



**MINUTES OF THE REGULAR MEETING OF COUNCIL
FOR THE TOWN OF BLAINE LAKE
HELD AT THE TOWN OFFICE LOCATED AT #301 Main Street, Blaine Lake, Sask.
MONDAY, June 20, 2022**

Present:

Mayor, Al Sorenson

Councillors

Bev Breland – Deputy Mayor

Melissa Johnson

Darlene Harder - sent regrets

Interim CAO – Gina Bernier

Rodger Pederson

Jason Weber

Max Stevenson

Mayor, Al Sorenson called this meeting to order at 4:02 p.m.

Interviews:

- Northbound Planning Ltd. - Yvonne Prusak – 4:10 p.m. – 4:34 p.m.
- Aaron Cooper – Foreman, Town of Blaine Lake – 4:30 p.m. – 4:58 p.m.
- Kelly Sawchuk, Emergency Services Officer – 5:41 p.m. – 6:07 p.m.

137/22

Adopt Agenda

JOHNSON

That the Agenda be adopted as presented with the addition of:

1. Generator
2. Special Meetings
 - a. June 23, 2022 at 7:00 p.m.
 - b. July 4, 2022 at 4:00 p.m.

Carried.

138/22

Setting Meeting Dates

PEDERSON

That the Council for the Town of Blaine Lake set their regular meeting dates to begin at 4:00 p.m. on the following days:

- July 4, 2022
- July 18, 2022
- August 2, 2022
- August 15, 2022
- August 29, 2022
- September 12, 2022
- September 26, 2022.

Defeated.

A handwritten signature in blue ink, appearing to be 'Al', is located at the bottom center of the page.

139/22

Meeting Dates

WEBER

That the Regular meeting days begin at 8:00 a.m. for the Regular meeting days for the months of July and August.

Breland – yes
Stevenson – yes
Weber – yes
Pederson – no
Johnson – no
Sorenson – yes.
Carried.

140/22

Policy – Terms of Reference – HRC

WEBER

That the Terms of Reference for the Human Resource Committee as attached to and forming part of these minutes be approved.

Carried.

141/22

WTP Training

WEBER

That the CAO contact Delco to train the Manager of Public Works on the new Water Treatment Plant.

Carried.

142/22

Bylaw #7/2022 – Repeal Bylaw

PEDERSON

That Bylaw #7/2022 being a Repeal Bylaw be tabled until July 18, 2022 regular council meeting.

Carried.

143/22

Mill Rate - Municipality

BRELAND

That the Council for the Town of Blaine Lake set their Mill Rate to remain at the 2021 rate of 6.0 mills for the 2022 taxation year for the Municipal taxes.

Carried.



144/22 **TTP – 112 Main Street**

JOHNSON

That the Council authorize the CAO to advertise the property located at 112 Main Street for tender under the Tax Enforcement Act.

Carried.

145/22 **Minutes**

May 16, 2022 Minutes

PEDERSON

That the Minutes of the Regular Meeting held on May 16, 2022 for the Town of Blaine Lake be approved as circulated.

Carried.

May 30, 2022

WEBER

That the Minutes of the May 30, 2022 Human Resources Committee for the Town of Blaine be approved as circulated

Carried.

June 7, 2022

BRELAND

That the Minutes of the Special meeting held on June 7, 2022 be approved as circulated.

Carried.

146/22 **Visa Card**

STEVENSON

WHEREAS purchasing for the Town of Blaine Lake sometimes requires a Visa card; and
WHEREAS the Town of Blaine Lake presently does not have a visa card;
THEREFORE BE IT RESOLVED that the Town of Blaine Lake authorize the CAO to obtain a
Visa card in the name of the Manager of Public Works with a credit limit of \$1,000.00.

BRELAND – no

STEVENSON – yes

WEBER – yes

PEDERSON – yes

JOHNSON – yes

SORENSEN – yes

Carried.



