



**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE TOWN OF BLAINE LAKE
HELD AT THE TOWN OFFICE LOCATED AT #301 Main Street, Blaine Lake, Sask.
WEDNESDAY, May 4, 2022**

Present:
Mayor, Al Sorenson
Councillors
Bev Breland – Deputy Mayor
Melissa Johnson
Darlene Harder
Interim CAO – Gina Bernier
Rodger Pederson
Jason Weber – sent regrets
Max Stephenson – sent regrets

Mayor, Al Sorenson called this meeting to order at 4:00 p.m.

171/22 **Adopt Agenda and Waiver**

BRELAND
That the Agenda be adopted as presented.
Carried.

172/22 **Policy – TCA-001-Tangible Capital Asset**

PEDERSON
That the Tangible Capital Asset Policy TCA-001 be adopted at this meeting and attached to these minutes.
Carried.

173/22 **Policy – TCA-002-Asset Management**

JOHNSON
That the Asset Management Policy TCA-002 be adopted at this meeting and attached to these minutes.
Carried.

174/22 **Policy – TS-001 – Snow Removal**

HARDER
That the Snow Removal Policy TS-001 be adopted at this meeting and attached to these minutes.
Carried.

175/22 **Policy – WS-001**

BRELAND
That the Water Sewer Connection Service Policy be adopted at this meeting and attached to these minutes.
Carried.



176/22 **Policy – EM-001-Emergency Measures**

PEDERSON

That the Emergency Measures Policy EM-001 be adopted at this meeting and attached to these minutes.

Carried.

177/22 **Policy – EM-002-Emergency Measures Co-Ordinator**

JOHNSON

That the Emergency Measures Co-Ordinator Policy EM-002 be adopted at this meeting and attached to these minutes.

Carried.

178/22 **Policy – FP-001-Fire Protection**

BRELAND

That the Fire Protection Policy FP-001 be adopted at this meeting and attached to these minutes.

Carried.

179/22 **Policy – FP-002-Burning Permits**

BRELAND

That the Burning Permit Policy FP-002 be tabled.

Carried.

180/22 **Release Krissy**

PEDERSON

That the Town Council release Kristina Friesen as the Acting CAO effective immediately.

Carried.

181/22 **Renaë Chaisson**

BRELAND

That the Town of Blaine Lake hire Renaë Chaisson as the Assistant Administrator with a starting salary of \$23/hour.

Carried.

182/22 **Interim CAO-Gina Bernier**

HARDER

That Gina Bernier be appointed as Interim CAO for the Town of Blaine Lake until such time as a qualified CAO may be found.

Carried.

183/22 **CAO Advertisement**

JOHNSON

That the Interim CAO be instructed to advertise for the position of Chief Administrative Officer.

Carried.



Town of Blaine Lake – May 4, 2022 Special Meeting Minutes

184/22

Signing Authority

HARDER

That the Town authorize Beverly Breland to be added as a signing authority for the purpose of Business Online Banking, CAFT and Payroll.

Carried.

185/22

Tax Enforcement Register

BRELAND

That the Town Council contract Barbara Galger to complete a tax enforcement registry at a cost of \$25/hour.

Carried.

186/22

Adjournment – 6:15 p.m.

HARDER

That this meeting be adjourned.

Carried.



Acting CAO



Mayor

Town of Blaine Lake
Agenda
May 4, 2022 – 4:00 p.m.

1. Call to Order
2. Adopt the Agenda
3. Policy Review
 - a. TCA-001
 - b. TCA-002
 - c. TS-001
 - d. WS-001
 - e. EM-001
 - f. EM-002 & Job Description
 - g. FP-001
 - h. FP-002
4. HR Discussions
5. Adjournment





Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Emergency Measures	EM-001	176/22	May 4, 2022	1	

Policy Objective:

To establish a guideline for the purpose of Emergency Measures and the needs

Background:

1. The Town Council is committed to establishing a safe environment for their ratepayers.
2. With the establishment of a safe environment to live, work and play, there also needs to be an emergency measure program set in place to maintain the safety of all persons.

