

ITEMS OF INTEREST

Town of Birch Hills

September 2017

Municipal Tax Update

As of August 31, 2017, the Town of Birch Hills have received 80% of the current years taxes.....this leaves 20% of 2017 taxes unpaid. Please remember to pay your 2017 taxes by December 31 or else they will be deemed arrears and subject to tax enforcement.

With this being said, there is approximately \$28,000.00 in 2016 taxes that remain outstanding and the list of land arrears will be presented to council later in September.

Tax arrears in the amount \$48,707.07 from approximately 2013 to 2015 are currently being enforced under the *Tax Enforcement Act*.

If you haven't done so already, please look into having your property taxes paid promptly.



The Town has an increasing concern regarding the general public trespassing at the Town Reservoirs.

Please obey all posted signs stating "No Trespassers, violators will be prosecuted"

The Town will be enforcing this for everyone's safety and liability reasons.

Tax Arrears

Property Pin Locates

The Town of Birch Hills passed a policy effective July 1, 2017, that the Town will implement a fee for property pin locating services. Property Pins are located on the corners of your property and were installed by a Saskatchewan Land Surveyor at the time your lot was subdivided.

The Town of Birch Hills offers a property pin locate service for \$50.00. The Town staff will locate and mark any existing property pins. The Town of Birch Hills and its employees will not be held liable for any error in the locating of property pins, and that the location of property pins by Town employees cannot be relied upon as being a legal survey.

For accuracy, a Surveyor's Certificate or a Real Property Report prepared by a Saskatchewan Land Surveyor can be used to accurately locate property lines. If this is not possible, property lines may be determined by hiring a Saskatchewan Land Surveyor.

It is the responsibility of the property owner to ensure the accurate location of any construction relative to their property lines. It is important to not move or dislodge property pins during construction. All property owners must sign a waiver and pay the required fee before pins are marked.

Property Pin Locate Policy

In This Issue

- Municipal Taxes
- Holiday Hours
- Speed Radar Sign
- Equipment Tenders
- Local Improvement
- Policies & Procedures
- Municipal Bylaws
- Municipal Street Lighting
- Fall Clean-up Week
- House Numbering
- Website



Speed Radar Sign

Speed Limit on Access Road -- Speed Radar Sign --

The Department of Highways and Transportation has spent the last while conducting a traffic and pedestrian study on the West Access Road and Wilson Road. As per the Department of Highways recommendations, they put up new speed limit signs on the West Access Road and Wilson Road, from Highway #3 to Highway #25. Please watch for new posted speed limits.

At the end of August, the Town erected a new speed radar sign in hopes to remind individuals of the new speed limits and to educate the community with the violations.

Radar Sign Data: From 9:00 am on Sunday, August 27, 2017 to 10:30 am on Thursday August 31, 2017 the total vehicle count was 2,233 vehicles. The number of speed limit violations were 1,993. Only 240 vehicles were respecting the posted speed limit....that means 89% of vehicles are violating the speed limit. The maximum speed was 110 km/h. The largest percentage of speed violations occur between the hours of 5:00 pm and 6:00 pm.

It is very important to obey the speed limit, especially being in such close proximity to the playground, sportsground and golf course. Please be considerate of your speed and help make our community safe for everyone.

Town of Birch Hills Council Meetings

Please remember that letters addressing the Mayor and Council need to be submitted to the Town Office by 4:00 pm on the day before the council meeting is scheduled. This way we can make sure items are added to the meeting agenda in a timely fashion.

Even if you are addressing the Mayor and Council in your letter or report, and especially if you are asking for a decision to be made on a particular topic, you need to submit your correspondence to the Town Office so it can be added to the agenda so motion of council can be made.

Town Office Statutory Holiday Hours

Please take note that the Town Office will be closed on the following statutory holidays.

September 4, 2017 for Labour Day
October 9, 2017 for Thanksgiving Day
November 13, 2017 for Remembrance Day

Regular office hours are 9 am to 4 pm,
Monday through Friday.