147/22 **Request for Proposal – Meters/Hydrants/Valves**

STEVENSON

WHEREAS the Town of Blaine Lake are in need of purchasing 300 Water Meters, 5 Hydrants, and 5 isolation valves for the purpose of fulfilling the Scope Change in the Grants from the Infrastructure Grants Program;

THEREFORE BE IT RESOLVED that the Town Council authorize the CAO to call for Request for Proposal for the purchase of the Water Meters, Hydrants and Isolation valves, and that the RFP's be received on or before July 4, 2022 at 3:00 p.m. and shall be opened on July 4, 2022 at 4:15 p.m. at the Special Council meeting.

Carried.

148/22 **Request for Proposal – Installation of Meters**

STEVENSON

WHEREAS the Town of Blaine Lake is purchasing new water meters to be installed in the Town of Blaine Lake; and

WHEREAS it is needed to hire someone to install these new meters;

THEREFORE BE IT RESOLVED that the Town Council authorize the CAO to call for Request for Proposal for the Installation of the Water Meters and that the RFP's be received on or before July 4, 2022 at 3:00 p.m. and that the tenders shall be opened on July 4, 2022 at 4:30 p.m. at the Special Council meeting.

Carried.

149/22 **July 4, 2022 – Special Meeting**

BRELAND

That the Council call for a Special Meeting to be held on July 4, 2022 at 4:00 p.m. for the purpose of Request for Proposal Openings and awarding on the Water Meters and Meter Installation RFP; and that

The meeting is to be held at the Council Chambers located at #301 Main Street, Blaine Lake, Sask.; and

That the Council may request other agenda items at that time.

Carried.

150/22 **Generator - WTP**

BRELAND

WHEREAS the new Water Treatment Plant currently does not have a generator backup system; and

WHEREAS the Town Council are concerned about the situation that the residents may be in should the power go out;

THEREFORE BE IT RESOLVED that the Council authorize the Mayor and CAO to go forward with the original recommendations of the Grant program and in accordance with the original plan for the WTP to purchase a generator and have it installed in the new Water Treatment Plant in an approximate amount of \$200,000.00 installed.

Carried.



151/22 **Engineering Scope Change**

SORENSEN

WHEREAS the Town of Blaine Lake has been approved a Scope Change under the Infrastructure Grants Program for the purpose of Water Meter replacement, fire hydrant replacement, new manhole risers installed, curb stop replacement, isolation valve replacement and lift station pump replacement and the upgrades to the Reservoir building; and

WHEREAS there is a need to have an Engineering Scope Change due to these changes; THEREFORE BE IT RESOLVED that the Mayor is authorized to enter into Agreement for the Scope change with Associated Engineering to an amount of \$41,900.00.

Carried.

152/22 **Annual Financial Statement**

JOHNSON

WHEREAS the Annual Financial Statement has not yet been completed by Sensus Accounting Firm; and

WHEREAS the Firm anticipates to have the Statement completed by June 23, 2022;

THEREFORE BE IT RESOLVED that the Council for the Town of Blaine Lake set a Special meeting to be held on June 23, 2022 at 7:00 p.m. to be held at the Council Chambers for the Town of Blaine Lake located at #301 Main Street, Blaine Lake, Sask. for the purpose of reviewing and passing of the 2021 Annual Financial Statement, and That the Council may add other items to the agenda.

Carried.

153/22 **List of Accounts for approval**

WEBER

That the Council for the Town of Blaine Lake acknowledge the list of accounts as Paid:

EFT – 03/31/2022 - \$3786.70

EFT - 05/18/2022 - \$2587.97

EFT – 05/18/2022 - \$1670.96

EFT – 05/27/2022 - \$5587.31

EFT – 05/13/2022 – 4912.05

EFT – 05/27/2022 - \$4324.75

EFT – 06/10/2022 - \$5942.12

Cheque – 2310 – 2335 - \$49932.30

Cheque – 2336 – 2342 - \$3353.52

Cheques – 10266 – 10346 - \$64802.38

Cheque – 10347 - \$770.50

Council Payroll – May 27/2022 - \$2544.37

Employee Payroll – May 13/2022 - \$6980.56

Employee Payroll – May 27/2022 - \$7590.14

Employee Payroll – June 10/2022 - \$7650.66

Carried.

154/22 **May Financial Statement**

JOHNSON

That the Monthly Financial Statement for the month of May 2022 be approved as presented.

Carried.

