



SPECIAL MEETING OF COUNCIL

AGENDA

**Tuesday May 16, 2017 following Committee of the Whole
Classroom**

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. BY-LAWS AND CONFIRMATORY BY-LAW**
 - a) 2017-43 A By-law to appoint seasonal Municipal Law Enforcement Officers for the Town of Wasaga Beach
 - b) 2017-44 A By-law to appoint a casual Municipal Law Enforcement Officer/Park Warden Supervisor for the Town of Wasaga Beach
- 4. ADJOURNMENT**

THE CORPORATION OF THE TOWN OF WASAGA BEACH

BY-LAW 2017-43

A By-law to appoint seasonal Municipal Law Enforcement Officers
for the Town of Wasaga Beach

WHEREAS pursuant to section 9 of the *Municipal Act*, 2001 S.O. 2001, chapter 25 a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to section 8. (1) of the *Municipal Act*, 2001 S.O. 2001, chapter 25 the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS pursuant to the provisions of the *Police Services Act*, R.S.O. 1990, cP.15, as amended, the Council of any municipality may appoint one or more Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing the By-Laws of the Municipality;

AND WHEREAS pursuant to *The Fire Protection and Prevention Act*, as amended, provides that a municipality may appoint officer to enforce By-Laws passed pursuant to the said Act;

AND WHEREAS the Council of the Corporation of the Town of Wasaga Beach considers it desirable to appoint seasonal Municipal Law Enforcement Officers from and to define the authority, responsibilities, and duties of the positions;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WASAGA BEACH HEREBY ENACTS AS FOLLOWS:

1. That the following individuals are hereby appointed Municipal Law Enforcement Officers for the Town of Wasaga Beach with duties according to the position description as established from time to time by the Municipality and attached hereto and forming part of this By-law as Schedule "A":
 - Mackenzie Bramhall
 - Ryan Willows
 - Jenna Turner
2. That the wages and benefits shall be as established and may be amended from time to time.

3. That these appointments expire on December 31st of the current year or upon the expiry of employment.
4. That where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provision of this by-law shall prevail.
5. That this By-Law shall come into force and effect on the final passage thereof.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF MAY, 2017.

THE CORPORATION OF THE TOWN OF WASAGA BEACH

Brian Smith, Mayor

Andrea Fay, Clerk

Town of Wasaga Beach

JOB DESCRIPTION



Department: Administration: By-Law	Division: By-Law Department
Effective Date: January 1, 2007	Revision Date: April 29, 2010
Approved By:	Wage Range: \$13.19 – 13.85
Hours of Work: 32-44 Hours	Value Group:

JOB TITLE:

Municipal Law Enforcement Officer, Summer Students

REPORTS TO:

Senior Municipal Law Enforcement Officers/Proper Standards Officer

SUPERVISED BY:

Full time Municipal Law Enforcement Officer/ Property Standards Officers

JOB PURPOSE:

Summer student positions from May to September.

Enforce Municipal By-Laws and some Property Standards complaints such as long weeds and grass, minor debris. Two summer supervisor positions are responsible for the daily supervision of summer staff without much experience. Some duties include coin machines, empty and refilling it for week and weekend shifts, issuing dog tags and yard sale permits, parking, noise, open fires, fireworks and all other by-laws. Also responsible for answering the phones, and counter should admin be busy which includes but not limited to responding to general inquiries and questions from public. Receiving complaints and acting on them. Traffic control, issue Parts I, II and III offences of the P.O.A. The keeping of an accurate note book.

TASKS:

1. Municipal Law Enforcement

**% of Time
50%**

Receive and attend complaints; noise, littering, fire, parking enforcement, dog tags or residential parking permits, answering phone calls, writing complaints parking tags, Part I, II, and III offences of P.O.A. therefore neatness and accuracy is very important.

2. Property Standards Officer

25%

Standard maintenance and occupancy of property; property standards By-Law for example derelict vehicles, accumulation of materials, litter, debris, appliances, etc. inspect property see if it meets the standards if not Notice to Comply is sent to owner to clean property by a certain date.

3. Supervisor of Summer Employees (2 experienced students), where applicable

10%

Supervise summer employees; provide duties, answer questions from employees, deal with public if required, and resolve conflicts if needed. Available too summer employees during days off. These two positions report to the two full-time supervisors, who in turn report to the Sr MLEO.

4. Additional Duties from Town of Wasaga Beach

10%

Provide assistance to various Departments within the Town of Wasaga Beach jobs may include; moving boxes and furniture, delivering letters and notices, picking up parcels, installing and uninstalling parking meters.

5. Mail & Bank Deliveries

5%

Daily mail delivery to and from the Town to Canada Post. Delivery of daily bank deposits to the Town's bank.

QUALIFICATIONS / EDUCATION:

- Enrolment in or completion of a College/University Law Program and/or Police Foundations
- Good public relations & communication skills
- Hold a valid Class G Ontario Driver's License in good standing
- Able to work shift work
- Must be physically fit and of good health
- Hold a valid First Aid and CPR certificates

EXPERIENCE:

Previous enforcement experience would be an asset

** Wages - 2010

1st year - \$13.19 (+ 4% in lieu of vacation)

2nd year returning students - \$13.85 (+ 4% in lieu of vacation)

1st time supervisors (returning) - \$16.27 (+ 4% in lieu of vacation)

2nd year returning supervisors - \$17.08 (+ 4% in lieu of vacation)

THE CORPORATION OF THE TOWN OF WASAGA BEACH

BY-LAW 2017-44

A By-law to appoint a casual Municipal Law Enforcement Officer/Park Warden Supervisor for the Town of Wasaga Beach

WHEREAS pursuant to section 9 of the *Municipal Act*, 2001 S.O. 2001, chapter 25 a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to section 8. (1) of the *Municipal Act*, 2001 S.O. 2001, chapter 25 the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS pursuant to the provisions of the *Police Services Act*, R.S.O. 1990, cP.15, as amended, the Council of any municipality may appoint one or more Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing the By-Laws of the Municipality;

AND WHEREAS pursuant to *The Fire Protection and Prevention Act*, as amended, provides that a municipality may appoint officer to enforce By-Laws passed pursuant to the said Act;

AND WHEREAS the Council of a Municipality may appoint Property Standards Officers to enforce a by-law made under the authority of Section 15.1 of the Building Code Act, 1992, SO 1992. c. 23;

AND WHEREAS the Council of the Corporation of the Town of Wasaga Beach considers it desirable to appoint a casual Municipal Law Enforcement Officer/Park Warden Supervisor and to define the authority, responsibilities, and duties of the positions;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WASAGA BEACH HEREBY ENACTS AS FOLLOWS:

1. That Lauren Dykstra be hereby appointed as a casual Municipal Law Enforcement Officer/Park Warden Supervisor for the Town of Wasaga Beach.
2. That Lauren Dykstra be hereby appointed as a Property Standards Officer pursuant to the Building Code Act, 1992, SO 1992. C.23 for the Town of Wasaga Beach.

3. That the associated duties for the position be in accordance with the job description as established from time to time by the Municipality and attached hereto and forming part of this By-law as Schedule "A":
4. That the wages and benefits shall be as established and may be amended from time to time.
5. That this appointment shall expire upon the expiry of employment.
6. That where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provision of this by-law shall prevail.
7. That this By-Law shall come into force and effect on the final passage thereof.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF MAY, 2017.

THE CORPORATION OF THE TOWN OF WASAGA BEACH

Brian Smith, Mayor

Andrea Fay, Clerk