

The Municipality of  
**Powassan**

Resolution no. 2013- 354

Date: June 18, 2013

Moved by

Seconded by

That By-law no 2013-33 being a By-law to appoint an Intern,  
Read a FIRST time, and considered read a SECOND and THIRD time and passed as such in open  
Council this the 18<sup>th</sup> day of June, 2013.

Carried 2nd

Defeated

Deferred

Lost

Mayor

Recorded Vote: Requested by

Name	Yeas	Nays	Name	Yeas	Nays
Councillor Nancy Barner			Councillor Roger Glabb		
Councillor Dave Britton			Councillor Todd White		
Councillor Steven Eide			Mayor Peter McIsaac		
Councillor Gerry Giesler					

**THE CORPORATION OF THE MUNICIPALITY OF POWASSAN**

**BY-LAW NO. 2013-33**

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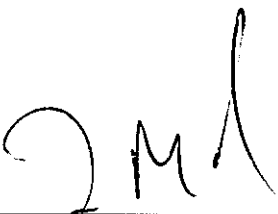
Being a By-Law to appoint an Intern

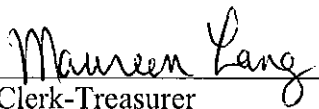
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The Council of the Corporation of the Municipality of Powassan appoints as follows:

1. That Shelley Willis be appointed as Youth Intern for the Corporation of the Municipality of Powassan.
2. That the terms of employment for this position as outlined in Employment letter, attached hereto as Appendix 'A' and forming part of this By-Law be adopted .
3. That Fednor Agreement for Project no. 851-805983, adopted under by-law 2013-32 be attached hereto as Appendix 'B' and form part of the terms of this by-law.
4. That Intern Certificate attached hereto as Appendix 'C' serve as proof of eligibility.

READ A FIRST time, and considered read a SECOND and THIRD time and passed as such in open Council this the 18<sup>th</sup> day of June, 2013 .

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk-Treasurer



Accepted



The Municipality of

466 Main Street  
P.O. Box 250  
Powassan, Ontario P0H 1Z0

Tel: (705) 724-2813  
Fax: (705) 724-5533

info@powassan.net  
www.powassan.net

June 14, 2013

Dear Ms. Willis:

We are pleased to offer you the Youth Intern Position with the Municipality of Powassan.

Your employment term is for a period of 52 weeks and will begin on June 17th, 2013. A 3 month probationary period will be required for this position, after which time a review will be completed by senior staff.

You will be responsible for assisting with the implementation of a marketing and branding strategy for the Municipality and for other tasks associated with promoting economic development within the community.

The hourly wage for this position will be \$14.00/hr, with 4% in lieu of vacation time paid out with each by-weekly pay period. You will be expected to work 35 hours a week, from 8:30 am to 4:30 pm Monday to Friday, with a 1 hour unpaid lunch. There will be evening committee meetings (at least once a month) that you will be required to attend. You may also be required to travel to meetings outside of the office or when organizing events. Mileage for personal vehicle use is paid at the rate of .48 cents per km.

By accepting this offer you agree to be bound by the laws, by-laws, policies and regulations that apply to the Municipality, including the confidentiality clause.

The attached by-law no. 2013-33 should be kept for your records as it outlines the terms of your employment and hire date.

Please signify your acceptance of this appointment and its associated terms and conditions by signing this document below.

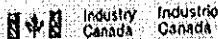
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Signature

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Date

Appendix  
C



# NORTHERN ONTARIO DEVELOPMENT PROGRAM INTERN CERTIFICATION

Please complete the following Intern Certification once an Intern has been hired.

Project Number: 851 - 85983  
Recipient: Municipality of Powassan

## INTERN CERTIFICATION

1. Intern's Name: Shelley Willis

2. Intern's Date of Birth (YYYY-MM-DD):  
1989-08-08

3. Intern's Start Date (YYYY-MM-DD):  
2013-06-17

4. Intern's Education

Intern's Level of Post-Secondary Education (most recent qualifying graduation only):

Advanced College Diploma

Post-Secondary Institution:

Canadore College

Date of Graduation (YYYY-MM-DD):

2013-05-29

Field of Study:

Graphic Design

5. Intern's Contact Information

Telephone Number at Work:

Extension:

E-mail Address at Work:

( ) -

Telephone Number at Home:

(705) 422-1451

E-mail Address at Home:

Swillis@hotmail.ca

Any information provided will only be used to contact the intern regarding the internship.

6. FedNor Orientation Kit has been given to the Intern.

☒ Yes ☐ No

7. Please indicate the number of hours per week the intern will work.

35

8. Intern's Annual Salary:

\$25,500

9. Is the intern legally entitled to work in Canada? (Proof of documentation such as a work visa or social insurance number may be required)

☒ Yes ☐ No

10. Has the intern previously participated as a youth intern in FedNor's Northern Ontario Development Program or in any other federal or provincial internship program with pay for a period of six (6) months or more?

☐ Yes ☒ No

11. Is the intern related to the directors, officers or managers of the organization? Note: If yes, prior clearance from project officer will have to be granted.

☐ Yes ☒ No

Please return the completed Intern Certification to FedNor, along with:

- a copy of the intern's certificate/diploma; and
- a copy of the advertisement for the internship.

I hereby certify that the intern meets the Eligible Youth Internship Criteria as stipulated in Annex I of the Contribution Agreement.

Margaret Pang  
Signature of Authorized Officer

2013-06-05  
Date (YYYY-MM-DD)

Shelley Willis  
Signature of Intern

2013-06-05  
Date (YYYY-MM-DD)

# Ontario College Advanced Diploma

Ontario College on behalf of the Board of Governors and the Ministry of  
Training, Colleges and Universities of the Province of Ontario has awarded  
this Ontario College Advanced Diploma to:

**Shelley Lynn Willis**

**Graphic Design Program**

**Three Years**

In witness whereof this Seal of the College has been affixed hereto this  
twenty-ninth day of May, two thousand and thirteen at North Bay, Ontario.



William J. O'Connell, Board of Governors



George J. O'Connell, President



Margaret O'Connell, Vice President, Academic



John J. O'Connell, Registrar

Ontario College of Applied Arts and Technology is funded by the Province of Ontario and is  
committed to the primary purpose of providing educational opportunities of a career oriented  
nature to enhance the quality of life of its students.