

# 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, May 16, 2022

Present:

Mayor, Al Sorenson

Councillors

Bev Breland - Deputy Mayor

Melissa Johnson

Darlene Harder

Interim CAO - Gina Bernier

**Rodger Pederson** 

Jason Weber

Max Stevenson

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

#### Interviews:

RCMP – Darren Simo, Staff Sargent – 4:05 p.m. – 4:10 p.m.

Town of Blaine Lake Foreman – Aaron Cooper – 4:11 p.m. – 4:34 p.m.

Water Treatment Plant Consultant – Rob Bourne – 4:35 p.m. – 4:55 p.m.

Senior Center Representative – Marjorie Pool – 5:00 p.m. – 5:10 p.m.

#### 187/22 Adopt Agenda

#### **JOHNSON**

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

- 1. Marjorie Pool Seniors Center Representative 5:00 p.m.
- 2. Sask. Power Request for Easement
- 3. Summer Student
- 4. May 10, 2022 Human Resources Committee Meeting
- 5. Development Permit Applications
  - a. 207 Railway Avenue West
  - b. 310 1st Avenue East
- 6. Zoning Amendment Public Hearing
- 7. Nathanie Puffalt Water Account
- 8. Bylaw Enforcement

Carried.

#### 188/22 **Budget - 2022**

#### **WEBER**

That the 2022 Budget as presented and forming part of these minutes be approved.

Carried.

#### 189/22 Bylaw #2/2022 - Extension of Time-Assessment Roll - 1st Reading

#### **BRELAND**

That Bylaw #2/2022 being a Bylaw for the Extension of Time – Assessment Roll be read a first time at this meeting.

Carried.

AS

#### 190/22 Bylaw #2/2022 - 2<sup>nd</sup> Reading

**HARDER** 

That Bylaw #2/2022 be read a 2<sup>nd</sup> time at this meeting.

Carried.

#### 191/22 Bylaw #2/2022 - Approval

**PEDERSON** 

That Bylaw #2/2022 being a Bylaw for the Extension of Time – Assessment Roll be approved to be read a third time at this meeting.

Carried Unanimously.

#### 192/22 Bylaw #2/2022 - 3<sup>rd</sup> Reading

**STEVENSON** 

That Bylaw #2/2022 being a Bylaw for the Extension of Time – Assessment Roll be read a third time at this meeting and adopted.

Carried.

#### 192/22 Bylaw #3/2022 - Destruction of Documents - 1st Reading

**BRELAND** 

That Bylaw #3/2022 being a Bylaw for the Destruction of Documents be read a first time at this meeting.

Carried.

#### 194/22 Bylaw #3/2022 - 2<sup>nd</sup> Reading

**JOHNSON** 

That Bylaw #3/2022 be read a 2<sup>nd</sup> time at this meeting.

Carried.

#### 195/22 Bylaw #3/2022 - Approval

**PEDERSON** 

That Bylaw #3/2022 being a Bylaw for the Destruction of Documents be approved to be read a third time at this meeting.

Carried Unanimously.

#### 196/22 Bylaw #3/2022 - 3<sup>rd</sup> Reading

**HARDER** 

That Bylaw #3/2022 being a Bylaw for the Destruction of Documents be read a third time at this meeting and adopted.

Carried.

#### 197/22 Bylaw #4/2022 - Administrative Bylaw - 1st Reading

**PEDERSON** 

That Bylaw #4/2022 being a Bylaw for An Administrative Bylaw be read a first time at this meeting.

Carried.

#### 198/22 Bylaw #4/2022 - 2<sup>nd</sup> Reading

JOHNSON

That Bylaw #4/2022 be read a 2<sup>nd</sup> time at this meeting.

Carried.

#### 199/22 Bylaw #4/2022 - Approval

**STEVENSON** 

That Bylaw #4/2022 being a Bylaw for An Administrative Bylaw be approved to be read a third time at this meeting.

Carried Unanimously.

#### 200/22 Bylaw #4/2022 - 3<sup>rd</sup> Reading

**BRELAND** 

That Bylaw #4/2022 being a Bylaw for An Administrative Bylaw be read a third time at this meeting and adopted.

Carried.

#### 201/22 Bylaw #5/2022 - Base Tax - 1st Reading

WEBER

That Bylaw #5/2022 being a Bylaw for Providing a Base Tax be read a first time at this meeting.

Carried.

#### 202/22 Bylaw #5/2022 - 2<sup>nd</sup> Reading

**HARDER** 

That Bylaw #5/2022 be read a 2<sup>nd</sup> time at this meeting.

Carried.

#### 203/22 Bylaw #5/2022 - Approval

**BRELAND** 

That Bylaw #5/2022 being a Bylaw for Providing a Base Tax be approved to be read a third time at this meeting.

Carried Unanimously.

#### 204/22 Bylaw #5/2022 - 3<sup>rd</sup> Reading

**JOHNSON** 

That Bylaw #5/2022 being a Bylaw for Providing a Base Tax be read a third time at this meeting and adopted.

Carried.

AS

#### 205/22 Bylaw #6/2022 - Mill Rate Factors - 1st Reading

#### **HARDER**

That Bylaw #6/2022 being a Bylaw for Providing a Mill Rate Factor be read a first time at this meeting.

Carried.

#### 206/22 Bylaw #6/2022 - 2<sup>nd</sup> Reading

#### **JOHNSON**

That Bylaw #6/2022 be read a 2<sup>nd</sup> time at this meeting.

Carried.

#### 207/22 Bylaw #6/2022 - Approval

#### **PEDERSON**

That Bylaw #6/2022 being a Bylaw for Providing a Mill Rate Factor be approved to be read a third time at this meeting.

Carried Unanimously.

#### 208/22 Bylaw #6/2022 - 3<sup>rd</sup> Reading

#### **WEBER**

That Bylaw #6/2022 being a Bylaw for Providing a Mill Rate Factor be read a third time at this meeting and adopted.

Carried.

#### 209/22 Prairie Spirit SD – Land Location

#### **WEBER**

WHEREAS the Prairie Spirit School Division is seeking Council approval to initiate the Subdivision of Blk E Plan CU1124 and the amalgamation of 4<sup>th</sup> Avenue into two new titles; and

WHEREAS this subdivision will facilitate the reallocation of land between the Town and the School Division with respect to the construction of the new school; and WHEREAS the Prairie Spirit SD will be responsible for the costs associated with the survey required for the Application of Subdivision;

THEREFORE BE IT RESOLVED that the members of the Town Council on the School Committee meet with the Prairie Spirit School Division members for further discussions.

Carried.

#### 210/22 Council Appointments

#### WEBER

That the following individuals be reappointed to the respective Committees

1. Bev Breland - Transfer Station

Carried.

AL

#### 211/22 Canada Community Building Fund

#### **BRELAND**

WHEREAS there is excess monies available through the Canada Community Building Fund (formerly known as Gas Tax); and

WHEREAS the Town of Blaine Lake would like to apply for the funds in the amount of \$29,964.95 for the purpose of the Water Treatment Plant build;

THEREFORE BE IT RESOLVED that the CAO apply to the Canada Community Building Fund to allocate the funds of \$29,964.95 to the project known as the Water Treatment Plant.

Carried.

#### 212/22 Business License Application

#### **PEDERSON**

WHEREAS an application for a Business License to construct a residential garage has been completed by Russell Construction Sask.;

THEREFORE BE IT RESOLVED that the Council approve the Business license and invoice the applicable fee to operate to Russell Construction Sask.

Carried.

#### 213/22 Tax Arrears

#### **BRELAND**

That the list of tax arrears as attached to and forming part of these Minutes be approved for advertising under the Tax Enforcement Act; and BE IT FURTHER RESOLVED that any tax arrears which represent less than 50% of the 2021 levy on the individual tax levy may be exempted from advertising.

Carried.

#### 214/22 Computer Upgrade

#### **JOHNSON**

That the Town Council authorize the upgrade of the 3<sup>rd</sup> computer to the Munisoft computer programs in an amount of approximately \$2,200.00.

Carried.

#### 215/22 Appointment of Assistant Foreman

#### **PEDERSON**

That the Council for the Town of Blaine Lake accept the recommendations of the Human Resources Committee and hire Tricia Karg at a rate of \$20.00 per hour for the Position of Assistant Foreman.

Carried.

#### 216/22 <u>Seasonal Employee</u>

#### **HARDER**

That the Council for the Town of Blaine Lake give the HR Committee permission to hire a seasonal employee at a rate of \$18.00 to begin as soon as possible with a completion date of August 26, 2022.

Carried.

#### 217/22 <u>Minutes</u>

April 19, 2022 Minutes

WEBER

That the Minutes of the Regular Meeting held on April 19, 2022 for the Town of Blaine Lake be approved as circulated.

Carried.

April 26, 2022 Minutes

**JOHNSON** 

That the Minutes of Budget meeting held on April 26, 2022 for the Town of Blaine Lake be approved as circulated.

Carried.

April 27, 2022

**HARDER** 

That the Minutes of the Special Meeting held on April 27, 2022 for the Town of Blaine Lake be approved as circulated.

Carried.

May 4, 2022

**BRELAND** 

That the Minutes of the Special Meeting held on May 4, 2022 for the Town of Blaine Lake be approved as circulated.

Carried.

May 10, 2022

**STEVENSON** 

That the Minutes of the May 10, 2022 Human Resources Committee for the Town of Blaine be approved as circulated

Carried.

#### 218/22 Interim CAO

WEBER

That the Council for the Town of Blaine Lake accept the recommendations of the Human Resources Committee to appoint Gina Bernier as the Interim CAO; and That the Council authorize the Mayor to enter into the agreement to be placed on Gina Bernier's Employee file.

Carried.

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#### 219/22 Signing Authority

#### **HARDER**

That the Council for the Town of Blaine Lake approve the following persons to have signing authority on:

- 1. Affinity Credit Union Account
  - a. Al Sorenson
  - b. Melissa Johnson
  - c. Rodger Pederson
  - d. Bev Breland
  - e. Gina Bernier
- 2. CIBC Account
  - a. Al Sorenson
  - b. Gina Bernier

And That the Mayor or Council member and the CAO or designate sign as the 2 signatories on all accounts.