Holiday Hours

FOR SALE BY TENDER

- 4x Michelin 20.5 R25 Tires
- 1992 Dodge Ram B3500 Diesel Ambulance/Command Unit
- 2003 Chev Silverado, 2wd, 2 door
- 1989 Schulte 96" front mount snow blower

All equipment sold "as is, where is".

Please submit sealed tenders to the Town Office by 4:00 pm on September 13, 2017.

For more information, or to arrange a time to view any of the items, contact the Town Office at 749-2232.

Back to School!

We wish the best of luck to all the students returning to the 2017/2018 school year; and welcome all the new families to our community.

Please remember to obey all traffic signs and school zone signs to ensure a safe community for the children returning to school.

Municipal Street Lights

Did you know that the Town of Birch Hills has 143 Street Lights? Did you know it is a flat rate per street light whether it is working or not?

These street lights are owned and maintained by SaskPower and are considered residential street lighting.

If you notice a street light not working, contact SaskPower at www.saskpower.com and follow the links OR call 1-888-757-3637 OR contact the Town Office. Your assistance in reporting street light outages helps the Town make sure we are receiving the services that are being paid for.

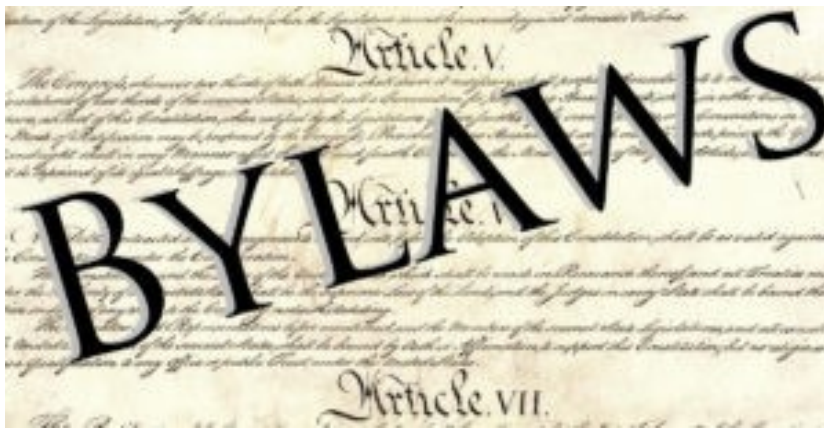


Town Tendering & Work Balancing Policy

The Town of Birch Hills has been working on a tendering and work balancing system. We have been utilizing the new system over the past while and feel it has been working reasonably well. Therefore, Town Council passed a certified policy on June 28, 2017, for Town Tendering and Work Balancing with Contractors that officially came into force on July 1, 2017.

There are four (4) types of work that will be considered within the policy. They are:

1. Small Jobs Under \$500 +/-
 - Town Administrator and Town Foreman can proceed with hiring from a rotational log book of competent contractors that have provided us a list of equipment/products that they are willing to supply
 - Contractors need to be reviewed on a regular basis for availability and changes to the products they provide. They will be reviewed approximately twice a year.
 2. Larger Jobs Over \$500 +/-
 - Tendered out to the Contractors/Consultants that can supply the product/equipment we need.
 - In the event that the work is time sensitive, the contractor must know this in advance.
 3. Emergency Jobs—Small or Large
 - In the case of a project that is deemed “Emergency”, the Administrator or the Town Foreman will call the contractor needed with no tendering due to the emergency nature. This will be done on a rotational schedule. A log of this rotation needs to be well documented of who was called, time and date called, and any reason the contractor declined.
 4. Snow Removal
 - This will be done basically as an emergency job.
- ⇒ Each contractor will need to provide what equipment they have.
⇒ Each contractor will need to provide proof of insurance & WCB where applicable
⇒ Each contractor will need to hold a valid Town Business License to be on the contact list
⇒ Each contractor will be responsible to find any locates
⇒ Each contractor must be in good standing with their municipal taxes to be on the list
⇒ 3 strike policy for incomplete or missed jobs—3 strikes will result in being removed from the list for a minimum of 3 years.