155/22 **Extension of Services – Barb Galger**

BRELAND

WHEREAS Barbara Galger was contracted to assist us with the Tax Enforcement files; and

WHEREAS this process has proved to be productive;

THEREFORE BE IT RESOLVED that the Council authorize the CAO to continue the contract with Mrs. Galger for another 3 days.

Carried.

156/22 **Street Repair – 100 Block 1st Avenue**

BRELAND

That the Council hire Owen Johnson to fix the street located at the 100 block 1st avenue in front of Blaine Lake Tire repair shop in the approximate amount \$23,500.00.

Carried.

157/22 **Street Repair**

JOHNSON

WHEREAS Johnson Contracting was obtained to fix the road issue on the 100 block of 1ST Avenue and south of Main Street; and

WHEREAS the invoice was \$23,500.00;

THEREFORE BE IT RESOLVED that this invoice be paid.

Carried.

158/22 **Drum Lift for WTP**

PEDERSON

WHEREAS the Water Treatment Plant has large and heavy drums to move; and

THEREFORE BE IT RESOLVED that the Council authorize the purchase of a drum lift for an approximate amount of \$2500.00.

Carried.



159/22 **Temporary Closure – Alley behind Crossroads Tavern**

WEBER

WHEREAS Crossroads Tavern is planning to host an outdoor summer event on Saturday August 6th and are requesting to have the alley behind the Crossroads Tavern closed to the traffic from August 5, 2022 at 10:00 a.m. until August 7, 2022 at 6:00 p.m. in order that they may set up a stage and snow fence for the safety of those attending the event; THEREFORE BE IT RESOLVED that the Council for the Town of Blaine Lake authorize the closure of the alley from August 5, 2022 at 10:00 a.m. through to August 7, 2022 at 6:00 p.m.; and

BE IT FURTHER RESOLVED that the Council does not accept any liability for any activities during this time.

Carried.

160/22 **Rescind Resolution #2021-095**

BRELAND

That resolution #2021-095 be rescinded as the water is being invoiced at the minimum rate until such time as the new water meters are installed and should not receive a penalty reduction if the invoice remains outstanding.

Carried.

161/22 **16-43 Payment**

BRELAND

That the Council place a cash injection to the 16-43 Waste Management Inc. in the amount of \$13,500.00

Carried.

162/22 **4th Avenue Road - School**

WEBER

WHEREAS the Prairie School Division is building a new school; and
WHEREAS the present road known as 4th Avenue is situated directly in line where the school wishes to put the new playground equipment; and
WHEREAS the school division is completing a survey plan for the new school area;
THEREFORE BE IT RESOLVED that the Council for the Town of Blaine Lake authorize the school division to move the road known as 4th Avenue directly south of the current road and have the survey plan reflect the relocation of 4th Avenue, and
That a public hearing shall be held to complete the moving of this Street at the July 18, 2022 regular meeting at 10:00 a.m.

Carried.



163/22 **In Camera – 6:30 p.m.**

PEDERSON

That the Council go to in camera session for the purpose of:

- Strategic Planning
- Human Resources.

Carried.

Mayor Al Sorenson called the meeting back to order at 7:05 p.m.

164/22 **Mileage for MPW**

BRELAND

WHEREAS the Manager of Public Works attends to the Town to check the Water Treatment Plant on weekends for 3 hours per day on Saturday and Sunday on his scheduled shifts; and

WHEREAS the price of fuel has risen;

THEREFORE BE IT RESOLVED that the MPW be paid to drive to Town on the weekend only at a rate of \$25.00 per day; and

BE IT FURTHER RESOLVED that the per day rate shall continue until the price of fuel reduces to \$1.60/litre.

Carried.

165/22 **Cemetery Records**

STEVENSON

That the Town Council authorize Jason Weber to share the records of the cemetery information with the provision that the original records remain at the Town office.

Carried.

166/22 **Highway garbage Pickup**

BRELAND

That the CAO be instructed to invoice to Sask. Highways for the garbage pickup on highway north of town along highway #12.

Carried.

167/22 **3 month waiting**

WEBER

That the Town of Blaine Lake authorize the CAO to send a notification to the SUMA Benefits package that the Town requires a 3 month waiting period for all new employees who are eligible for the Benefits package through SUMA.