Policy:

1. The Town Council will establish an Emergency Measures Plan;
 - a. Through the establishment of an EMA the council will;
 - i. Contract a person to complete an EM Plan (known as "the plan)
 - ii. Contract a person to be the Emergency Measures Co-Ordinator (EMC)
 1. The EMC shall maintain the Plan;
 2. The EMC shall ensure that all Council and Staff are trained to the functions required of them in the Plan;
 3. The EMC shall report to the Council on a two times per year at a regular Council meeting (ie:-April, November)
 4. The EMC shall be contracted on a 5 year basis.
2. The Town Council will work with the neighboring Communities to establish and maintain a Mutual Aid Agreement.

EM-001

TOWN OF BLAINE LAKE

Policy Title: Emergency Measures
Date Issued: Res #
Replaced – Res #

Mayor



TOWN OF BLAINE LAKE
Emergency Measures Coordinator
Job Description

Job Title	Emergency Measures Coordinator
Reports To	Council Municipality
Work Hours/Month	As required
Dated	May 4, 2022

Job Summary

The Emergency Measures Coordinator is responsible for developing the municipality's emergency management program including setting annual objectives, implementing training, exercises, updating the emergency plan and supporting documentation and chairing regular Emergency Planning Committee meetings. During significant planned or unplanned municipal events this position will assume the role of Emergency Operations Centre (EOC) Director and activation, coordination and oversight of the municipal emergency operations centre. This position is appointed by and reports directly to Council.

Responsibilities & Duties

Day-to-Day:

- Chair the Emergency Planning Committee as per section 9(2) of the *Saskatchewan Emergency Planning Act 1989*.
- Coordinate regular meetings of the Emergency Planning Committee.
- Complete an annual review and update of the Municipal Emergency Response Plan.
- Provide an annual update to Council regarding municipal emergency measures activities including opportunities for improvement.
- Coordinate annual training and exercises for members of the Emergency Planning Committee.
- Set annual objectives of the Emergency Measures Organization subject to approval from Council.
- Submit a monthly report to Council on work completed and progress towards achievement of annual objectives.
- Assess municipal supplies and resources assigned for emergency response.
- Engage relevant stakeholders and ratepayers in emergency preparedness, response and recovery initiatives.

Emergency:

- Assume the position of Emergency Operations Centre (EOC) Director during any situation in which the municipal EOC is partially or fully activated.
- Oversee municipally led response operations in which the EOC is activated.

- Coordinate a debrief or debrief(s) for personnel involved in any EOC activations and compile a corrective action report with tasks and dates for completion assigned as appropriate,
- Submit corrective action reports to Council for review and approval.
- Is prepared and able to respond to provide relief or personnel capacity as part of any mutual aid agreements where requested.

Qualification Requirements

- Possess knowledge of or be willing to familiarize themselves with the *Saskatchewan Emergency Planning Act 1989* and other relevant municipal, provincial or federal legislation related to emergency management.
- Strong oral & written communication skills including the ability to prepare and present comprehensive reports, plans and presentations.
- Strong interpersonal and collaboration skills.
- Experience working with elected officials, boards, leadership committees or other executive groups.
- Must be self-motivated with an innate ability to set and accomplish goals.
- Ability to work under pressure for extended periods of time and make logical decisions.
- Able to respond to emergency situations as they arise.
- Possess a commitment to promoting a culture of emergency preparedness amongst peers and the public.
- Possess a valid Class 5 Driver's license.
- Proficient computer skills including Microsoft Word, Power point & Excel or equivalent.
- Clean criminal record & vulnerable sector check.

Other Desired Skills

- Experience with and/or knowledge of regional agencies including public, private and non-profit.
- Experience leading diverse groups towards common goals including meetings, trainings, or other collaborations.
- Experience facilitating and/or developing training or other exercise programs.
- Knowledge of local hazards and experience in a mock emergency exercise or actual disaster situation.
- Creative problem solver.
- Strong organizational and time management skills.
- Lifelong learner with leadership skills.
- Ability to create good working relationships with the public, elected officials, and other stakeholder groups.

