

**BYLAW No. 06/20**

**501 UTILITY AUTHORITY, INC.**

**DISASTER RECOVERY POLICY**

A **BYLAW** of the Board of Directors to provide for a Disaster Recovery Plan to offer guidance in the event of any event or disaster that causes or could cause an interruption of normal operations

Outlined below is the information required to assist the 501 Utility Authority, Inc. in getting all office and business operations fully functional in a timely and efficient manner after a disaster or disruption such as fire, major weather event or any event causing that business and operations are interrupted or forced to cease, albeit temporarily. It is the intended goal of this recovery plan that the office and the utility itself will be operational within two days and fully functional within one week.

In the event of the Disaster Recovery Plan being required, the Board Chair, Vice-chair (or Administrator, if applicable), will take control of all actions required to facilitate the return of the office and/or the utility facilities to their regular operating state.

In the event of a disaster, the Board Chair, Vice-chair, (or Administrator, if applicable), or any appointed designate will contact the 501 Utility's insurance broker/agent which is currently:

**Kevin Madden, CAIB, CIP / Assistant Vice President**  
**Aon Risk Solutions**  
**105 – 21<sup>st</sup> Street E, 8<sup>th</sup> Floor**  
**Saskatoon SK S7K 0B3**  
**T - 1.306.975.8860 M - 1.306.270.1936**

The Board Chair (or Administrator, if applicable), will inform the Vice-chair as quickly as possible after any incident. The Board of Directors, service providers and any staff will then be informed in a timely fashion. In this case, it is advisable that the owner municipalities also be informed of the business interruption and that the Disaster Recovery Plan is being implemented.

In the event that the Board Chair (or Administrator, if applicable), is not available, the current Board Vice-chair of the Utility will take charge with the support and assistance of other Directors. The key functions to focus on are account management, cash flow, financial management and facilities operations and maintenance. The utility endeavors to maintain an Operating Reserve which should be accessed to assist with implementation of the Disaster Recovery Plan.

To facilitate the effectiveness of the Disaster Recovery Plan key steps must be taken in advance. At a minimum the following information is required and should be updated at least quarterly;

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- A fireproof safe holding the following items:
  1. Audited financial statements for each of the three most recent fiscal years.
  2. Copy of the insurance policy or policies, all contracts and the current lease(s).
  3. Passwords, keys and information required to monitor hauling to utility facilities
  4. The cheques for the operating account of the utility.
  5. Summary of assets, current financial statements and bank account numbers
  6. List of the current Board of Directors with phone numbers and email addresses.
  
- Data backup is to be performed on a weekly basis. Two separate copies of the back-up will be taken off site each night.

The following information will be contained in the safe or a safe place and as well, hard copies should be given to the Chair and the Vice-chair

1. List of the Board of Directors with phone numbers and email addresses.
2. List of all mayors and the reeve with phone numbers and email addresses.
3. Payroll information including the payroll service provider and monthly salaries of each employee, if applicable.
4. Location of all bank accounts with account numbers and contact information of account representatives.
5. If applicable, a list of all investments and the investment provider's contact information.
6. The addresses and phone numbers of the accountant and auditor for the Utility

It is recommended that a step by step procedures check list be prepared and kept in the safe along with a copy of this Plan. It is important that as the Chairs and Vice-chairs change that the incoming officers are provided with all the information specified and contained herein in both hard copy and electronic format to be retained by each in a safe place and updated as required.

At the time of any disaster causing an interruption of business and the normal operation of the utility, the Chair and Vice-chair will select a place from which operations may continue and meetings can be conducted in order to carry out the successful planning, implementation and monitoring of the Disaster Recovery Plan.

Approved by the Board March, 2020

Board Chair B. Mies / Madley

Administrator or Vice-Chair Mark Butts