Carried.



168/22

Council Reports

WEBER

That the reports from Council as listed below be filed in the General Correspondence file.

Carried.

169/22

Adjournment – 7:18 p.m.

BRELAND

That this meeting be adjourned.

Carried.


CAO


Mayor



Town of Blaine Lake
Regular Council Meeting Agenda
June 20, 2022 – 4:00 p.m.

1. Call to Order
2. Adopt the Agenda
3. Set Meeting Dates
4. Interviews:
 - a. Northbound – Yvonne Prusiak – 4:05 p.m.
 - b. Aaron Cooper, Foreman – 4:30 p.m.
 - c. Kelly Sawchuk, Emergency Services Officer – 5:00 p.m.
5. Policies
 - a. Terms of Reference – Human Resources
6. Bylaw Discussions
7. Bylaw #07/2022 – Repeal Bylaw
8. Set 2022 Mill Rate
9. Tax Title Property – 112 Main Street, Blaine Lake
10. Minutes
 - a. May 16, 2022 – Regular Meeting
 - b. May 30, 2022 – Human Resource Committee
 - c. June 7, 2022 – Special Meeting
11. Resolutions arising from Minutes
12. Call for Tenders
 - a. Water Meters and installation
13. Engineering Scope Change
14. Annual Financial Statement for 2021
15. List of Accounts for Approval
16. Monthly Financial Statement
17. Other Requests
 - a. Galger Office work Extension Request
 - b. Street Repair Invoice
 - c. Tree Removal by 113 4th Ave West
 - d. Drum Lift for WTP
 - e. Alley Closure Request – Crossroads Tavern
 - f. Resolution #2021-095 Rescind Request
 - g. Lots 7,8,9 Main Street
18. Council Reports/Meetings
 - a. Sask. Public Safety Agency – Fire Department
 - b. 16-43 Report/Minutes
 - c. Blaine Lake Library Minutes
 - d. Chamber of Commerce Minutes
 - e. BLCA Calendar of Events 2022
 - f. Campground Health Report
 - g. School Building Report
19. Adjournment



Town of Blaine Lake
Human Resources Committee
Terms of Reference

Human Resources Committee – Terms of Reference

Dated – June 20, 2022 Resolution #140/22

1. Purpose
 - a. This Committee has been established to deal with Human Resources for the Town of Blaine Lake and maintain the best work environment for all employees, employer and residents of the community.
2. Key Duties and Responsibilities
 - a. Evaluate the Town of Blaine Lake employee needs as well as employer needs;
 - b. Complete interviews;
 - c. Make suggestions to the Council for hiring;
 - d. Complete evaluations for all staff;
 - e. Mediate disciplinary actions as necessary;
 - f. Make recommendations on removal of staff members to the Council.
3. Level of Authority
 - a. Level of Authority is set as recommendation only;
 - b. All decisions are to be brought forward to the Council for final approval;
 - c. Emergency situations shall allow the HRC to appoint an employee for an in-term position.
4. Reporting
 - a. Reports shall be brought to Council by way of Minutes.
5. Composition and Appointments
 - a. The members shall be:
 - i. CAO
 - ii. Manager of Public Works, in the case of out-side employee hire, evaluation, disciplinary and/or firing
 - iii. 3 Council members
 1. One of which shall be appointed as the Chairperson by the Committee
6. Meetings
 - a. Shall be on a “as need” basis
 - b. All meetings shall follow the Council Procedures Bylaw

TERMS OF REFERENCE – EQUIPMENT COMMITTEE

EQUIPMENT COM TOR

Policy Title: TOR – Equipment Committee

Date Issued: June 20, 2022

Replaces:

Signature: 

Mayor



Client:	Town of Blaine Lake	Scope Change No.:	05
Project Name:	Water Treatment Plant Upgrades	Project No.:	2019-4272.000
Project Manager:	Scott Miller, P.Eng.	File No.:	P.02.03
Change Initiated by:	Associated Engineering (Sask.) Ltd.	Date:	June 20, 2022

SCOPE CHANGE (Description):

Associated Engineering (AE) requests the following additional budgets to prepare design drawings, specifications and preparation of a Contemplated Change Notice (CCN) or price request to Hipperson Construction Company (1996) Limited (Hipperson) through the Town of Blaine Lake (the Town) Water Treatment Plant (WTP) Upgrades Contract for the work items listed. The CCN would be issued with the requirement that Hipperson provide pricing for each line item of work, with the option to proceed with any or all work components following receipt of costing and review of available budget by the Town. The work could then proceed through a Contract Change Order (CCO) approved by the Town.