New Bylaws

Municipal Bylaws

Official Community Plan and Zoning Bylaw - Town Council has spent the last while working with Crosby Hanna and Associates in developing an Official Community Plan and new Zoning Bylaw. The Town hosted an open house last November, outlining key provisions proposed for the Official Community Plan and Zoning Bylaw. After many reviews, council had the third and final reading in April. The Official Community Plan and Zoning Bylaw are now in the last stages of approval at Community Planning, Ministry of Government Relations. Implementing an Official Community Plan will be very beneficial. The policies in the Official Community Plan address the need for future land use planning in the Town of Birch Hills as well as other matters related to its physical, social and economic development. The policies are intended to provide the Town of Birch Hills with direction and guidelines for establishing bylaws, programs and decision making on future land use and development proposals in the Town. Updating the Town's 1970 Zoning Bylaw and amendments will also make a world of difference. The Zoning Bylaw controls the use and development of the land in Town and assists in implementing the Town's Official Community Plan. Development shall be permitted within the limits of the Town only when in conformity with the provision of the Zoning Bylaw.

Building Bylaw - Town Council passed a new Building Bylaw on June 14, 2017. This Bylaw will replace the Town's previous Building Bylaw from 1979. The Town received their approval of the passed bylaw from Business Standards and Licensing, Ministry of Government Relations on July 11, 2017 and it came into force on the date of approval. It will enforce matters governed by *The Uniform Building and Accessibility Standards Act and Regulations*.

Traffic Bylaw - Town Council passed a new Traffic Bylaw on August 23, 2017. This Bylaw will replace the Town's previous Traffic Bylaw of 1978. The Bylaw has since been sent to the Highway Traffic Board for approval. This Bylaw will regulate the operation and parking of vehicles and the use of roads in the Town of Birch Hills. The Bylaw will come into force once the Town receives the required approval from the Highway Traffic Board.

Sale of 2003 Dodge Caravan

Edna Herd recently moved away and generously donated her van to be sold with the proceeds to be donated to the Multi-Use Facility. Her vehicle has been well taken care of and the engine has recently been overhauled.

If you are interested in submitting an offer, please have your closed tender delivered to the Town Office by 4:00 pm on Wednesday, September 13, 2017.

If you would like to have a look at the vehicle, please contact the Town Office at 306-749-2232 to arrange a time.

2003 Dodge Caravan

Fall Clean-Up Week

The Town has declared October 2 through October 9 as Fall Clean Up Week.

Please have your compostable material bundled and available for pick-up in your back alley where back alley access is available. Loose material will not be picked up.

The Town Landfill (aka Dump) is strictly a compost site and no longer accepts garbage refuse of any sort. The Town Compost Site is available to be opened during business hours at a fee of \$15.00. Please contact the Town Office to arrange a time.

House Numbering

To help the Emergency Services reach you in the quickest possible time, please ensure that your house number is visible. Emergency response providers rely on you as a homeowner or business to post a civic address as this enables the emergency vehicle driver to locate your property.

In subdivisions, some numbers are too small or too far from the road to be seen. Bushes can hide the numbers, especially in spring or summer.

Ensure that your number stands out, especially at night time with exterior lights on or off. Have a friend or neighbor assess it for you.

It is the responsibility of the home/building owners to have house numbers to be a size and color that allows them to be clearly seen from the road.

Consider removing any obstructions, including vegetation or fencing, that restrict visibility of a house number from either direction on the road.



If you have received a driveway quote, please remember that this cost is completely separate from the local improvement project and not associated with the Town. The cost of driveways is strictly between the contractor and homeowner and cannot be added to the special assessment.

Municipal Grants

Poplar Subdivision Local Improvement

Town Council would like to thank everybody affected by the local improvement for their patience and cooperation with the project. The Town recognizes that there's been traffic and garbage interruptions and we appreciate everyone's understanding. We have received many positive comments and compliments regarding the project and this makes it so much easier for everybody involved with projects to get their job done. The Town has hired engineers and signed a contract and have put their trust in all involved.

