

## Lakehead OPP Detachment Board Community Representative

The Lakehead OPP Detachment Board is recruiting three (3) Community Representatives to serve on the Board. The Lakehead OPP Detachment Board represents communities within the Thunder Bay OPP Detachment Area and will include one elected official from each of the following seven (7) communities, as well as three (3) Provincial representatives and three (3) community representatives;

- Conmee Township
- Gillies Township
- Kiashke Zaaging Anishinaabek First Nation (Gull Bay)
- Lac Des Mille Lacs First Nation
- Municipality of Neebing
- O'Connor Township
- Municipality of Shuniah

The Community Representative position is an opportunity for interested residents to participate in setting objectives and priorities for the Thunder Bay OPP Detachment to enhance the quality of life and ensure the safety and security of all persons and property in the detachment.

More details about the position at [www.neebing.org/oppboard](http://www.neebing.org/oppboard).

All interested applicants are encouraged to complete the online application form found at the website listed above. A paper copy of the application can be obtained by contacting the Board Secretary or from your municipal/band office. Please submit paper applications to the following:

Lakehead OPP Detachment Board

Attention: Board Secretary

4766 Highway 61

Neebing, ON P7L 0B5

Email: [clerk@neebing.org](mailto:clerk@neebing.org)

Fax: 807-474-5332

Applications will be accepted until **June 14, 2024 at 4:30 pm**.

Personal information submitted will be used for the purposes of determining suitability for the OPP Detachment Board only and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

The Province is also recruiting three (3) individuals to sit as the Provincial Representatives on the Board. Interested applicants can apply for these positions through the Ontario Government website at <https://www.pas.gov.on.ca/Home/Agency/801>. You must first create an account in order to apply. Once you have created an account, there is an online form that you can fill out.

## THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

### ADMINISTRATIVE DEPARTMENT - EMPLOYMENT OPPORTUNITY

The Township of O'Connor is currently accepting applications for the position of "Deputy Treasurer". The applicant will work under the direction of the Clerk-Treasurer on a full-time basis, a minimum of 32 hours per week – Monday to Friday. Some evening meeting attendance may be required. The position pays \$25 - \$32 per hour based on experience.

The ideal candidate for the position of "Deputy Treasurer" will have a degree in Accounting and Business Administration, be proficient in Microsoft Excel, Word, and Outlook. Experience in municipal finance, payroll administration, working understanding of Ontario's Municipal Act, Employment Standards Act and any other relevant legislation would be an asset.

Job responsibilities will include administration of the Township's municipal tax and financial program (Asyst), Accounts Receivable and Payable, Asset Management, monthly bank reconciliation and preparation of monthly financial reports for Council. Other responsibilities will include, but are not limited to, answering the phone, responding to emails, issuing payment receipts, fielding questions from the general public with regard to property taxation, building permit inquiries, consent applications and cemetery regulations. A full job description for the position is available at the Township Office.

Applicants are invited to submit a detailed resume, indicating qualifications, education, experience and references to: **Lorna Buob, Clerk-Treasurer, by 4 p.m. on Monday, June 10, 2024** at the Township Office, 330 Highway 595, RR #1, Kakabeka Falls, ON P0T 1W0 or by email to [twpoconn@tbaytel.net](mailto:twpoconn@tbaytel.net).

We wish to thank all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment purposes only. Council will review submitted resumes at their meeting to be held later that evening.