Carried.

#### 220/22 Closing CIBC Account

#### **BRELAND**

That the Council for the Town of Blaine Lake authorize the Mayor and CAO to close the CIBC account and transfer all the funds to the Affinity Credit Union Account.

Carried.

#### 221/22 List of Accounts for approval

#### **JOHNSON**

That the Council for the Town of Blaine Lake acknowledge the list of accounts as approved from the months of January, February, March and April 2022:

EFT - \$4,611.80; \$68.42; \$3,180.87; \$6,229.02; \$1,526.05; \$9,680.33

EFT - \$4522.21; \$623.39; \$244.92; \$5,335.40; \$6,047.81; \$3,635.37; \$5,345.61

Cheque - 2282 - \$3,616.99

Cheques - 2283-2301 - \$83,834.12

Cheques - 2302-2307 - \$11,388.82

Cheques - 2308-2309 - \$772.65

Cheques - 2310-2311 -

Cheques - 2212-2222 - \$114,763.27

Cheques - 2223-2256 - \$38330.59

Cheques - 2257-2276 - \$6,053.70

Cheques - 2277-2281 - \$1,423.36

Council Payroll - \$1,355.00; \$2,369.57; \$4,157.54; \$1,856.95; \$3,029.79

Employee Payroll - \$4,788.85; \$6,126.91; \$6,701.96; \$6,861.49; \$8,864.09 Carried.

AS

#### 222/22 Cheques on Hold

**WEBER** 

That the Council for the Town of Blaine Lake authorize the release of the following cheques:

Cheque #2302 - \$ 5,023.03

Cheque #2218 - \$ 6,660.00

Cheque #2215 - \$16,800.00

Carried.

#### 223/22 April Financial Statement

#### **BRELAND**

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

Carried.

#### 224/22 Education Property Tax Mill Rates

#### WEBER

That the Council for the Town of Blaine Lake recognize the Education Property Tax Mill Rates as set by the Province of Sask. As follows:

Agricultural Property - 1.42 mills

Residential Property - 4.54 mills

Commercial/Industrial Property - 6.86 mills

Resource Property – 9.88 mills

Carried.

Jason Weber declared pecuniary interest at 6:50 p.m. and left the meeting room.

Jason Weber returned to the meeting room at 6:55 p.m.

#### 225/22 Street Maintenance

#### **STEVENSON**

That the Town of Blaine Lake Council hire Owen Johnson excavating to complete the street maintenance at a rate of \$170.00 per hour, to a maximum of \$5,000.00, and That the grading be completed prior to the application of calcium chloride of the streets.

Carried.

#### 226/22 Sask. Power Easement

#### **BRELAND**

WHEREAS Sask. Power Corp requires an Easement for right-of-way for the purpose of a powerline on, over, under and/or through the parcel of land described as all that portion of Parcel E, Plan CU1124, Blaine Lake, Sask. (Surface Parcel 132784128); and WHEREAS the said easement shall be the sum of one Dollar (\$1.00) THEREFORE BE IT RESOLVED that the Council for the Town of Blaine Lake authorize the

Mayor to sign the Consent and Agreement with Respect to Acquisition of and Compensation for Easement of Right-of-Way Urban Electrical Distribution with Sask. Power; and

BE IT FURTHER RESOLVED that this agreement shall form part of these minutes.

Carried.

#### 227/22 Council Reports

#### **PEDERSON**

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

- 1. 16 to 43 Special Report Rodger Pederson
- 2. Communities in Bloom 2022 Darlene Harder
- 3. Hospital Foundation and 16 to 43 Report Beverly Breland
- Blaine Lake Community Association Melissa Johnson Carried.

#### 228/22 Summer Students

#### **WEBER**

That the CAO be instructed to advertise for summer students and that the HR Committee be authorized to hire the acceptable candidate.

Carried.

#### 229/22 Development Permit – 207 Railway Avenue West

#### **STEVENSON**

That the CAO be given permission to approve the Development Permit located at 207 Railway Avenue West for the purpose of a Residential Garage and that all Building Permits must be obtained by the owners.

Carried.

Max Stevenson declared pecuniary interest at 7:10 p.m.

#### 230/22 Development Permit – 310 1st Avenue East

#### **WEBER**

That the CAO be given permission to approve the Development Permit located at 310-1<sup>st</sup> Avenue East for the purpose of a sunroom and that all Building Permits must be obtained by the owners.

Carried.

Max Stevenson returned pecuniary interest at 7:12 p.m.

#### 231/22 Rezoning Amendment

#### **BRELAND**

WHEREAS a request to have the property located at Lot 6 Block 13 Plan BT4121 Ext 0 from CS-Community Services District to R1 Residential District was received in 2021; and WHEREAS an amending bylaw was struck for the amendment; and WHEREAS the Public Hearing date was overlooked;

THEREFORE BE IT RESOLVED that the CAO proceed with the advertisement to hold the Public hearing on June 20, 2022 at 5:00 p.m. at the Town Council Chambers located at 301 Main Street, Blaine Lake, Sask.

Carried.

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#### 232/22 Seniors Center

#### **PEDERSON**

WHEREAS the Seniors Association of Blaine Lake owns the property located at Lot 27 and 28 Block 2 known as the Seniors Center; and

WHEREAS if the Seniors Center should be closed down in the future, the Seniors Association have the wish that:

- 1. The building be retained under the Town of Blaine Lake ownership;
- 2. That the building be used as a Community Center;
- 3. Any money transferred from the Seniors Association shall be placed into a special account to be used for the upgrade and regular maintenance of the Seniors Center.

WHEREAS a copy of the letter and Constitution shall form part of these minutes and shall be placed in the land location file, and

That the Council for the Town of Blaine Lake acknowledge and accept the proposal. Carried.

#### 233/22 <u>In Camera – 7:22 p.m.</u>

#### **STEVENSON**

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

- Strategic Planning
- Human Resources.

Carried.

Mayor Al Sorenson called the meeting to order at 7:45 p.m.

#### 234/22 **Adjournment – 7:48 p.m.**

#### **BRELAND**

That this meeting be adjourned.

Carried.

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#### Town of Blaine Lake Regular Council Meeting Agenda May 16, 2022 – 4:00 p.m.

- 1. Call to Order
- 2. Adopt the Agenda
- 3. Interviews:
  - a. RCMP Darren Simo, Staff Sargent 4:15 p.m.
  - b. Aaron Cooper, Foreman 4:30 p.m.
- 4. Budget
- 5. Bylaws
  - a. Bylaw #2/22 Extension of Time Assessment Roll
  - b. Bylaw #3/22 Bylaw for the Destruction of Documents
  - c. Bylaw #4/22 Administrative Bylaw
  - d. Bylaw #5/22 Base Tax Bylaw
  - e. Bylaw #6/22 Mill Rate Factor Bylaw
- 6. Prairie Spirit School Division
  - a. Land allocation request
- 7. Council Appointment Review
- 8. Canada Community Building Fund Grant Application
- 9. 207 Railway Ave Business License Application
- 10. Taxes in Arrears Listing
- 11. Hotel Tax Arrears discussions
- 12. Computer
- 13. Appointment of Assistant Foreman
- 14. Minutes
  - a. April 19, 2022 Regular Meeting
  - b. April 26, 2022 Budget Meeting
  - c. April 27, 2022 Policy Meeting
  - d. May 4, 2022 Special Meeting
- 15. Signing Authorities
- 16. Closing of Account at CIBC
- 17. List of Accounts for Approval
  - a. Discussions on "Hold" cheques
- 18. Monthly Financial Statement
- 19. Education Property Tax Mill Rates
- 20. Nathaniel Puffalt
- 21. Town of Blaine Lake Property Assessments
- 22. Council Reports/Meetings
  - a. Community in Bloom
- 23. North Central Transportation Planning Committee Minutes
- 24. Adjournment



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	2021 Budget	2021 Actual	2022 Budget
REVENUES			
TAXATION			
Municipal Taxes			
General Municipal Levy	580,980.00	580,704.68	580,000.00
Abatements and Adjustments	250.00	(9,988.32)	
Discount - Municipal Property Tax	(18,590.00)	(18,405.08)	(29,000.00)
	562,640.00	552,311.28	551,000.00
Penalties on Tax Arrears Penalty on Mun Taxes Arrears - Property	29,220.00	24,767.08	13,000.00
reliance in the control of the contr	29,220.00	24,767.08	13,000.00
TOTAL TAXATION:	591,860.00	577,078.36	564,000.00
FEES AND CHARGES			
Custom Work			
F&C - Custom Work	9,550.00	12,784.00	
F& C- BEO Revenue	700.00	1,810.36	
	10,250.00	14,594.36	0.00
Sale of Supplies			
F&C - Sale of Supplies - Office	50.00		
F&C - Sale of Supplies - Town Pins	50.00	115.00	
F&C - Other Fees	22.222.22	200.00	00 000 00
PS - RM Shared Expenses	30,000.00	21,032.72	30,000.00
H&W - RM Shared Expenses	500.00	799.00	2,000.00
EH - RM Shared Expenses	5,000.00 1,500.00	7,067.45 4,322.66	8,500.00 11,500.00
R&C - RM Shared Expenses			
Total Sale of Supplies: Rentals	37,100.00	33,536.83	52,000.00
F&C - Rentals - Sarcan/Basement	12,000.00	12,145.00	12,000.00
	12,000.00	12,145.00	12,000.00
Policing and Fire Fees			
F&C - Policing Fees - Fines	250.00		
F&C - Fire Fees	30,000.00	42,896.68	
	30,250.00	42,896.68	0.00
Recreation Fees			
Recreation Centre Fees F&C - Rec Fee - Campground	3,500.00	6,126.40	
	3,500.00	6,126.40	0.00
	3,500.00	6,126.40	0.00
Cemetery Fees			
F&C - Cemetery Fees	1,000.00	500.00	
Licenses and Permits	1,000.00	500.00	0.00
F&C - Licenses - Business	250.00	40.00	
F&C - Licenses - Pets	1,000.00	1,135.00	
F&C - Permits	(420.00)	57.42	
	830.00	1,232.42	0.00
	4/7	-,	3.00