Training

- Capable of obtaining Incident Command System (ICS) training to a minimum level of 300 within 1.5 years.
- Willing to attend NAIT All-hazards Institute Training for a period of up to 5 days annually.
- Ability to attend other training as it becomes available.

Travel

- Some travel may be required to attend trainings and regional meetings which shall be included as part of monthly work hours.

Availability

This position requires an ability to commit to responding to emergency situations as they arise. If you are currently employed, this may require your employer's permission. Note that a municipal Emergency Operations Centre may be activated for hours, days, weeks or longer depending on the scale and impact of the emergency situation.



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Emergency Measures Co-Ordinator Job Description	EM-002	177/22	May 4, 2022	1	

Policy Objective:

To establish a guideline for the purpose of Emergency Measures Co-Ordinator’s Job Description

Background:

1. The Municipality Council is committed to establishing a safe environment for their ratepayers.
2. With the establishment of a safe environment to live, work and play, there also needs to be an emergency measure program set in place to maintain the safety of all persons;
3. There is a need to have an Emergency Measures Co-Ordinator to complete tasks and take command in a time of Emergency and/or Crisis

Policy:

1. The Municipality Council will establish an Emergency Measures Co-Ordinator Job Description;
 - a. Through the establishment of an EMC the council will;
 - i. Have a person to who will administer and update an Emergency Measures Plan (known as “the plan)
 - ii. The person to be the Emergency Measures Co-Ordinator (EMC)
 1. The EMC shall maintain the Plan;
 2. The EMC shall ensure that all Council and Staff are trained to the functions required of them in the Plan;
 3. The EMC shall report to the Council 2 times per year at a regular Council meeting (ie: April, November)
 4. The EMC shall be contracted on a 5 year basis.
2. The Job Description is attached to and forming part of this Policy.

EM-002

TOWN OF BLAINE LAKE

Policy Title: EMO CoOrdinator

Date Issued: Res #

Replaced – Res #

Mayor



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Fire Protection Services	FP-001	178/22	May 4, 2022	1	

Policy Objective:

To give information as to agreements and services that are provided through the Fire Protection program

Background:

The fire protections services are shared between the Town and RM in order to be a cost-effective use of our fire protection equipment.

Policy:

The Town is committed to helping their residents with access to fire protection services.

1. An agreement has been entered into between the Town and RM of Blaine Lake.
2. Fire Chief is in charge of all fires within the Town and RM
 - a. First fire chief on scene takes command of the scene.
 - b. If an emergency comes up where the actions are deemed to be life and property threatening, then the Mayor or CAO will contact the Fire Chief or Emergency Measures Co-ordinator to assist in helping.
3. Process for Invoicing
 - a. Town will invoice for all fire calls

FP-001

TOWN OF BLAINE LAKE

Policy Title: Fire Protection

Date Issued: Res #

Replaced – Res #

Mayor



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Tangible Capital Asset Policy	TCA-001	172/22	May 4/2022	11	

Policy Objective:

To give direction to the Council and Staff on the implementation and entry of the Tangible Capital Assets for the Municipality

1. PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment.

The principal issues in accounting for tangible capital assets are:

- a. The recognition of the assets.
- b. The determination of their carrying amounts and amortizations charges, and
- c. The recognition of any related impairment losses.

In addition, the policy covers policy and procedures to:

- a. Protect and control the use of all tangible capital assets.
- b. Provide accountability over tangible capital assets.
- c. Gather and maintain information needed to prepare financial statements.

2. SCOPE:

This policy applies to all departments, boards and commissions, agencies and other organizations falling within the reporting entity of the Municipality.

