

BLAINE LAKE NEWSLETTER

December 2021

Town Council Meeting

Regular Town Council Meeting will start at 4:00 on the following dates. Council meetings are open to the public and will be held at the Town Office. Please call the Town Office first if you are interested in attending due to social distancing.

Monday, December 20/21
Monday, January 10/22

DEADLINE TO PAY PROPERTY TAXES

2021 Property taxes must be paid no later than December 31st, 2021 to avoid having a 10% penalty added to them. Payments can be made at the Town Office, on-line, or at several banking institutions. Please allow 2 to 3 days for your bank to notify us. For your convenience we will accept cheques that are post-dated to December 31st, 2021. If you are mailing your payment, the envelope must be post marked not later than December 31st, 2021.

** December 31, 2021 we will be **CLOSED**.

ANY OUTSTANDING WATER & SEWER BILLS AS OF DEC.31, 2021 WILL BE ADDED ON TO THE TAX'S ALONG WITH A PENALTY.

Christmas Hours for Town Office

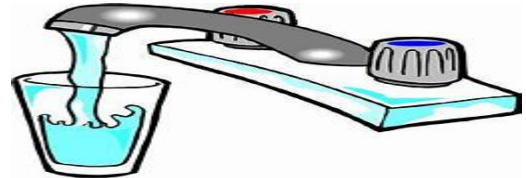
December 23th – **OPEN**
December 24th – **CLOSED**
December 25th – **CLOSED**
December 26th – **CLOSED**
December 27th – **CLOSED**
December 31st – **CLOSED**
January 3rd - **CLOSED**

Christmas Hours for Transfer Station

Wed. Dec.22/21 – **OPEN**
Sat. Dec.25/21 – **CLOSED**
Wed. Dec. 29/21 – **OPEN**
Sat. Jan. 1/22 - **CLOSED**

DIRECT DEBIT

The Town of Blaine Lake offers Direct Debit out of your bank account where the payment can be withdrawn on either the 15th or 30th of each month automatically.



ANNUAL WATER BILLINGS

The option of being billed annually for water, sewer and waste disposal service is available to all local residents. People choosing to pay this way are billed for the entire year in January and given a 5% discount. The only time a person would receive a bill or need to pay more than this is when their quarterly consumption exceeds the maximum usage of 9900 gallons per quarter, and then they are just billed for the overage.

Any resident, who is not already being billed annually but is interested in being billed for water, sewer and garbage on an annual basis (once per year) can contact the Town Office for more information. 306-497-2531



DOG/CAT LICENSES

2022 Licenses are due in January. License rates are \$15.00 for spayed or neutered non-restricted dog or cat. \$60.00 for a restricted dog. Licenses must be renewed by February 28, 2022. After that date, the Bylaw Enforcement Officer will be ensuring that all pets in the Town are licensed and the owners of pets that are not licensed will be fined \$50.00 in addition to the license fee.

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LIFETIME DOG/CAT LICENSES

Pet owners are now able to purchase a license for their dog or cat that is good for the lifetime of their pet. The lifetime license fee for a spayed or neutered dog or cat is \$50.00, or for an unaltered dog or cat if \$100.00. Permanent, lifetime, per licenses will not be issued to a restricted dog. This license is not transferable to another pet and once purchased no refunds would be made to the purchaser regardless of the circumstances.



SNOW REMOVAL POLICY

Residents are reminded not to clean snow from your property onto Town streets or Town property or any property that you do not own. If you are moving snow off of your property, or if you are having someone remove snow from your property it must be hauled away. Please contact the Town office for approved snow dump sites.

Anyone caught putting snow from their property onto streets, back alleys or property other than their own will have the costs of loading and hauling that snow away added to their property taxes. Please make any contractor that you may hire to remove snow from your property aware of this, as you are responsible for snow that is removed from your property and not properly disposed of.

A reminder as well, that the Town will not be clearing back alleys this year. Council has decided that the Town's priority must be to keep our streets graded and snow from the streets hauled away.

Please see attached the new Garbage/Recycle Schedule for 2022. Also you can pick up more copies at the Town Office or off the website.

2022

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Notes

16 to 43
Town of Blaine Lake

2022 Recycle/Waste Schedule

Recycle

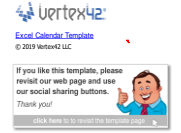
Waste

Holiday

Please have your bins out by 8:00 am

Thank you

Any questions please contact
16 to 43 Waste Management
306 - 246 - 0678



Sponsored by:
Blaine Lake Seniors' Centre

11 DRAWS OF \$100.00 CASH

DRAW DATES

January 4, 2021	February 1, 2021	March 1, 2021	April 5, 2021
May 3, 2021	June 7, 2021	July 5, 2021	August 2, 2021
September 6, 2021	October 4, 2021	November 8, 2021	

**FINAL DRAW FOR \$1,000.00
DECEMBER 6, 2021**



290 Tickets Printed
Latterly License #SR20-0204

173

Tickets available at Crossroads Tavern, B.L. Hardware, Board Members or Nici Warnock at 306-229-3969

WATER METER CARDS

Water Meter Cards will be mailed out the week of December 6, 2021 and have to be returned no later than December 16, 2021. Please return them to the Town Office.