830.00

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	2021 Budget	2021 Actual	2022 Budget
Other			
Tax Certificate F&C - Tax Certificate	420.00	500.00	
Tao Tax ooriiioato	420.00	500.00	0.00
General Office Services Provided			
F&C - General Office Services Provided	1,000.00	1,120.76	
	1,000.00	1,120.76	0.00
Landfill/Waste Collection Fees			
F&C - Waste Collection Fees	4,570.00	7,789.52 	8,000.00
	4,570.00	7,789.52	8,000.00
Fines F&C - Policing Fees - Fines	1,600.00	1,996.60	
	1,600.00	1,996.60	0.00
	7,590.00	11,406.88	8,000.00
TOTAL FEES AND CHARGES:	102,520.00	122,438.57	72,000.00
UTILITIES			
Water Water - Water Sales	135,360.00	130,820.17	130,000.00
Water - WTP Capital Asset Charge		64,781.46	110,000.00
Connect & Disconnect Fees	500.00	350.00	
Sale Of Water - Coin Meter	3,600.00	4,845.00	5,000.00
Water/Sewer - Interest Charges Water - Other Revenue	9,430.00 131,000.00	9,677.09	5,000.00
	279,890.00	210,473.72	250,000.00
Sewer - Charges	46,340.00	46,103.65	45,000.00
Jewel - Charges	46,340.00	46,103.65	45,000.00
Other Utilities	40,540.00	40,103.03	43,000.00
Waste/Recycling - Door to Door Pick-Up	100,200.00	86,207.95	100,000.00
	100,200.00	86,207.95	100,000.00
TOTAL UTILITIES:	426,430.00	342,785.32	395,000.00
UNCONDITIONAL TRANSFERS			
Unconditional Transfers Unconditional - (Revenue Sharing)	114,000.00	113,976.00	110,000.00
	114,000.00	113,976.00	110,000.00
TOTAL UNCONDITIONAL TRANSFERS:	114,000.00	113,976.00	110,000.00

**CONDITIONAL GRANTS Federal** 



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	2021 Budget	2021 Actual	2022 Budget
Conditional - Federal - Student Emp		3,170.00	1,600.00
	0.00	3,170.00	1,600.00
Provincial Conditional - Prov - Infrastructure-BCF		1,787,574.80	800,000.00
Conditional - Prov - New Deal	44,160.00	1,707,574.00	157,000.00
Conditional - Prov - Other		10,520.10	5,000.00
	44,160.00	1,798,094.90	962,000.00
TOTAL CONDITIONAL GRANTS:	44,160.00	1,801,264.90	963,600.00
GRANTS IN LIEU OF TAXES			
Federal GIL - Federal	7,860.00	1,678.44	1,500.00
	7,860.00	1,678.44	1,500.00
Provincial		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
GIL - Provincial	1,630.00	1,628.16	1,500.00
GIL - Prov - Sask. Energy	15,290.00	14,098.60	13,000.00
Other	16,920.00	15,726.76	14,500.00
GIL - Other - SPC Surcharge	26,830.00	30,602.36	30,000.00
	26,830.00	30,602.36	30,000.00
TOTAL GRANTS IN LIEU OF TAXES:	51,610.00	48,007.56	46,000.00
CAPITAL ASSET PROCEEDS			
Capital Asset Proceeds			
CA - Sale of Machinery		1.00	
TS Sale of Vehicles - gain/loss		2,000.00	
	0.00	2,001.00	0.00
TOTAL CAPITAL ASSET PROCEEDS:	0.00	2,001.00	0.00
LAND SALES - GAIN			
Land Sales Gain Land Sales - Gain	500.00	12,330.00	
Land Gales - Gain	500.00		0.00
		12,330.00	
	500.00	12,330.00	0.00
INVESTMENT INCOME AND COMMISSIONS			
Investment and Income Revenue Interest Revenue - General Account	780.00	1,434.39	
Other Investment Revenue	5,000.00	8,856.63	
	5,780.00	10,291.02	0.00
TOTAL INVESTMENT INCOME AND COMMISSIONS:	5,780.00	10,291.02	0.00
	•		

OTHER REVENUES
Other Revenue
Transfer from Surplus

45

130,000.00

Report Date 05/17/2022 10:40 AM

# **Town of Blaine Lake** 2022 Budget For the Year 2022

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2022

**Budget** 

130,000.00

130,000.00

2,280,600.00

2021

2021

	Budget	Actual
Other	500.00	994.00
	500.00	994.00
TOTAL OTHER REVENUES:	500.00	994.00
TOTAL REVENUES:	1,337,360.00	3,031,166.73

M

**EXPENDITURES** 

Wages & Benefits

GG - Council - Mileage

GG - Council - Benefits

GG - Cont. - Legal

GG - Benefits - Administrator

**Professional/Contract Services** 

GG - Office Maintenance - Supplies

GG - Cont. - Insurance - General & Bond

GG - Cont. - Tax Enforcement/Collection

GG - Cont. - Memberships & Subscriptions

GG - Cont. - Audit/Accounting

GG - Cont - Appraisal fees GG - Cont. - Assessment - SAMA

GG - Cont. - Advertising

GG - Council Travel

GG - Employee Travel

GG - Caretaker Office

GG - Cont. - Elections

**Utilities** 

GG - Cont. - Maintenance

GG - Cont. - Bank Charges

GG - Utility - Telephone

GG - Maint. - Postage

GG - Maint. - Office Supplies

GG - Cont. - Office Equipment

GG - Utility - Heat/Power/Water

Maintenance, Material and Supplies

GG - Maint. - Long Service Awards

Wages

**Benefits** 

GENERAL GOVERNMENT SERVICES

GG - Council Meeting - Indemnity

GG - Council - Committee Meetings

GG - Salaries - Administration

**GG- Administration Expense** 

GG - Administration - Mileage

#### Town of Blaine Lake 2022 Budget For the Year 2022

For the Year 2022 Page 5 2021 2021 2022 **Budget Actual Budget** 14,000.00 14,725.00 15,000.00 14,000.00 14,725.00 15.000.00 15,000.00 16,890.25 20,000.00 2,000.00 73,000.00 75,652.41 170,000.00 500.00 3,886.96 5,000.00 102,500.00 111,154.62 212,000.00 680.00 720.03 1,000.00 680.00 720.03 1,000.00 7,000.00 13,829.09 34,000.00 7,680.00 14,549.12 35,000.00 110,180.00 125,703.74 247,000.00 1,000.00 3.154.55 5,000.00 9,850.00 15,000.00 11,066.40 1,500.00 2,000.00 9,800.00 9,632.72 10,000.00 500.00 1,619.05 1,500.00 1,200.00 1,994.00 1,000.00 1,092.00 3,900.00 3,900.00 4,000.00 500.00 2,000.00 1,029.05 38,780.00 49,675.20 65,000.00 1,740.00 2,919.44 3,500.00 500.00 (475.87)1,500.00 1,417.75 100.00 879.78 1,000.00 20,000.00 10,000.00 12,331.32 4,340.00 4,601.03 5,000.00 134,000.00 86,210.00 104,836.42 3,290.00 3.699.45 5,000.00 4,930.00 5,623.49 7,500.00 8,220.00 9,322.94 12,500.00 1,680.00 2,527.34 3,500.00 4,830.00 5,622.40 6,000.00



500.00

8,149.74

9.500.00

7,010.00

	2021 Budget	2021 Actual	2022 Budget
Capital Expenditures GG - Purchase of Cap Assets - Building	16,000.00	6,000.00	12,000.00
	16,000.00	6,000.00	12,000.00
Other GG - Other	1,500.00	2,875.37	2,000.00
	1,500.00	2,875.37	2,000.00
TOTAL GENERAL GOVERNMENT SERVICES:	229,120.00	256,888.21	417,000.00
PROTECTIVE SERVICES			
POLICE PROTECTION Professional/Contractual Services			
PS - Police - Justice Requisition	38,850.00	39,894.20	50,000.00
Bylaw Enforcement	15,000.00	6,630.00	15,000.00
PS- Bylaw Enforcement Recoverable		(17.03)	
	53,850.00	46,507.17	65,000.00
TOTAL POLICE PROTECTION:	53,850.00	46,507.17	65,000.00
FIRE PROTECTION Wages and Benefits			
Wages			
PS - Fire - Salaries - Fire Fighters	20,000.00	27,622.50	20,000.00
	20,000.00	27,622.50	20,000.00
Benefits	940.00		4 000 00
PS - Fire - Benefits - Fire Fighters	810.00		1,000.00
	810.00	0.00	1,000.00
	20,810.00	27,622.50	21,000.00
Professional/Contractual Services PS - Fire - EMS Contract - 911	650.00	1,409.68	1,500.00
PS- Fire- Mutal Aid	030.00	3,045.00	500.00
PS - Emergency Measures	5,500.00	274.69	
PS - Fire - Travel, Meals & Training		2,788.67	5,000.00
PS - Fire - Insurance - Fire Hall/Truck	6,020.00	7,480.40	7,500.00
PS - Fire - Contracted Repairs Fire Hall PS - Fire - Contracted Repairs Truck	1,000.00 1,000.00	394.05 4,245.02	1,000.00 4,000.00
PS - Fire - Other	410.00	142.28	500.00
	14,580.00	19,779.79	20,000.00
Utilities PS - Fire - Utility - H/P - Fire Hall	3,230.00	3,050.21	3,500.00
PS - Fire - Utility - Telephone	730.00	674.59	1,000.00
PS- Fire- Utility- Radios	4,500.00	3,196.80	4,500.00
	8,460.00	6,921.60	9,000.00
Maintenance, Materials and Supplies	100.00		
PS - Animal Control PS - Vehicle/Equip/Hall Repairs/Parts	100.00 500.00		500.00
	1		
	H		