3. DEFINITIONS:

Amortization - This is an accounting concept in which the recorded cost of a capital asset less estimated residual value (if any) (amortization base) is distributed over its estimated useful life in a systematic and rational manner. It is a process of allocation, not valuation.

Assets, Tangible Capital - Assets having physical substance that;

- a. Are used on a continuing basis in the TOWN's operations.
- b. Have useful lives extending beyond one year.
- c. Are not held for re-sale in the ordinary course of operations.

Betterments - Subsequent expenditures on tangible capital assets that:

- Increase previously assessed physical output or service capacity;
- Lower associated operating costs;
- Extend the useful life of the asset; or
- Improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

CAO – Shall mean the Chief Administrative Officer, of the Municipality of acting under the authority of the *Municipalities Act Section 110*.

Capital Lease - A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the TOWN. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met;

- a. There is reasonable assurance that the TOWN will obtain ownership of the leased property by the end of the lease term.
- b. The lease term is of such a duration that the TOWN will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c. The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement

Council - Shall mean the Mayor and Council members of the Municipality.

Fair Value - Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

Group Assets - Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded a single asset with one combined value. Although recorded in the financial systems as a single assets, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Residual Value - Residual Value is the amount the TOWN expects to be able to realize on disposal of a capital asset at the end of its useful life to the TOWN. As a general rule, it is assumed the residual value of all assets is Nil.

TOWN - Shall mean the Municipality

Straight-line Method - This is a method of amortization in which the periodic charge is computed by dividing the amortization base by the estimated number of periods of service life.

Temporary Structure - This refers to buildings that are not expected to last 40 years.

4. POLICY STATEMENTS:

a. Capitalization

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

- a. all land;

- b. all buildings;
 - c. civil infrastructure systems (built assets such as roads, bridges, sewers, water, transit, parks, etc.)
- b. Capital Asset Categories – See Schedule A**
A category of assets is a grouping of assets of a similar nature or function in the TOWN operations. The following list of categories shall be used:
- c. Valuation**
Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.
- i. Purchased assets
 - a. Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.
 - b. Cost of land includes purchase prices plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.
 - c. When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.
 - ii. Acquired, Constructed or Developed assets
 - a. Cost includes all costs directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.
 - b. Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.
 - iii. Capitalization of Interest costs
 - a. Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.
 - b. Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the assessed for its

intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

- iv. Donated or Contributed assets
 - a. The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.
- v. Inflation
 - a. Inflation value shall be calculated in accordance with the average of the years inflation rates from 2017 to 2021 which were:
 - 2017 – 1.61%
 - 2018 – 2.30%
 - 2019 – 1.95%
 - 2020 – 0.72%
 - 2021 – 3.40%Averaged to 1.984%

d. Componentization

Tangible capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

Factors to consider when determining whether to use a component approach include:

- a. Major components have significantly different useful lives and consumption patterns than the related tangible capital asset.
- b. Value of components in relation to the related tangible capital asset.

Civil infrastructure systems should use the component approach. Major components should be grouped when the assets have similar characteristics and estimated useful lives or consumption rates.

e. Amortization

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life.

Generally, the Town uses a **straight-line** method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. Town departments, boards and commissions, agencies and other organizations are responsible for establishing and utilizing an appropriate amortization methodology and rate for assets acquired.

f. Disposal

Disposal of tangible capital assets that are moveable personal municipal property is the responsibility of the CAO unless delegated to operating departments. Department heads should notify the CAO when assets become surplus to operations.

Disposal of real property will be the responsibility of the Council of the Municipality.

When other constructed tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify the CAO of the asset description and effective date. The CAO is responsible for adjusting the asset registers and account records recording a loss/gain on disposal.

g. Capital Leases

Account for capital lease as acquiring a capital asset and incurring a liability. Account for a lease as an operating lease when the net present value of the future minimum lease payments of fair value, whatever is less.

5. DISCLOSURE

The method and rates of amortization of capital assets will be disclosed in the financial statements.

The amortization charge in the current period, the accumulated amortization, and the gross and net asset balances will be disclosed in the financial statements.

