

BLAINE LAKE NEWSLETTER

November 2020

Monday, December 27, 2021

CLOSED

TOWN COUNCIL MEETINGS

Regular Town Council Meetings will start the following dates at 4:00 pm. 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, November 15/21

Monday, December 20/21

DEADLINE TO PAY PROPERTY TAXES

2021 Property taxes must be paid no later than December 31, 2021 to avoid having a 10% penalty added. Payments can be made at the Town Office, on-line, or at several banking institutions. If you are mailing your payment, the envelope must be post marked no later than December 31, 2021.

UNPAID UTILITY BILLS

Any Utility bills that are in arrears on December 31, 2021 will be transferred to that property's tax account.

Winter Landfill Hours

October 1st to March 31st

Wednesdays & Saturdays – 10:00am - 12:00 noon and 1:00-4:00 pm.



The Town Office will be CLOSED Thursday, November 11, 2021 for the Remembrance Day Holiday.

Town of Blaine Lake Christmas Hours



BLAINE LAKE SENIOR'S LOTTERY

November Winner – Donna Parchoma
\$100

There is still a chance to win the \$1,000.00 December 5/21 draw. Tickets are only \$20.00. Call 306-229-3969



It's that time of year....

With the snow starting to fall, please ensure that your sidewalks and walkways are cleared and vehicles are moved off the street to allow for snow clearing.



New 2021-2022 phone books are available at the Town Office

9-1-1-

Whenever you have an Emergency or a dangerous situation please do not call the local RCMP Detachment – CALL 9 – 1 – 1

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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.

Please apply to: blainelake@sasktel.net

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



Town of Blaine Lake

Office Assistant Job Description - Full Time Permanent

**Work Schedule: 40 Hours per week Salary:
Negotiated on Experience**

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.

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- 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:

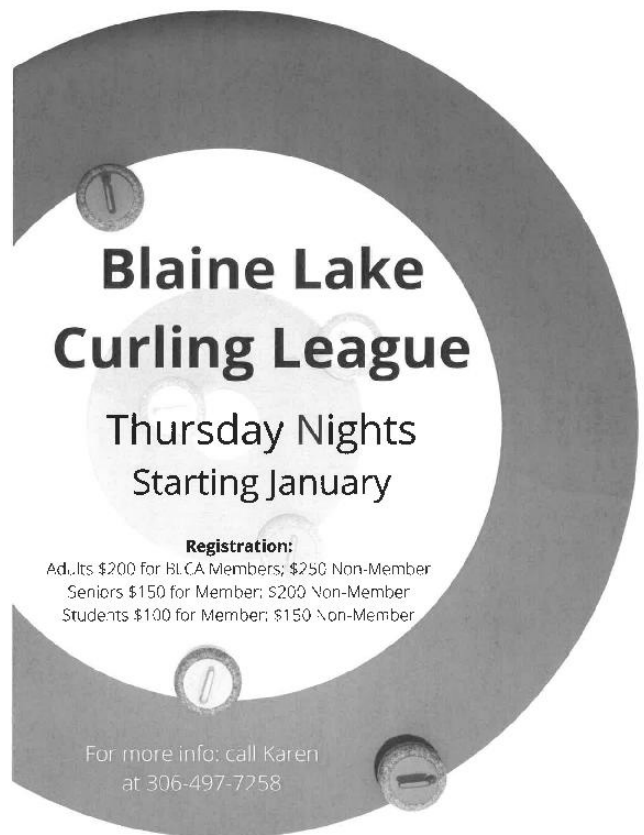
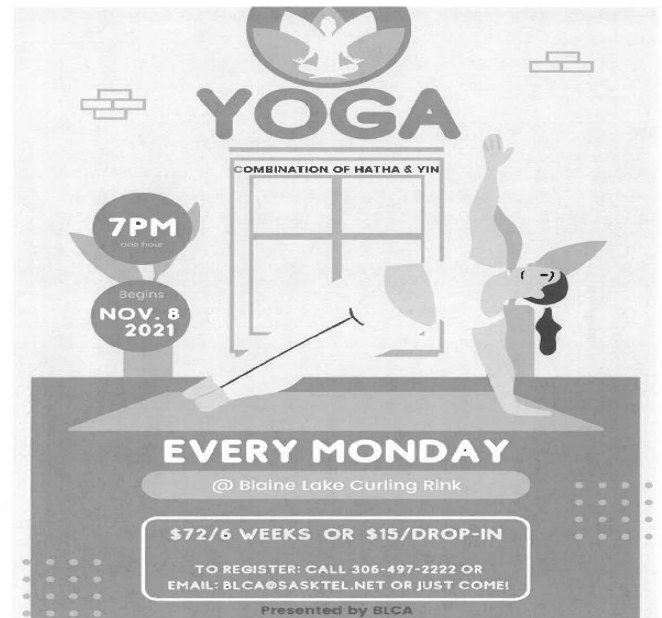
- Be honest and bondable.
- Conduct oneself in a professional manner which will enhance the integrity, dignity and honour of the Town of Blaine Lake.

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

Town of Blaine Lake
Box 10, 301 Main Street
Blaine Lake, Sk S0J 0J0

Email: blainelake@sasktel.net

Ph: 306 497 2531



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