	2021 Budget	2021 Actual	2022 Budget
PS - Fire - Vehicle Oil & Gas	500.00	1,096.14	1,000.00
PS-Fire-Memberships	200.00		
PS - Fire - Small Tools/Equipment	8,850.00	7,722.02	16,000.00
	10,150.00	8,818.16	17,500.00
TOTAL FIRE PROTECTION:	54,000.00	63,142.05	67,500.00
TOTAL PROTECTIVE SERVICES:	107,850.00	109,649.22	132,500.00
TRANSPORTATION SERVICES MAINTENANCE Wages & Benefits Wages			
TS - Maint Salaries	75,000.00	74,958.06	92,000.00
	75,000.00	74,958.06	92,000.00
Benefits TS - Maint Benefits	17,330.00	20,089.57	24,840.00
13 - Maint Denents	17,550.00		24,040.00
	17,330.00	20,089.57	24,840.00
	92,330.00	95,047.63	116,840.00
Professional/Contractual Services			
TS - Maint Contract - Streets	15,000.00	7,861.12	15,000.00
TS - Maint Contract - Sidewalks	5,000.00	0.500.00	5,000.00
TS - Maint Contracted Street Sweeping	3,160.00	3,500.00	5,000.00
TS - Maint Insurance/Vehicle Reg.	5,300.00 7,000.00	4,745.83 630.22	5,000.00 7,000.00
TS - J.D. Grader Prof/Cont Repairs TS - Mower Repairs	2,500.00	915.72	2,500.00
TS - 1/2 ton Truck Repairs	500.00	2,969.42	1,000.00
TS - Gravel Truck Repairs	500.00	5,846.97	1,000.00
TS - Cat Payloader Repairs	1,000.00	551.88	5,000.00
TS - Gator Repairs	250.00	331.33	500.00
	40,210.00	27,021.16	47,000.00
Utilities TS - Maint Utility - Telephone	1,810.00	1,751.81	2,000.00
TS - Maint Utility - Workshop H/P	3,470.00	3,683.02	4,000.00
TS - Maint Utility - Street Lights	20,150.00	18,320.14	21,000.00
	25,430.00	23,754.97	27,000.00
Maintenance, Materials & Supplies TS - Maint Materials Sidewalks			1,000.00
TS - Maint Materials Sidewarks TS - Maint Materials - Street Signs	2,500.00	14,694.65	3,000.00
TS - Maint Shop Supplies	5,000.00	9,057.09	5,000.00
TS - Maint Small Tools/Equipment	3,500.00	3,712.53	4,000.00
TS - Vehicle/Equip. Repair/Parts/Tools	3,010.00	1,353.18	3,000.00
TS - Maint Misc. Oil & Fuel	500.00	1,676.92	2,000.00
TS - Maint Fuel - Grader	1,460.00	872.40	1,000.00
TS - Maint Fuel - Mowers	2,100.00	1,000.38	2,000.00
TS - Maint - Fuel - 1/2 Ton Trucks	5,710.00	4,747.76	5,000.00
TS - Maint Fuel - 3 Ton Truck	1,230.00	580.30	1,000.00
TS - Maint Fuel - Cat Payloader	5,240.00	3,338.33	4,500.00



	2021 Budget	2021 Actual	2022 Budget
TS - Maint Gravel/Sand	15,900.00	Aotuui	15,000.00
TS - Maint Weed Control	500.00	672.41	500.00
Carital Eumandiausa	46,650.00	41,705.95	47,000.00
Capital Expenditures TS - Amortization	350.00		
Other	350.00	0.00	0.00
TS - Maint Other	500.00	487.50	490.00
	500.00	487.50	490.00
TOTAL MAINTENANCE:	205,470.00	188,017.21	238,330.00
CONSTRUCTION			
Maintenance, Materials & Supplies			
TS - Const Building Maint. Mat & Sup TS - Const Dust Control	1,500.00		2,000.00 30,000.00
	1,500.00	0.00	32,000.00
TOTAL CONSTRUCTION:	1,500.00	0.00	32,000.00
SNOW REMOVAL Wages and Benefits			
Wages			
TS - Snow - Salaries - Seasonal	-		15,000.00
	0.00	0.00	15,000.00
	0.00	0.00	15,000.00
Capital Expenditures TS - Pur of Cap Asset - Machinery	60,000.00	14,314.74	14,310.00
	60,000.00	14,314.74	14,310.00
TOTAL SNOW REMOVAL:	60,000.00	14,314.74	29,310.00
TOTAL TRANSPORTATION SERVICES:	266,970.00	202,331.95	299,640.00
ENVIRONMENTAL SERVICES			
Wages and Benefits			
EH - Salaries	11,000.00	10,987.85	7,000.00
EH - Benefits	800.00	654.20 ————————————————————————————————————	700.00
Professional/Contractual Services	11,800.00	11,642.05	7,700.00
EH - ContDoor-Door Waste Coll./Disp.	77,270.00	66,586.56	70,000.00
EH - Cont. Landfill Waste Coll./Disp.	3,500.00	4,741.80	5,000.00
EH - Cont - Recycling Waste Coll./Disp.	28,020.00	31,916.04	35,000.00
EH - Cont Pest Control (Rodents)	200.00		200.00
EH - Cont Other - Landfill Main.	350.00	180.72	5,000.00
Maintenance, Materials and Supplies	109,340.00	103,425.12	115,200.00
EH Waste Transfer Phone (Cell)	300.00	275.00	500.00
EH - Maint Small Tools & Equipment	70.00		
	1		

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	2021 Budget	2021 Actual	2022 Budget
	370.00	275.00	500.00
Capital Expenditures EH - Purchase of Capital Assets - Buildi		31,932.90	13,500.00
	0.00	31,932.90	13,500.00
TOTAL ENVIRONMENTAL SERVICES:	121,510.00	147,275.07	136,900.00
PUBLIC HEALTH AND WELFARE SERVICES			
Professional/Contractual Services	0.000.00	750.55	0.000.00
H&W - Cont Medical Clinic Main.	2,000.00	752.55 	2,000.00
	2,000.00	752.55	2,000.00
Utilities H&W - Utility - Power - Fehr House		24.86	20.00
navv - Othity - Fower - Feril House	·		
	0.00	24.86	20.00
Total PUBLIC HEALTH AND WELFARE SERVICES:	2,000.00	777.41	2,020.00
PLANNING AND DEVELOPMENT SERVICES			
Professional/Contractual Services			
P&D - Cont Official Community Plan			10,000.00
	0.00	0.00	10,000.00
Utilities	4.440.00	4 000 00	0.000.00
P&D - Utility - Power - Park P&D - MONUMENT POWER	1,410.00 560.00	1,662.92 439.22	2,000.00 600.00
FAD - MONOMENT FOWER			
Malatanana Matadala and Osmalia	1,970.00	2,102.14	2,600.00
Maintenance, Materials and Supplies P&D - Communities In Bloom	3,940.00	2,387.52	4,000.00
P&D - Flowers/Playground Maintenance	1,300.00	65.00	1,000.00
P&D - Campground/Trailer Park	670.00	3,950.92	35,000.00
P&D - Town Signs	270.00	246.76	500.00
P&D - Christmas Lights		475.51	5,000.00
	6,180.00	7,125.71	45 500 00
Grants and Contributions	0,100.00	7,125.71	45,500.00
P&D - Housing Subsidies	730.00	839.83	1,000.00
	730.00	839.83	1,000.00
Other P&D - Other			15,000.00
	0.00	0.00	15,000.00
TOTAL PLANNING AND DEVELOPMENT SERVICES:	8,880.00	10,067.68	74,100.00
RECREATION AND CULTURAL SERVICES			
Wages			
R&C - Salaries - Other	35,000.00	8,971.32	
Benefits	35,000.00	8,971.32	0.00
R&C - Benefits	8,500.00	2,675.61	
	8,500.00	2,675.61	0.00

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	2021 Budget	2021 Actual	2022 Budget
Professional/Contractual Services			
R&C - Cont Insurance Library			1,250.00
R&C - Cont Insurance Museum			1,250.00
R&C - Maintenance Library	2,800.00	2,125.64	5,000.00
	2,800.00	2,125.64	7,500.00
Utilities - Heat	4 =00.00	4 000 =4	
R&C - Utility - Heat/Power - Library	1,730.00	1,880.71	2,000.00
R&C - Utility - Heat/Power - Museum	1,930.00	1,706.49 ——————	2,000.00
Heller Talanhana	3,660.00	3,587.20	4,000.00
Utilities - Telephone R&C - Utility - Telephone - Library	2,800.00	596.42	700.00
R&C - Utility - Internet - Library	1,000.00	979.33	1,000.00
NGO - Officy - Internet - Library			
Maintananae Materials and Supplies	3,800.00	1,575.75	1,700.00
Maintenance, Materials and Supplies R&C - Office Supplies Museum		353.96	
R&C - Bldg Mat/Supply - Skating Rink		6.49	
R&C - Bldg Mat/Supply -	140.00	306.43	
	140.00	666.88	0.00
Grants and Contributions			
R&C - Grants - Sk Lottery			5,000.00
R&C - Grants - Regional Library	8,650.00	8,912.14 	9,000.00
- · · · - · · · ·	8,650.00	8,912.14	14,000.00
Capital Expenditures R&C BLCA - Expense	480.00	414.55	1,000.00
, as 225, 2,ps.135	480.00	414.55	1,000.00
TOTAL PROPERTION AND OUR TURN, SERVICES.			
TOTAL RECREATION AND CULTURAL SERVICES:	63,030.00	28,929.09	28,200.00
UTILITIES			
WATER			
Wages and Benefits	04.000.00	40 440 50	
UT - Administration - Salaries UT - Salaries	24,620.00 46,190.00	46,143.53 49,037.94	30,000.00
UT - Administration - Benefits	9,320.00	10,067.14	30,000.00
UT - Benefits	9,810.00	10,695.74	8,100.00
Professional/Contractual Services	89,940.00	115,944.35	38,100.00
UT - Water - Training, Travel & Meals	1,000.00	1,410.00	4,000.00
Utilities - Contract Wages - Rob Bourne	•	,	35,000.00
UT - Water - Cont. Repairs - Equip./Bldg	34,090.00	29,086.61	
UT - Water - Cont. Repairs - Line Repair	60,000.00	60,999.25	50,000.00
UT - Water - Laboratory Testing	2,170.00	2,415.30	3,000.00
	97,260.00	93,911.16	92,000.00
Utilities UT - Water - Heat/Power	18,140.00	25,416.87	30,000.00
UT - Water - Heat/Power UT - Water - Telephone	740.00	702.86	1,000.00
·	18,880.00	26,119.73	31,000.00
Maintenance, Materials and Supplies	10,000.00	20,113.13	31,000.00

