporation.

11. MEETING RECORDS AND REPORTING

The Committee shall keep minutes of its meetings. The Transition Coordinator or their delegate from the Committee, will provide monthly reports on the progress of the transition starting on March 5, 2024.

12. EFFECTIVE DATE

These Terms of Reference will be effective as of Feb 3, 2024