6. RESPONSIBILITY

The CAO will ensure capital assets are set up in the Public Works program with the proper useful lives and depreciation start dates.

- a. The Depreciation start date will be the first day of the month following the month the invoice was entered.

The Council will periodically review the useful life estimates and make any changes, if necessary.

7. COSTS ASSOCIATED WITH THE IMPLEMENTATION IN PUBWORKS PROGRAM.

Refer to Policy Manual Rates and Charges

The Council for the Municipality require information to be implemented into the “Pubworks” program as purchased through Munisoft Computer systems. This program tracks the costs, by the hour, for various projects on roads, streets and Water and Sewer Services within the Town.

8. POLICY ON ADDING BETTERMENTS

a. ROADS and FEATURES (bridge/culvert)

- i. When adding a “betterment” we will set the original cost for the new road, if unknown, at \$1.01 and the start year will be the year in which the road was discovered (present day) with a useful life as per the classification on Schedule B.
- ii. The scrap value for all roads will be set to **\$1.00**.
- iii. When adding a betterment enter the present date
 1. start depreciating the road as of the first day of the following year.
 - a. Betterment will be the cost of the road or feature as per:
 - b. Contractor costs
 - c. Material costs
 - d. Town Equipment/Employee costs

b. EQUIPMENT/VEHICLES

- i. When entering in new equipment and vehicles, please refer to Schedule B.
- ii. Amortize 0% on the first year.



SCHEDULE A
CAPITAL ASSET CATEGORIES

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Land	<ul style="list-style-type: none"> • Land acquired for building sites such as office or shop, parks, gravel quarrys • Fencing and gates, parking lots, paths, trails, landscaping 	<ul style="list-style-type: none"> • Purchase price • Professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys • Improvement and development costs such as land excavation, filling, grading, drainage, demolition of existing buildings (less salvage)
Buildings	<ul style="list-style-type: none"> • Buildings for the purpose of the Municipality such as office, shop, cold storage. • Major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems 	<ul style="list-style-type: none"> • Original purchase prices/ completed project costs including basic costs of material and labour or costs of a contractor • Costs to remodel, recondition or alter a purchased building to make it ready to use • Preparation of plans, blueprints, and specifications • Cost of building permits, studies, tests • Professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys
Infrastructure	<ul style="list-style-type: none"> • Roadways • Culverts • Water Lines • Sewer Lines 	<ul style="list-style-type: none"> • Original cost of the project in accordance with contractor, materials, engineering services • Direct costs of construction

		<p>including tender construction costs, labor, materials, survey costs and project specific design costs</p> <ul style="list-style-type: none"> • Construction and material costs related to overhead structures and signage • Salary and travel costs for employees assigned to the project
Recreational	<ul style="list-style-type: none"> • Buildings 	<ul style="list-style-type: none"> • Original invoice or contract price • Installation charges (contractor only)
Machinery and Equipment (heavy equipment)	<ul style="list-style-type: none"> • Power and construction equipment such as graders, tractor, loaders, mowers, trucks one tonne (1000 Kg/2205lbs) and over, etc. 	<ul style="list-style-type: none"> • Original contract price or invoice prices • Freight charges • Sales taxes on acquisition • Installation charges • Charges for testing and preparation • Costs of reconditioning used items when purchased • Parts and labor associated with the construction of equipment
Operating Equipment	<ul style="list-style-type: none"> • Equipment specific to maintenance, shop such as forklifts, welding machines, welding machines, utility trailers, snow plows, radios, freezers, refrigerators, washers, defibrillators 	<ul style="list-style-type: none"> • Original contract price or invoice price • Freight charges • Sales taxes on acquisition • Installation charges • Charges for testing and preparation • Costs of reconditioning used items when purchased • Parts and labour associated with the construction equipment
Vehicles	<ul style="list-style-type: none"> • Used primarily for transportation purchases 	<ul style="list-style-type: none"> • Original contract price or invoice price

	such as automobiles, trucks under one tonne (- 1000kg/2205lbs), all-terrain vehicles	<ul style="list-style-type: none"> • Freight charges • Sales taxes on acquisition • Costs of reconditioning used items when purchased
Other Infrastructure	<ul style="list-style-type: none"> • Landfills 	<ul style="list-style-type: none"> • Costs that support infrastructure but are not included in any other category