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	2021 Budget	2021 Actual	2022 Budget
UT - Water - Office Supplies	( <del></del>	108.36	
UT - Water - Office Postage	2,150.00	1,573.16	2,000.00
UT - Water - Materials & Supplies	2,490.00	6,617.88	8,000.00
UT - Water - Chemicals	10,880.00	9,919.98	10,000.00
	15,520.00	18,219.38	20,000.00
Capital Expenditures			
UT - Water - Pur of Cap Assets - Lines	125,000.00		
UT - Water - Pur of Cap Assets - Buildg		2,675,290.11	800,000.00
UT - Water - Pur of Cap Assets - Mach	129,000.00		100,000.00
	254,000.00	2,675,290.11	900,000.00
Interest UT - Interest			30,000.00
	0.00	0.00	30,000.00
TOTAL WATER:	475,600.00	2,929,484.73	1,111,100.00
SEWER			
Professional/Contractual Services			
UT - Sewer - Cont Repairs - Line Repair	23,000.00	1,806.99	25,000.00
	23,000.00	1,806.99	25,000.00
Maintenance, Materials and Supplies	44,000,00	4 400 44	0.000.00
UT - Sewer - Lagoon	14,000.00	1,429.11	2,000.00
	14,000.00	1,429.11	2,000.00
TOTAL SEWER:	37,000.00	3,236.10	27,000.00
TOTAL UTILITIES:	512,600.00	2,932,720.83	1,138,100.00
TOTAL EXPENDITURES:	1,311,960.00	3,688,639.46	2,228,460.00
	t		
CHANGE IN NET-FINANCIAL ASSETS	25,400.00	(657,472.73)	52,140.00
CHANGE IN NET ASSETS	25,400.00	(657,472.73)	52,140.00
TRANSFERS			
Transfer to Reserves			42,000.00
Other	(340.00)		
CHANGE IN SURPLUS	25,740.00	(657,472.73)	10,140.00

Certified correct and in accordance with the records

Presented to council on

May 16, 2022

Mayor

CAO

#### **EXTENSION OF TIME - ASSESSMENT ROLL**

#### Town of Blaine Lake Bylaw #02/2022

#### A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE ASSESSMENT ROLL

The Council of the Town of Blaine Lake, in the Province of Saskatchewan, enacts as follows:

1. That the time required pursuant to subsection 204(1) of *The Municipalities Act* for preparation of the assessment roll be and is extended to June 8, 2022



MAYOR

**Chief Administrative Officer** 

Section 204(1), The Municipalities Act

Read a first time on May 16, 2022 Read a second time on May 16, 2022 Read a third time on May 16, 2022 and adopted.



#### **Records Destruction Schedule Bylaw**

#### Town of Blaine Lake Bylaw #03/2022

#### A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the Town of Blaine Lake, in the Province of Saskatchewan, enacts as follows:

- 1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
- 2. That the Chief Administrative Officer (CAO) of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
- 3. That the CAO contact the Saskatchewan Archives Board before the destruction of any records which may be of historical value, and to ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
- 4. That Bylaw #14/2004 is hereby repealed.

Incorporated in

MAYOR

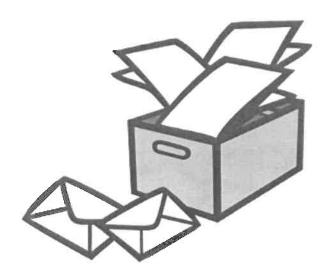
**Chief Administrative Officer** 

Section 116, The Municipalities Act

Read a first time on May 16, 2022
Read a second time on May 16, 2022
Read a third time on May 16, 2022 and adopted.



# RECORDS RETENTION AND DISPOSAL GUIDE



#### INTRODUCTION

This records retention guide has been prepared to assist municipal administrators in making decisions regarding the retention and disposal of records. It has been developed by UMAAS, RMAA, SUMA and SARM, with the assistance of the Saskatchewan Archives Board (the Archives). It is applicable to the records of municipalities as well as any board, commission, association, etc. established by the council.

This guide has been developed in compliance with *The Municipalities Act, The Local Government Election* Act, 2015, *The Archives Act* and *The Local Authority Freedom of Information and Protection of Privacy Act.* Included retention periods are based on administrative, legal, and fiscal/financial values of the various records. The retention periods reflect the minimum length of time required to satisfy legal, fiscal and administrative requirements.

A draft bylaw has also been included for the convenience of those municipalities who wish to adopt this recommended schedule by bylaw.

#### RECORDS MANAGEMENT PROCEDURES

#### **Background information**

This document outlines some basic records management procedures to be followed by municipalities in order to manage municipal records in an effective and accountable manner. Please note that this document includes certain provisions that may have to be passed by council before they are adopted by municipal offices in Saskatchewan.

#### **DEFINITION OF A RECORD**

A record is defined by *The Local Authority Freedom of Information and Protection of Privacy Act* as "a record of information in any form and it includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records". This retention schedule is applicable to records that fall under the above definition regardless of format including paper, electronic, microfilm, etc.

Certain material has no evidential, fiscal, administrative or historical value and therefore, is not subject to this schedule. It can be destroyed when it is no longer needed without historical review by the Archives. This includes:

- extra copies created for convenience of reference
- publications i.e. books, magazines, catalogues, etc.
- blank forms
- transitory records, i.e. drafts that do not document significant steps in the development of a document or are summarized or produced in other form

This guide provides a schedule for **official records** which may be an original document, the only copy of a record retained by a municipality or any copy deemed to be the official record. The official record is retained to satisfy legal, fiscal and administrative retention requirements included in this schedule. Any additional copies of official records can be disposed of when they are no longer needed providing they contain identical information; an official record is identified; its completeness, authenticity and integrity is verified and it is retained for the period of time required by this schedule. The application of this provision and some associated requirements are further explained in the "Storage of Records and Records Format" section.

#### **GENERAL CORRESPONDENCE**

Correspondence should be classified in related categories and retained for the period of time assigned to the categories. For example, correspondence related to the establishment of bank accounts should be classified in the Bank Accounts category; correspondence regarding building permits should be classified in the Building Permits category.

#### STORAGE OF RECORDS AND RECORDS FORMAT

Records should be stored in an environment adequate for the storage medium they are recorded on. They should be properly maintained so they are retrievable for the period of time required by the schedule and until they are disposed of or transferred to the Archives. Any records of a confidential nature should be properly safeguarded and stored in a secure place with controlled access. Any personal information should be protected and handled in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*.

While **paper** remains the most widely-used medium for storing municipal records, other formats (i.e. microfilm or electronic files) are acceptable and are becoming more common. Such technologies can dramatically reduce the amount of physical space needed to warehouse records. Please note that each record created or received by a municipality has potential evidential value. Therefore, there are technical as well as legal considerations when deciding on a medium for storing official records, or if transferring records to a new storage medium (i.e. from paper to microfilm or electronic file).

If a **microfilm** or **electronic image** is chosen as an official record, it is necessary to comply with *The Saskatchewan Evidence Act* in order to make microfilm records or electronic images acceptable in a court of law The microfilming/imaging process must be performed according to prescribed standards (i.e. "Microfilm and Electronic Images as Documentary Evidence" CAN/CGSB-72.11-93). Once imaged, source documents can be disposed of as additional copies. Ensure complete disposal documentation is retained showing how/when source records were destroyed and witness's signatures are included.

If **electronic records** are to be used as official records, it is necessary to comply with *The Evidence Act* and *The Electronic Information and Documents Act, 2000* as well as any standards that govern the management of electronic records. Procedures should be developed and approved regarding disposal of the original hard copies as additional records. Municipalities must manage electronic records in a manner that ensures their integrity and authenticity. Electronic records must remain accessible and retrievable until they are approved for disposal or transferred to the Archives. Migration and verification procedures should be developed and followed to ensure compatibility in case of any updates or changes to computer systems that are required to inspect the records. The migration process should include all official records retained electronically, not only those that are currently active. Records documenting the process should be retained.

#### PERMANENT RECORDS

Records listed for permanent retention are essential for both administrative and historical purposes. They should be kept in a secure and suitable environment, protected against accidental destruction or loss. For some permanent records a provision is included in the schedule for transfer to the Saskatchewan Archives Board upon their consent.

Permanent records need to be maintained properly in order to be accessible and retrievable at any time in a format that is cost effective and legally acceptable. Storage medium for long-term preservation has to be very carefully considered.

#### **UNSCHEDULED RECORDS**

This section includes a provision for disposal of records that have been not included in the retention guide. Unscheduled records that pertain to discontinued programs/functions and are no longer created in any form by the municipality and are 25 years or older can be disposed of upon approval of council and a historical review and approval by the Provincial Archivist. Ensure that the disposal process described further in this document is followed or contact the Archives for guidance. Any current (continuing) records which are not included can be added to the schedule with appropriate retention periods. Please consult the Archives in this regard. The amended schedule has to be approved by the council and the records are subject to the disposal procedures described below.

