

BLAINE LAKE NEWSLETTER

February 2022

Town Council Meeting

Regular Town Council Meeting will start at 4:00PM 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 protocols.

Tuesday, February 22nd/22
Monday, March 21st/22



Hours for Town Office

Monday – 8am-Noon & 1pm-4pm
Tuesday – 8am-Noon & 1pm-4pm
Wednesday–8am-Noon & 1pm-4pm
Thursday – 8am-Noon & 1pm-4pm
Friday – **CLOSED**

The Town Office will be CLOSED Monday February 22nd for the Holiday and Again Thursday March 3rd for Year End. We do Apologize for any Inconveniences this may cause.

Hours for Transfer Station

Wednesday & Saturdays
OPEN
10:00AM – 12:00 Noon
1:00PM – 4:00PM

DIRECT DEBIT

The Town of Blaine Lake offers Direct Debit out of your bank account where the payment Will be withdrawn on either the 15th or 30th of each month automatically, for your Utility Bills or Taxes.

Also we offer Emailed Billing as well as Emailed Reciepts, Please call or email the Office if you would like to get this set up!

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.

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.

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

TICKETS
\$20.00

290 Tickets Printed
Lottery License #SR20-0206

173

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



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.

Self-Test Kits

(Rapid Antigen Test Kits)

PICK UP AT:

Blaine Lake Town Office
Monday - Thursday
8:00AM - 12:00 Noon
&
1:00PM - 4:00PM

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

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

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TOWN OF BLAINE LAKE EMPLOYMENT OPPORTUNITY

Box10

Blaine Lake, Sask. SOJ OJO

Fax: 306-497-2511

Email: blainelake@sasktel.net

Town Foreman

Reporting to the Town Administrator, the Foreman shall be responsible for the development and implementation of the goals and objectives of the Town as approved by Council in the annual budget, and provide hands-on (working) assistance to personnel whenever circumstances warrant.

Responsibilities Include but are not limited to:

A. Maintenance of Water and Sewer Services:

B. Waste Collection and Cleanup:

C. General Maintenance of Streets, Municipal Buildings and Property:

D. Equipment:

1. Carry a Cell Phone at all times.
2. Responsible overall for the general maintenance of all town owned or leased equipment.
3. Responsible for maintenance of any playground equipment on municipal property.
4. Operation of town equipment to be done according to all safety regulations.
5. Keep a current written inventory of all tools, equipment and materials on hand.
6. Ensure that a maintenance log be kept of all work/repairs done to municipal equipment.

E. Position:

2. Supervise and/or delegate work assignments to outside maintenance personnel in an efficient manner by scheduling and prioritizing the tasks to be done.
6. Provide a regular monthly report to Council and Administration on the operations of the Town, to be presented at Council meeting.
9. Be competent and prudent on all public relations matters.
10. Co-operate with other employees, and provide resources and advice when needed.

12. Ensure that all general maintenance and repair required to keep the Town operating in a good working condition is performed.
13. Meet with the Town Administrator on a scheduled basis to discuss work performance.
14. Perform any other duties assigned by Council.
15. Conduct oneself in a manner which will enhance the integrity, dignity and honor of the municipality.

F. Preferred Qualifications:

1. Possess a minimum Grade 12 or adequate education.
2. Must possess a Level 1 & 2 certificate in Water Treatment/Distribution and Wastewater Treatment/Collection, and be prepared to update as required.
3. Must demonstrate knowledge of and experience in all aspects of the Town operations, systems and equipment.
4. Must be physically fit.
5. Have the ability to operate or learn to operate all town equipment.
6. Must maintain and show a courteous and professional manner to the general public.
7. Must have excellent oral and written ability to communicate, plan and organize.
8. Must be able to provide input to the budgeting process, recommend acquisition, repair or replacement of equipment and facilities.
9. Must possess a valid Class 5 driver's license with an A Endorsement.