SCHEDULE B CAPITAL ASSET THRESHOLDS AND ESTIMATED USEFUL LIVES

The tables below outlines the threshold and estimated useful life applicable to each capital asset category. A threshold of ALL means that all capital asset purchase, regardless of cost, are recorded.

Scrap Value is the value of the asset that would be the minimum value it would depreciate to. Threshold is the minimum amount for which we start recording the Asset.

Capital Asset - Land

Asset Name	Threshold	Life (Years)
Land	ALL	Indefinite
Land improvements	\$10,000.00	15 years

Capital Asset - Buildings

Asset Name	Threshold	Life (Years)
Permanent Structure	\$50,000.00	25-60 years
Temporary Structure	\$25,000.00	20 years

Capital Asset - Infrastructure

Asset	Threshold	Life (years)
Roads		
-Class 1	\$10,000.00	40
-Class 2	\$10,000.00	40
-Class 3	\$10,000.00	40
-Class 4	\$10,000.00	40
-Class 5	\$10,000.00	40
-Class 6	\$10,000.00	40
-Class 7	\$10,000.00	40
-Trail	\$10,000.00	40
-Seasonal	\$10,000.00	40
-Pavement	\$10,000.00	15
-Seal Coat	\$10,000.00	15
Streets	\$10,000.00	40
Culverts	ALL	35
Signs	ALL	5
Street Lighting	ALL	20

Capital Asset - Machinery/Equipment/Vehicles/Operating Equipment

Asset Name	Threshold	Life (Years)	Scrap Value
Graders	\$30,000.00	10 years	\$5000
Backhoe	\$10,000.00	10 years	3000
Skid Steer	\$20,000.00	10 years	2000
Wheel Loaders	\$20,000.00	10 years	3000
Tractor (Farm)	\$15,000.00	20 years	2000
Mowers	\$15,000.00	10 years	1000
Light Trucks	\$10,000.00	10 years	1000
Heavy Trucks	\$20,000.00	15 years	2000
Trailers			500
Gravel Trailer	\$20,000.00	20 years	1000

Capital Asset - Furniture/Equipment

Asset Name	Threshold	Life (Years)
Computer/Software	\$10,000.00	3 years
Computer hardware	\$10,000.00	3 years

Recreational Asset

Asset Name	Threshold	Life (Years)
Building	\$50,000.00	25-60 years



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Asset Management Policy	TCA-002	173/22	May 4, 2022	2	

Policy Objective:

To set guidelines for implementing consistent asset management processes throughout the Municipality

Background:

1. Asset Management practices impact directly in the core business of the Town and appropriate asset management is required to achieve our strategic service delivery objectives.
2. Developing asset management principles will assist in achieving Strategic Long-Term Plan and Long-Term Financial objectives.
3. Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.
4. Sound asset management practices enable sustainable service delivery by integrating ratepayer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

Scope:

1. This policy applies to all the Town's departments, Councillors, employees and contractors.

Objectives:

1. To ensure adequate provision is made for the long-term replacement of major assets by:
 - a. Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
 - b. Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
 - c. Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the Municipality by training and development.
 - d. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
 - e. Demonstrating transparent and responsible asset management processes that align with demonstrated best practices.
2. To meet the Canada Community Building Fund, (formerly known as Gas Tax) requirements for asset management and future legislative requirements.

