

Blaine Lake Newsletter

JANUARY, 2022

Town Council Meetings

Regular Town Council Meetings will start at 4:00 p.m. 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.

Mon. Jan 10/22	Mon. Feb 21/22
Mon. Mar 21/22	Mon. Apr 18/22
Mon. May 16/22	Mon. Jun 20/22
Mon. July 18/22	Mon. Aug 15/22
Mon. Sept 19/22	Mon. Oct 17/22
Mon. Nov 21/22	Mon. Dec 19/22

WINTER LANDFILL HOURS:

The Landfill Winter hours are as follows:

Wednesdays & Saturdays ONLY
10:00 A.M. – 12:00 Noon and
1:00 p.m. – 4:00 p.m.

*****NO SCAVENGING AT THE LAND FILL *****

SNOW REMOVAL

Residents are reminded not to clean snow from your property onto property 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.



DOG/CAT LICENSES

2022 Pet Licenses are due in January. License rates are \$15.00 for spayed or neutered non-restricted dog or cat; \$30.00 for non-restricted dog or cats that are not spayed or neutered; and \$60.00 for a restricted dog. Licenses must be renewed by February 28th, 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 \$40.00 in addition to the license fee.

Lifetime Dog/Cat Licenses

Pet owners are 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 is \$100.00. Permanent, lifetime, pet 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.



*Happy New Year from the
Mayor, Council and Staff
Town of Blaine Lake*

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TOWN OF BLAINE LAKE

DIRECT DEBIT SIGN UP SHEET

PAYOR INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PAYMENT INFORMATION:

TAXES: \$ _____ PER MONTH

DATE: 15TH OR 30TH

WATER: \$ _____ PER MONTH

DATE: 15TH OR 30TH

- PLEASE RETURN FORM TO OUR OFFICE FOUR (4) DAYS PRIOR TO THE DATE SELECTED FOR WITHDRAWAL TO ALLOW FOR SET UP AND PROCESSING TIME.

BANKING INFORMATION or ENCLOSE A "VOID" CHEQUE:

ROUTE: _____

TRANSIT: _____

ACCOUNT: _____

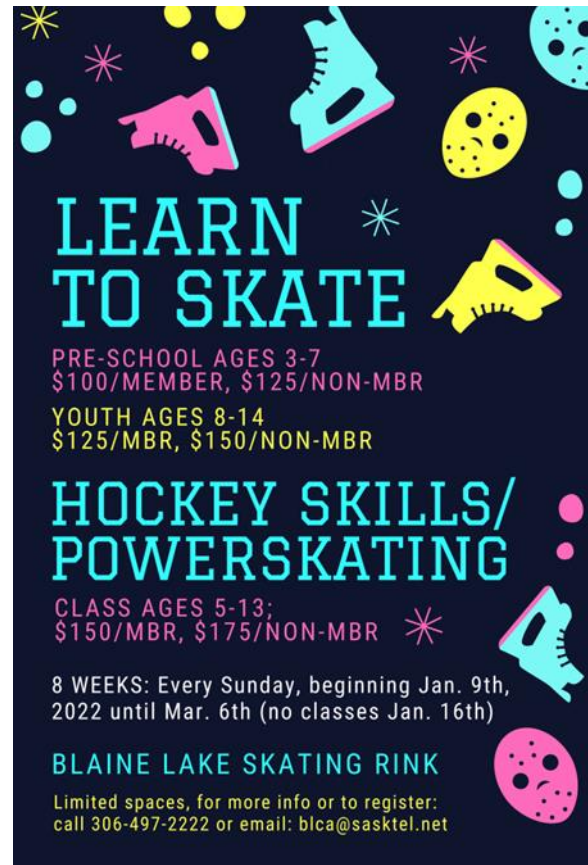
The specified amount will be directly withdrawn from your account on the date selected above. Please ensure the funds are available. Any NSF occurrences will result in removal from the CAFI program and any costs or fees will be added to your account.

SIGNATURE OF PAYOR _____

DATE: _____

The Blaine Lake Seniors would like to thank everyone who supported the raffle.

Tickets for 2022 available from any board member, Crossroads Tavern, Blaine Lake Hardware & Variety, Lill's Diner, B.L. Town Office, or Nici @ 306-229-3969



LEARN TO SKATE

PRE-SCHOOL AGES 3-7
\$100/MEMBER, \$125/NON-MBR

YOUTH AGES 8-14
\$125/MBR, \$150/NON-MBR

**HOCKEY SKILLS/
POWERSKATING**

CLASS AGES 5-13;
\$150/MBR, \$175/NON-MBR

8 WEEKS: Every Sunday, beginning Jan. 9th, 2022 until Mar. 6th (no classes Jan. 16th)

BLAINE LAKE SKATING RINK

Limited spaces, for more info or to register:
call 306-497-2222 or email: blca@sasktel.net

These forms can be printed off the Website as well or picked up at the Town Office.

Blaine Lake Library Board

Winner of the Gift Baskets were:

Heather Fairley Of Regina

And

Abby Fiala of Blaine Lake

Thanks for everyone's support!