#### **DISPOSAL OF RECORDS**

All records as defined by *The Local Authorities Freedom and Information and Protection of Privacy Act* are subject to the following disposal procedures:

- **1. Preparing a records inventory listing** including box identification (if files are in boxes), titles of records, dates, brief contents description, volume of records, location of records and any other information that may be helpful in identifying records.
- 2. Relating records to the schedule to determine if they meet retention periods. In order to be eligible for disposal, records must meet the retention requirements stated in the schedule. A reference to the Schedule designation for the record being disposed of should be included on the inventory, for example:

Box 1 - Payment Vouchers 1995 – 1.1 Accounts Payable

**3. Approval by Council** by means of a resolution authorizing the disposal of the specific records slated for destruction.

#### 4. Historical appraisal by the Saskatchewan Archives Board

The Saskatchewan Archives Board has conducted an appraisal of the records included in the schedule and has identified the categories for which they wish to be contacted in order to review the records for a possible transfer to the Archive's permanent collection.

When records from these categories are eligible, a records inventory that has been approved by council should be forwarded to the Saskatchewan Archives Board. An Appraisal Archivist will analyze the inventory and advise in writing which records should be retained for physical appraisal or transferred to the Archives. This list should be sent to:

Provincial Archivist Saskatchewan Archives Board 3303 Hillsdale Street University of Regina Regina, SK S4S 0A2

The retention schedule contained in the appendix includes provisions for destruction of certain records without referral to the Saskatchewan Archives Board. These records contain "disposal" in the Disposal Recommendation Column and do not possess long-term historical significance. They can be destroyed once they meet retention periods in the schedule and are approved by the council (steps 1, 2 and 3). The remainder of the records are subject to an historical appraisal as described above in step 4.

Any questions regarding the retention guide or the above procedures could be forwarded to the Saskatchewan Archives Board through e-mail <a href="mailto:recordhelp@archives.gov.sk.ca">recordhelp@archives.gov.sk.ca</a> or phone (306) 787-0734.

#### SECURE DESTRUCTION OF RECORDS

Given the personal and private nature of information that may be contained in many of the records in question, a municipality must ensure that the methods chosen to physically destroy the records are sufficient to protect privacy. Destruction methods must also be appropriate for the medium on which the record is stored.

For paper records, best practice dictates that cross-cut shredding – not merely single-strip shredding – is the preferred means of destruction. Since it is technically possible to reconstruct even cross-cut shredded documents, incineration or pulverization <u>after</u> records have been shredded may also be prudent if the information in those records is considered to be especially sensitive.

Electronic records must somehow be rendered permanently irretrievable and unreadable. This is typically accomplished by physically damaging the storage medium. CDs, DVDs, USB drives, floppy discs, PDAs, flash memory cards, hard drives and other media can be appropriately destroyed by breaking them into pieces, hammering, pulverization or drilling holes through them. It must be noted that **simply erasing or reformatting a drive does not irreversibly wipe out any data** that was recorded on it and more elaborate measures are necessary to ensure privacy is maintained. If a municipality wishes to reuse a given piece of media (i.e. a hard drive), consider using a "wiping utility" which has been designed to ensure that all data on a drive is irreversibly erased before the drive is put back into service. Computer software vendors should be able to provide more information on suitable software solutions.

The destruction of records may be undertaken by a municipality "in house" by having staff members shred or otherwise destroy the records. However, when large volumes of records are slated for destruction, it may be desirable to engage the services of a company that specializes in the disposal/destruction of records. Companies should be asked to provide references and written details on how they will physically destroy records to ensure that they comply with the municipality's policies

### Records Retention and Disposal Schedule For Rural and Urban Municipalities

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1	.1	Accounts	Pavable
		ACCOUNTS	ravaule

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- Audits and Compliance Review 1.4
- 1.5 **Bank Accounts**
- 1.6 **Budget**
- 1.7 **Budget-related Reports**
- Cash Payments and Receipts 1.8
- **Debentures and Loans** 1.9
- Federal/Provincial Remittance 1.10
- 1.11 Grants
- Investment Records 1.12
- 1.13 Ledgers/Journals
- Local Improvement Roll 1.14
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- Requisition/Purchase Orders 1.16
- 1.17 Tax Roll/Assessment Roll
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- Celebrations and Events 2.4
- Cemetery Records 2.5
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- Inquiries (under LAFOIPP) 2.8
- Insurance Policies Liability 2.9
- 2.10 Insurance Policies - Property
- 2.11 **Photographs**
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- 2.14 Tax Assessment Appeals
- 2.15 Tax Assessment Records
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- Nomination and Receipts 3.6

- 3.7 Oaths of Office
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#### 8. MINUTES AND BYLAWS

- 8.1 **Council Minutes**
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- 8.3 Bylaw Register (active and repealed)

#### 9. REPORTS AND STATISTICS

- Reports of Boards and Committees established by Council 9.1
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#### 10. ROADS AND STREETS

10.1 Road Maintenance Records (includes reports)

# **Records Retention and Disposal Schedule**

# 1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent as per legislation	Permanent as per legislation
1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	Permanent	Permanent
1.7 Budget Related Reports	7 years	DISPOSE
1.8 Cash Payments and Receipts (includes cash payments books, printouts, cash reports and summaries, register tapes, etc.)	7 years	DISPOSE

Continued...

# 1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment	DISPOSE
1.10 Federal/Provincial Remittance	7 years	DISPOSE
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application	Contact the Archives Dispose only upon the Archives recommendation
1.12 Investment Records	7 years after maturity of financial instruments	DISPOSE
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	DISPOSE
1.14 Local Improvement Roll	7 years after completion of project	DISPOSE
1.15 Monthly Financial Statements	7 years	DISPOSE
1.16 Requisition/Purchase Orders	7 years	DISPOSE
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	Permanent as per Legislation	PERMANENT as per Legislation
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	DISPOSE

# 2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure	Contact the Archives Dispose only upon the Archives recommendation
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Contact the Archives Dispose only upon the Archives recommendation
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose only upon the Archives recommendation
2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose only upon the Archives recommendation
2.5 Cemetery Records	Permanent as per Legislation	Permanent as per Legislation
2.6 Change of Ownership Documents	7 years	DISPOSE
2.7 First Nations Consultations	Permanent	Permanent
2.8 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	DISPOSE
2.9 Insurance Policies – Liability (may be required if there is a liability claim in the future)	Permanent	Permanent

Continued...

# 2. ADMINISTRATION (cont'd)

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.10 Insurance Policies – Property (includes insurance claims)	7 years after termination/cancellation of policy	DISPOSE
2.11 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose only upon the Archives recommendation
2.12 Public Notice Documentation	2 years after event for which notice was given	DISPOSE
2.13 Records Disposal Documentation	Permanent	Permanent
2.14 Tax Assessment Appeals	7 years after final decision rendered	DISPOSE
2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
2.16 Tax Certificates	7 years	DISPOSE
2.17 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 The Municipalities Act)	7 years	DISPOSE
2.18 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
2.19 Other Enforcement Records (Includes weed control & pest control records)	7 years after settlement	DISPOSE
2.20 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation

# 3. ELECTION

Records included in this section are governed by The Local Government Election Act, 2015 and The Municipalities Act. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. Unless otherwise specified, all records are retained for "after election day" plus number indicated below.

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (142 Local Government Election Act, 2015-LGEA)	DISPOSE
3.2 Disclosure of Holdings (includes public disclosure statements)	Term of Office (4 years)	DISPOSE
3.3 Declaration of Agent/Friend	3 months	DISPOSE
3.4 Declaration of Polls	3 months (142 LGEA)	DISPOSE
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	Term of Office (4 years) (69(6) LGEA)	DISPOSE
3.7 Oaths of Office	Term of Office	DISPOSE
3.8 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives
3.9 Poll Books	3 months (142 LGEA)	DISPOSE
3.10 Voters' Lists	Contact the Archives	Contact the Archives Dispose only upon the Archives recommendation
3.11 Voters' Registration Forms	3 months (142 LGEA)	DISPOSE
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (142 LGEA)	DISPOSE
3.13 List of Assessed Owners (Rural Municipalities Only)	Until replaced pursuant to Section 40 LGEA	DISPOSE

# 4. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>4.1 Employee Records</b> (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T4s, TD1s, etc.)	7 years	Dispose

# 5. LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	Permanent as per Legislation	PERMANENT as per Legislation
<b>5.2 Claims</b> (includes notices of claim, statements of claim, etc.)	10 years after settlement	Contact the Archives Dispose only upon the Archives recommendation
5.3 Petitions	7 years	Contact the Archives Dispose only upon the Archives recommendation
5.4 Writs	10 years after expiration or completion	DISPOSE

# **6. LICENCES AND PERMITS**

# **6.1 Licenses and Permits Issued By Municipalities**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose only upon the Archives recommendation
6.1.3 Development Permits – Denied	10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.4 Development Permits – Register	Permanent	PERMANENT
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

# **6.2 Licenses and Permits Issued To Municipalities**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/license or life time of structure, building, property plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	DISPOSE

# 7. MAPS, PLANS AND SURVEYS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently	Permanent or contact the Archives Dispose copies only upon the Archives recommendation
7.3 Road Surveys	7 years	Contact the Archives Dispose only upon the Archives recommendation
7.4 Land Surveys Certificates/Surveyor's Reports	7 years	DISPOSE

# **8. MINUTES AND BYLAWS**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
8.1 Council Minutes (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
<b>8.2 Repealed Bylaws</b> (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	DISPOSE
8.3 Bylaw Registers (active and repealed)	Permanent	PERMANENT

# 9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Contact the Archives Dispose only upon the Archives recommendation
9.2 Vital Statistics	7 years	DISPOSE

# **10. ROADS AND STREETS**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation



# TOWN OF BLAINE LAKE

## **BYLAW NO. 0**4/2022

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

The council of the Town of Blaine Lake in the Province of Saskatchewan enacts as follows:

### **Short Title**

1. This Bylaw may be cited as the "Administration Bylaw".

# PART I PURPOSE AND DEFINITIONS

# 2. Purpose and Scope

The purpose of this Bylaw is to:

- a. establish the powers, duties and functions of municipal officials and/or employees of the municipality;
- b. establish who may sign specified municipal documents on behalf of the municipality;
- c. establish the position of administrator, assistant administrator, treasurer or any other municipal position that council considers necessary.