Policy:

1. Implementing sound Asset Management Plans and strategies and providing sufficient financial resources to accomplish them by:
 - a. Asset Management Plans will be developed for all major asset/service areas.
 - b. Expenditure projections from Asset Management Plans will be incorporated into the organization's Long-Term Financial Plan when developed.
 - c. To develop a regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
 - e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
 - f. Future life cycle costs will be reported and considered in all decisions relating to new services, assets and upgrading of existing services and assets.
 - g. Future service levels with associated delivery costs will be determined by council taking into consideration the opinion of the community.
 - h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated.
 - i. Creating a corporate culture where all employees play a part in overall care for the Town's assets by providing necessary awareness, training and professional development.
 - j. Providing the municipal ratepayer we serve with services and levels of service for which they are willing and able to pay.

Responsibility:

1. **Councillors** are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Municipality's asset management strategy and plans. The Council is also responsible for ensuring that Municipality's resources are appropriately utilized to ensure sustainable service delivery.
2. The **Chief Administrative Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management with the Municipality.

Review Date:

1. This policy has a life of 4 years or less at the discretion of the current Council. It will be reviewed in May, 2026.



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Snow Removal Policy	TS-001	174/22	May 4, 2022	2	

Policy Objective:

To set Policy on snow removal after a snow storm

Background:

The Town of Blaine Lake generally has 2 people who in the winter months in the Public Works Department. This can be challenging when snow removal is necessary after a large snow fall. Guidance is needed as to when and where to begin the snow removal process

Policy:

1. As snow accumulates to a level of 2-4 inches, after, during or separate from an individual snow event, removal of snow will start at 5:00 am, every day until grading and snow removal is complete. Overtime will be approved as required in order to facilitate the timely completion of this priority.
2. Removal will begin on Main Street
 - a. There will be four passes down the length of Main Street with the grader, pushing snow from the edge of the sidewalk into the center of the street
 - b. The grader will begin at the north end of Main Street
 - c. While the grader is clearing Main Street, the loader operator will clear access to the fire hall and Ambulance depot, and then will clear intersections on Main Street
 - d. After intersections are cleared on the Main Street, the loader operator will clear sidewalks at the Clinic, Fire Hall, Municipal Office and Library.
3. After opening Main Street, the grader operator will clear the access to the school
4. The grader operator will then make two (2) passes on residential streets. The snow will be pushed to the center of the street.
5. After clearing the sidewalks at the Clinic, Fire Haul, Municipal Office and Library, the tractor operator may begin at the Railway tracks and continue south to Highway #40
 - a. Then it is to proceed north from the Railway tracks to the Country Girls Inn;
 - b. Snow may then be hauled from residential areas during regular working hours until snow removal is complete
6. After clearing ridges from driveways in the residential area, the employees shall sand intersections and any other areas deemed necessary.
7. Residents and business owners will be responsible for clearing their own snow and ice from their property and adjacent sidewalks.

- a. The Town of Blaine Lake is responsible only for clearing snow from the streets, the alleys for businesses located on Main Street, and from the front of residents' driveways.
8. The Town will assist Churches by clearing snow for funerals if such is deemed necessary.
9. Alleys may be cleaned by the Town if time allows.
 - a. Private contractors may be hired, but snow must be hauled out of Town or to an approved Town snow dump when authorized by Town Administrator or Town Foreman
10. Property Owners/Residents or their Contractors cannot push snow from their lots, or the alleys they have had cleaned onto the streets. Fines will be issued to anyone caught doing this.
11. All time for work on Main Street must be tracked by the Employees in order that the Office may invoice Highways the appropriate amount for snow removal.





Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Water & Sewer Service Connection Policy	WS-001	175/22	May 4, 2022	2	

Policy Objective:

To clearly outline the duties and responsibility of the Town and Resident in regards to the installation, maintenance and repair of water and sewer service lines

Policy:**1. Water Service Lines**

- a. Definition – Water Service Connection means any water system or pipe line on a parcel of land through which water is conveyed from the Town’s water works system.
- b. Installation
 - i. The property owner is responsible for the cost of installation of the service line from the main to the residence
 - ii. The curb stop will be supplied by the Town
 - iii. The property owner must have prior approval for line installation from the Town of Blaine Lake and must utilize an approved contractor
 - iv. All contractors must provide proof of liability insurance to the Town Office prior to commencing work and must provide drawing of the service connection once it is completed
 - v. The installation must be approved by the maintenance foreman prior to back fill
 - vi. Repairs to sidewalks, street and road will be at the cost of the property owner.
 1. Material, labour and equipment may be provided by the Town and billed to the property owner.
- c. Maintenance and Repair
 - i. The property owner is responsible for the cost of maintenance or repair of the line from the curb stop, to the residence and all plumbing within the residence.
 - ii. Any repairs to be completed on service lines shall have a new line from the main to the curb stop and new curb stop if required.

2. Sewer Service Lines

- a. Definition: Sewer Service Connection means a service connection that connects a building on a parcel of land to the Town sewage system.
- b. Installation
 - i. The property owner is responsible for the cost of installation of the service line from the main to the residence.

- ii. The property owner must have prior approval for line installation from the Town of Blaine Lake and must utilize an approved contractor.
 - iii. All contractors must provide proof of liability insurance to the Town Office prior to commencing work and must provide drawing of the service connection once it is completed
 - iv. The installation must be approved by the Maintenance Foreman prior to back fill.
 - v. Repairs to sidewalks, streets and road will be at the cost of the property owner.
 - 1. Material, labour and equipment may be provided by the Town and billed to the property owner.
- c. Maintenance and Repair
- i. The property owner is responsible for the cost of maintenance or repair of the line from the main to the residence
 - ii. The property owner would be responsible for contacting a contractor to attend to any blockages, breakages or collapses
 - iii. Any line replacement or repairs must be approved by the Maintenance Foreman prior to back fill.
 - iv. Town of Blaine Lake is responsible for blockages at the main and repair and maintenance of the sewer main.
 - v. Property owner would be responsible for submitting contractor measurements as to location of blockage if any question arose.
- d. Tree Roots
- i. Consideration for blockage due to tree roots will be given on the following basis:
 - 1. Property owner responsible for contacting and paying contractor to attend
 - 2. Measurements must be provided by contractor as to location of tree roots encountered
 - 3. Contractor must use cutter head attachment to clear line
 - 4. Where there are trees on both Town property and owner's property which are suspected of causing blockage, Town reimbursement will be at 50%
- e. Special Situations
- i. Where the length of the sewer service line exceeds 80 feet from the building to the sewer main, Council will make a decision on blockages that occur on each individual situation.

Town of Blaine Lake
Agenda
May 4, 2022 – 4:00 p.m.

1. Call to Order
2. Adopt the Agenda
3. Policy Review
 - a. TCA-001
 - b. TCA-002
 - c. TS-001
 - d. WS-001
 - e. EM-001
 - f. EM-002 & Job Description
 - g. FP-001
 - h. FP-002
4. HR Discussions
5. Adjournment

**Waiver of Notice – Special Meeting
May 4, 2022
TOWN OF BLAINE LAKE**

WAIVER OF NOTICE OF A SPECIAL MEETING FOR THE COUNCIL OF THE TOWN OF BLAINE LAKE

We, the undersigned members of the council of the Town of Blaine Lake hereby waive notice of the Special Council Meeting to be held at #301 Main Street, Blaine Lake, Sask. on May 4, 2022 commencing at 4:00 p.m.

Agenda Attached.

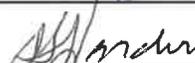
SIGNED:

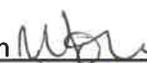
Name: Al Sorenson  Date: May 16/2022

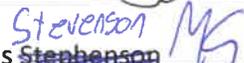
Name: Beverly Breland  Date: May 16, 2022

Name: Jason Weber  Date: May 16/2022

Name: Rodger Pederson  Date: May 16/22

Name: Darlene Harder  Date: May 16/22

Name: Melissa Johnson  Date: May 16/22.

Name: Maxamus Stevenson  Date: May 16/2022