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

The December/21 Raffle Draw winner was:
Helen Parchoma of Blaine Lake for \$1,000.
That was the final draw for 2021

GARBAGE PICKUP

Will be Monday,
January 3, 2022
later in the day
Due to cold weather

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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
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

Box10

Blaine Lake, Sask. SOJ OJO

Ph: 306-497-2531

Fax: 306-497-2511

Email: blainelake@sasktel.net

www.blainelake.ca

EMPLOYMENT OPPORTUNITY

Town Foreman

Major Function:

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:

A. Maintenance of Water and Sewer Services:

1. Check water treatment plant and sewage lift station daily to ensure proper working condition and perform or supervise all necessary repairs as needed.
2. Maintain water quality as per standards by adding the proper chemicals as needed, and periodically flush out water mains.
3. Flush out sewer mains when necessary, arrange to have septic tanks on Town sewage system (park and sports ground) pumped, and arrange for pumping and cleaning of sewage lift station.
4. General maintenance of sewage lagoon including monitoring of sewage level, discharging of sewage as per legislative regulation and control of weed, grass & shrub overgrowth.
5. Submit water/sewage samples as required by legislative regulations. Maintain

proper records of water and sewage treatment.

6. Periodically read water meters as per bylaw, and submit readings to Town Office.

7. Periodically collect water tokens from the water refilling station, document amount, and deliver tokens to the Town Office.

8. Shut off and/or turn on water services and install, replace or maintain water meters when required.

9. Shut off and/or turn on water service at park, and blow out lines at year end.

10. Supervise all trenching of service connections to conform with Town regulations.

11. Provide final verbal notice before water disconnection on unpaid accounts.

B. Waste Collection and Cleanup:

1. Collection of garbage which is deposited in public and Department of Highways containers on a regular basis.

2. Collection of garden/yard refuse which is placed at the edge of back alley for pick-up on designated days as decided by Council in spring and fall.

3. Check waste transfer station periodically to ensure proper disposal practices are being used, and remove items that have been improperly placed. Ensure that loose garbage is collected and contained in the transfer bin, and control weed, grass and shrub overgrowth.

4. Regularly inspect recycle bins, and notify Town Office when bins require emptying.

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

1. Weekly inspection of streets, parks, and town properties in general, noting all

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outstanding works to be done and scheduled accordingly utilizing a day planner.

2. Grade, crack/hole fill, and gravel streets whenever necessary to maintain streets in good driving condition, and ensure proper drainage of surface water.
3. Ensure proper and efficient snow removal on all streets and designated sidewalks. Priority should be given to the downtown commercial section and the entrances from Highways 12 & 40, and the north entrance into town, and continue as per outlined in the snow removal policy.
4. Assist and supervise spring drainage work including hand work digging and thawing out culverts. Arrange and assist in the installation of culverts and any drainage ditches or swales where required.
5. Supervision and ensuring that all ditches within the Town are free of all rubbish. Ensuring that all grass is cut on a regular scheduled basis on ditches, alleys, boulevards, along roadways, and on town properties including sports grounds, parks, library, cemetery, town office, vacant lots, Welcome to Blaine Lake sign, and arenas. Planting and trimming of trees and brush in town to maintain a presentable appearance.
6. Maintenance of the Town Cemetery, including staking and plotting of graves.
7. Maintenance of all Town owned buildings to maintain a clean and presentable condition.
8. Town shops and surrounding areas to be kept clean and orderly at all times.
9. Seasonal set-up, shut-down, and blowing out of office underground sprinkler system.
10. Put up Christmas lights and decorations by December 1st of each year, and remove lights by January 15th of the following year.

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. Advise Council/Administration of any equipment malfunctions. Any repairs over \$500 shall have prior approval from appropriate committee of Council, before work is started.
4. Responsible for maintenance of any playground equipment on municipal property.
5. Operation of town equipment to be done according to all safety regulations.
6. Keep a current written inventory of all tools, equipment and materials on hand.
7. Ensure that a maintenance log be kept of all work/repairs done to municipal equipment.

E. Position:

1. Make sure that daily work sheets are completed and submitted weekly to Town Office.
2. Supervise and/or delegate work assignments to outside maintenance personnel in an efficient manner by scheduling and prioritizing the tasks to be done.
3. Notify the Town Office/staff at the commencement of each day of the scheduled activities.
4. Ensure that all employees are working as per scheduled hours, and that overtime hours are worked only in an emergency situation, such as water breaks or snow clearing.
5. Coffee breaks are at the employer's discretion. Two 15-20 minute breaks are allowed in a full 8 hour shift. Lunch breaks shall be no more than one hour in length in a full 8 hour shift.
6. Provide a regular monthly report to Council and Administration on the

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operations of the Town, to be presented at Council meeting.

7. Prepare and discuss with the Town Administrator the annual Town budget, and exercise control over the budget.

8. Recommend to the Town Administrator any training courses that are of interest or beneficial to the position.

9. Be competent and prudent on all public relations matters.

10. Co-operate with other employees, and provide resources and advice when needed.

11. Inform the Town Office of vacation time prior to May 1st of each year, and notify the office of any change in regular hours or sick days.

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.

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.

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