## 3. Definitions

"Act" means The Municipalities Act;

"Municipality" means the Town of Blaine Lake

"Chief Administrator Office (CAO)" means the administrator of the Town of Blaine Lake appointed pursuant to section 110 of *The Municipalities Act*.

## PART II ADMINISTRATOR

### 4. Establishment of Position

The position of administrator is established pursuant to section 110 of the Act.

- (a) Council shall by resolution appoint an individual to the position of administrator.
- (b) Council shall establish the terms and conditions of employment of the administrator.
- (c) The administrator shall be the chief administrative officer of the municipality.
- (d) Any person appointed to the position of administrator must be qualified as required by the Urban Municipalities Act.

### 5. Assignment of Responsibility

The administrator shall perform the duties and exercise the powers and functions that are assigned by *The Municipalities Act*, any other acts, this bylaw, or any other bylaw or resolution of council.

### 6. Duties of the Administrator – The Municipalities Act

Without limiting the generality of section 5 of this bylaw, the administrator shall:

- (a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge; (MA 111)
- (b) Produce, when called for by the council, auditor, minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality; (MA 111)
- (c) On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the municipality to their successor in office or to any other person that the council may designate; (MA 111)
- (d) Ensure all minutes of council meetings are recorded; (MA 111)
- (e) Record the names of all council members present at council meetings; (MA 111)
- (f) Ensure the minutes of each council meeting are given to the council for approval at the next regular council meeting; (MA 111)
- (g) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; (MA 111)
- (h) Advise the council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act; (MA 111)
- (i) Provide the minister with any statements, reports or other information that may be required by *The Municipalities Act* or any other act; (MA 111)
- (j) Ensure that the official correspondence of council is carried out in accordance with council's directions; (MA 111)
- (k) Maintain an indexed register containing certified copies of all bylaws of the municipality; (MA 111)
- (I) Deposit cash collections that have accumulated to \$10,000.00 at least once a month, but not more than once a day, in the bank or credit union designated by council; (MA 111)
- (m) Disburse the funds of the municipality in the manner and to those directed by law or by the bylaws or resolutions of council; (MA 111)
- (n) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; (MA 111)
- (o) Ensure that the financial statements and information requested by resolution are submitted to council; (MA 111)

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- (p) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Chartered Professional Accountants of Canada by June 15 of each year; (MA 111, 185)
- (q) Be responsible for the hiring, suspension and dismissal of all employees of the municipality; (MA 111)
- (r) Witness any oaths or affirmations required pursuant to The Municipalities Act; (MA 111)
- (s) Send copies of bylaws for closing roads and closing and leasing roads to the Minister of Highways; (MA 13)
- (t) Bring to council's attention any resignation(s) of elected officials; (MA 96)
- (u) Record each abstention in the meeting minutes that may occur at the time of voting; (MA 99)
- (v) At the first meeting in January of each year, provide all bond or equivalent insurance of employees to council; (MA 113)
- (w) Sign minutes of council and committee meetings; (MA 115)
- (x) Sign bylaws; (MA 115)
- (y) Sign cheques and other negotiable instruments; (MA 115)
- (z) Provide copies of public documents upon request or payment of fee; (MA 117)
- (aa) Provide notice of first meeting of council; (MA 121)
- (bb) Call a special meeting when lawfully requested to do so; (MA 123)
- (cc) Determine the sufficiency of a petition for a public meeting of voters; (MA 129)
- (dd) Determine the sufficiency of a petition for a referendum; (MA 135)
- (ee)Note any change reported on a council member's annual declaration to the member's public disclosure statement, including the date that change was noted; (MA 142)
- (ff) Make each public disclosure statement and declaration available for public inspection during regular business hours; (MA 142)
- (gg) Provide copies of public disclosure statements to any designated officials when directed to do so by council; (MA 142)
- (hh) Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal; (MA 144)
- (ii) Provide information to the auditor; (MA 190)
- (jj) Send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264)
- (kk) Provide for payment of writ of execution against the municipality; and (MA 353)
- (II) Produce certain records upon request of inspector appointed by the minister. (MA 396)

## 7. Additional Duties of the Administrator

- a. The administrator shall:
  - i. Act as the returning officer for all elections under *The Local Government Election Act, 2015. (Local Government Election Act, 2015 section 47)*
  - ii. Ensure that public notice is given as required in the Act, any other act, and/or as required by council in this bylaw, any other bylaw or resolution.
  - iii. Ensure the policies and programs of the municipality are implemented, maintained and enforced.
  - iv. Advise, inform and make recommendations to council on the:
    - Operations and affairs of the municipality;
    - 2. Policies and programs of the municipality; and
    - 3. The financial position of the municipality.



- v. Supervise all operations of the municipality, ensuring appropriate internal controls are in place and followed.
- vi. Be responsible for the preparation and submission of the annual budget.
- vii. Monitor and control spending within the budget established by council.
- viii. Make routine expenditures until the annual budget is adopted by council.
- ix. Call for tenders. (MA 184)
- x. Purchase goods, services or work. (MA 184)
- xi. Award contracts. (MA 184)
- xii. Conduct negotiations for land purchases, annexations, etc.
- xiii. Attend meetings of council and other meetings as council directs.

## PART III OTHER POSITIONS

## 8. Acting Administrator

### 1. Establishment of Position

If the administrator is unable to act for any reason, council will appoint a person within 30 days to fill the position of administrator in an acting capacity. This appointment will be for a period of no longer than three months. Should council require to extend the appointment of the acting administrator beyond three months, they will obtain permission from the Board of Examiners.  $(MA\ 110.1)$ 

#### 2. Duties

The acting administrator shall have all the powers and duties of the administrator while acting in the capacity of the administrator.

### 9. Other Municipal Employees

## 1. Establishment of Positions

The administrator is permitted to hire employees necessary for the operations of the municipality subject to the approved municipal budget and approval from Council.

## 2. Duties

The administrator will determine the job description and list of duties for each position established. Council and/or council committees may provide suggestions regarding municipal operations and duties to the administrator.

# PART IV DELEGATION OF AUTHORITY

 Council hereby authorizes the administrator to delegate any of its powers, duties or functions to another employee. (MA 110)

# PART V MUNICIPAL DOCUMENTS

### 11. Signing Agreements

a. The Mayor and the administrator shall sign all agreements to which the municipality is party. In the absence of the Mayor, a Council member as set by resolution of Council each year shall sign. In the absence of the administrator, the assistant administrator shall sign.

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## 12. Cheques and Negotiable Instruments

- a. MA 115(5) stipulates that the administrator must sign all cheques and negotiable instruments, and that council must designate at least one other person.
- b. Council designates shall be the Mayor or a Council member as set by resolution of Council each year, the signing authorities.
- c. If the administrator is unavailable, the administrator's designate, as set by Council Resolution shall sign all cheques on the behalf of the municipality.

# PART VI COMING INTO FORCE

Incorporated

16. This bylaw shall come into effect on the day of its final passing.

{Seal}

Mayor

**Chief Administrative Officer** 

Read a first time on May 16, 2022 Read a second time on May 16, 2022 Read a third time and adopted on May 16, 2022



## **BASE TAX BYLAW**

# Town of Blaine Lake Bylaw #05/2022

## A BYLAW TO PROVIDE FOR A BASE TAX

The Council of the Town of Blaine Lake, in the Province of Saskatchewan, enacts as follows:

- 1. This bylaw shall be known as the "Base Tax Bylaw".
- 2. A base tax shall apply to the types and classifications of property included in the table below:

Property Class	Ту	Type of Property	
	Land	Land with Improvement	
Agriculture	\$515.00	\$1,390.00	
Residential	\$550.00	\$1,050.00	
Commercial & Industrial	\$575.00	\$1,215.00	

- 3. Bylaw #07/2017 is hereby repealed
- 4. Bylaw #04/2016 is hereby repealed
- 5. All previous resolutions are hereby repealed

MAYOR

**Chief Administrative Officer** 

Section 290, The Municipalities Act

Read a first time on May 16, 2022 Read a second time on May 16, 2022 Read a third time on May 16, 2022 and adopted.



## MILL RATE FACTOR BYLAW

# Town of Blaine Lake Bylaw #06/2022

## A BYLAW TO ESTABLISH MILL RATE FACTORS

The Council of the Town of Blaine Lake, in the Province of Saskatchewan, enacts as follows:

- 1. This bylaw shall be known as the "Mill Rate Factor Bylaw".
- 2. The following mill rate factor(s) shall be applied to the municipal uniform mill rate levied against all taxable property:

Property Class	Factor
Agriculture	1.000
Residential	1.000
Commercial and Industrial	1.300

- 3. This bylaw shall come into effect on the day of its final passing.
- 4. All previous bylaws and resolutions are hereby repealed.

MAYOR

SEAP Incorporate

chief Administrative Officer

Section 285, The Municipalities Act

Read a first time on May 16, 2022 Read a second time on May 16, 2022 Read a third time on May 16, 2022 and adopted. April 20, 2022

Town of Blaine Lake Blaine Lake, SK SOJ OJO

### Mayor and Councillors:

Enclosed is a copy of the Blaine Lake Senior Citizens' Centre Constitution. The article of interest to the Town of Blaine Lake is Article VIII on page 4.