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2021 Blaine Lake Wapiti Library Christmas

Basket Raffle

3 Tickets for \$5.00

Approx basket value - \$500

Draw will be made on Dec.15/21- at the
Blaine Lake Library

Tickets available at local business's

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SARCAN CHRISTMAS HOURS

December 24, 2021 – Open until 3:00

CLOSED UNTIL JANUARY 3, 2022



Prizes:

- 1st Place-\$50 Shop Local Gift Certificate
- 2nd Place - \$25 Shop Local Gift Certificate
- 3rd Place - \$10 Shop Local Gift Certificate

To Register and Vote:

Contact the BLCA via:

1. Call/Text 306-497-2222
2. E:mail: blca@sasktel.net
3. Facebook messenger

The Rules:

1. No entry Fee
2. Entries must be residents within the borders of Blaine Lake
3. Anyone can vote
4. Homes winning 1st place are limited to 2 consecutive years.



Merry Christmas and A Happy New Year from the Town of Blaine lake Council and Staff

Have a safe holiday season.

THE BLAINE LAKE COMMUNITY ASSOC.

3RD Annual Christmas Lights Contest

Registrations begin on Wednesday, Dec 1st
and will close on Mon. Dec.20th at 12pm

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Town of Blaine Lake



Box 10

*Blaine Lake,
Sask. S0J 0J0*

Phone 306-497-2531 Fax 306-497-2511

email:

[*blainelake@sasktel.net*](mailto:blainelake@sasktel.net)

[*www.blainelake.ca*](http://www.blainelake.ca)

EMPLOYMENT OPPORTUNITY

Administrator, Town of Blaine Lake

The Town of Blaine Lake invites applications from qualified persons for the position of Administrator.

This position is responsible to council for the overall administration, financial management and human resource management of the municipality.

Responsibilities and Duties:

- Assisting council in setting the direction of the Town by providing guidance and advice based on requirements of legislation, trend and best practices;
- Overseeing all Town of Blaine Lake operations;
- Overseeing the planning, directing and supervising of all Town employees;
- Monitoring and controlling spending within the program budgets established by Council;
- Preparing and maintain files and records in accordance with legislation;
- Developing, implementing and administering policies and bylaws of the Town;
- Ensuring the Town's bylaws, resolutions, regulations and legislations are executed and enforced;

- Educating and informing the public of Town bylaws, resolutions, regulations and policies;
- Prepare and organize the agendas for all municipal meeting;
- Prepare meeting minutes and attend all regular, special and council appointed meetings;
- Administer the property assessment and taxation process including the collection of taxes;
- Administer the utility roll and utility records including the collection of utility revenue.

Qualifications:

- Standard Municipal Administration Certification or a willingness to obtain.
- Excellent communication skills with the ability to communicate positively with council and members of the public.
- Experience and knowledge in Munisoft software, Microsoft Word and Excel programs.
- Strong communication, management, organizational and interpersonal skills.

The Town of Blaine Lake offers a competitive salary with a comprehensive benefits package. Salary will be determined based on qualifications and experience. A clear criminal record check will be required. Please send resume with references to above address or to: blainelake@sasktel.net

We thank all applicants for their interest in this position. However, only those candidates selected for interviews will be contacted.

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Town of Blaine Lake
Office Assistant Job Description Full Time
Permanent

Education and Experience.

The position requires Grade 12, with preference given to candidates who have completed a post-secondary office administration program or have experience working in an office environment.

Office Duties

- Provide general reception including answering phone calls
 - Serve ratepayers and visitors to the Town Office
 - Collect payments and provide receipts.
 - Process Utility Account Changes & Updates
 - Enter Meter Readings, issue Utility Bills
 - Accounts Payable -enter invoices
 - Payroll Prep & Entry in AP Program
 - Update Tax Program - Change of Ownerships, Customer Information Updates
 - Development & Building Permits -providing information, assisting customers and spreadsheet tracking
 - Bylaw Enforcement - assisting BEO, sending letters, collections and tracking actions
 - Promote Local Tourism -Maintain displays, information on local attractions and events, update Website
- BLCA Support Position to provide Treasurer/Secretary services
 - Pay bills, invoices as directed by BLCA
 - Track finances and prepare reports for BLCA Meetings
 - Apply for and manage Grants on behalf of BLCA Lotteries, CRAG, etc
 - Book Swimming lessons
 - Attend BLCA Meetings and prepare Agendas and Minutes

EMO

- Develop and Maintain EMO Plan
- Coordinate training for EMO Volunteers
- SaskAlerts
- Other duties as assigned.

General:

- Be honest and bondable.
- Maintain a neat and professional appearance.
- Work as part of a team.
- Conduct oneself in a professional manner which will enhance the integrity, dignity and honour of the Town of Blaine Lake.

To apply, please send resume with references and contact information to:

Town of Blaine Lake Box 10, 301 Main Street Blaine Lake, Sk SOJ OJO

Email: blainelake@sasktel.net Ph: 306 497 2531

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