To date, the local improvement project is running quite smoothly. The project may be a tad bit behind schedule, but we have no concerns that the project won't be done by the end of September.

What's Next? - Once the project is complete and all the costs are determined, the municipality begins the process to secure the property owners' share of the costs. The Town starts by passing a Special Assessment Bylaw. This bylaw will establish the special assessment rate and authorize the charge against each benefited lot.

Once the Special Assessment Bylaw is adopted, the assessor will prepare the special assessment roll. Within 15 days after completing the assessment roll, the assessor will provide notice of the special assessment roll. This notice must be published in at least one issue of a newspaper circulating in the municipality and a notice must be sent to each owner of land proposed to be specially assessed.

Persons subject to special assessment have the right to appeal the proposed special assessment and must do so within 30 days after the day on which the notice of special assessment is delivered. A notice of appeal must be in the prescribed form which will be included within the special assessment notice and will be subject to a \$50.00 appeal fee.

The assessor will then make any changes that may come out of the board of revision hearing, if any appeals were filed and a hearing was required, and then will certify the assessment roll. The Town must send invoices to property owners as soon as possible after the roll is certified. The invoice will disclose the deadline for any prepayments.

Website

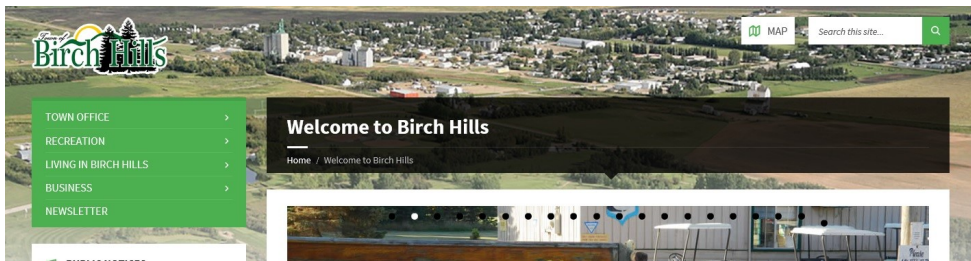
The Town's new website is up and running. Please visit our new website to find out information regarding the Town of Birch Hills.

You can obtain information on Bylaws/Policies, Minutes, Financial Statements, Forms/Permits, Taxes/Assessment, Utilities, and much more.

This will continue to be a work in progress. We welcome any suggestions or feedback of any problems that might show up or ideas to make the new site more user friendly.

Areas of the website will be updated as information is received at the Town office. Please submit any updated information or usable photos that can be used on our website to the Town Office.

Thank You!



The Town Office would like to update their customer contact information. As many homeowners may have discontinued land lines and are utilizing cell phones as their main contact, we do not have up to date information for some of our customers.

Help Us Know You Better!!!!

We Need Your Most Up-to-date Information

Name: _____

Street Address: _____

Box Number: _____

Telephone Numbers: Home: _____

Cell #1 _____ Cell #2 _____

Email: _____

Town of Birch Hills—Items of Interest

Contact Us

Give us a call for more information or if you have any questions.

Town of Birch Hills

126 McCallum Avenue
Box 206
Birch Hills, SK S0J 0G0

(306) 749-2232

birchhills.town@sasktel.net

Visit us on the web at
www.birchhills.ca

Regular Town Council meetings are held every 2nd and 4th Wednesday of each month at 7:30 pm. Agenda items should be brought to the attention of the Administrator no later than Friday before the meeting.

Elected Town Council

Mayor Dale Pratt
Councillor Barry Evans
Councillor Sharon Rolfes
Councillor John Herd
Councillor Keith Matheson
Councillor Graham Tweten
Councillor Owen Stubbs



Follow Birch Hills WTP
[@bhwaterplant](https://twitter.com/bhwaterplant) on Twitter

Also, read the blog at :
bhwaterplant.wordpress.com