It is our understanding that the following additional work items should be included within the CCN for the South Reservoir and Pump Station and WTP.

Additional Construction Work Items

- New standby pump rated for 500 usgpm.
- New motor control center (MCC) housing, auto transfer switch, stand-by pump soft starter and new variable frequency drive (VFD) for distribution pumps.
- Associated electrical for standby pump.
- Reconfiguration of existing generator for 3-phase output to standby pump and load test.
- Panel board and motor wiring.
- New programmable logic controller (PLC) with human-machine interface (HMI) (programming by Contractor).
- Programming.
- Replace existing fill valve and pressure relief valve.
- Replace existing flow meter on reservoir fill line.
- Replace interior discharge piping with new stainless-steel piping.
- Replace buried exterior metallic piping with PVC pipe from building to coupling at street.
- Cash Allowance (based on quotation) and coordination for new 3-phase, 208 V, SaskPower service to Pump Station.
- Supply and install a permanent stand-by generator in the WTP within existing room including programming. Generator to provide stand-by power for single treatment train and distribution pumping.

AE Design and Contract Price Request Preparation

AE Activities and Deliverables:

- Electrical single line diagram.
- Electrical floor plan.
- Process mechanical/piping floor plan.
- Demolition plan.
- Section for electrical equipment layout and MCC.
- Control panel layout.
- Section for buried discharge pipe replacement.
- WTP generator Electrical, Instrumentation and Controls (EI&C) drawing and specifications.
- WTP generator heating, ventilation and air conditioning (HVAC) drawing and specifications.



- Testing and commissioning requirements.
- Price request document – Issued for the Town’s review and issue to Contractor.
- Project management and administration.

Where possible, drawings will be developed using annotated existing record drawings and photos. Specifications will be provided on drawings and reference current contract specifications.

1. Engineering Lump Sum Fee for Design and Preparation of Price Request: \$22,300.00.

AE Construction Period Services and Contract Administration Services

Activities and Deliverables:

- Contractor request for information (RFIs).
- Shop drawings (SHD) and submittal reviews - MCC, control panel, generator and piping.
- Interim inspections (2) with reports.
- Final inspection and commissioning trips (4) with reports.
- Progress payment certificates (PPCs).
- Certificate of substantial completion.
- Record drawings (based on existing drawings).
- Project management and administration.

2. Estimated Engineering Time Plus Disbursements Budget for Construction Inspection and Administration: \$19,600.00.

REASON FOR CHANGE:

Additional grant funding from the WTP Contract became available for additional upgrade work including replacing aging or non-functional equipment at the South Reservoir and Pump Station and adding a Stand-by Generator to the WTP for back-up power.

SCHEDULE CHANGE:

Price request issued for review 4-weeks following Town approval of this PSC 05. Construction schedule to be provided by Contractor with CCN Submission.

EFFECT ON PROJECT PERFORMANCE:

None.

BUDGET CHANGE:

\$22,300.00 (Design and procurement: Fixed fee).
\$19,600.00 (Construction inspection and administration: Time plus disb.)
\$41,900.00 (excludes PST and GST)

BUDGET TOTAL:

Original budget: \$466,050.00
 Revised budget: \$507,950.00





Associated Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

SCOPE/BUDGET CHANGE

Prepared by:

Associated Engineering

Name: Scott Miller, P.Eng.