Since the inception of the Seniors' Centre in 1972, the Town of Blaine Lake has always been supportive of the organization:

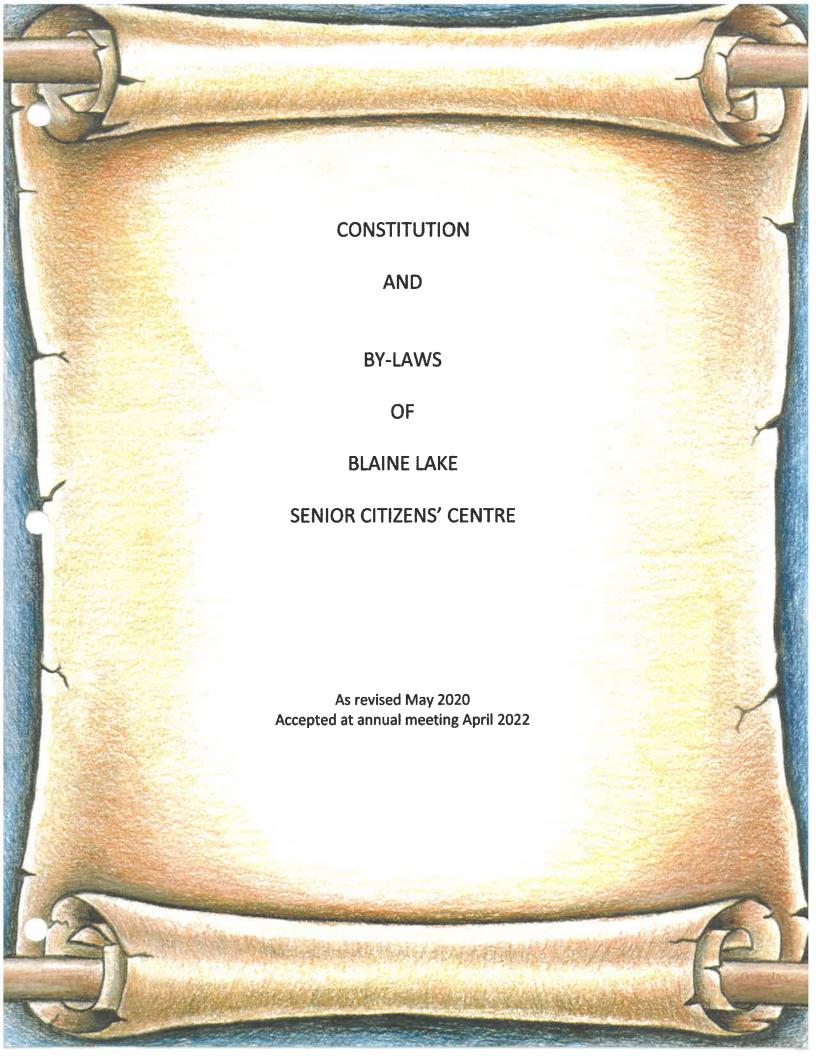
- 1. They waived the property taxes
- 2. Waived the cost of water usage, and
- 3. Aided in fund-raising.

These savings have enabled the organization to continue using our Centre during times when many other Centres in the province have been forced to close. Town support was also very evident during the renovations and addition to the Centre by donating \$10,000.00 to our fund-raising, and supplying machinery and operators as needed, etc. During the renovation-addition time, members of the town and rural areas volunteered manual work, vehicle use, food for workers during lotteries, and countless other tasks that required attention. The Centre is valued and well- used by people from the town and surrounding areas. For this reason, the Board of Directors decided to bring to your attention Article VIII, page 4, "Winding Up". If, in the future, dissolution is inevitable, we wish to have the building continue being used, as designated in the Senior Centre's Constitution.

Please place this information in a designated file that future Administration and Councillors will be aware of and have access to, if necessary.

Signed ty the present Members of the Board.
President: Nici Warnock 1. Warnach
Secretary-Treasurer: Christiana Larson
Vice-President: Denyse Rapsey
Board Members: Rose Parchoma Rose Parchoma
Marj Pool Mary Pool
Donna Dargin Loma Harsin
Corrine Logan larrene dogan
Ginette Tournier
Elsie Magiera Ebie Magina

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#### ARTICLE V.

### SIGNING OFFICERS

 The signing officers of the Centre shall be the President, Vice-President and the Secretary-Treasurer of the Board of Directors. Every legal document which is intended to be binding by the said Centre, shall be signed by any two of the above.

### ARTICLE VI.

### **AMENDMENT OF BY-LAWS**

Any alterations to this Constitution shall receive the assent of 50% + 1 of the members of the Centre present and voting at the annual general meeting.

#### ARTICLE VII.

### **FINANCE**

- 1. The Secretary-Treasurer shall keep proper accounts of the finances of the Centre.
- 2. The financial year of the Centre shall run from April 1 to March 31.
- 3. The accounts shall be audited at least once a year by an auditor.
- 4. An audited statement of accounts for the last financial year shall be submitted at the annual general meeting.

#### ARTICLE VIII.

### WINDING UP

If interest in the Seniors' organization continues to decline, and activities become sparse, the indication may be to use the Centre in some other way.

On dissolution of the Centre, after satisfying its liabilities, the Seniors' Centre property be donated to the Town of Blaine Lake, to be used in alternate activities which are an asset to the community, such as a Community Centre, a Family Activity Centre, a supervised Youth Centre or such.

The money shall be placed in an account separate from Town finances but under Town supervision to be used for maintenance of the building, as in cleaning and repair or replacement of contents as required. This provision shall be unalterable.

BY-LAWS
OF
BLAINE LAKE SENIOR CITIZENS CENTRE

### ARTICLE I.

### **MEMBERSHIP**

- Membership in the Centre shall be open to every resident of Blaine Lake and area, who is interested in assisting the Centre in achieving its objectives.
- The membership fee shall be determined annually by the Board of Directors of the Centre, who shall issue membership cards and shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the Centre before a decision is made.
- A member may withdraw from the Centre's membership by written notice to the Secretary.

### ARTICLE II.

### **DIRECTORS**

- 1. The President and Secretary-Treasurer shall be elected at the annual general meeting by the membership. The Vice-President shall be elected by the Directors. The Past President shall continue as a Director for a period of one year.
- 2. The Centre shall have a minimum 5/maximum 9 Directors who shall be elected by the membership at the annual general meeting of the Centre and following the voting procedure as outlined in Article IV. These Directors shall act as the Centre executive.
- 3. The Directors and Executive shall hold office for a term of one year.
- 4. The Directors shall meet at least 8 times per year, the date being determined by themselves.
- 5. The President, or in his/her absence the Vice-President, shall preside to all Board meetings and both shall be exofficio members of every committee.
- 6. In event that an executive director resigns their office of duty before it terminates, the Board shall in a majority vote appoint another person to fill that position.

# **Town of Blaine Lake** Statement of Financial Activities - Summary For the Period Ending April 30, 2022

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	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	(163.27)	12,881.72		12,881.72	
Fees and Charges	59,144.65	78,253.32		78,253.32	
Utilities	57,811.82	170,702.02		170,702.02	
Grants	35,269.40	40,269.40		40,269.40	
Grants in Lieu of Taxes	2,253.59	17,235.47		17,235.47	
Land Sales - Gain		11,000.00		11,000.00	
Other Revenues	454.040.40	1,000.00		1,000.00	0.00
Total Revenues:	154,316.19	331,341.93	0.00	331,341.93	0.00
Expenditures					
General Government Services	17,529.06	157,898.56		(157,898.56)	
Protective Services	1,599.06	11,777.09		(11,777.09)	
Transportation Services	20,722.43	59,233.64		(59,233.64)	
Environmental Health Services	9,171.44	45,004.32		(45,004.32)	
Planning and Development Services	55,834.11	57,011.02		(57,011.02)	
Recreation and Cultural Services	825.89	14,642.83		(14,642.83)	
Utilities	9,832.56	85,042.22		(85,042.22)	
Total Expenditures:	115,514.55	430,609.68	0.00	(430,609.68)	0.00
Change in Net Financial Assets	38,801.64	(99,267.75)	0.00	(99,267.75)	0.00
Operating Surplus/Deficit (Chg in Net Asst)	38,801.64	(99,267.75)	0.00	(99,267.75)	0.00
Change in General Surplus	38,801.64	(99,267.75)	0.00	(99,267.75)	0.00
Account Balances	Current	Year to Date	Balance		
Cash					
Cash - On Hand - Petty Cash		(115.75)	308.05		
Cash - Bank - CIBC		(== = 1= 1=)	51,685.57		
Cash- Affinity Credit Union	5,342.00	(75,048.17)	903,478.54		
Cash Affinity - WTP			25.23		
Cash - Affinity Savings Account			1,135.08		
GIC #1			3,067.32		
GIC #2			200,000.00		
GIC #3 GIC # 23 WTP			200,000.00 462.33		
Total Cash:	5,342.00	(75,163.92)	1,360,162.12		
Municipal Taxes Receivable		/= 000 (C)	454 504 10		
Municipal - Tax Receivable - Current	2,099.97	(7,928.42)	154,501.42		
Municipal - Tax Receivable - Arrears	(4,156.14)	(11,793.06)	(42,490.53)		
Municipal - Allow. for Uncollected			8,536.51		
Total Municipal Taxes Receivable: Other Receivables	(2,056.17)	(19,721.48)	120,547.40		
Due from Province - SPC			1,496.22		
Accrued Interest Receivable			7,963.78		
Accounts Receivable	(5,470.22)	1,457.66	19,547.66		
Utility Accounts Receivable	37,257.22	1,152.22	60,295.21		
Waste Removal Accounts Receivable	8,751.17	120.69	14,597.42		
Allowance for Uncollectible Receivables	•	(629.39)	(629.39)		



Report Date 05/11/2022 7:01 AM

# **Town of Blaine Lake** Statement of Financial Activities - Summary For the Period Ending April 30, 2022

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	Current	Year To Date	Budget	Variance	%
Tax Title Costs Receivable	(426.80)	202.59	(8,336.71)		
GST Receivable - 100% Rebate	4,106.20	(47,741.16)	11,091.56		
Total Other Receivables:	44,217.57	(45,437.39)	106,025.75		
correct and in accordance with the records	Presented to cour	ncil on			

Certified co

Chief Administrative Officer

May 16, 2022

Mayor/Deputy Mayor