Signature:

Title: Project Manager

Date: June 20, 2022

Client Acceptance/Approval:

Town of Blaine Lake

Name: Allan Sorenson

Signature:

Title: Mayor

Date: June 21 2022



Town of Blaine Lake
Statement of Financial Activities - Summary
For the Period Ending May 31, 2022

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	(163.23)	12,718.49	564,000.00	(551,281.51)	97.74-
Fees and Charges	1,420.20	79,658.52	72,000.00	7,658.52	10.64
Utilities	2,274.35	172,976.37	395,000.00	(222,023.63)	56.21-
Grants	178,435.90	227,198.46	1,073,600.00	(846,401.54)	78.84-
Grants in Lieu of Taxes	4,477.90	26,646.04	46,000.00	(19,353.96)	42.07-
Land Sales - Gain		11,000.00		11,000.00	
Investment Income and Commissions		7,742.59		7,742.59	
Other Revenues		1,000.00		1,000.00	
Total Revenues:	186,445.12	538,940.47	2,150,600.00	(1,611,659.53)	74.94-
Expenditures					
General Government Services	24,380.12	182,939.61	417,000.00	234,060.39	56.13
Protective Services	2,822.90	14,599.99	132,500.00	117,900.01	88.98
Transportation Services	11,677.73	70,792.59	299,640.00	228,847.41	76.37
Environmental Health Services	1,352.75	46,346.09	136,900.00	90,553.91	66.15
Public Health and Welfare Services			2,020.00	2,020.00	100.00
Planning and Development Services	422.50	57,433.52	74,100.00	16,666.48	22.49
Recreation and Cultural Services	617.79	15,260.62	28,200.00	12,939.38	45.88
Utilities	48,021.34	133,063.56	1,138,100.00	1,005,036.44	88.31
Total Expenditures:	89,295.13	520,435.98	2,228,460.00	1,708,024.02	76.65
Change in Net Financial Assets	97,149.99	18,504.49	(77,860.00)	96,364.49	123.77
Operating Surplus/Deficit (Chg in Net Asst)	97,149.99	18,504.49	(77,860.00)	96,364.49	123.77
Transfers					
Transfers In	1,957.38	2,081.42	130,000.00	(127,918.58)	98.40-
Transfers Out			(42,000.00)	42,000.00	100.00
Change in General Surplus	99,107.37	20,585.91	10,140.00	10,445.91	103.02
Account Balances					
	Current	Year to Date	Balance		
Cash					
Cash - On Hand - Petty Cash		(115.75)	308.05		
Cash - Bank - CIBC	(65,572.88)	(44,265.18)	8,212.82		
Cash- Affinity Credit Union	209,646.86	122,502.40	1,102,483.94		
Cash Affinity - WTP			25.23		
Cash - Affinity Savings Account		2.36	1,137.44		
GIC #1		61.35	3,128.67		
GIC #2		3,800.00	203,800.00		
GIC #3		3,800.00	203,800.00		
GIC # 23 WTP			462.33		
Total Cash:	144,073.98	85,785.18	1,523,358.48		
Municipal Taxes Receivable					
Municipal - Tax Receivable - Current	(4,125.12)	(12,480.34)	149,949.50		
Municipal - Tax Receivable - Arrears	(8,159.27)	(19,952.33)	(50,649.80)		
Municipal - Allow. for Uncollected		480.56	9,017.07		
Total Municipal Taxes Receivable:	(12,284.39)	(31,952.11)	108,316.77		
Other Receivables					
Due from Province - SPC			1,496.22		

Town of Blaine Lake
Statement of Financial Activities - Summary
For the Period Ending May 31, 2022

	Current	Year To Date	Budget	Variance	%
Accrued Interest Receivable			7,963.78		
Accounts Receivable	8,421.78	9,879.44	27,969.44		
Utility Accounts Receivable	(34,081.13)	(33,971.20)	25,171.79		
Waste Removal Accounts Receivable	(7,791.19)	(8,273.72)	6,203.01		
Allowance for Uncollectible Receivables		(629.39)	(629.39)		
Tax Title Costs Receivable	(2,481.80)	(2,279.21)	(10,818.51)		
Utility - Allow. for Uncollectable		1,645.46	1,645.46		
GST Receivable - 100% Rebate	3,259.72	(44,481.44)	14,351.28		
Total Other Receivables:	(32,672.62)	(78,110.06)	73,353.08		

Certified correct and in accordance with the records

Presented to council on

June 20, 2022


Chief Administrative Officer


Mayor/Deputy Mayor